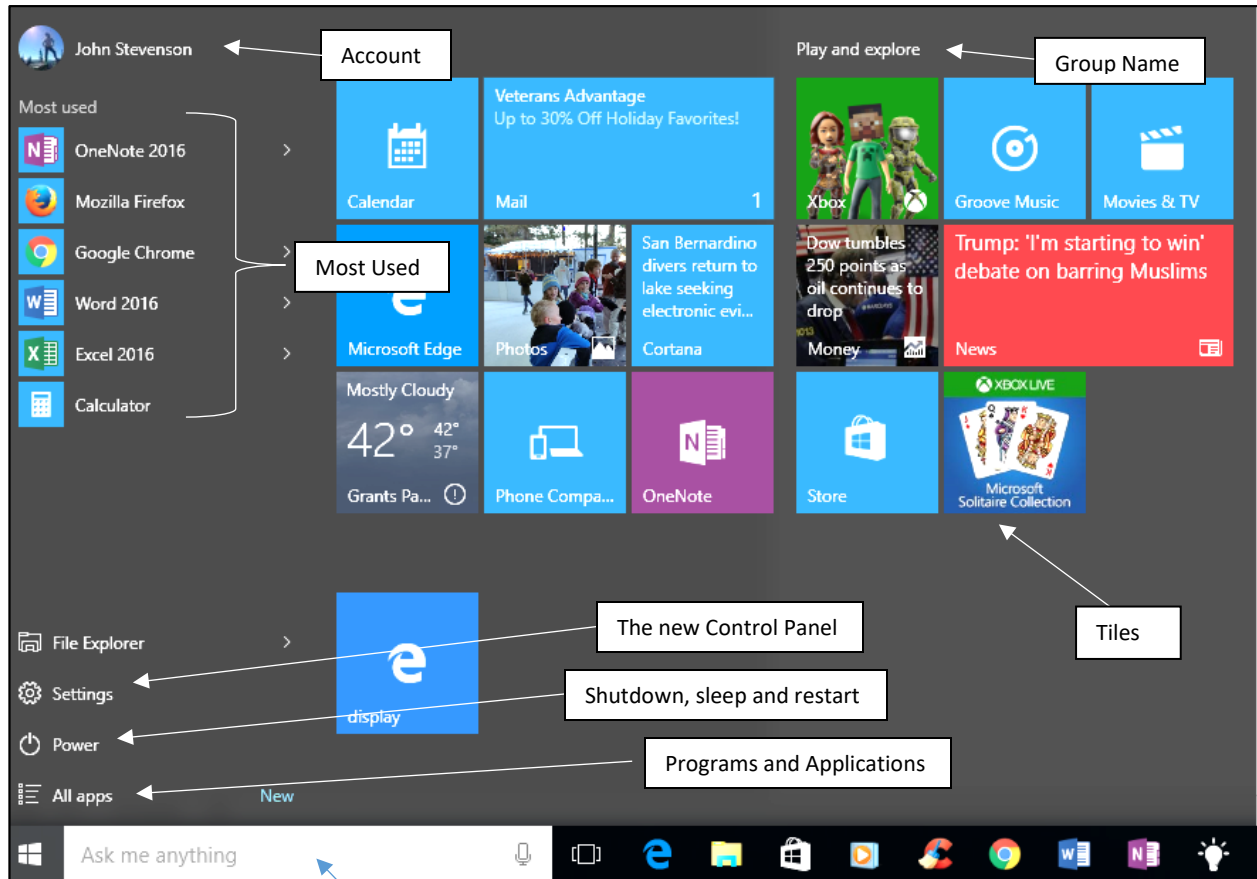


# Welcome to Windows 10

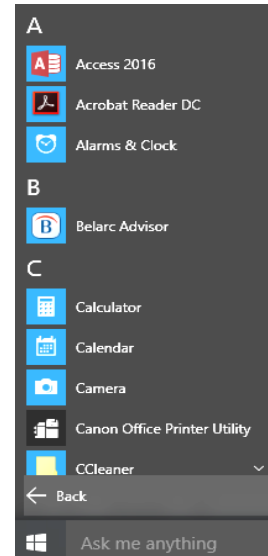
By John Stevenson

## The Start Menu

The biggest news is that the Start Menu is back and more intuitive and powerful than ever. When you click the Windows Icon you'll see:



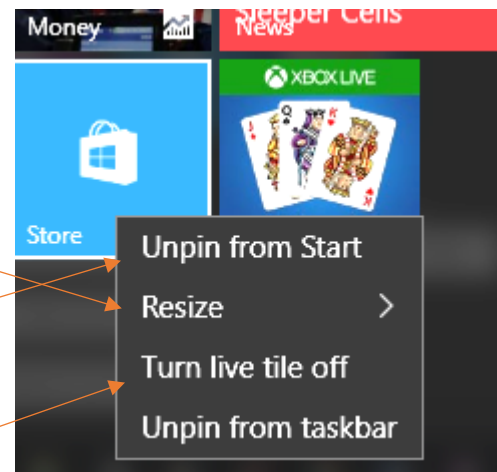
1. **All Apps** include Programs and Applications. When you click on All Apps you'll get a list of all your applications in alphabetical order. (See Fig at right) **Tip:** To quickly move through the alphabet just left-click any Letter for the alphabet.
2. **Power** - Make a choice to Shutdown, Restart or Sleep
3. **Settings** -Provides easier and more intuitive access to the inner workings of Windows 10 including Devices, Programs, Settings and system information.
4. **File Explorer** – Takes the place of Windows Explorer for File Management.
5. **Most Used** – This is a dynamic List that displays the programs you use most often.



6. **Account** – Shows whose account is logged in and provides left-click access to change settings, Lock or even switch accounts.
7. **Tiles** – The tiles can be normal or “**Live**” tiles. A live tile is dynamic and changes occasionally showing pictures, news or other information. Examples on the previous page would be Photos, Money, News and Weather.
8. **Group Name** – Tiles can be organized in groups so you can more easily find the apps you need. The Group Name is above the group to identify them such as “**Play and explore**”.
9. **Task View** – Use this to easily display all open apps and create a new “Desktop”.
10. **Cortana** – Your best friend and digital assistant. Cortana can search for programs, documents and web information. She also can help with a multitude of other daily tasks and will synchronize with other devices and the Internet to learn your schedule, habits, locations and advise you on daily activities.

### Pinning, Sizing and Organizing Apps

- **To Pin** an app to the **Start** screen; right-click the app and choose “Pin to Start” or drag the icon to **Start**.
- When the app is pinned you can **resize** it by right-clicking the tile and choosing Resize (as in the figure shown here). You’ll have a choice of small, medium and wide.
- To reorganize simply click on an app and drag it to the new location.
- To Unpin an app right-click the app and choose “**Unpin from Start**”
- To turn “live” tiles on or off use the right-click and choose the appropriate menu item.




### How About that “Cortana”

Based on the fictional synthetic intelligence character that was in the **Halo** video game series, Cortana is now your digital assistant. She can respond intelligently to your verbal or typed questions giving assistance with many of your daily needs such as:

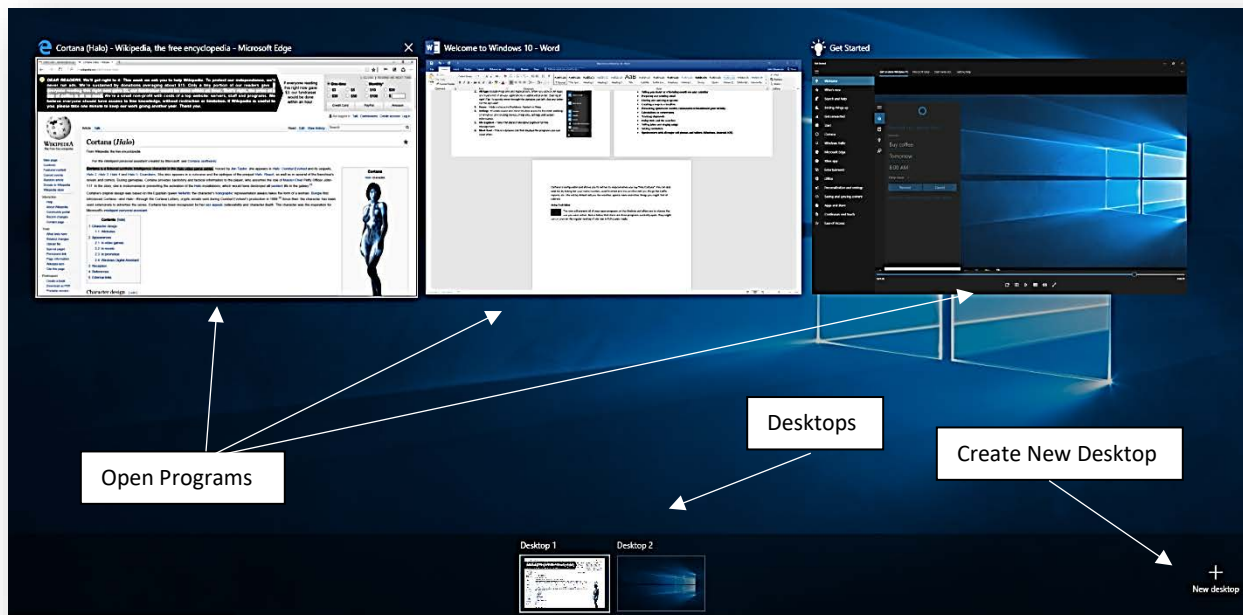
- **Telling you about or scheduling events on your calendar**
- **Preparing and sending email**
- **Finding and opening programs**
- **Creating a map to a location**
- **Presenting options for movies, restaurants or locations in your vicinity.**
- **Calculations or conversions**
- **Tracking shipments**
- **Doing Web and file searches**
- **Telling jokes and singing songs**
- **Setting reminders**
- **Synchronizes with all major cell phones and tablets (Windows, Android, IOS).**

Cortana is configurable and allows you to set her to respond when you say “Hey Cortana”. You can also help her by telling her your home location, work location and she can then tell you things like traffic reports, etc. She will by default tell you the weather, sports, news and other things you might find of interest.

### Using Task View

 This icon (From the taskbar) will present all of your open programs on the desktop and allow you to choose the one you want active. Notice below that there are three programs currently open. They might not be seen on the regular desktop if one was in full-screen mode. It might cover up all the others.

The **Alt** and **Tab** buttons also provide a way to change from program to program and see them all in one view.

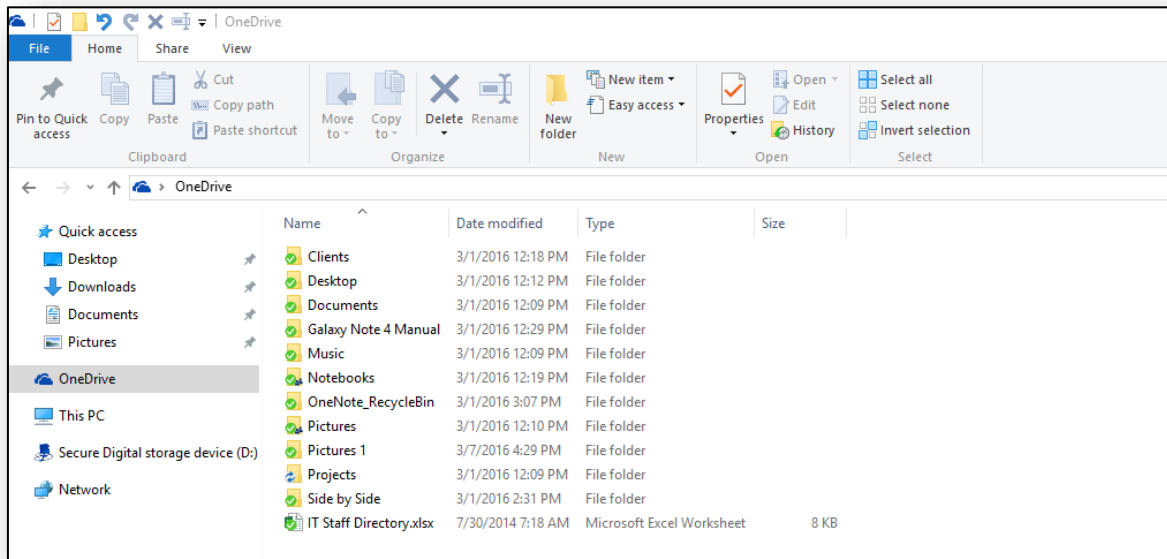


Notice at middle-bottom of the screen there are two desktops. In Windows 10 you can have multiple desktops to make organization of programs more convenient.

By clicking on the “New Desktop” button in the lower right it will create another virtual desktop allowing separate programs to be opened on each. One example might be a desktop for personal use and one for work.

Another way to change from program to program on a touchscreen is to slide your finger from the left side of the screen toward the right. This also brings up the screen above from which you can choose the program you want to work with.

## File Explorer



This area of Windows 10 has many great improvements. The first is the addition of the **Ribbon** and its ability to intelligently morph itself depending on where you are in File Explorer. Tabs are added or removed to give you the options you need when you need them

When using the Ribbon note that the tabs change depending on what is selected. As an example if you select This PC you get **File**, **Computer** and **View** tabs. If you select a folder in the This PC group they change to **File**, **Home**, **Share** and **View**. If you select a wav file it will change to **File**, **Home**, **Share**, **View** and **Play**. You'll also be offered contextual tabs when you select files that may need tools (such as wav or jpg, etc.) It responds the same way Office does.

1. **Home** tab - Moving and Copying are pretty cool in the new File Explorer using the Home tab (no more frustration when doing this and no need for 2 windows to click and drag)
2. **File** tab - is a major tab and provides **Frequent Places**, **command prompt**, **Options**, **Help**, etc.
3. **Share** tab - provides the ability to share access to your files and folders. However, you need to have a Microsoft Account or be on a Home Group to have the best experience. You can email someone to share the file or folder.
4. **View** tab - is very important. Note the one box (in the **current view** group) having to do with "**size all columns to fit**" and also the checkbox to **show extensions**.
5. **Search** - One of the best new features this will present a Contextual tab when you click in the search field located at the right side of the screen. When you type something in it will search the area currently selected in the **Navigation** pane. You can modify the results, the location or the search

## The Action Center

Here's where you'll get the latest updates on weather and news alerts, updates, maintenance needed, email, and even package deliveries. In the lower area of the screen you can change configuration options such as; screen rotation, tablet mode, screen brightness, configure Bluetooth and Wi-Fi and so much more. Notice that the group will be labeled above as shown here with **Security and Maintenance**, **Mail** or some other group name.

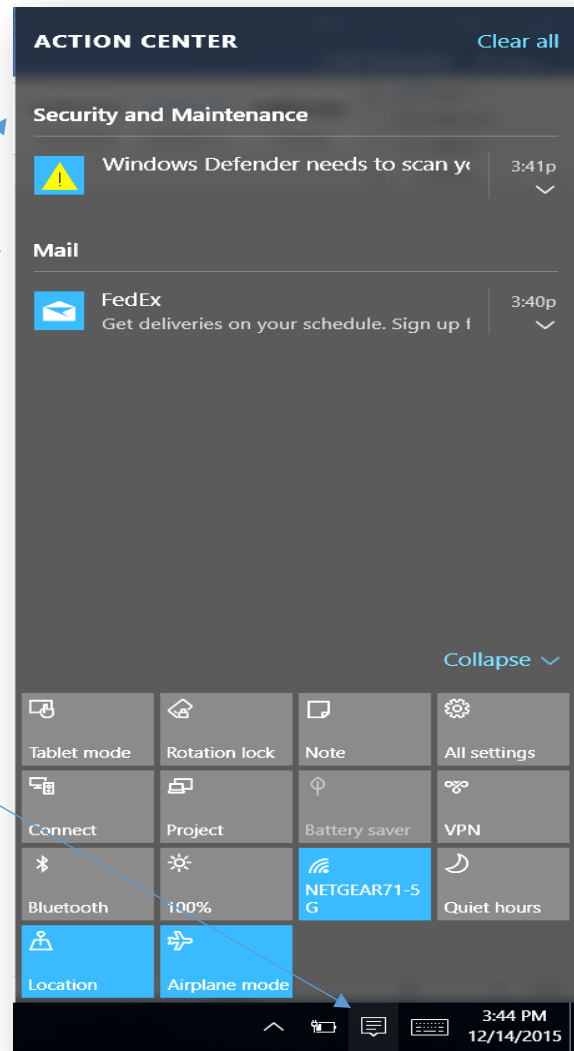
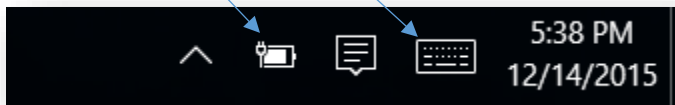
There are two ways to access the **Action Center**:

- For touchscreen users you can simply drag your finger from the right side of the screen to the left and the Action Center opens. Close it by reversing the touch.
- For those without touchscreen there is an icon in the Notification panel that you left click to open it. It is located here...

## Notification Panel

This area has pop-ups to alert you to items in the Action Center, provide notification of the battery state, allow you to change the volume level, or open your virtual keyboard if you are on a touchscreen.

It also has the Time and Date which when clicked



will provide a way to add more clocks if you need to track time in other areas of the world.

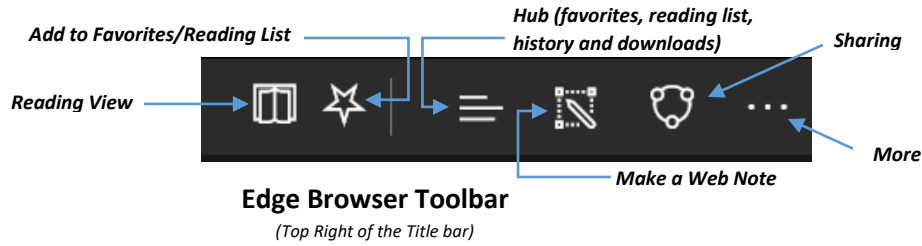
## Microsoft Edge (Browser)



Move from site to site or page to page in the new Edge browser. It is much faster and better organized. Providing a number of interesting new features which we will cover here.

Most notable is the ability to change the view of the page to eliminate ads. Showing the page in a format similar to a magazine. It also offers the ability to annotate pages and then send them to a friend. In addition, "Cortana" will offer (or you can ask her by right-clicking a word or item) to provide detailed

information on a number of things without leaving the Edge browser. We'll cover these and more in this section so read on...



### Reading View



This feature removes ads and presents the page or pages much like a magazine might. It doesn't work with all webpages but you can tell when it does because you'll see the pages on the icon start to flip right to left. That's when you click on it and the magic begins.

Notice the screen shot here and how easy it is to read the information without distraction?

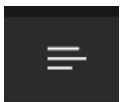
### Add Favorites or Reading List



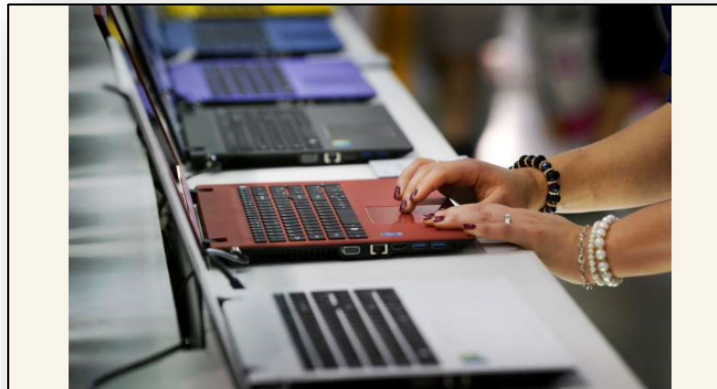
Favorites work like they always did, storing the link to the page you may want to visit again.

Reading list, however, is new. It will store the actual page off-line for you to read and review and will even do it in "reading view" without all the ads!

### The Hub



Once you have added favorites or a reading list, this is where you access them. You can also find your history of webpages visited and any downloads you have made.



© AP A visitor uses a new laptop at the Computex trade show in Taipei, Taiwan, Tuesday, June 2, 2015.

## Your guide to choosing the right laptop

Eli Blumenthal  
[MSN](#)

Microsoft's latest and much-improved version of Windows has been released, Macs have gotten better with the latest version of OS X El Capitan, Google Chromebooks have gotten more refined; plus Intel has just released the latest version of its processors, which are faster and offer better battery life.

If you're looking to upgrade your computer this holiday season, here's a guide to help you get the best machine for you.

#### What are you using it for?

This is arguably the biggest and most important step of the buying a new computer process. You can find solid PCs for as low as \$149.99 for the Lenovo Ideapad 100S, \$159.00 Acer CB3 Chromebook or \$199.99 for the HP Stream 11 or more powerful machines like the Microsoft Surface Book or Apple MacBook Pro for well over \$1,000, with plenty of good choices in between.

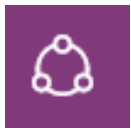
To make the best purchase, you first need to decide what you are using it for. All these machines run Office or can access Google Docs, are fine for browsing the web and can play Spotify and Netflix, but there is a reason there is such a price gap.

## Annotate / Make a Web Note



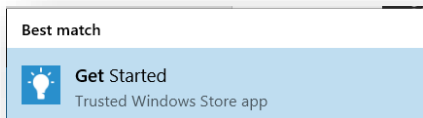
Add annotations of your own to a webpage as shown here. This icon opens up the pen, highlighter and eraser to allow you to make notes changes or additional comments to the page.

## Sharing



Now you can save or share this or any page with anyone by mailing or messaging it to anyone.

**Oh, and Don't miss this...** there is a very good "Get Started" video tutorial on every **Windows 10** machine. It's easy to find... just type Get Started into Cortana's search bar and it will pop up and look like this:



Share: f p t g+ e

### Black-Eyed Peas with Bacon Recipe

Read Reviews (13)

A real Southern favorite, black-eyed peas are traditionally served on New Year's Day to bring good luck. My mother's recipe with bacon, garlic and thyme makes them extra special. —Ruby Williams, Bogalusa, Louisiana

Just Like Mama used to make in Mississippi !!!

Email a Friend

TOTAL TIME: Prep: 15 min. + soaking Cook: 40 min. MAKES: 8 servings

#### Ingredients

- 1 pound dried black-eyed peas
- 1/2 pound bacon strips, cooked and crumbled
- 1 tablespoon butter
- 1 large onion, chopped
- 1 garlic clove, minced
- 1/2 teaspoon dried thyme
- Salt to taste
- Additional cooked and crumbled bacon, optional

#### Directions

1. Rinse and sort black-eyed peas. Place peas and bacon in a Dutch oven; add water to cover. Bring to a boil; boil 2 minutes. Remove from heat; let soak, covered, 1 hour. Do not drain.
2. In a skillet, heat butter over medium-high heat. Add onion; cook and stir until tender. Add garlic; cook 1 minute longer. Stir in thyme.
3. Stir into pea mixture. Bring to a boil, reduce heat. Simmer, covered, 30-40 minutes or until peas are tender, stirring occasionally. Sprinkle with salt to taste. If desired, serve with additional crumbled bacon. Yield: 8 servings.

Originally published as Black-Eyed Peas with Bacon in Taste of Home, December/January 1994, p37

Add to Shopping List

#### Nutritional Facts

1 cup equals 351 calories, 10 g fat (7 g saturated fat), 23 mg cholesterol, 228 mg sodium, 35 g carbohydrate, 11 g fiber, 15 g protein.

Good!