NEW

Windows 10 for Beginners

Everything you need to know to get started with Windows 10

Over 300 tips inside



- Personalise your Start Menu
- Learn more about Microsoft Edge
- Suitable for all PCs
- 100% independent

Welcome to

Windows 10 for Beginners

With Windows 8, we saw a radical departure from any Windows operating system we knew in recent times. The Start menu was gone and it mostly worked off a tiled-based system rather than the desktop. There was an outcry from users who were adverse to change, but Microsoft listened, and Windows 10 sees the return to a system we all know and love. The Start menu is back. But the tiled system isn't redundant, it has been integrated into the Start menu, and you can view your apps in a Start screen manner if you want to. Windows 10 also sees the introduction of your own, voice-powered personal assistant, Cortana. That's not all, Microsoft have retired Internet Explorer, and introduced Microsoft Edge, annotate web pages, create reading lists and browse the internet in style. In this second edition, we've paid extra attention to privacy and battery issues, so you can enjoy Windows 10 even more. Go forth and discover exactly what Windows 10 has to offer.



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Windows 10 for Beginners

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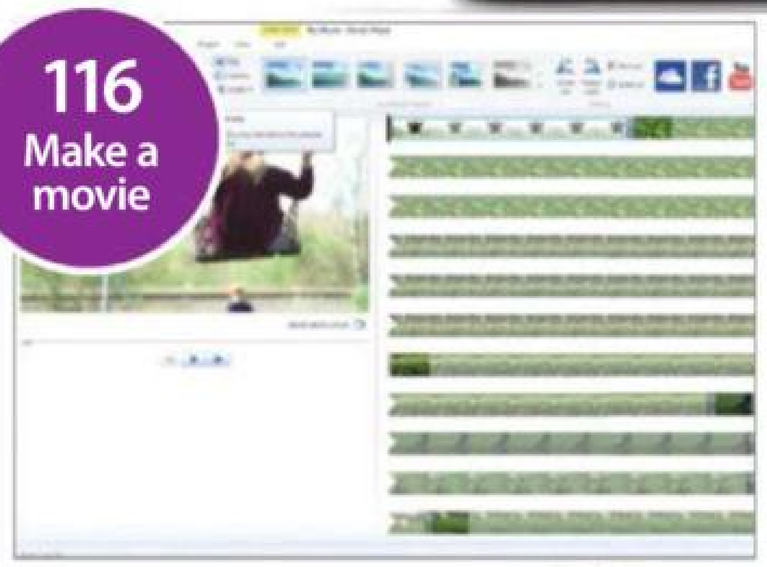
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"Incredibly, 2015 marks 30 years since the first commercial release of Microsoft's Windows"











Ultimate guide



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The ultimate guide to Windows 10

Discover everything you need to know about the brand-new operating system

Incredibly, 2015 marks 30 years since the first commercial release of Microsoft's Windows. Through a myriad of ground-breaking iterations, the operating system continues to redefine how users interact with not just PCs but tablets, smartphones and even games consoles too. Apt then that in this anniversary year we welcome the latest release since Windows 8 almost three years prior. Windows 10 promises a unified experience across modern devices, unveiling a raft of new features alongside some old favourites. Fans will be heartened to find classic desktop staples, most notably the iconic Start menu, returned in versatile style. This time, users are encouraged to customise Windows

"It promises a unified experience across modern devices"

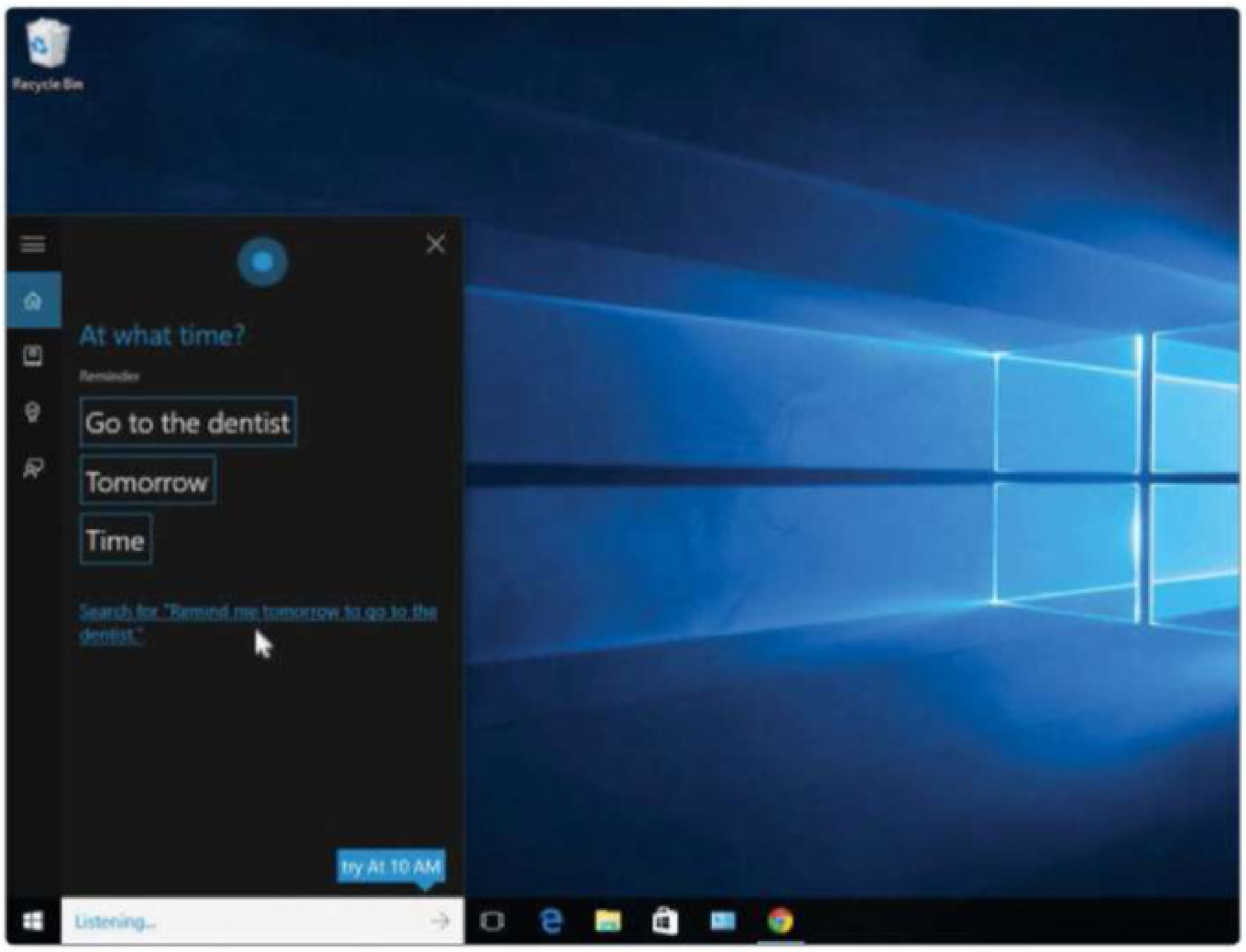
to blend popular aspects of Vista and Windows 7 with the touch-screen optimisation of Windows 8. The Start screen is banished to let Live Tiles and legacy Metro apps live happily within new virtual desktops. Tighter integration with Windows Store for software distribution, Cortana for spoken word assistance and a brand new Edge web browser all make for exciting reading. So, with so much to discover, join us on a tour of Windows 10's best bits. Familiarise yourself with essential desktop features, explore interfaces, learn shortcuts, and even source accessories for Microsoft's most anticipated release to date.

Ultimate guide

Desktop

In the early formative years of GUI computing, Windows defined the desktop paradigm. This background space, populated by icons and windows would come to form a familiar 'home' to millions of users. While Windows 8 moved away from a desktop focus, Windows 10 places it back at the forefront of PC interaction. Again, you can customise wallpapers and decorate with shortcuts, while the traditional taskbar resides below. The Start menu also returns, while seamless integration of the Cortana voice assistant and Action Center for notifications also arrives. Rather neatly too, Metro apps now behave more respectfully to the new desktop when launched. Rather than filling the screen completely, such apps are now windowed and resizable to make usage more versatile. Similarly, the new Task View button opens an array of virtual desktops for extending your workspace and improving workflow. Add to this instant access to the new Edge browser and Xbox Live connectivity for delivering unparalleled online performance and you have a desktop full of powerful features.





Cortana

The evolution of smartphone technology has made voice operation more prevalent. Introduced within Windows Phone 8.1, Cortana is Microsoft's intelligent personal assistant, responding to naturally spoken or typed commands. That identical functionality is now integrated into the desktop, called upon via the taskbar search bar or indeed with the "Hey Cortana" command. Cortana then searches your PC for files, folders or apps and performs tasks like calendar reminders or sending emails. It uses Bing search technology, so you can ask for weather reports, sports scores or web searches just as you would a friend. By using Cortana this way and telling 'her' about working habits, interests, favoured locations and quiet times, this addition grows in awareness. With settings for addressing you by name, vocal training and turning Cortana off altogether, it really is like having a real PA.

Start menu

Out with the new, and in with the old, the Start menu is back!



Windows 8's removal of the Start menu in favour of the Start screen was a bugbear for veteran users. The lingering expectation for clicking that familiar Windows icon to launch popular programs made losing this popular feature jarring for some. Happily though, Windows 10 not only places the Start Menu back into the left corner of the desktop taskbar, it also offers greater flexibility over its function and behaviour. By default, the 'new' Start menu accommodates not only typical desktop apps and places, but also Live Tiles for Windows 8-style favourites. Crucially though, the Windows 10 Start menu allows Live Tile functionality to be switched off completely, along with unpinning Metro apps such as Mail, Weather, Store and so on. Alternatively, users can opt to view the Start menu full-screen, providing the best of both worlds for those wanting retro or more modern modes of operation. Either way, general customisation extends to colour settings and a dedicated properties checklist for pinning only the most useful system locations. All in all then, the Start menu is back and better than ever, and we couldn't be more glad!





"Windows 10 places the Start menu back into the left corner"

Windows Store

Microsoft's marketplace for adding apps receives a welcome revamp

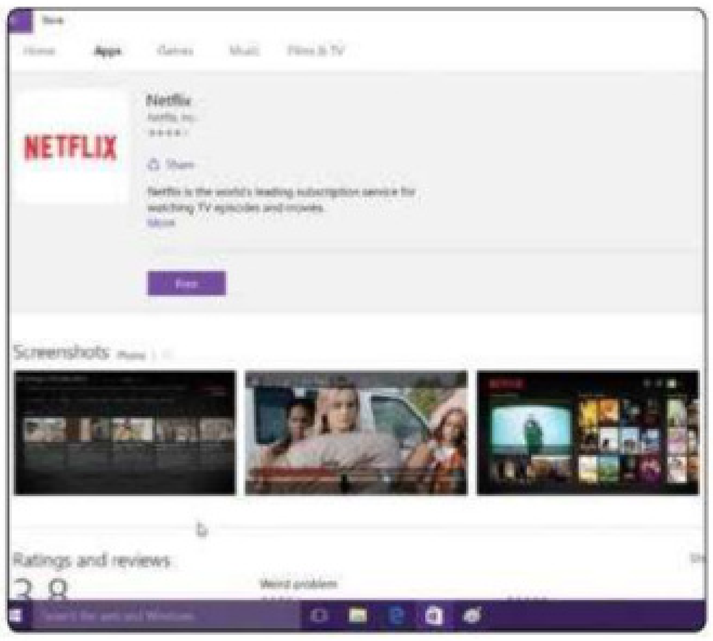
Windows 8 ushered in a new way to download and install apps on your PC and supported devices: the Windows Store. For the launch of Windows 10, the Windows Store was given a Beta facelift, which was made accessible as part of the OS's technical preview.

So, although the new design is subject to ongoing changes, when you click that shopping bag taskbar button or Start menu tile, we think you will be pleasantly surprised.

Most notably, the general layout from the 'Home' page throughout is much cleaner and more organised, with a carousel of latest and featured apps along the top. Here you will also find links to core Apps, Games, Music and Music & TV categories, as well as quick access to download queues, your account profile and the search bar.

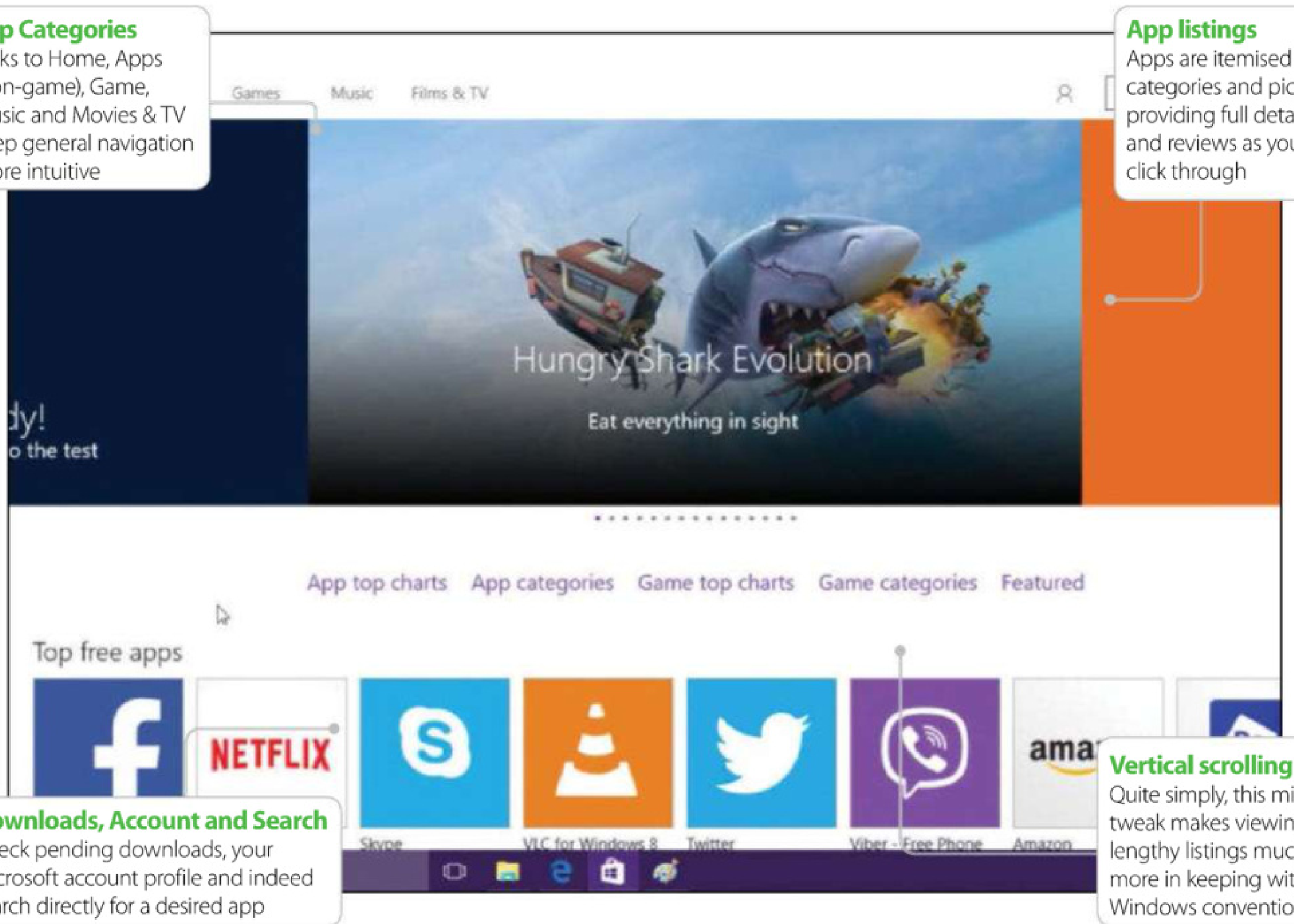
What's more is that scrolling is now vertical, as opposed to purely horizontal, and far easier to browse personal picks, top charts and best-rated apps. With more than 206,000 listed as of April 2015, these intuitive and cosmetic changes should go a long way to delighting both contributing developers and Windows app fans alike!

Check out the interface below and familiarise yourself with it.



Top Categories
Links to Home, Apps (non-game), Game, Music and Movies & TV keep general navigation more intuitive

App listings
Apps are itemised by categories and picks, providing full details and reviews as you click through



Downloads, Account and Search
Check pending downloads, your Microsoft account profile and indeed search directly for a desired app

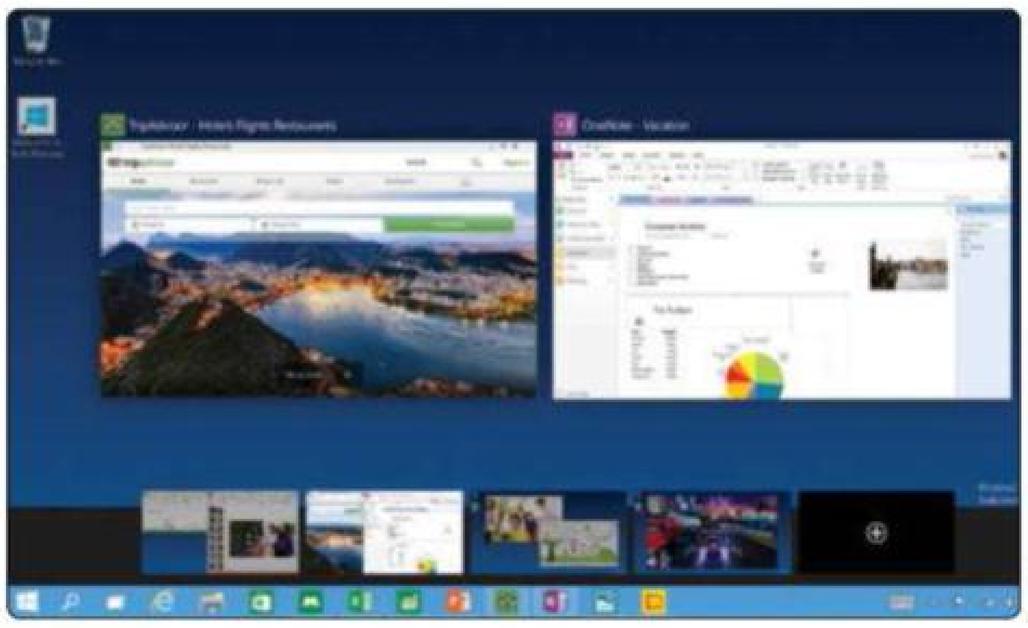
Vertical scrolling
Quite simply, this minor tweak makes viewing lengthy listings much more in keeping with Windows convention

Edge

Codenamed Project Spartan in development, Microsoft Edge is a brand new web browser for Windows 10. Built from the ground up and unveiled in January 2015, Edge actually replaces Internet Explorer as the default browser across Windows 10 platforms. For many, this moving away from an iconic, albeit often maligned, browser is of most interest and brings some innovative features. Here, Edge reinvents the online experience, allowing users to share annotated pages with Web Notes. A new 'Hub' panel collects reading lists, favourites, visit history and downloads, while Cortana integration keeps searches simple. IE's successor promises to perform faster than the rest.

"It reinvents the online experience"







Multiple desktops

As part of Windows 10's renewed emphasis on desktop interaction, users can now spawn multiple instances known as Virtual Desktops. This essentially allows you to widen your workspace beyond the confines of a single monitor. By clicking the Task View taskbar button you can view the current desktop list, adding as many as you wish. Open apps and windows can then be dragged and dropped into active desktops or entirely new ones, with handy shortcuts available for organising and navigating. This ability to dedicate desktops to specific applications should offer significant gains in workflow productivity.

Windows Hello

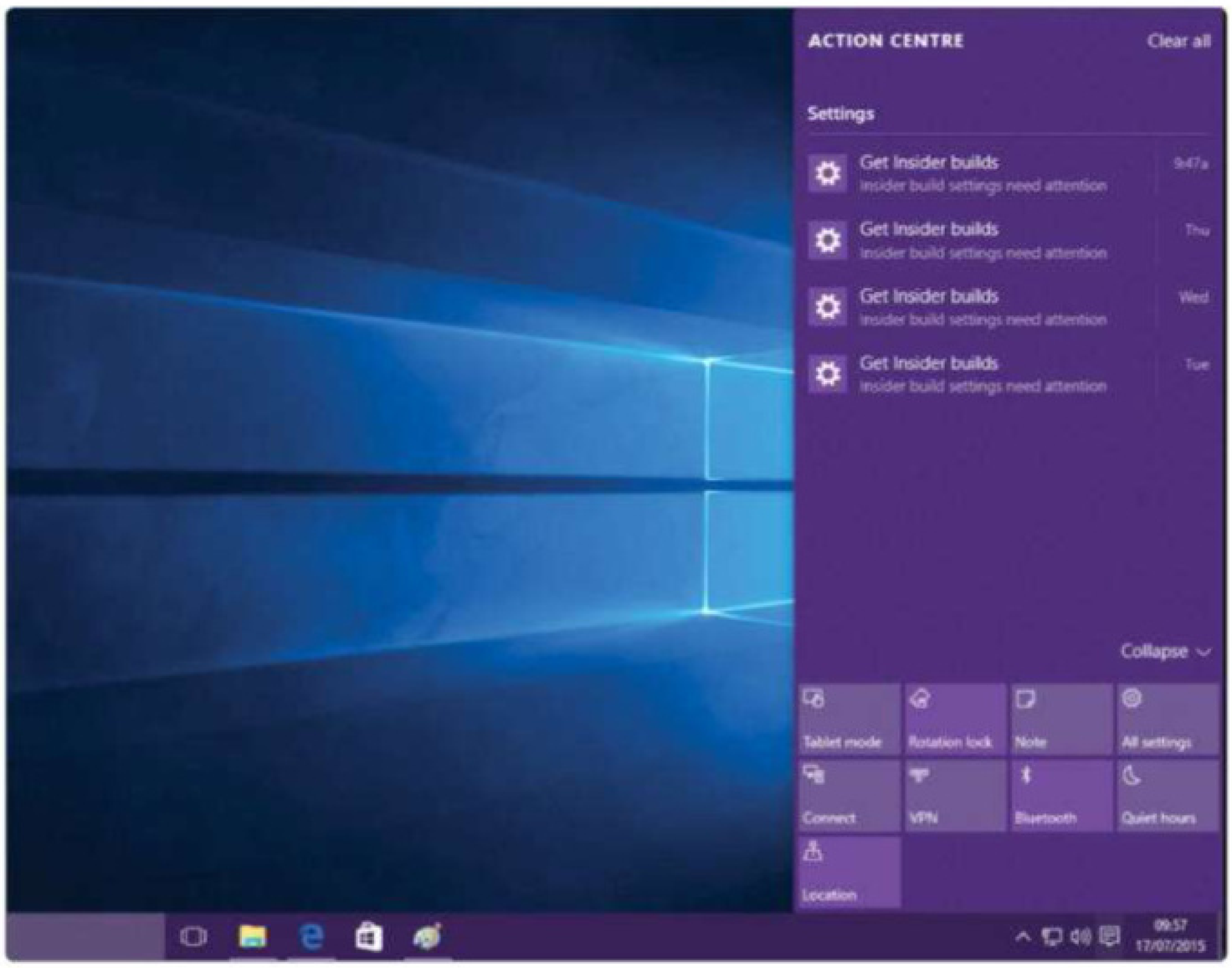
Revolutionising system security, Windows Hello is Windows 10's new login technology extending Microsoft Passport. Alongside a unique four-digit pin for general sign-in, individual users can be recognised by more personal physical features. Supported peripherals, such as an IR camera and fingerprint sensor, are required, allowing you to scan the face, iris or fingertips. Such wholly unique biometric data can be used to not only access Windows 10 but also make purchases on the Windows Store and beyond. Initialised via Settings>Account>Sign-in options, the system prompts you to train the selected recognition type.

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Action Center

Along with Cortana, the Action Center makes the leap from Windows Phone into Windows 10. Many then will already know that this is where to expect notifications, but in some ways, Action Center arrives to form a crucial core to Microsoft's new OS. Housed in a fly-out panel on the right side of the desktop, live slide-in notifications are archived here for important events in real-time. From here you can review system, app and communication events, and simply mouse over before clicking 'X' to dismiss. Utilising 'Windows everywhere' to sync the experience over your multiple devices, Action Center ensures all your Windows notifications are shared across PC, tablet or phone.

"Shared across PC, tablet or phone"





Windows Explorer

The tried and trusted method for browsing your PC's contents for so long lives on in Windows 10. Windows Explorer, known more recently as simply File Explorer, remains a key fixture for hierarchically browsing not just local files and folders but also connected drives, network places and OneDrive cloud storage. Essentially still a familiar panelled window showing folder trees to the right and thumbnail previews to the right, File Explorer by default shows a useful 'Quick Access' view. Here you'll find items presented within customisable smart categories, and hopefully providing rapid access to those documents, photos or media you cherish most.

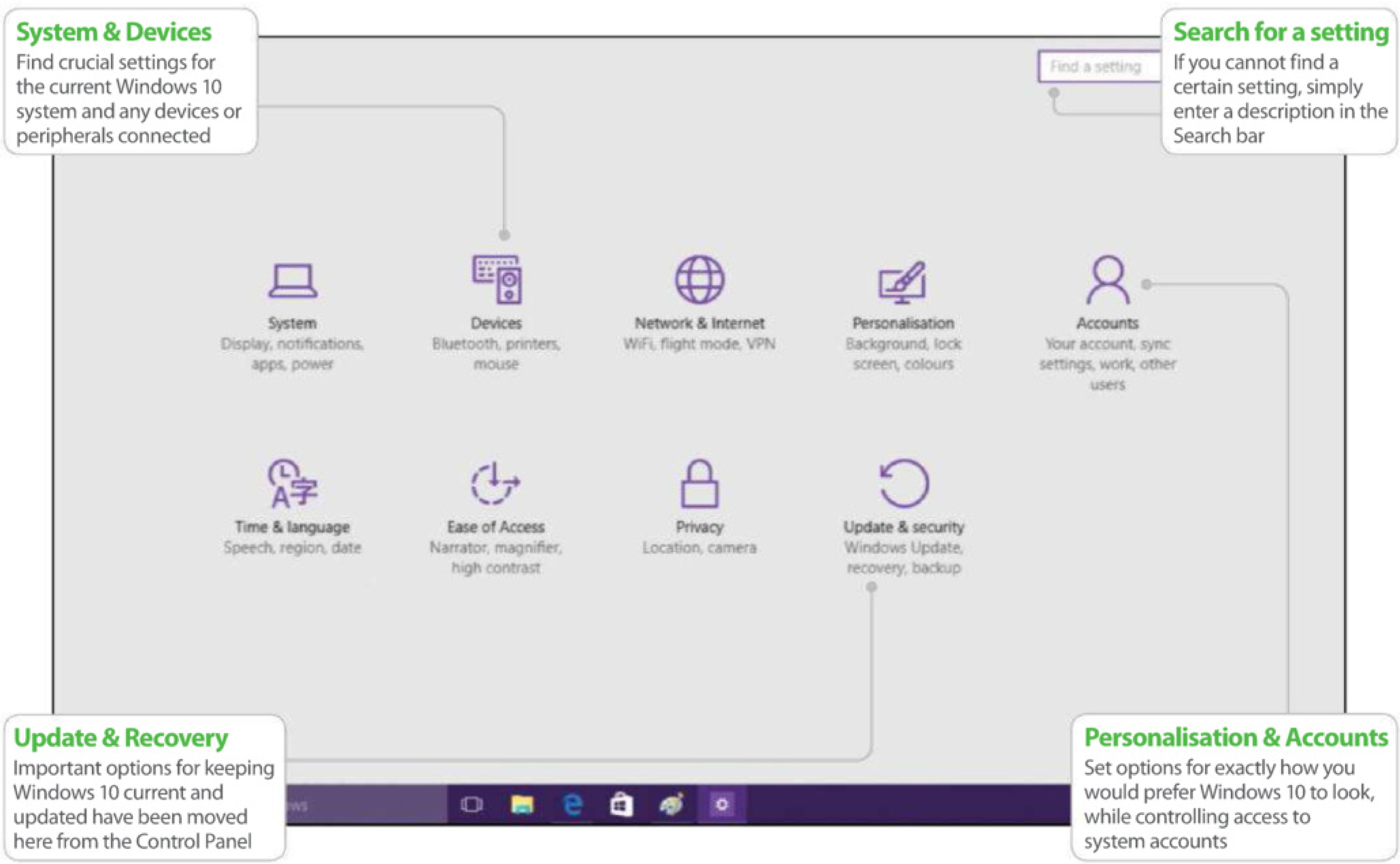
Groupings for files or folders tagged as 'Favourites', 'Frequent folders' and indeed 'Recent files', are all shown here for more convenient navigation. As with most things in Windows 10, Folder Options here can be customised via View>Options, giving you choices about how your File Explorer history is best represented. It allows you to use your system how you want.



"The tried and trusted method for browsing your PC's contents"

Settings

The way users customise and set up device preferences is changing in Windows 10



If you asked veteran Windows users about where to find the most crucial settings for their system, most would say Control Panel. This was always the traditional home for configuring every aspect of the OS, offering several layers of complexity based on how advanced and deep users wanted to go.

Control Panel still exists in Windows 10, but it is tucked away in favour of a new 'Settings' app that can be found on the left-hand side of the new Start menu. Offering a more streamlined top-level view, icons relating to System, Devices and Network & Internet can all be located here.

Beyond popular preferences on power management, displays, peripherals and Wi-Fi, users can then personalise how Windows 10 looks and general accessibility or privacy levels. Designed universally for devices beyond merely the PC, these basic settings can be expanded using the search bar in the top right. Here, more advanced options housed within Control Panel can be queried more rapidly.

Conversely, you'll also find common 'quick actions' for popular settings at the bottom of the Action Center notifications panel.

Take some time to explore the Control Panel settings; it can make it much easier to find what you are looking for when you come to change your settings at a later date.



Keyboard shortcuts

Read up on your keyboard combinations to unlock faster access among Windows 10's notable new features

The rise of Windows in the formative years of mainstream home computing really went hand in glove with the mouse. The Graphical User Interface (GUI) and its Windows, Icon, Mouse and Pointer (WIMP) paradigm liberated users a little from their keyboards. However, both peripherals very much remain standard for desktop PCs and even in virtual form on touch devices.

With Windows 10 harnessing next-gen forms of input alongside predominantly the pointer, lest we forget the usefulness of the keyboard for system shortcuts. These quick key combinations still represent the fastest form of performing interface actions for most, with Windows 10 ensuring its myriad of new features can be accessed this way. In this section we delve deep into the many available, and focus on those that users will want to learn first. Along with outlining the key combos themselves, we'll explain what each does and the applied context.



"Performing interface actions quickly"



+ Ctrl + D

Use this shortcut to open or spawn a new Virtual Desktop and be switched to it



+ Left/Right

Windows 10 allows window snapping vertically or within a 2x2 grid. This combination snaps the current window to the screen left or right



+ L

This useful keystroke instantly locks your Windows 10 device on cue when you may wish to leave it unattended



+ Ctrl + D

Use this shortcut to close the current Virtual Desktop when working with more than one



+ I

Get rapid access to the settings where core settings for your device can be found



+ Tab

With this shortcut you can quickly launch the Windows 10 Task View for organising your Virtual Desktops



+ 1,2,3…

Using a number key with the Windows one allows you to launch programs pinned to your task bar



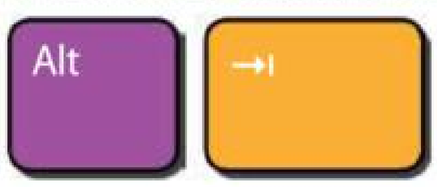
+ S

Use this keystroke to initiate a Cortana search with keyboard selected as input method instead of speech



+ A

Remember 'A' for Action Center because this handy little shortcut is used to open your Windows 10 notifications



Alt + Tab

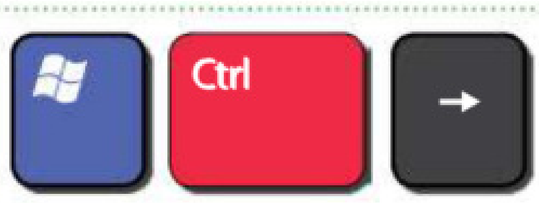
Not a new shortcut for Windows 10, but useful for switching between open windows across all Virtual Desktops

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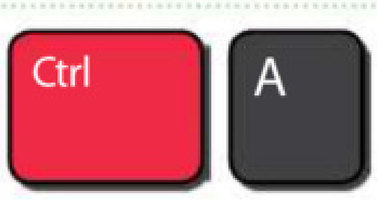
Alt + F4

When on your Windows 10 desktop, this keystroke opens the Power dialogue to shut down, restart, sleep or switch user



+ Ctrl + Left/Right

While working with multiple Virtual Desktops, alternate arrow keys switch between the previous or next desktop



Ctrl + A

Windows 10 now has shortcuts for the Command Prompt, enabled via Properties. This combo selects current line text or all text



+ E

Use from the desktop to open Windows Explorer and browse your system files rapidly



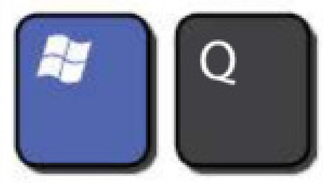
Alt + Spacebar

Still working in Windows 10, this old shortcut allows you to minimise, maximise or close the current active window



+ D

This shortcut minimises all windows within the current desktop space



+ Q

Use this combination instead to initiate a Cortana search with speech input



+ Up/Down

This combination will snap the current window to the screen top or bottom



Ctrl + C, Ctrl + Insert

This pair of shortcuts copies the selected text to the system clipboard



Ctrl + V, Shift + Insert

Use this pair of Command Prompt shortcuts to paste the copied text from the clipboard to the cursor

Essential accessories

Detailing those extra products and peripherals required for squeezing the most power out of Windows 10

Surface 3 Docking Station

With support for Windows 8.1 and higher, this official Microsoft product transforms your Surface tablet into a desktop device. Beyond a 48-watt power supply input for charging while you work, it features two USB 3.0 and 2.0 ports, Gigabit Ethernet and 3.5mm connectors for audio input/output. A Mini DisplayPort for external monitors facilitates HD video output up to a whopping 3840x2600 DPI resolution making this the ideal way to enjoy Windows 10 when not on the move. For an RRP of £164.99/$256, this 800g accessory even offers pen storage!

"Transform your tablet into a desktop device"



Microsoft Lumia 640 & 640 XL

Two of the latest handsets in the Microsoft Lumia range for 2015 are both primed for Windows 10. Each earmarked as among the first for the free OS upgrade, the phones offer an ideal midrange price point for experiencing Windows Phone. Bundled with 8.0MP and 13.0MP cameras respectively, both phones come in a selection of four vibrant colours and boast 8GB of device storage plus 30GB via OneDrive. Quad-core 1.2Ghz processors and 4G LTE Network support ensure fast performance and snappy response times when using Cortana and all your favourite apps.





Microsoft Band

Powered by the Microsoft Health app and a web-based dashboard, Microsoft Band is predominantly a fitness assistant. Wearable around the wrist, the £169.99/$265 device doubles as a watch while tracking heart rate, sleep habits and running distances with GPS mapping. Additionally though you'll find tiled apps for previewing Email and managing calendar alerts, along with receiving notifications on calls, text messages and social media. Working in conjunction with Windows Phone and offering Cortana support, users can surely expect further integration with Windows 10 going forward.

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Xbox One Wireless Controller & Adapter

PC gaming disciples should rejoice at the embrace of Xbox gaming services within Windows 10. The new OS delivers a dedicated Xbox app to the desktop providing access to your gaming history, Xbox Live and indeed the ability to stream console titles to PC and tablet alike. But to truly harness the entertainment potential here you'll likely want to use the very same Xbox controllers and peripherals too. Well the good news is, you can, and whether you own the console or not, the superb Xbox One wireless controller with chat headset is fully compatible with Windows 10. You will require a special USB dongle adapter with a Bluetooth receiver, however, at an additional cost of around $25/£15.99, which Microsoft announced availability for later this year.



digitalPersona U.are.U 4500 Reader

Available from stockists such as Amazon and **Dabs.com**, this digitalPersona USB fingerprint reader is a great example of an affordable biometric device. In truth, any supported reader is ideal for unlocking the next-gen security features of Windows Hello. With Windows 10 now able to learn and recognise fingerprints, faces and even the distinctive pattern of your Iris, expect peripherals such as this to become more commonplace. In the meantime, however, be sure to check manufacturer websites for latest drivers and whether Windows 10 support is forthcoming before purchasing.



Surface Type Cover

Available for Surface 2, Surface 3 and Surface Pro 3 devices, these magnetic snap-on covers integrate a QWERTY keyboard with a full row of function keys. Ideal then for accessing those new Windows 10 shortcuts and media controls, you'll also find a built-in trackpad for more finely navigating the new desktop. While folded, the keys neatly disable and, when closed, forms a robust cover protecting your Surface screen from harm. If that wasn't enough, all are available in a range of desirable colours!





Microsoft HoloLens

Very much a Windows device for the future, this is Microsoft's much touted move into the realm of virtual reality headsets. Compatible with Windows 10 and built to fit seamlessly into the product family, this immersive peripheral blends the real world with Augmented Reality. Producing a striking 3D holographic image for rendering gaming, home entertainment and general computing applications, the device tracks head movements to spatially map a virtual world. With release date and price yet confirmed, the HoloLens made a show-stopping appearance during E3 2015, with Minecraft demo wowing the crowds.



Setting up

The first things to do when you get your Windows 10 PC

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Take your Windows 8 laptop up a gear

24 Connect to Wi-Fi
Get onto the internet on your laptop

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Access your user area

28 Create a user account
Let guests use your PC

30 Add a password to protect your account
Use added security on your PC

32 Improve your security
Utilise Windows 10's new features

34 Privacy in Windows 10
Learn how to protect your info

36 Change the desktop image
Customise your background picture

38 Personalise the Start menu
Change the colours and move tiles

40 Customise your PC's settings to suit your needs
Edit the way your computer works

44 Use Control Panel to manage your settings
Get to know the hub of your PC

48 Set up the Windows firewall
Protect your PC from viruses

50 Set up Windows Defender
Save your PC from attacks





"One way to get Windows 10 is through Windows Update. It will automatically download"

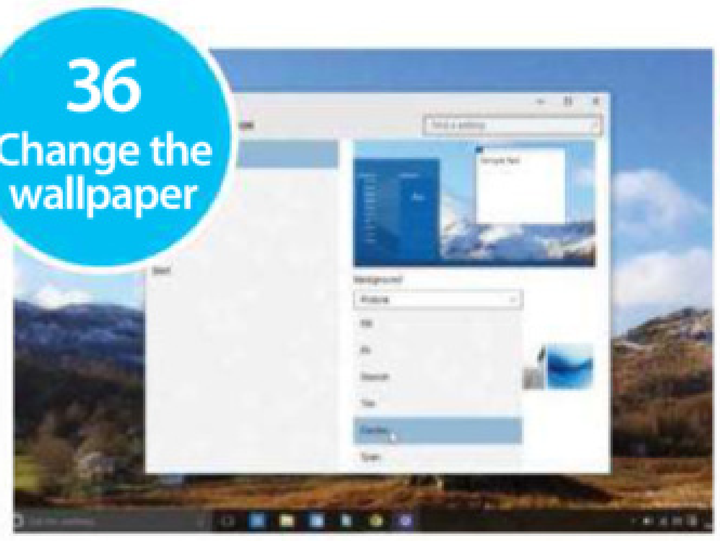


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30 Set a password

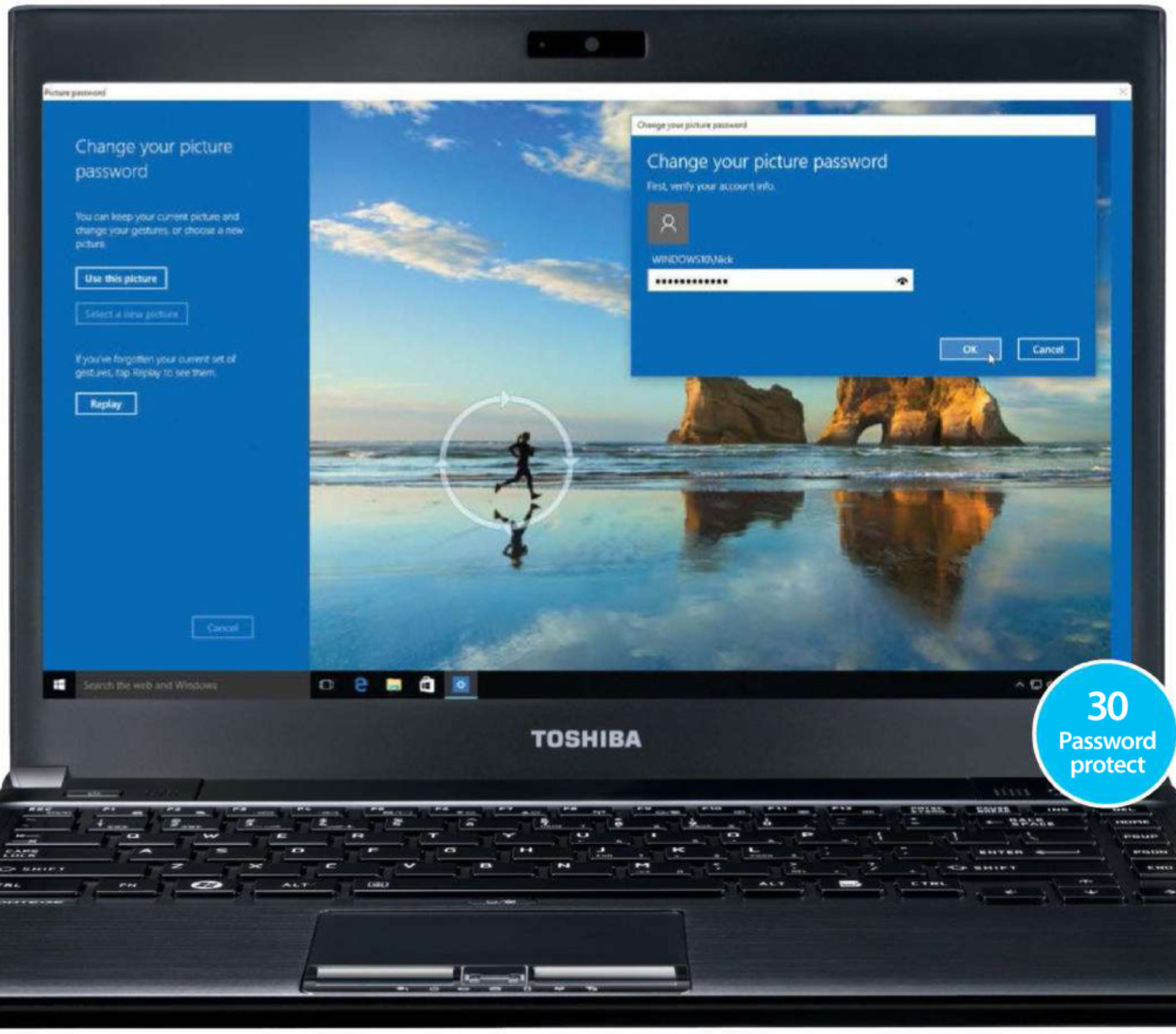


36 Change the wallpaper



44 Use Control Panel





30 Password protect

Upgrade to Windows 10

Discover how you can upgrade your old version of Windows or make a clean start by erasing everything and install Windows 10 from scratch

There are different ways to install Windows 10, which means you might not see every screen in this tutorial. Just focus on the ones that appear.

One way to get Windows 10 is through Windows Update. It will automatically download, then ask if you want to install it. You can do so immediately, but if it's not convenient, the installation can be put off until a later day or time. It is best to do it when you have an hour to spare, rather than 10 minutes before you have to rush out. It takes time to upgrade and there may be questions to answer along the way, so it is best to sit with the computer rather than leave it alone.

Another way to upgrade is to install it from a DVD disc. A DVD can be made by downloading a Windows 10 disc image, right clicking it and selecting Burn disc image. This writes it to a DVD-R in the DVD-Rom drive. There are options to purchase a DVD too. The main image shows it installing from a disc.

Before you install Windows 10, make sure you back up any important files, such as those in the Documents, Pictures, Videos and Music folders on your PC.

"One way to get Windows 10 is through Windows Update"

Upgrade Windows 7 or 8

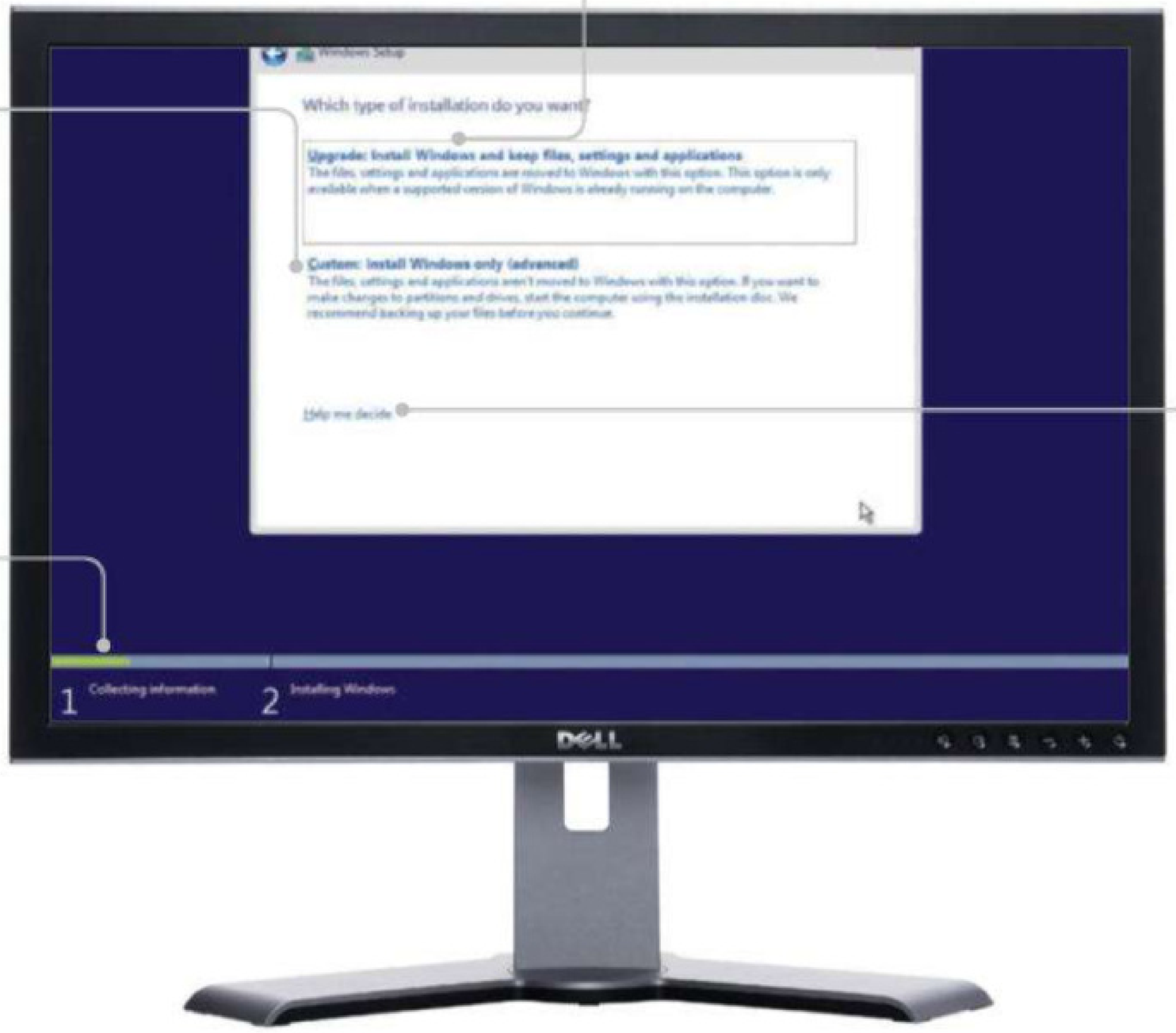
Make sure you're up to date with the latest version

A clean install
This option is for expert users and enables the disk drive containing the old version of Windows to be erased. It is useful for a fresh start

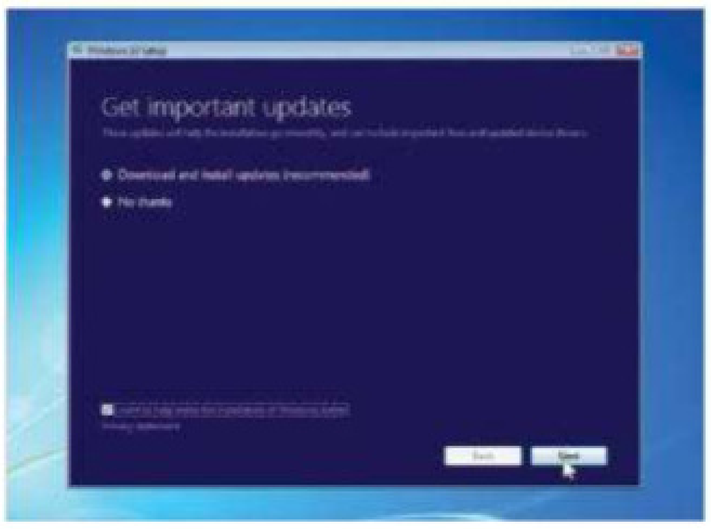
Progress indicator
Unlike the upgrade process in the step-by-step guide, the progress when installing from DVD is shown at the bottom. This is just the start

Upgrade option
When installing from a DVD disc, there is an option to upgrade an old version of Windows, but Windows must be running to use it

Get help
If you are not sure which option is best, click the Help me decide link to get more information. The top option is best for most people

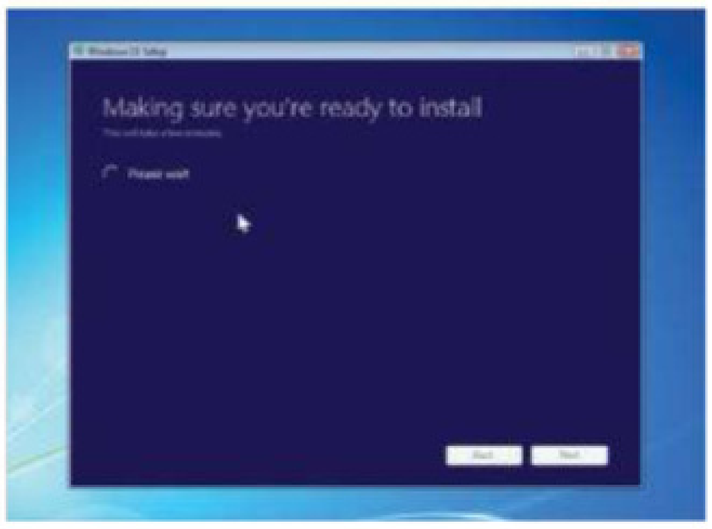


A clean install
If the hard disk drive is full, you will not be able to upgrade Windows. Starting the PC with a DVD enables a clean install to be performed, but remember that the disk drive is erased, so take care.



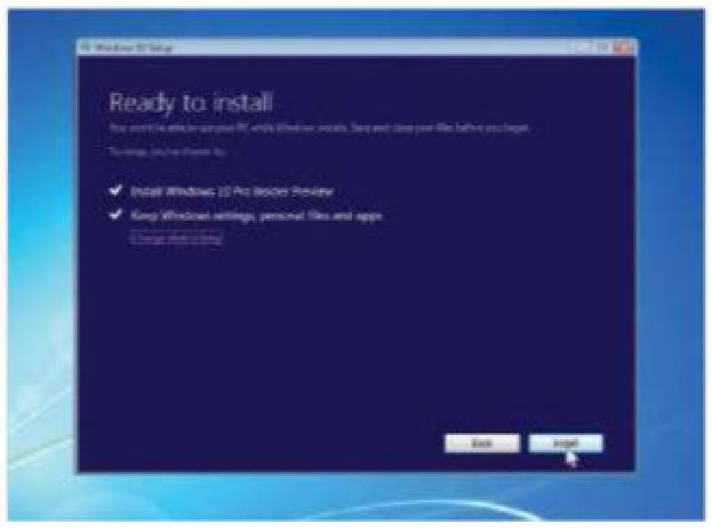
01: Start installing

Use Windows Update or run setup.exe from a Windows DVD. Select to download and install updates during the installation.



02: Check all is well

Before Windows 10 installs, Setup checks the PC is capable of running it. If it is not, a message appears telling you why.



03: Confirm you're ready

This is your last chance to change your mind and back out. If you are sure you want to proceed, click Install.



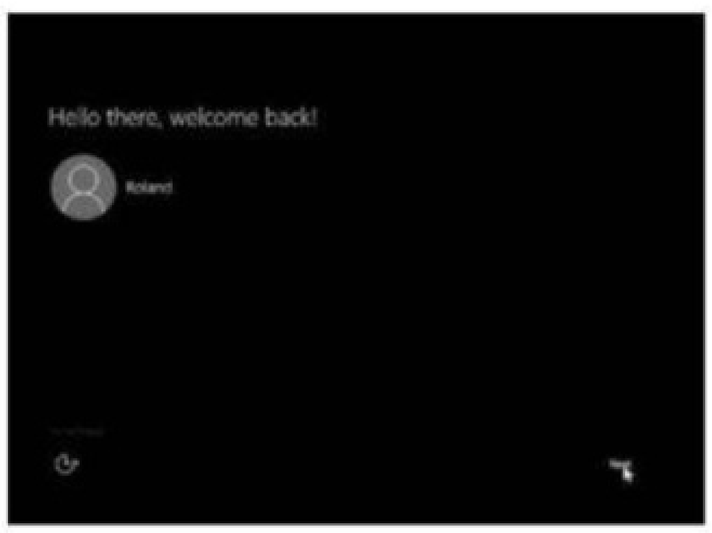
04: Take a break

Windows 10 begins to install and this is the really dull part. Take a break, stretch your legs or grab a coffee.



05: Check progress

Watching percentages crawl from 0 to 100% is not much fun, but occasionally check that the installation has not stalled.



06: Return to Windows

As this is an upgrade, a user account already exists from Windows 7. With a clean install you are asked to create one.



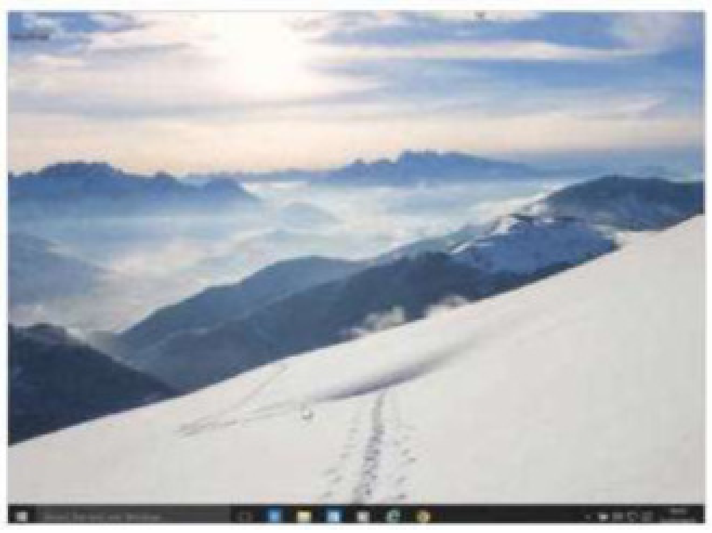
07: Use express settings

Click Next and then on the next screen, click Use Express Settings. (There is a Customise settings option, but ignore it.)



08: Choose default apps

Clicking Next uses the default settings for photos and the web. There is a hard-to-see option to choose your own default apps.



09: Use it

Settings and software are migrated to Windows 10 during the upgrade and the desktop appears at last. It is ready to use.

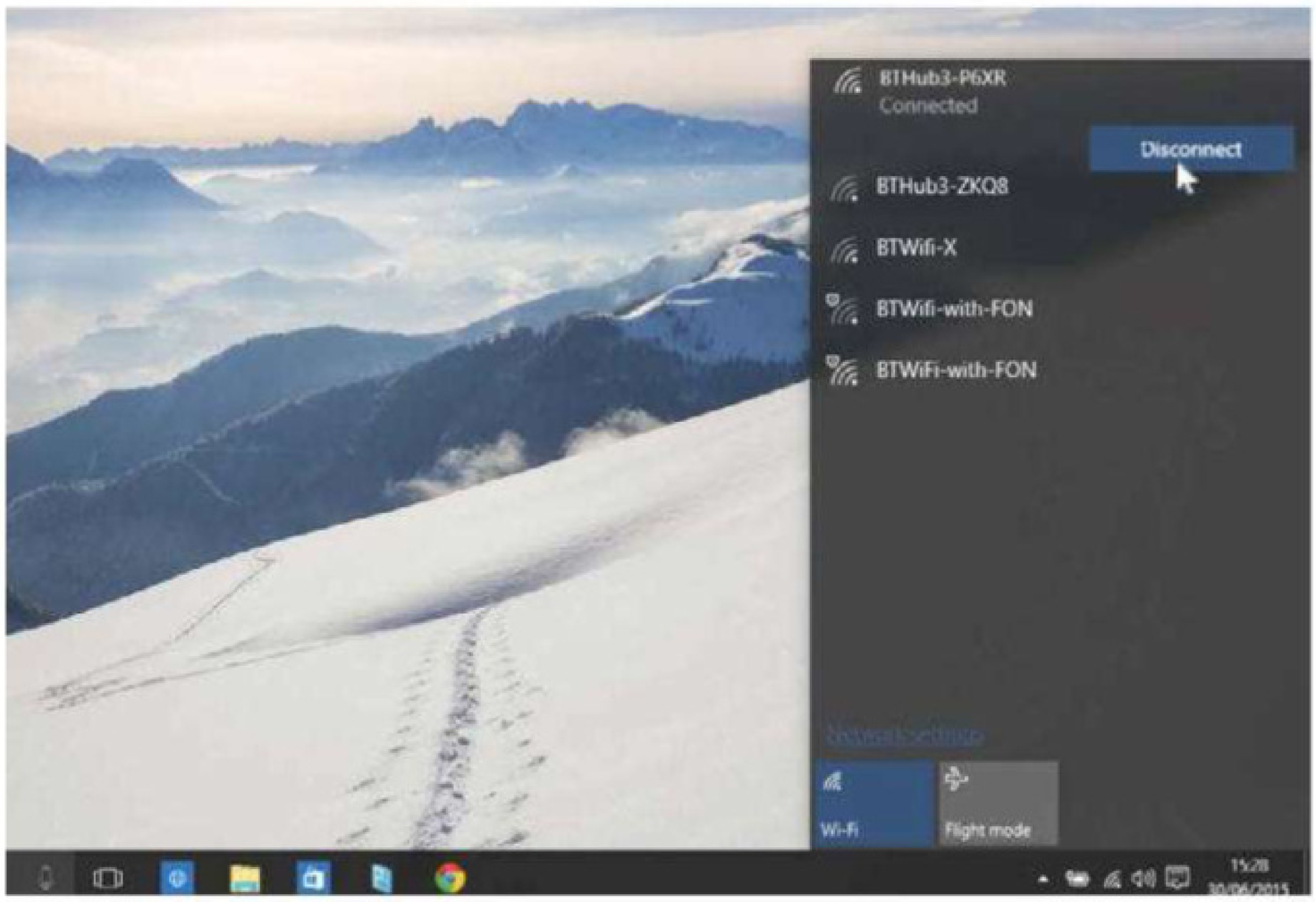
Connect to Wi-Fi

Internet access is an essential feature these days, and most of us can't get by without it. Here we show you how to connect to a wireless network

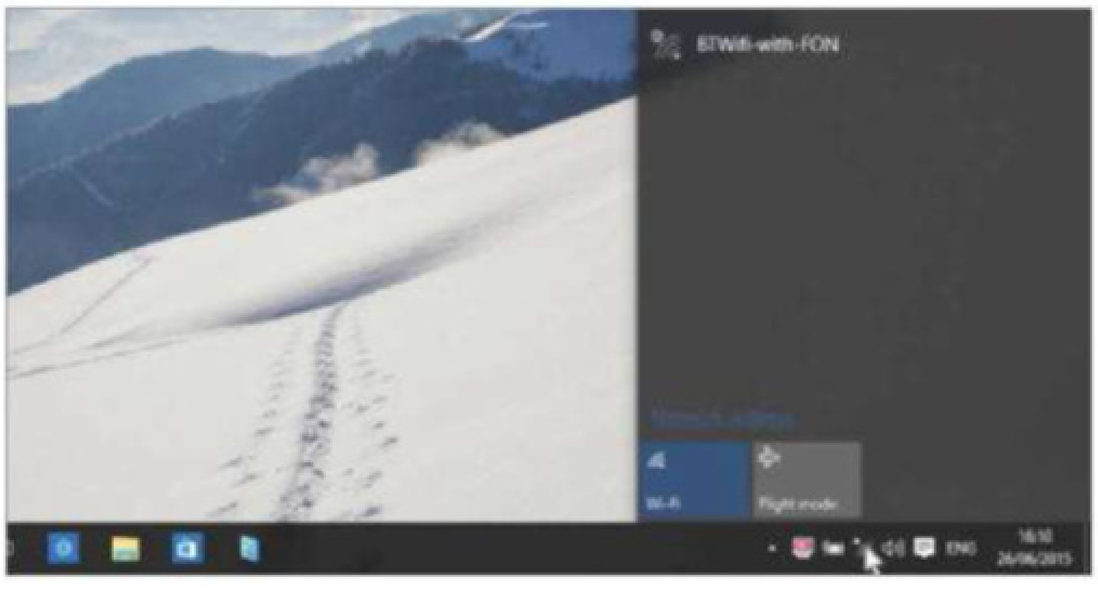
A computer without internet access is like a car without wheels, and it is not much fun. After installing Windows 10, you should connect to your home Wi-Fi as soon as you can so that you can get online. If you travel with a laptop you will also want to make use of the many free Wi-Fi hotspots at cafes, hotels, airports and train stations.

Windows 10 has given wireless networking a makeover with new menus, buttons and icons. You might find this a bit confusing at first, but once you have familiarised yourself with the new features, it becomes very easy to select and connect to wireless networks. Laptops provide a keyboard hotkey to turn Wi-Fi on or off, such as F10 or F12. Make sure that Wi-Fi is switched on.

Getting online is very straightforward, and Windows automatically looks for networks in your area wherever you may be. It can show not only your home network, but also your neighbour's too, so take care when choosing a connection. If you find that you cannot connect, it may be because you accidentally selected the wrong network, entered the password incorrectly, or have tried to connect to a private network.



"Windows 10 has given wireless networking a new look"



01: View the networks

Mouse over the wireless network icon at the right side of the taskbar and a message appears indicating if you have a connection and if connections are available. Click the icon to view the networks that are within reach of the computer. Wait for them all to appear.



02: Select a network

There may be several networks listed and they might have obscure names. Click the network you want to connect to and there is an option to connect automatically. If this is your home or work Wi-Fi, tick it before clicking the Connect button below the name.

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Networking know-how

Familiarise yourself with all of the Wi-Fi features

Network messages
Click a network to connect to it. Take note of any security messages that appear, such as with public networks. Connecting automatically is optional

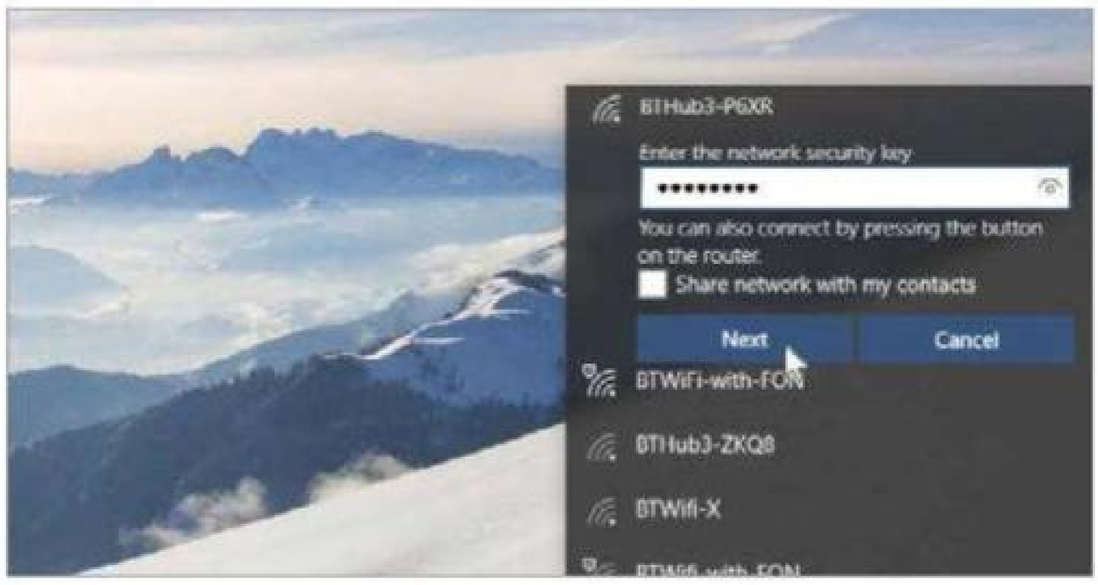
Networking icon
There are three things you can do with the networking icon: Mouse over it for status messages, click it to connect to Wi-Fi or right click for a menu

Network list
The networking panel has a list of networks within reach of the computer. You may not be able to connect to them all; some may belong to neighbours

On/off switches
There are two switches at the bottom of the networking panel. Wi-Fi turns Wi-Fi on/off, and Flight Mode turns off all connections, including Bluetooth



Security issues
Most wireless networks are protected by encryption so that unauthorised people cannot access them. You need to know the network password in order to connect to a protected network. If you cannot remember the password for your wireless network, you may find that it is printed on the base or the back of the wireless router. Some routers have a button to connect computers and devices. Press it and click Next without a password in step 3 of the guide and it will connect automatically.



03: Enter the password

Some wireless networks are open and have no security, but most do and your home Wi-Fi network should be secured with a password. If prompted to enter the network security key, enter the password. It is often printed on the back or base of home routers.



04: Check you're connected

Are you on the wireless network? Do you have internet access? Let the mouse hover over the Wi-Fi icon at the right side of the taskbar and a message pops up indicating the Wi-Fi name and connection status. Click the icon to see which network you are connected to.

Create an account with Microsoft

Set up a Microsoft account to use with Windows 10, and make sure you get all the benefits of the extra features

There are two types of user accounts in Windows 10: a local one or a Microsoft one. With a local account, you have a username and password to log in to the computer. Your details are kept on the computer, and internet access is not required. This type of account is common with Windows XP, Vista and 7. If you have upgraded from Windows 7, for example, your Windows 10 account is probably local.

A Microsoft account enables extra features in Windows 10 that aren't available to people with a local account, such as OneDrive online storage, Office web apps, an Outlook email address, apps in the Windows Store, and synchronised settings across computers.

If you have a local account, open a web browser on any computer running any version of Windows and go to the **outlook.com** website. Click the link to create an account and fill in the form. You can sign in to Windows 10 with your email address and password. If you have a new computer or if you perform a clean install of Windows 10, you'll be asked to create a Microsoft account. This is where our tutorial starts off.

"A Microsoft account enables extra features in Windows 10"

How to create a Microsoft account

Set up an account for Windows

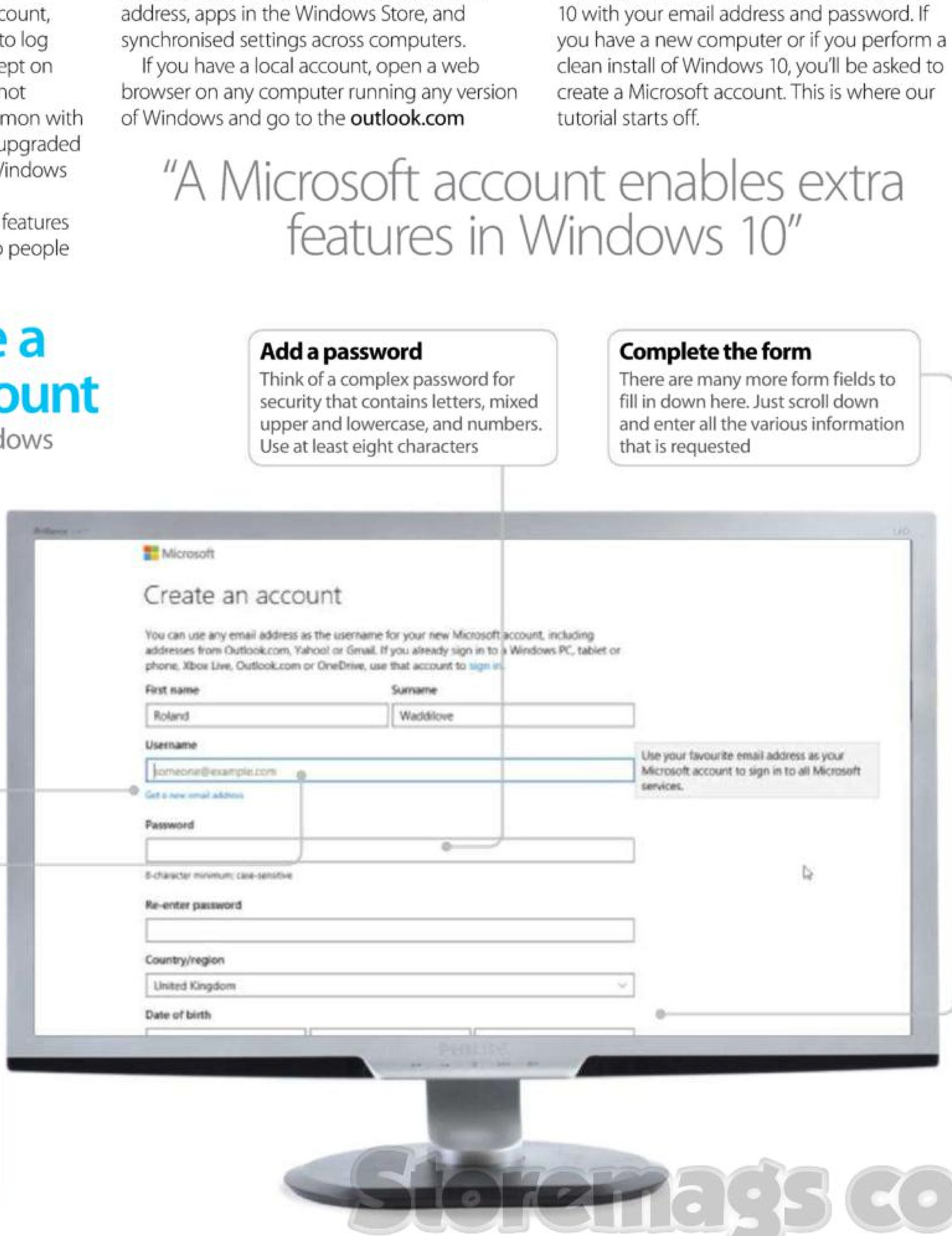
Create an account
If you don't have an email account or if you want a new one, click the link here to create an **outlook.com** email address

Enter your email
Create an account at the **outlook.com** website and you can use it in Windows 10. Enter your email address in this box

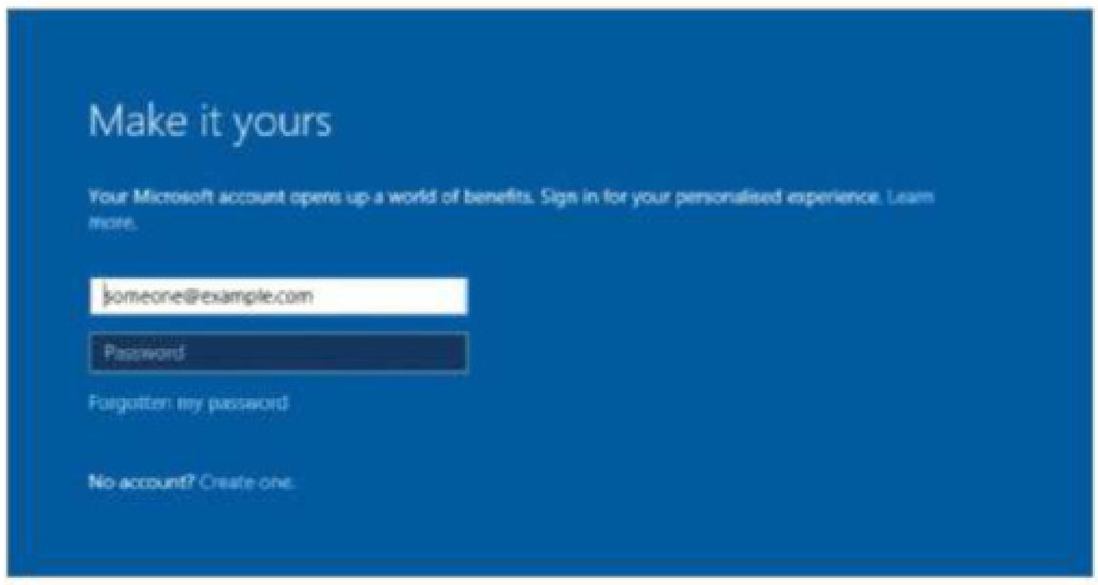
A Microsoft account
Windows is becoming increasingly difficult to use without a Microsoft account and you will be locked out of certain features without one. You can get one before you upgrade to Windows 10 if you don't have one.

Add a password
Think of a complex password for security that contains letters, mixed upper and lowercase, and numbers. Use at least eight characters

Complete the form
There are many more form fields to fill in down here. Just scroll down and enter all the various information that is requested

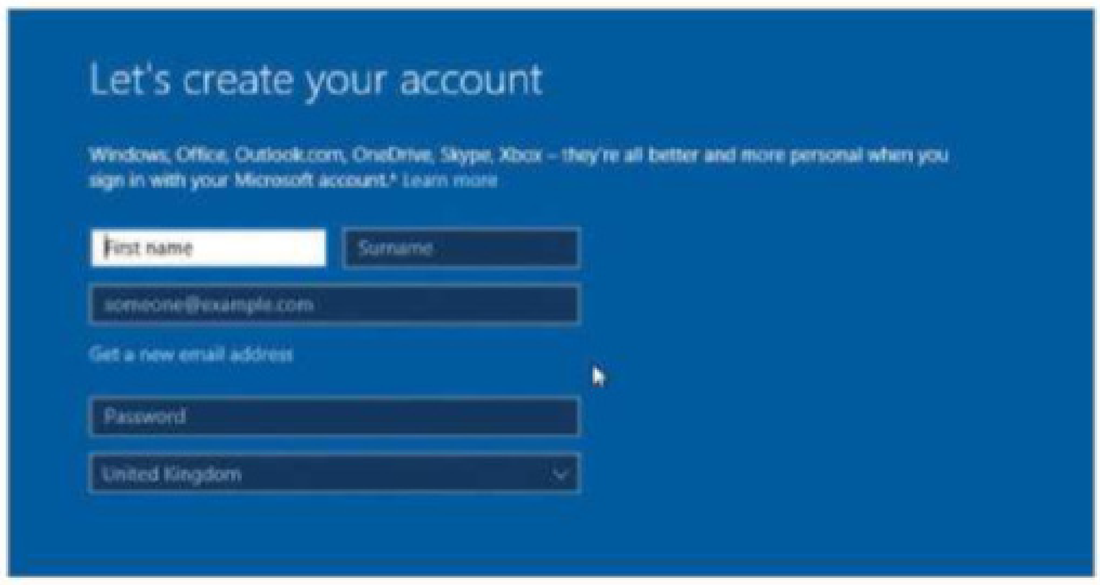


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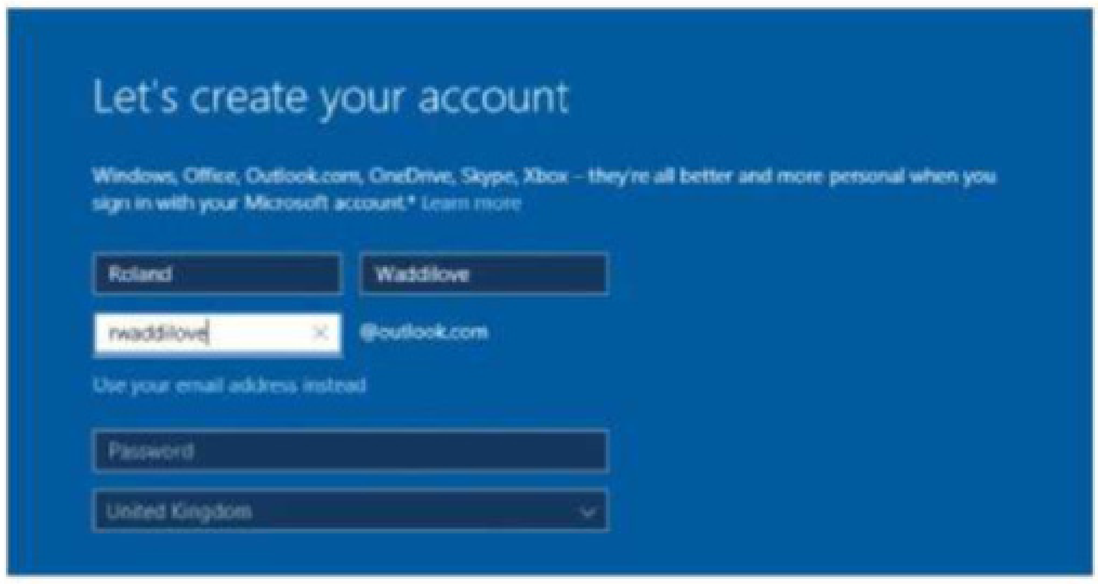
01: Create a Microsoft account

If you already have a Microsoft account, simply enter your email address and password. If you don't, click the 'Create one' link.



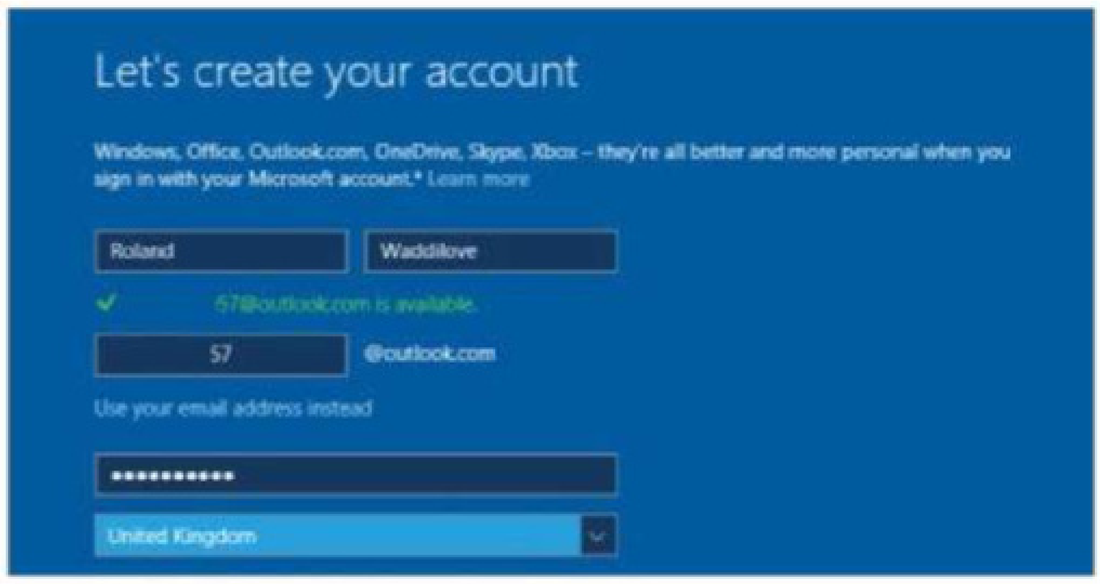
02: Enter your details

Enter your name and email address, or click the 'Get a new email address' link. This creates a free Outlook email account.



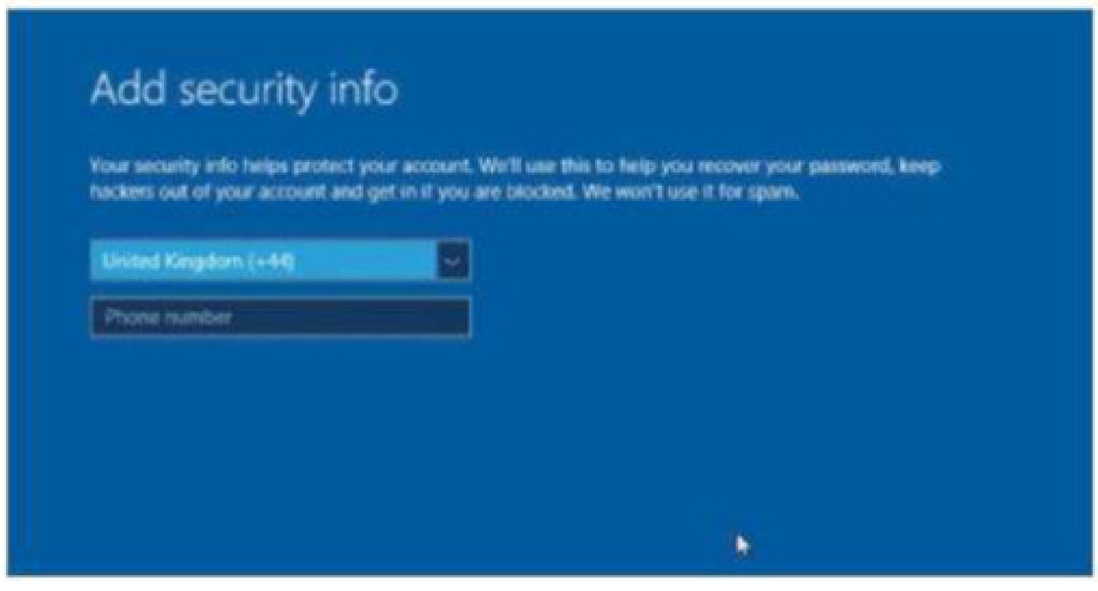
03: Enter a name

When creating a new **outlook.com** email account, just enter the name you want to use in the box. Do not forget it!



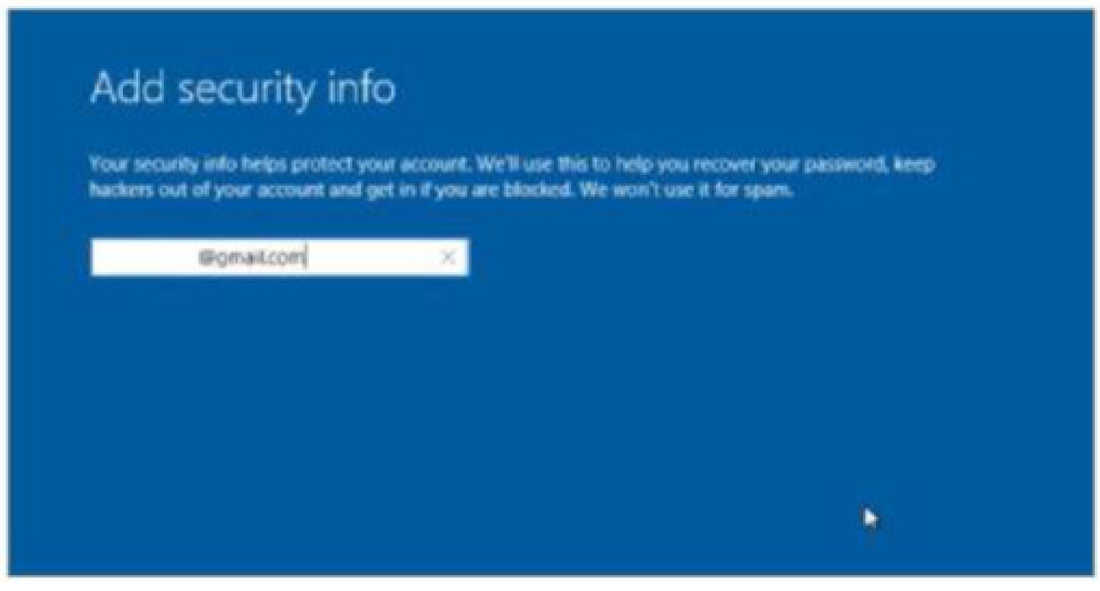
04: Add a password

Email addresses must be unique, so try to think of one that isn't likely to be used. Enter the password you want to use.



05: Give your phone number

Enter your mobile phone number. If there is ever a problem with your Microsoft account, this will help to solve it.



06: Add another email address

A link at the bottom of the screen enables you to add an alternative email address instead. Click it and enter the address.

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Create a user account

Create new user accounts for your partner, your children, or other users of your Windows 10 computer

For computers that will be used in homes and shared among family members, Windows allows you to create separate accounts for everyone. There are several advantages to creating multiple accounts on a computer, as each person will have their own Documents, Photos, Videos and Music folders, and they are private. By storing each person's files on their own account, they will never become muddled. You can have your own web browser bookmarks separately from your partner or child. It is also possible to place restrictions on children's accounts and limit what they are able to do or even when they are allowed to use the computer.

A big change in Windows 10 is that each user must have an email account. If you do not have one, then you will be asked to create one. Everyone, even children, must log in to their Windows 10 account with an email address and password. Windows 10 has tightened up security and this means that accounts are now more secure than ever, but it also means that when setting up user accounts, you have to jump through several security hoops to get one working. Here's how to do it.

"It is possible to place restrictions on children's accounts"

Create a new user

What's needed for a new user?

Email address

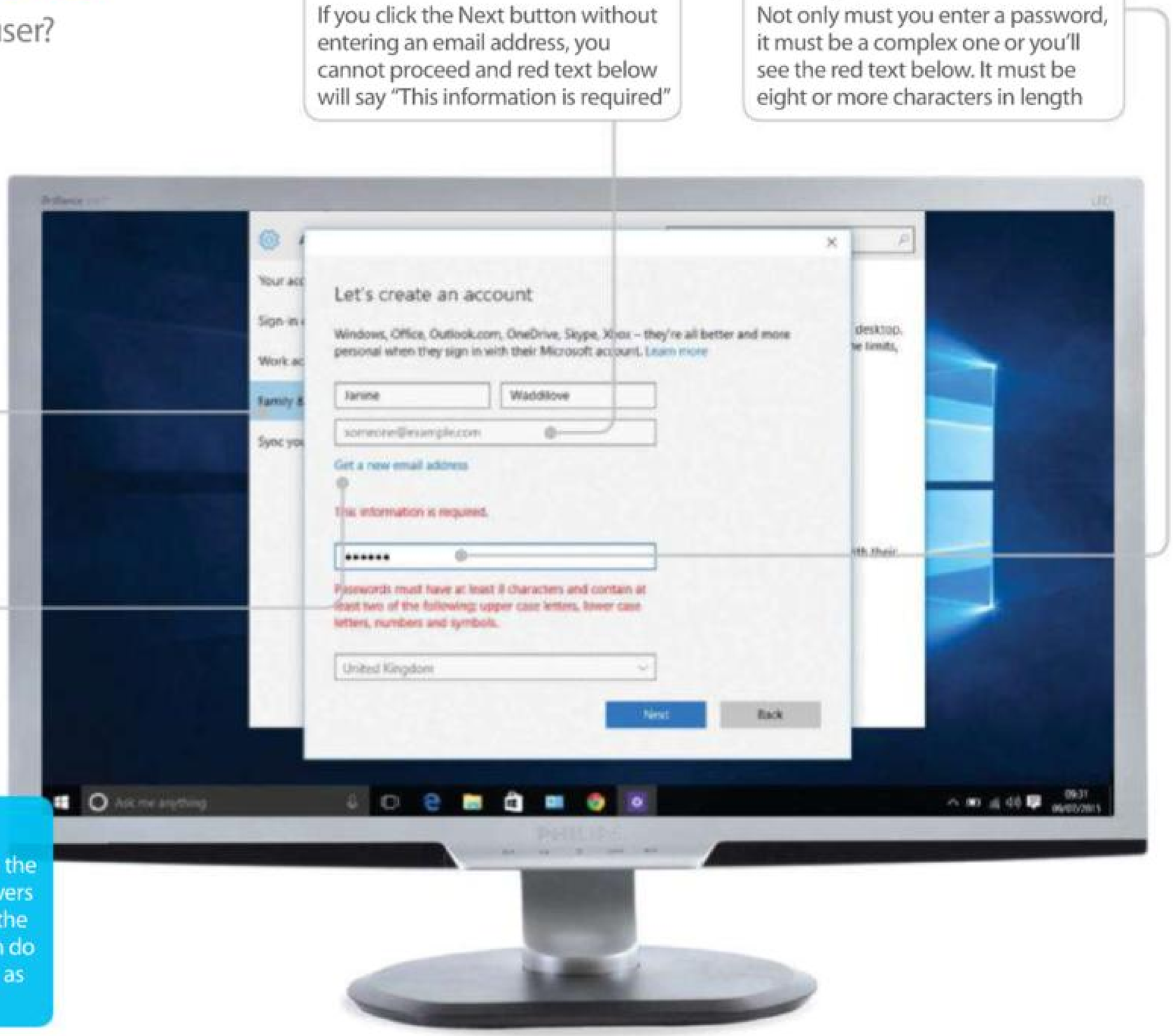
If you click the Next button without entering an email address, you cannot proceed and red text below will say "This information is required"

Pick a password

Not only must you enter a password, it must be a complex one or you'll see the red text below. It must be eight or more characters in length

Family and friends

Select 'Family & other users' within Settings>Accounts to create a new account. You can add as many accounts to the computer as you need

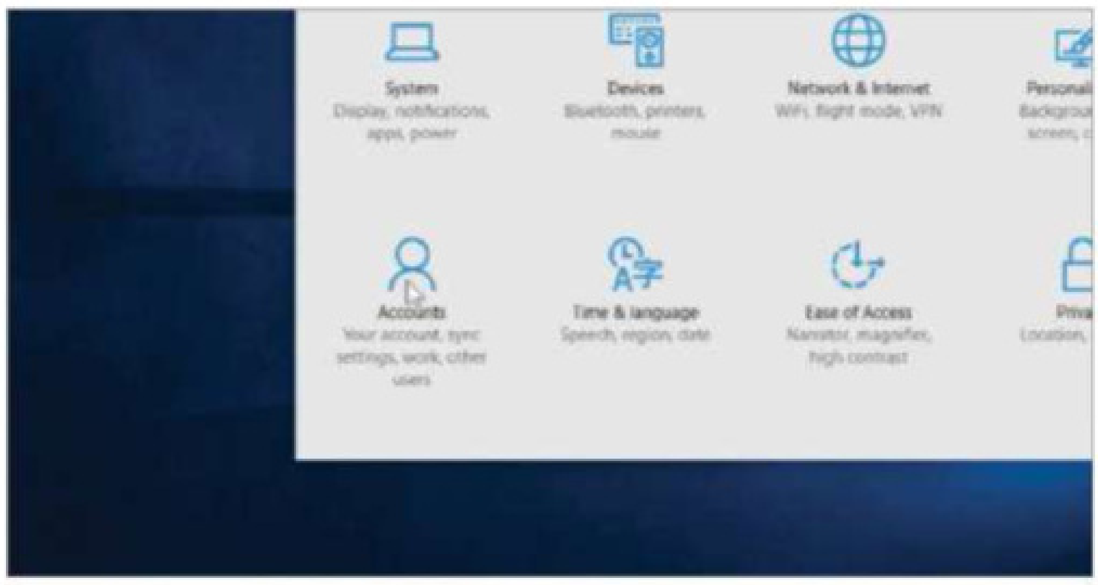


Create an email

If the user does not have an email account, click this link and you will be able to create one. Free accounts are provided by **outlook.com**

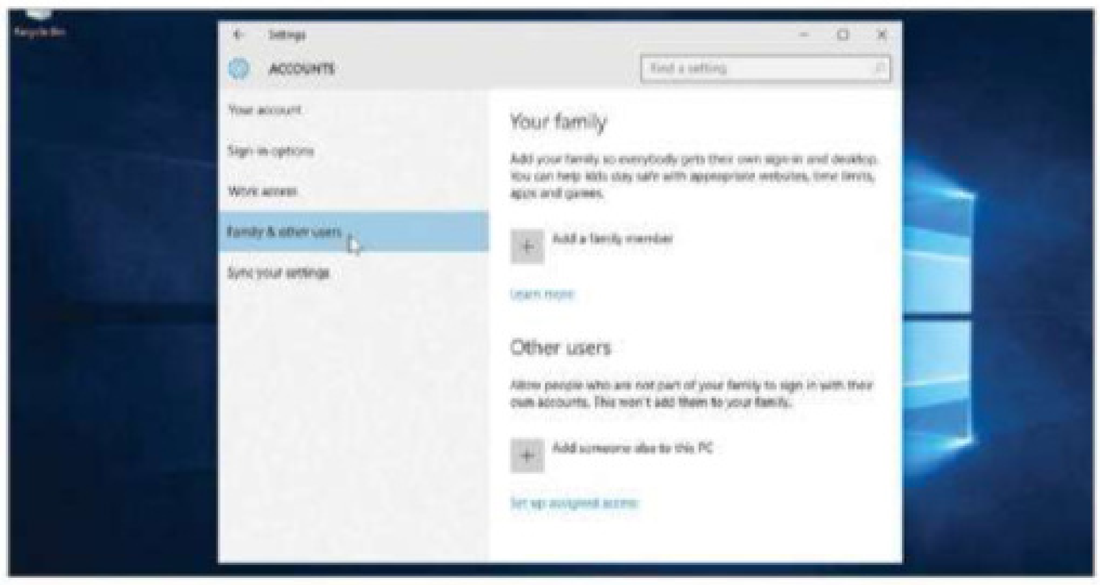
Adult vs child accounts

Adult and child accounts are created in the same way but the difference is the powers granted to each. An adult account has the power to limit what a child account can do using Windows Parental Controls, such as using the internet and software.



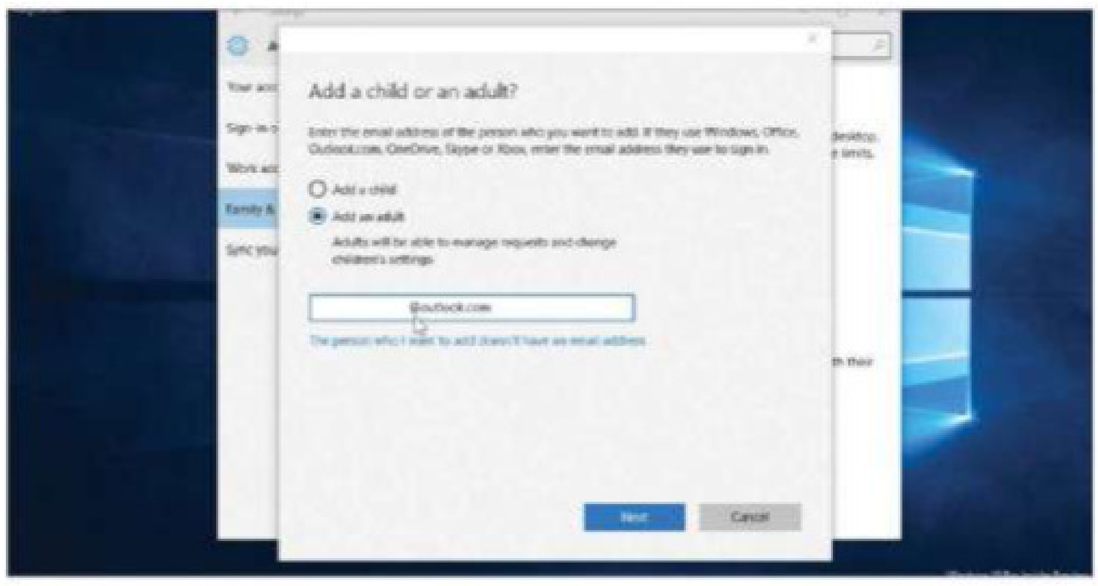
01: Go to Accounts

Go to the Start menu and click Settings. Select Accounts in the Settings window. This is where user accounts are created.



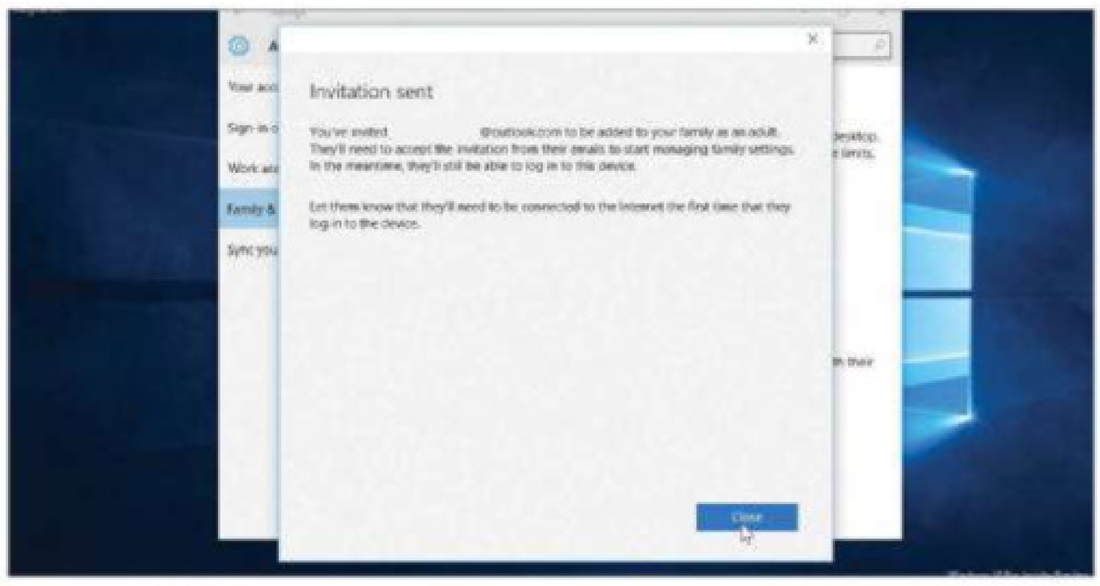
02: Family and others

Ignore 'Your account' on the left and select 'Family & other users'. On the right, you can add a family member or someone else.



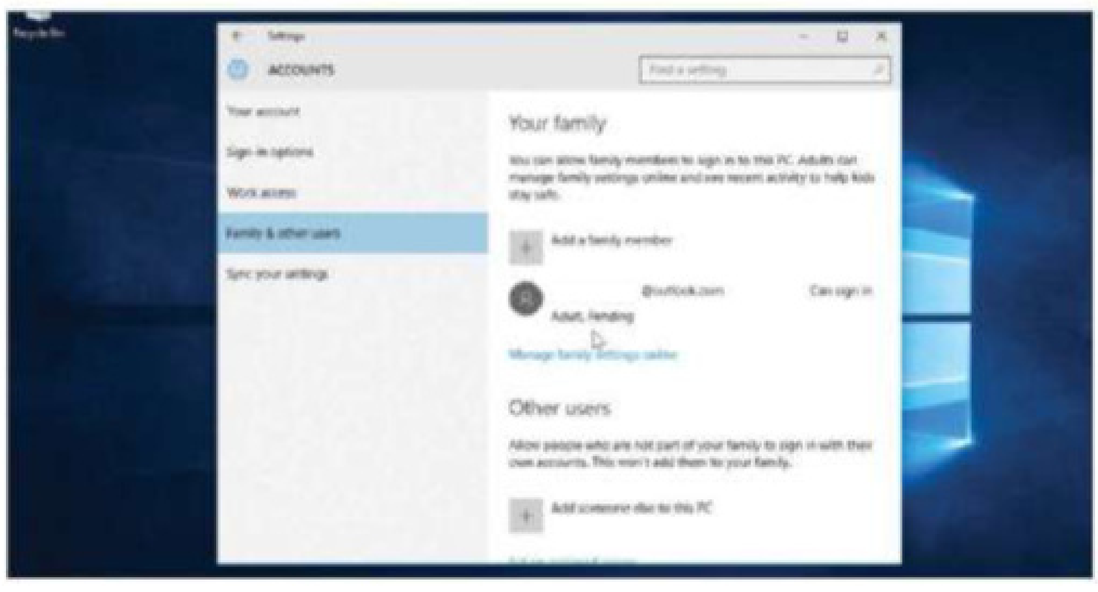
03: Add your family

Creating an account is identical for family, other users, adults and children. Enter their email address or click the link below.



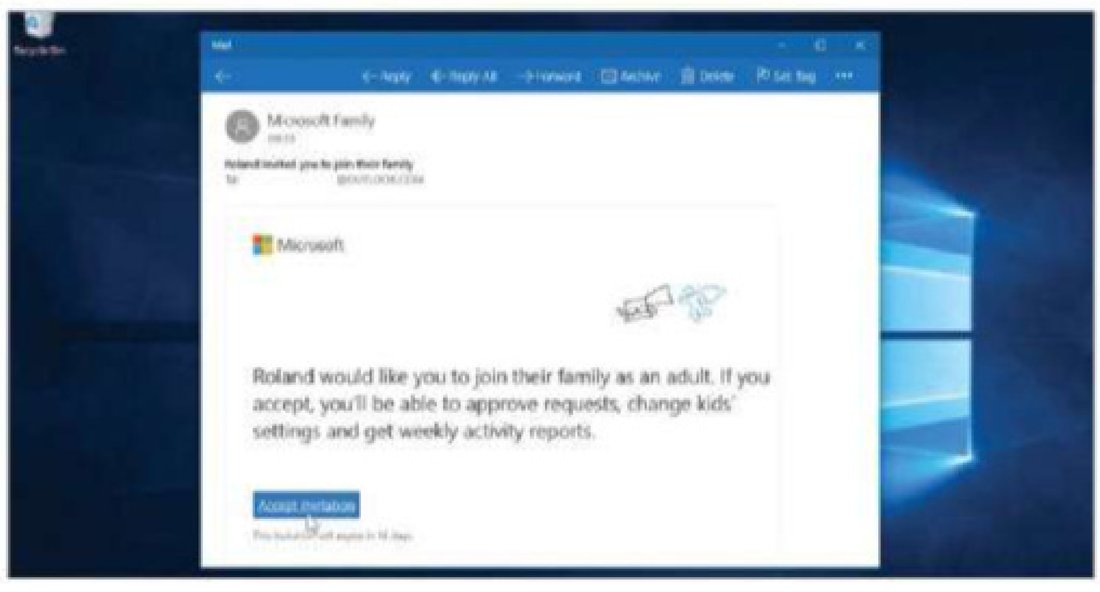
04: They are invited

If the user does not have an email address, you must create one. Once the email is entered, the person will be sent an invitation.



05: Pending invitations

Back at the main screen you can see that the new user is 'Adult, Pending'. They are not yet fully accepted as a user.



06: Accept the invitation

The new user must log into their account on the PC, open the Mail app, check their Inbox and click the Accept Invitation link.

Add a password to protect your account

It's critical that you secure your Windows account using a password. Here's how to do so

If you share your PC with others, adding a password prevents them from logging into your account. It also protects your data if your device is stolen. There are two types of user account in Windows 10. Microsoft would – naturally – like you to log in using your Microsoft account, which allows you to access features like OneDrive and your Outlook email without having to link your account. If you do this, you'll already have a password set up.

If you'd rather not link your Microsoft account, Windows 10 allows you to use what it calls a Local account instead, what you may be used to with Windows 7 and older OSs. Although you're prompted to create a password for this account, it's not compulsory. If you skipped this step, but change your mind later, follow our guide, which reveals how to quickly and easily add the password you need.

Once your account is protected, you can use two ways of logging into your account without having to remember the password. First, click the Add button under PIN to associate a numerical PIN number with your account. Second, create a picture password, which works best on touchscreen devices.

"Adding a password prevents others from logging into your account"

Picture password

Sign in using your touchscreen or mouse

Set gestures

Each picture password contains three gestures, which can be a mix of circles or lines drawn in a specific direction, or a simple tap somewhere on-screen

Confirm your password

Before you can set (or change) your picture password, you'll need to provide your account password – a handy security measure should anyone try to hijack your PC

Choose your picture

The picture you select will be shown in place of your log-on screen. You can select a picture from your own collection to use – something easy to create gestures with



Replay

Should you forget your password, click Change under Picture Password, enter your account password and then click the Replay button for a handy reminder

Choose a strong password

Simple passwords may be easy to remember, but they're also easy to guess or hack. To make your password strong, use a mixture of letters and numerals – consider substituting letters with similar-looking numbers (so '5' for 's' or '9' for 'g', for example).

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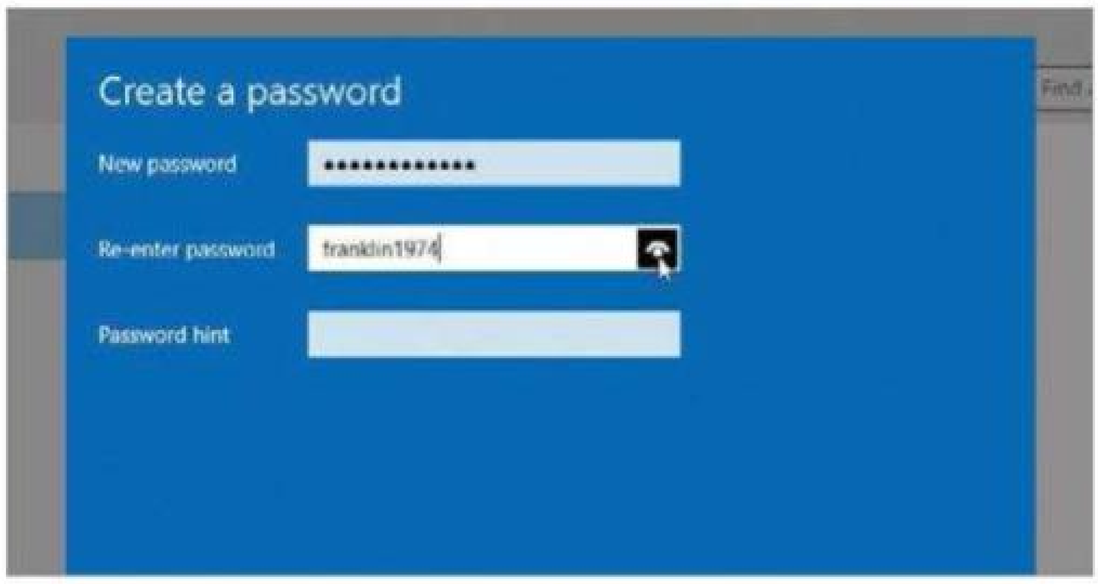
01: Access settings

Click the Start button to open the menu. From here select Settings from the left-hand menu to open the main Settings window.



02: Locate password option

Select the Accounts option. When the main Accounts screen appears, choose Sign-in Options from the list on the left.



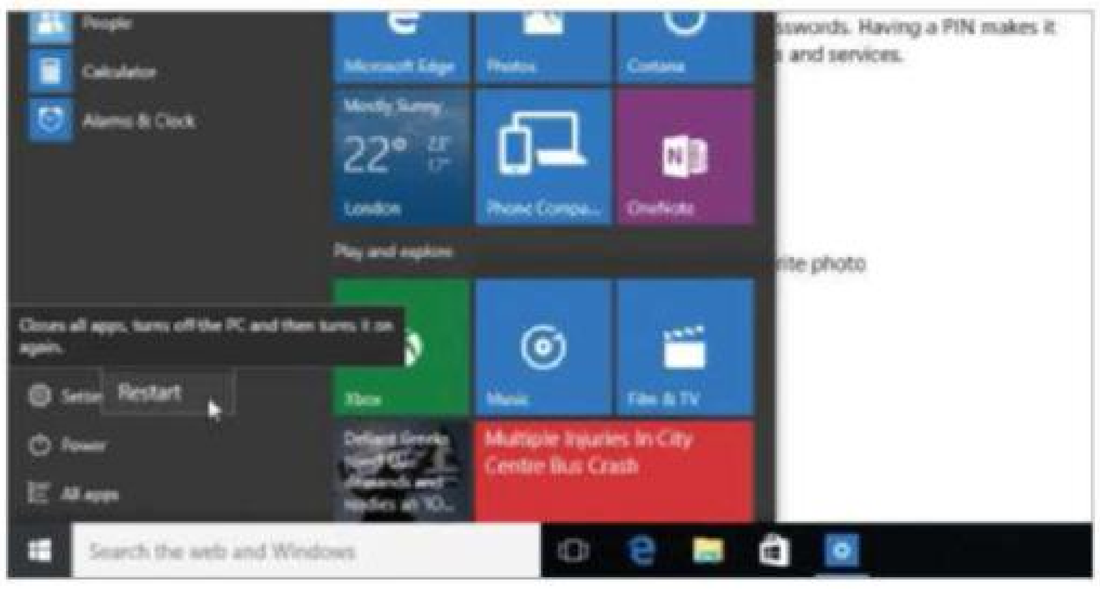
03: Choose password

Click the Add button under Password. Enter a strong, but memorable password – see the box for hints. Retype it in the Re-enter box.



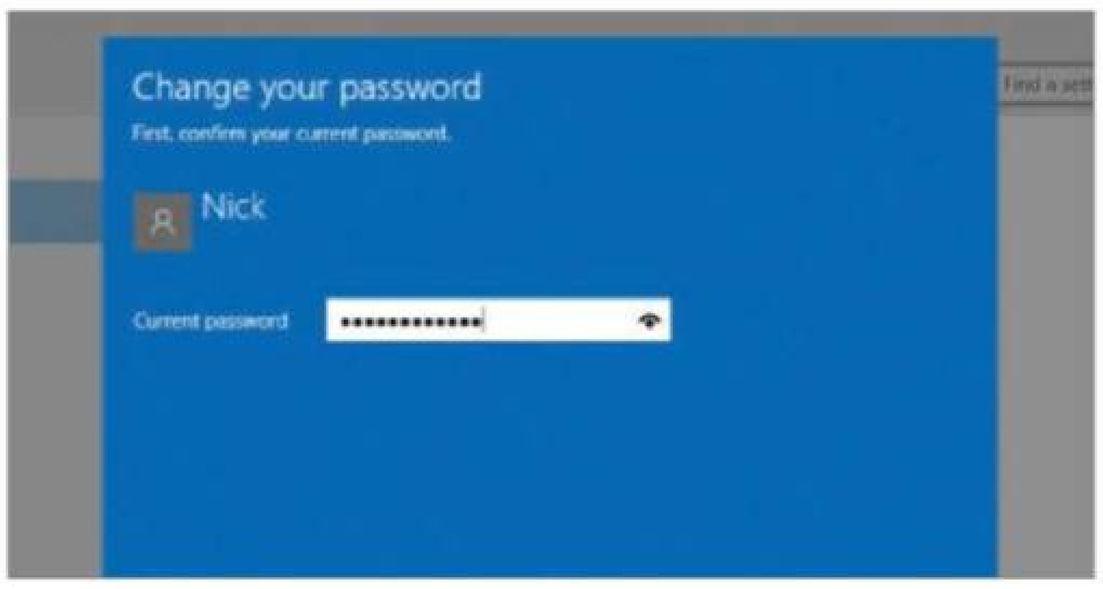
04: Set password hint

Type a hint to help you should you ever forget the password. Make it cryptic, so only you can guess it. Click Next followed by Finish.



05: Test password works

Click the Start button, select Power and choose Restart. When the log-on screen appears, click your name and enter your password.



06: Update password

Return to the Sign-in Options screen and click Change should you ever need to update your password to a new one.

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Improve your security

Windows 10 is the most secure Windows version yet and includes many useful and efficient features

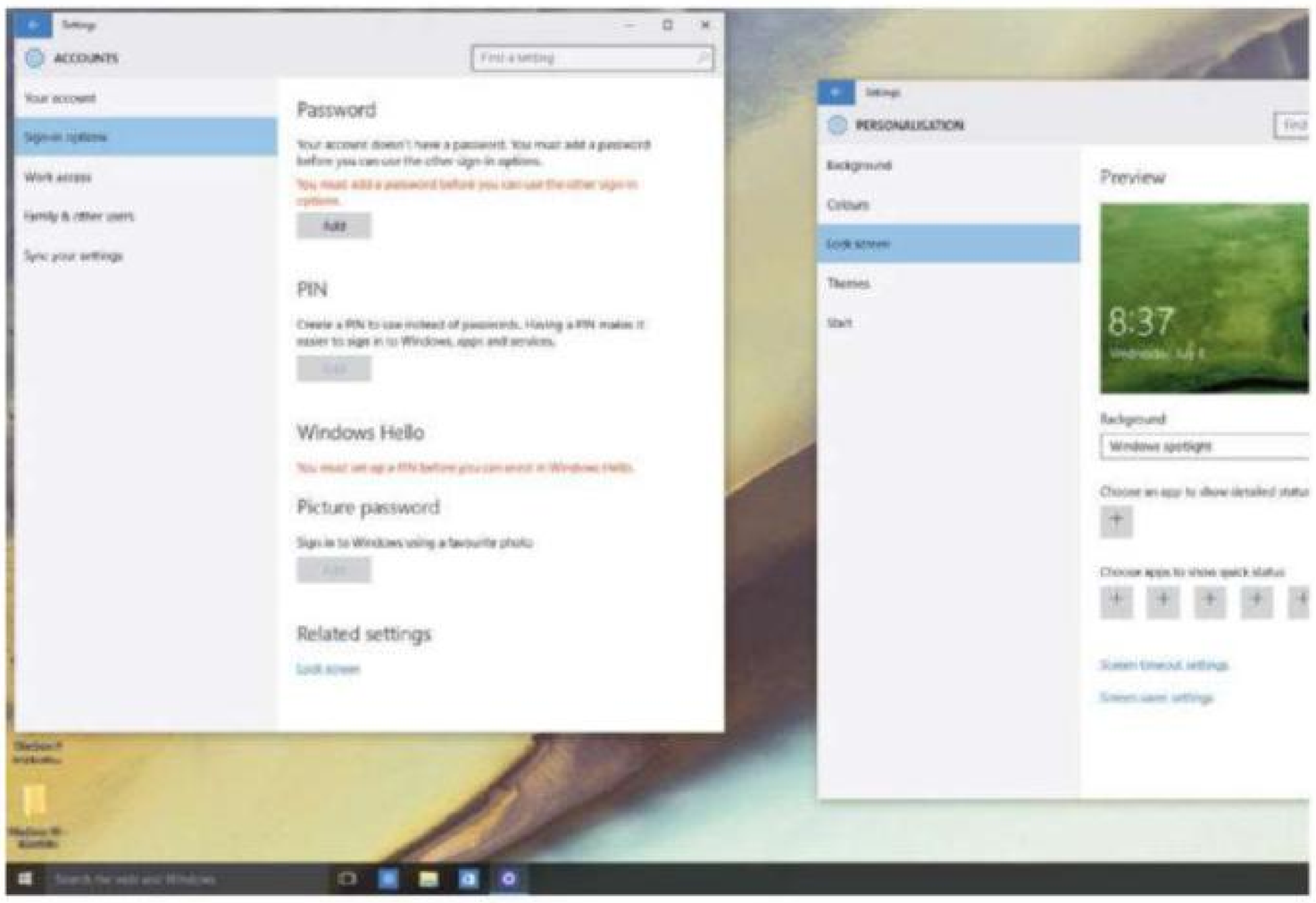
Windows 10 offers a raft of improvements that greatly refine and improve the user experience, but behind all of this is a set of security features that will help to keep all of your important personal data secure.

Windows Hello in particular is a hugely impressive feature that lets you use accessories to sign in using facial recognition or your fingerprint, and the level of security included is enterprise grade to make you feel more secure than ever.

Alongside a regular check for the latest security updates and using common sense in all aspects of your computing, these new features add another layer that will go a long way in stopping others accessing the data stored on your PC.

They are new and will become more accessible over time, but the potential alone should be enough for any Windows user to want to upgrade as quickly as possible.

We will highlight the main new features and also offer some general security advice, but our recommendation would be to take full advantage of every security feature that is available in Windows 10.

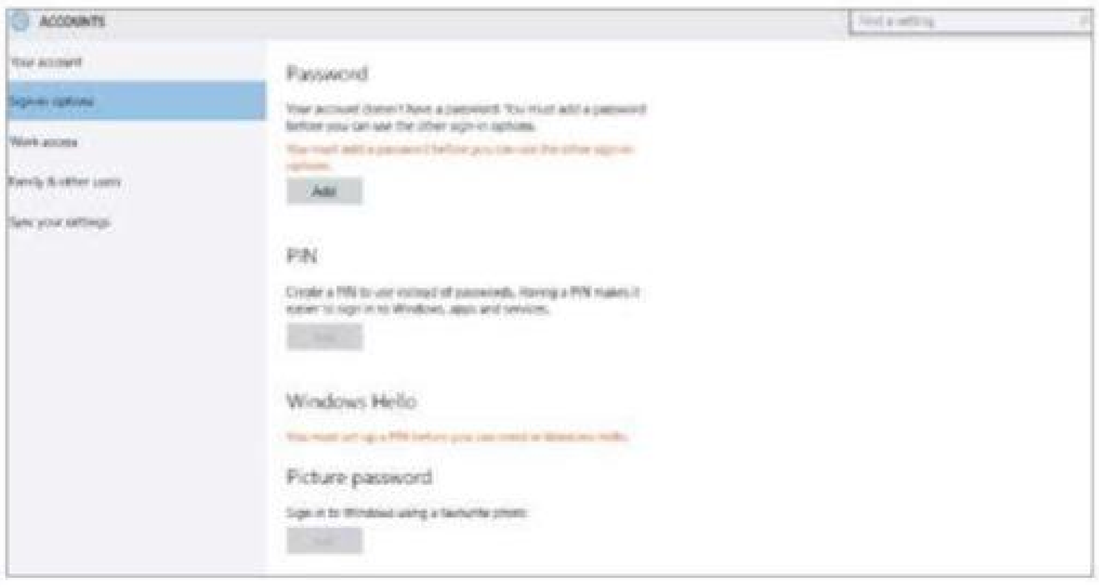


"Windows Hello in particular is a hugely impressive feature"



01: Wide-ranging security

Keeping your computer secure relies on you understanding and taking the time to use what is on offer. You can see almost all of the settings you need in the main Settings panel, but we would suggest going to Accounts first to start building your secure set up.



02: Deal with accounts

In the Accounts section you will be able to set up a PIN to replace your main account password for accessing some apps. You can then choose a picture password if you so wish or spend some time exploring the highly secure world of Windows Hello.

The various security options for you

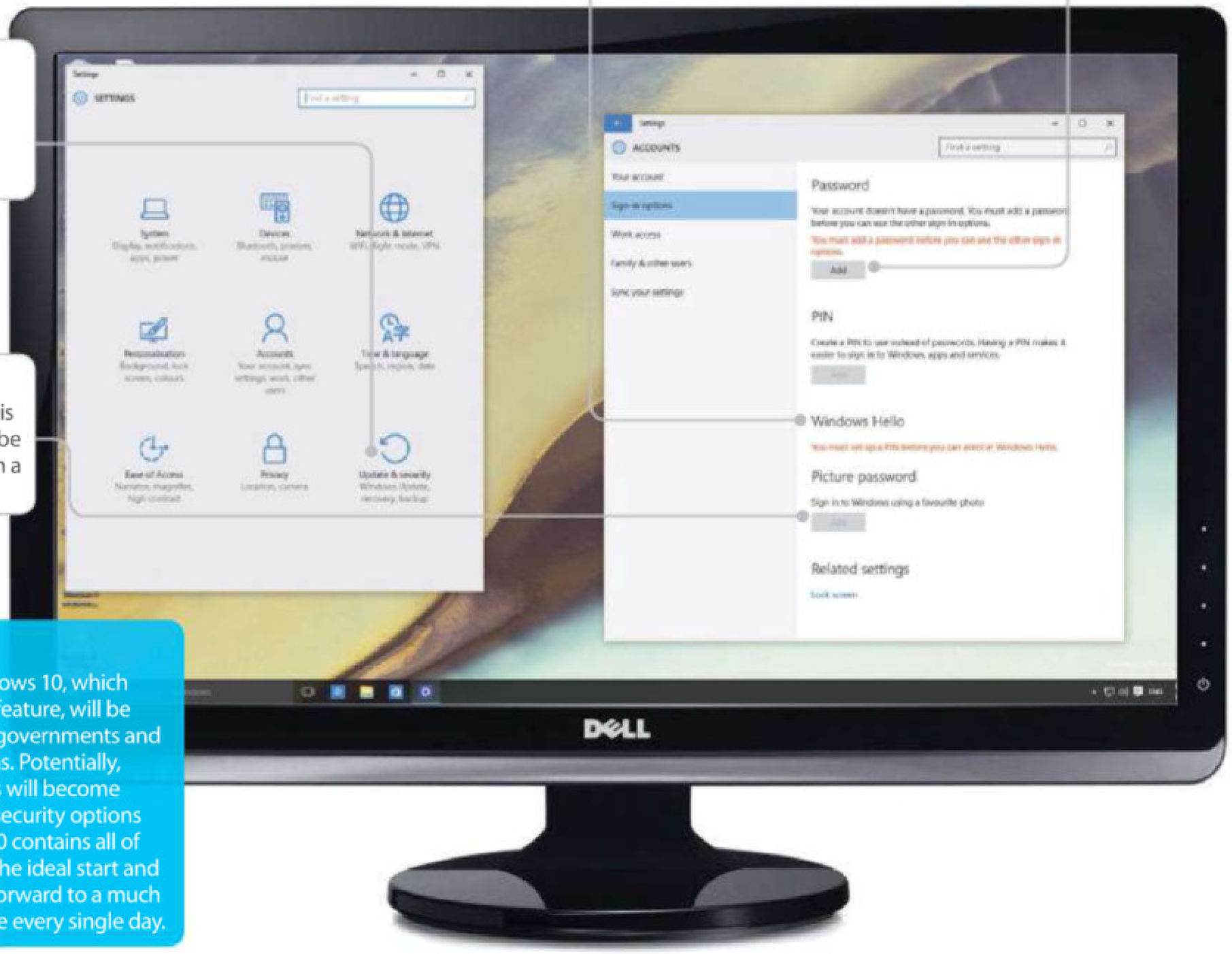
From PINs to pictures

Windows Hello
Windows Hello lets you sign in using your face or fingerprint if you have the required equipment. It is a big leap forward in Windows security

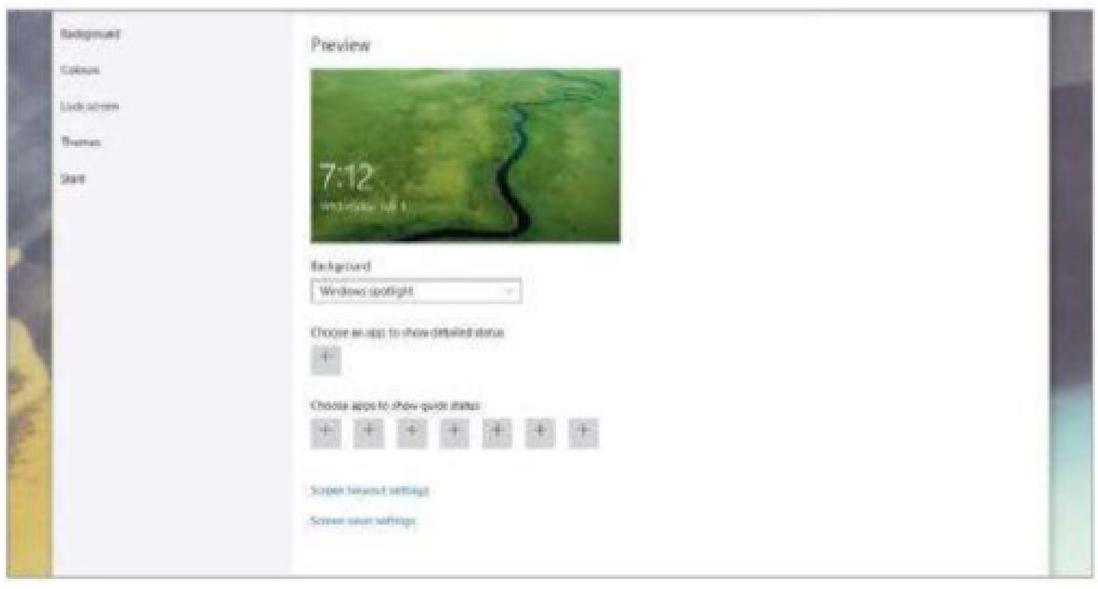
A simple PIN
You will need to set up a PIN number to use the new security features in Windows 10. If you only use the PIN, it is much quicker

Other security features
You still need to ensure that you always install the latest Windows updates to make sure that the entire system is secure

Use a photo
Signing in with a favourite photo is great fun to use, but you have to be careful how you use it to maintain a secure login

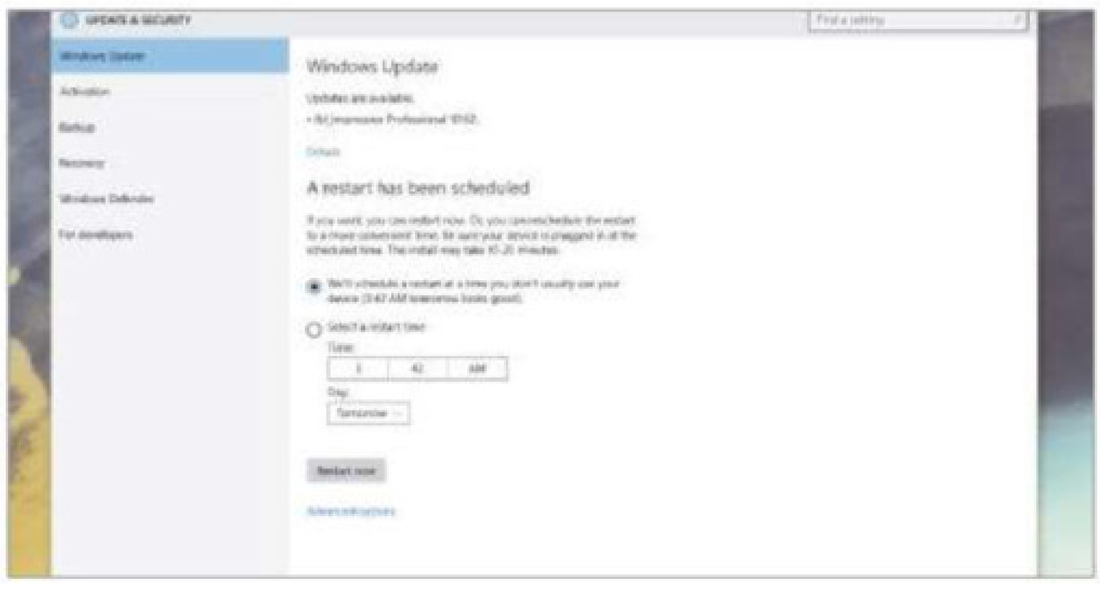


For the enterprise?
The most secure aspects of Windows 10, which mainly fall in the Windows Hello feature, will be designed for enterprises such as governments and very large corporate organisations. Potentially, however, the relevant accessories will become available and bring the ultimate security options to us all. The fact that Windows 10 contains all of the software hooks necessary is the ideal start and we may soon all be able to look forward to a much more secure Windows experience every single day.



03: The lock screen

You can choose to display information on your lock screen, but you should be careful not to include apps that show data you don't want others to see. Even though Windows 10 is very secure, common sense will go a long way when using any computing system.



04: Unobtrusive updates

Always let the latest updates install as soon as they are released because they will often include stability fixes and security updates to keep your entire system secure. If you set them to run early in the morning, they will not interrupt your daily Windows workflow.

Improve your privacy

Explore the many privacy settings and choose which personal details you prefer to keep private

Windows 10 has many new features and some of these require information to be shared with Microsoft in order for them to work. This raises privacy issues and on the internet are many articles that express concern over the privacy of anyone using Windows 10. Take them with a pinch of salt. Many use controversial headlines and content designed to attract clicks and readers. There isn't really much to be concerned about.

There are dozens of privacy settings in Microsoft's new operating system and we will cover many of them here. It might seem that there is a lot, but not all of them are new. Some of them are in previous versions of Windows, although they are difficult to find or are not mentioned at all. Windows 10 actually makes privacy issues more obvious and therefore easier to deal with. You can share as much or as little information as you feel comfortable with.

An example of information that is shared in Windows 10 is your location. By allowing Microsoft and apps to access this they can provide local information, such as the nearest pizza take-away for example. That is a useful feature, and not just for pizza! Cortana, the digital personal assistant that understands what you say, can provide better answers and can perform useful functions when it has access to your contacts and calendar, and knows a few things about you.

Sharing a little information brings better results, but ultimately, it is your choice and Windows 10 provides the controls to turn off information sharing. Go through the settings and share as much or as little as you want to improve your privacy.

Extra privacy options

Privacy settings stored elsewhere

Search for privacy

Click Start and select Settings. Click in the Search box and enter 'privacy' to see a long list of privacy topics Click one to open the settings

Browser privacy

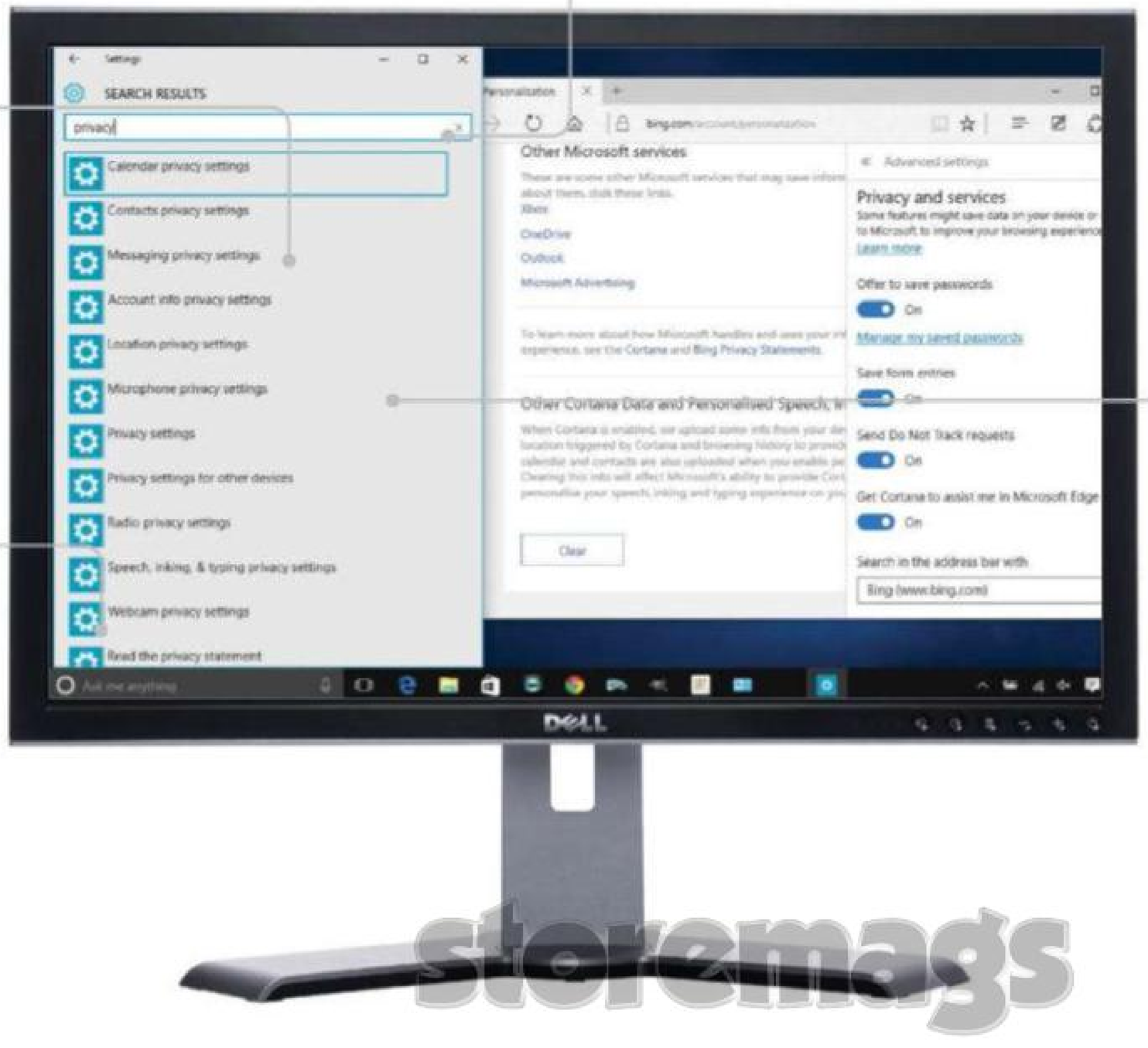
There are privacy settings in the Edge browser. Open Edge, click the three dots menu and click Settings. Scroll down and click View advanced settings

Passwords and forms

Edge can remember passwords and form entries, which is useful. Turn these settings off if the computer is shared and other people use it

Do not track

Websites can track your activities for various purposes, but sending Do Not Track requests asks them not to do this. Turn it on



Internet tracking

There are many tracking technologies on the internet and sending Do Not Track helps, but it is not perfect. The best way to maintain your privacy is to click the menu button in Edge and then select New InPrivate Window.

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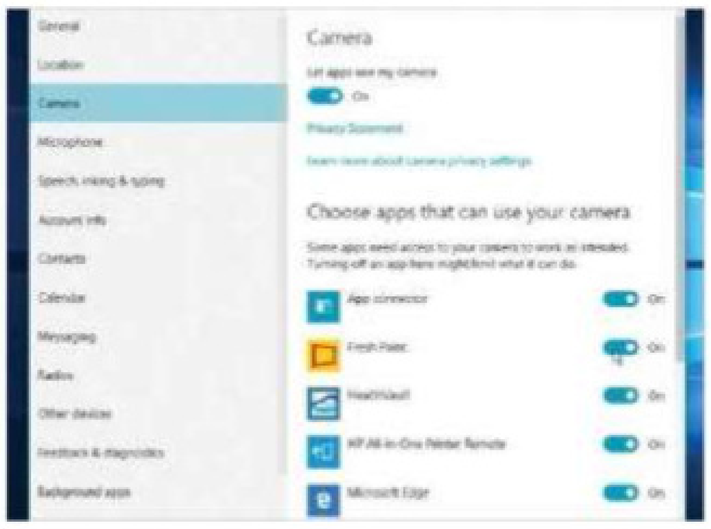
01: Privacy settings

Click Settings on Start. Click Privacy and the General options appear. Turn off the first switch to prevent advertisers targeting you.



02: Hide your location

Some apps work better if they know your location, like Maps, Cortana and searches. Turn off location if you prefer though.



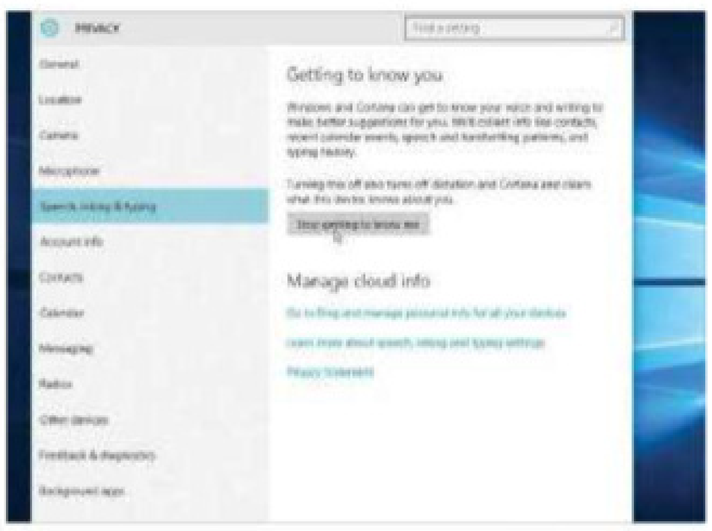
03: Who's watching you?

Can apps access the webcam? Yes they can! Check the list of apps that have access and turn off any that you want to block.



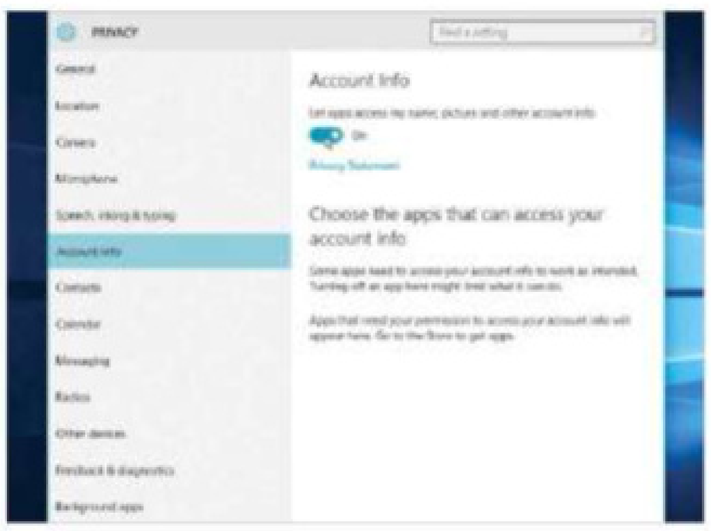
04: Who's listening?

Apps can listen in through the microphone. Check the list and use the switches to block apps that don't have an obvious need.



05: Who knows you?

Windows and Cortana work better with access to contacts, calendars, speech, and typing, but you can click here to stop this.



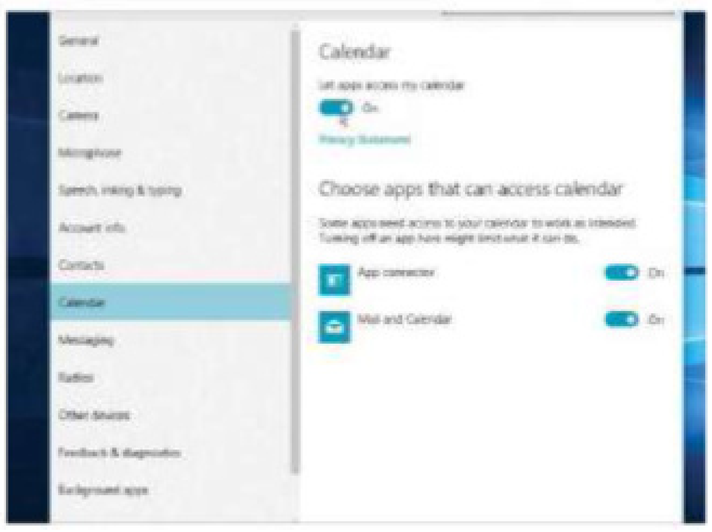
06: Account privacy

Apps can access public account information, like your name and picture, but block this activity with the switch if you prefer.



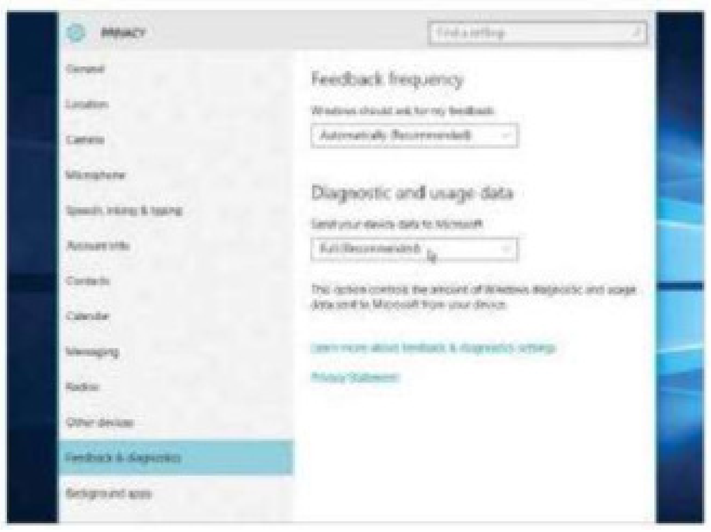
07: Keep contacts private

Some apps require access to contacts like Mail and Calendar. Disable any apps here that have have no business accessing them.



08: Calendar privacy

Mail and Calendar need access to your appointments. Look for rogue apps wanting access for no good reason and disable them.



09: Diagnostics and usage

Microsoft wants to know how you use your PC. Click Full (Recommended) and change it to Basic to limit the information sent.

Change the desktop image

Give Windows 10 a makeover and replace the desktop background image with one of your own

Windows 10 comes with a sleek, user-friendly design, but you can easily customise your OS to suit your own tastes and preferences. There are several ways to do this, but the easiest and most obvious solution is to change the image that is displayed on the desktop.

A small collection of images can be found on the disk drive, and Microsoft has bundled a few to get you started. You don't have to stick with the preset images though; you can use your own photographs taken on a digital camera or mobile phone, and even download wallpaper images from the internet to use as your desktop background.

If you have a collection of photos and would like to use them all, you do not have to manually change them every day or every hour as there is a built-in slide show facility that automatically swaps them. You just pick a folder to display and the photos automatically appear on the desktop, changing every so often to the next one in the series. It is a great way to view your photos while you work or play, and you'll never have to worry about getting bored of seeing the same image.

"You can use your own photographs taken on a digital camera"

Background options

Change the look of the desktop

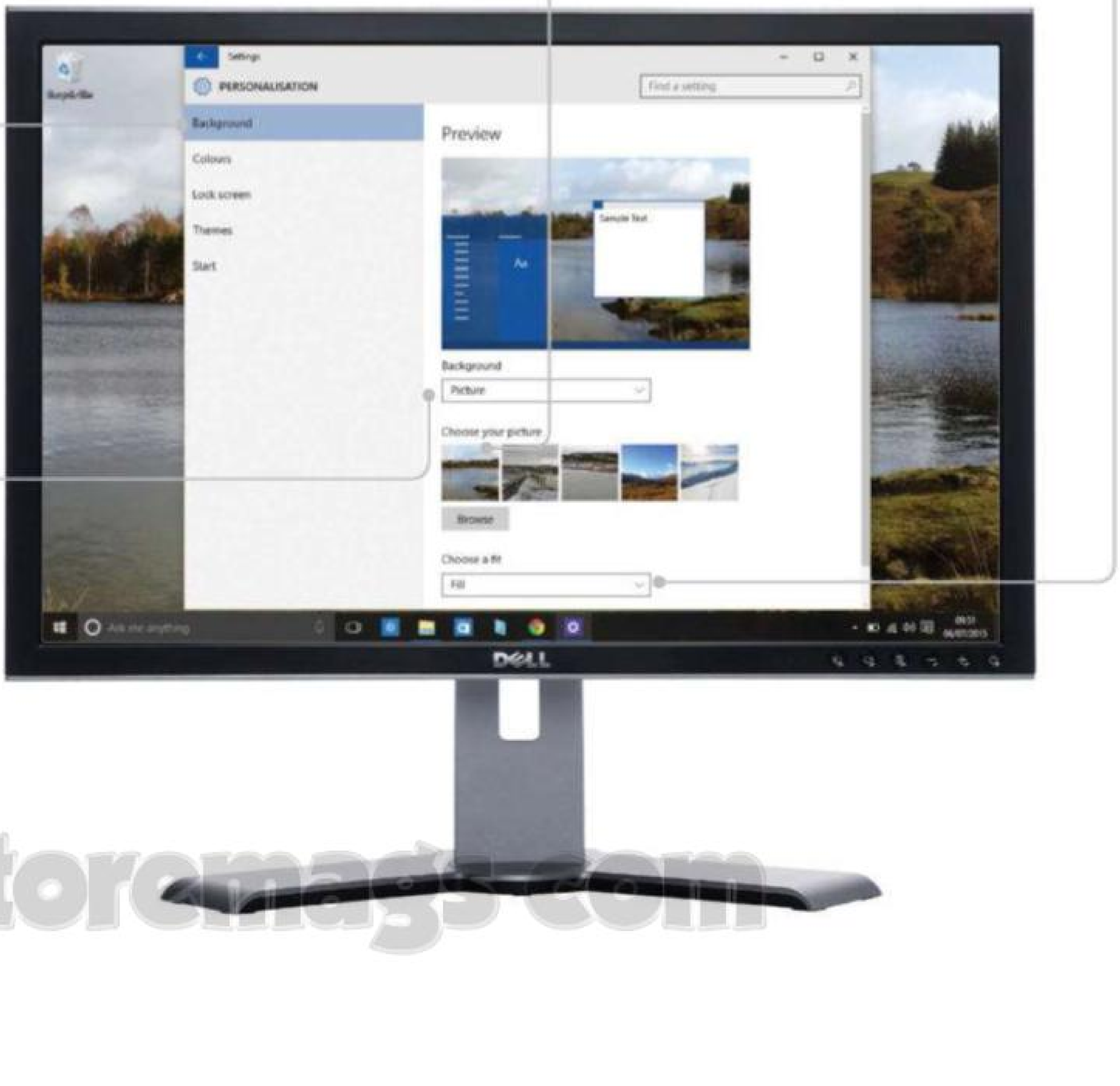
Select a photo
There is a small collection of thumbnail images here and these are photos that you can select for the background. Click your favourite

Photofit options
If the photo does not exactly fit the screen, there are options to tile it, stretch it, centre it and so on. Choose how to display it here

Personalisation settings
This section of the Windows 10 settings has several options and Background is just one of them. It lets you change the desktop photo

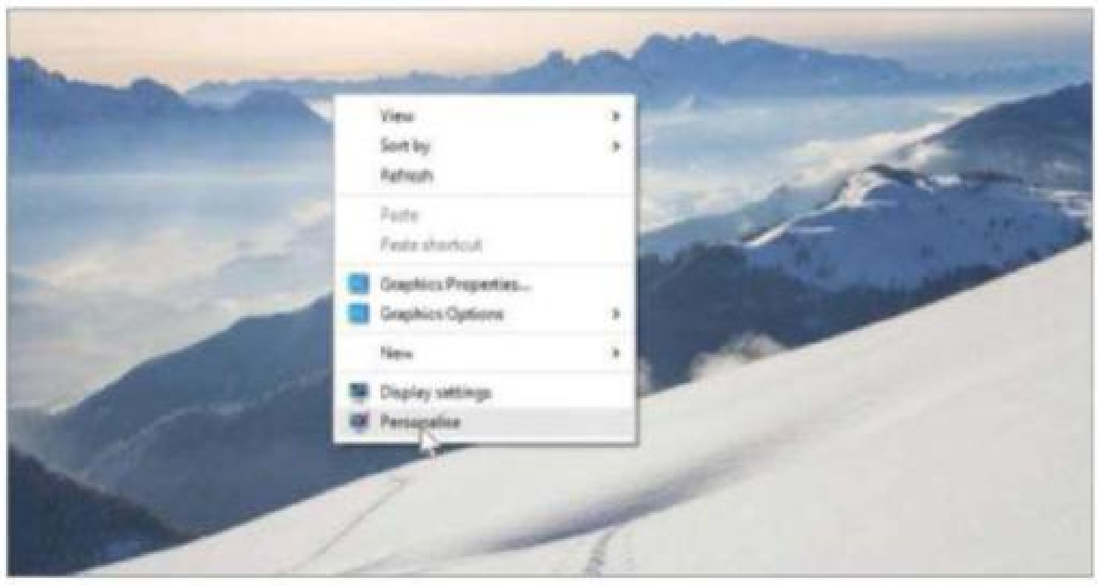
Background menu
The Background menu enables you to choose from Picture, Colour or Slide Show, giving you a choice of different background options

Slide shows
The Slide Show option shows all the photos in a folder. To control what is displayed, use Explorer to create a folder, such as Picture\Backgrounds, and copy your favourite photos to it. Then select it for the slide show.



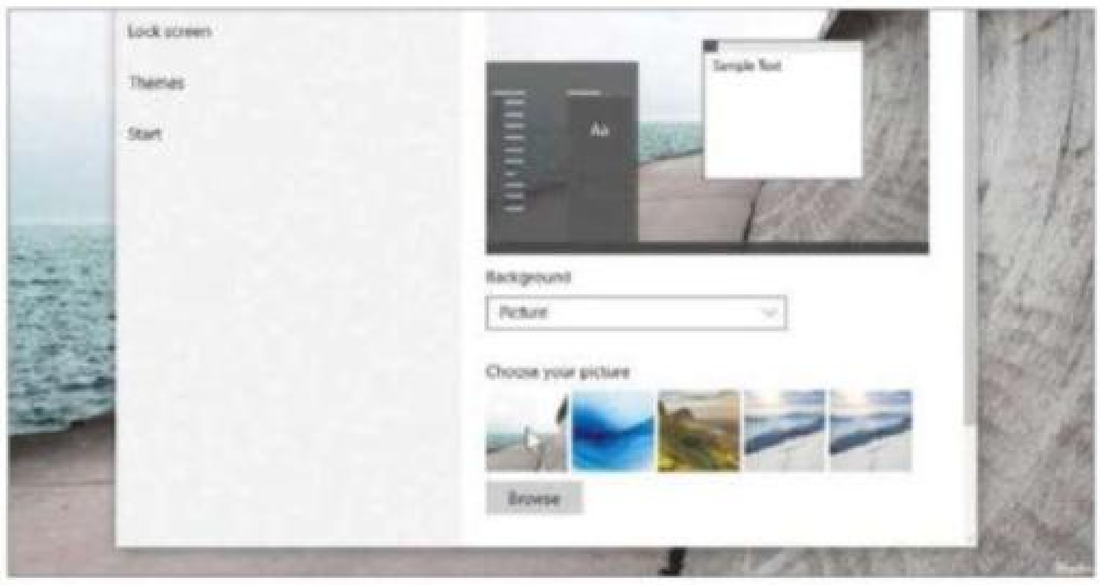
Storemags.com

StoreMags.com



01: Go to Personalise

Right-click an empty part of the desktop and a menu is displayed. Click Personalise at the bottom to go to the background settings.



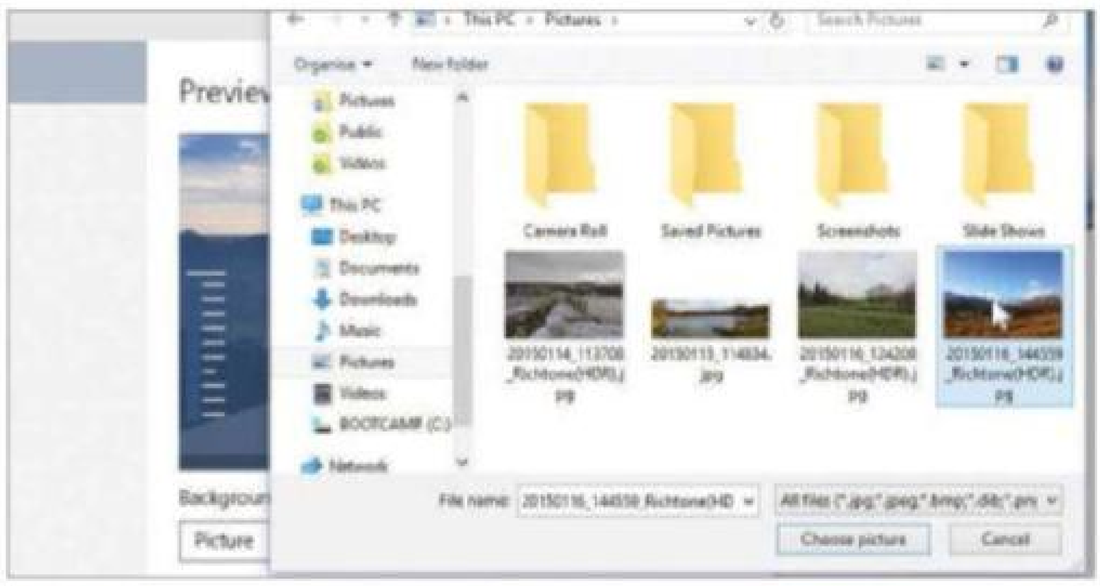
02: Select the background

Background is automatically selected from the left toolbar. Underneath 'Choose your picture', select the image you want to use.



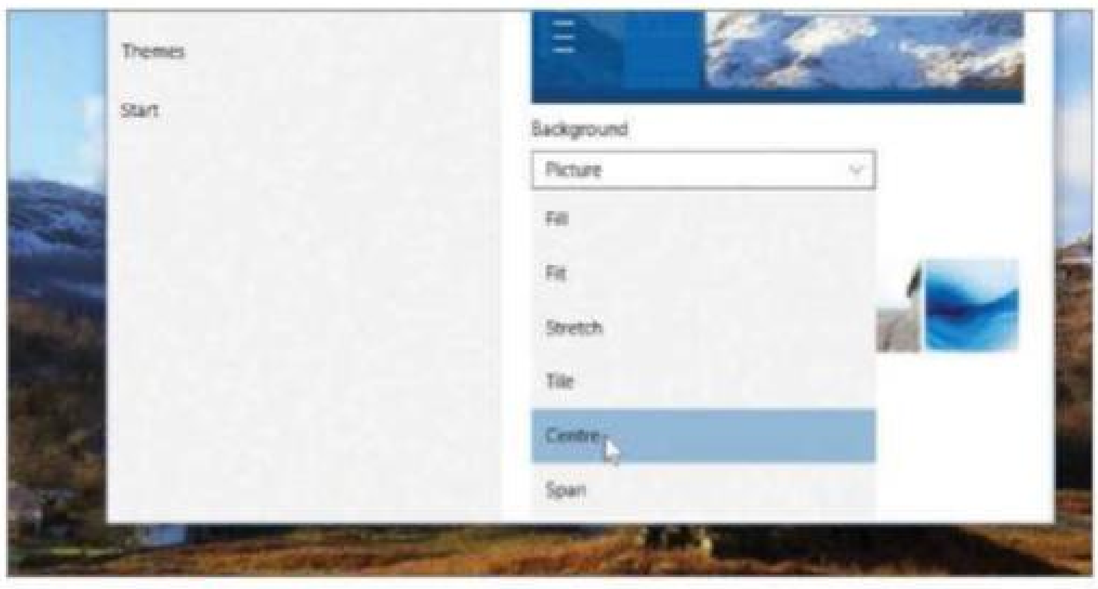
03: Pick a colour

If you find that photo backgrounds are too distracting, select Colour in the Background menu and then choose your favourite colour.



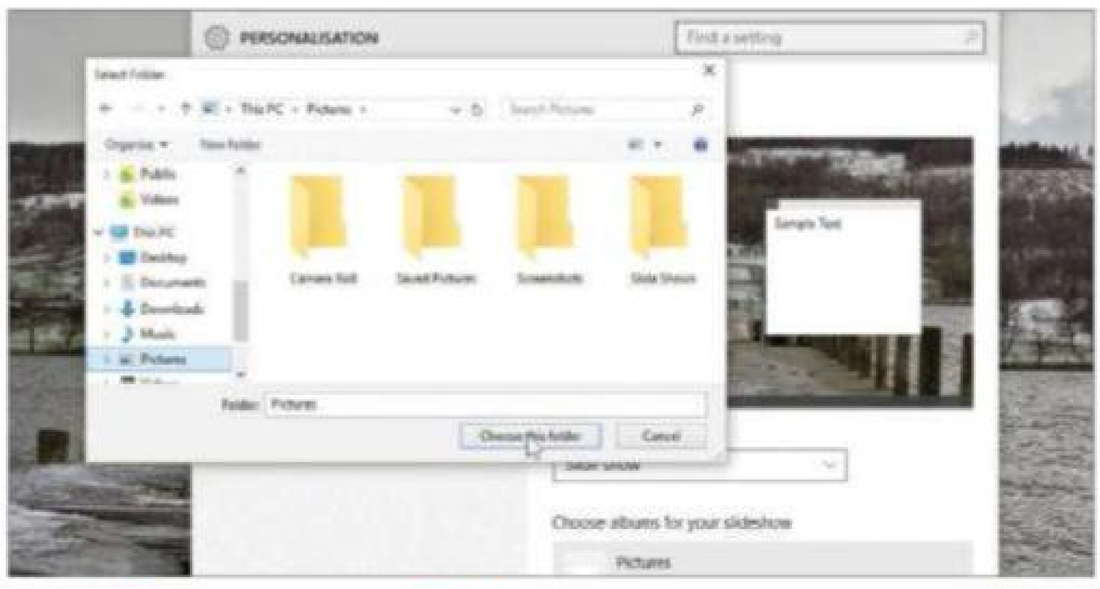
04: Choose a photo

The bundled images are good, but if you want to pick your own, click Browse under the picture thumbnails and select one on disk.



05: Fit the photo

The photo you choose might not be exactly the same size as the desktop. Go to the 'Choose a fit' menu and select an option.



06: Show your slides

Go to the Background menu and select Slide Show. You can then browse the disk drive and select a folder of photos to display.

Personalise the Start menu

You can make the Start menu work in a way that suits you with just a few simple tweaks

The Start menu in Windows has changed a lot as each new version has been released. In Windows 10, we finally have a solution that can be anything you want it to be thanks to the customisation tools. You can change the look of the background and also quickly move tiles around so they are in the most accessible positions. You also have the ability to change the system shortcuts.

The Start menu can be very large, like the style used in Windows 8, or you can make it as minimalist as the visuals used in Windows 7 and before, giving you the chance to use whichever style you prefer. We will cover the major changes you can make and explain how they can be activated, but you should also take time to see what other areas can be manipulated if something is not quite right.

It is likely that no matter what change you want to make, you will be able to adjust everything to your liking. The Windows Start menu has finally come of age following a series of unusual decisions, and we now have a system that can be all things to all people. It truly is one of the highlights of Windows 10.

"You will be able to adjust everything to your liking"

A fully customisable Start menu

You can change every single aspect

The tile order

Tiles can be dragged and dropped in to any position, at which point the surrounding tiles will move out of the way

Handy shortcuts

The shortcuts within the left-hand column are completely customisable. You can choose exactly what is accessible from within this column

Take your time

The Start menu is a part of Windows that you use all of the time, so it makes sense to customise it to fit your exact needs. Take some time to make it work perfectly with the apps and shortcuts you use most often.

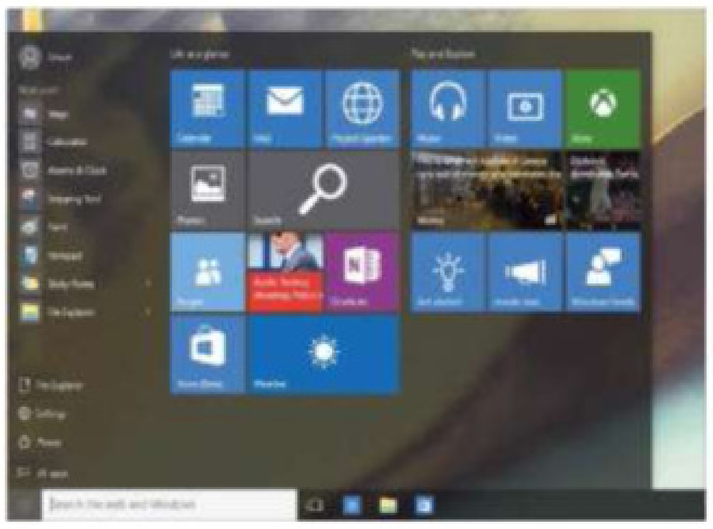
Manage live tiles

Live tiles can be turned off to work as normal icons and you can also resize them so that you can see more information

Change the background

In Settings, you can either let the system choose a matching colour from your desktop background or select a preferred colour yourself





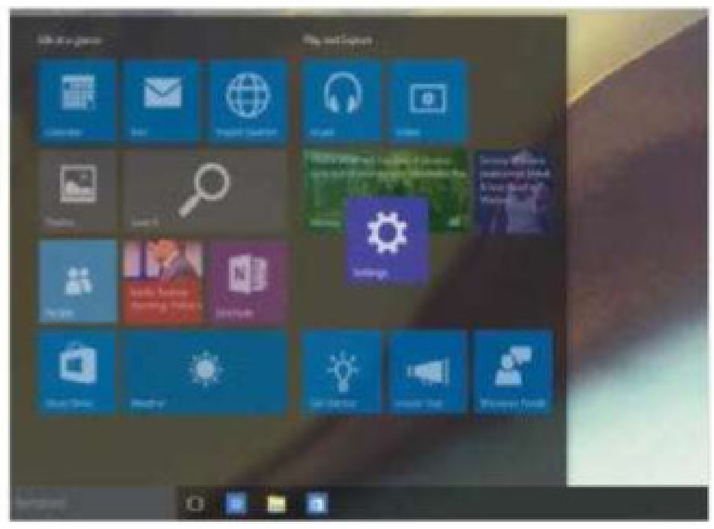
01: Click the icon

When you click the bottom-left icon, the Start menu appears. It includes your most used apps and useful settings by default.



02: The right-click

Right-click on any icon in the Start menu to unpin it. You can also resize many icons using the small menu that appears.



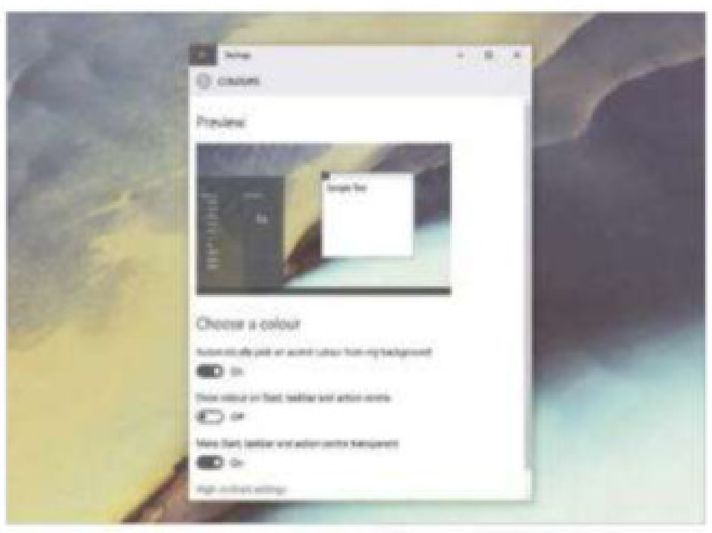
03: Drag and drop

Click and hold any icon and then move it to a new position. The nearby icons will move to fit around it automatically.



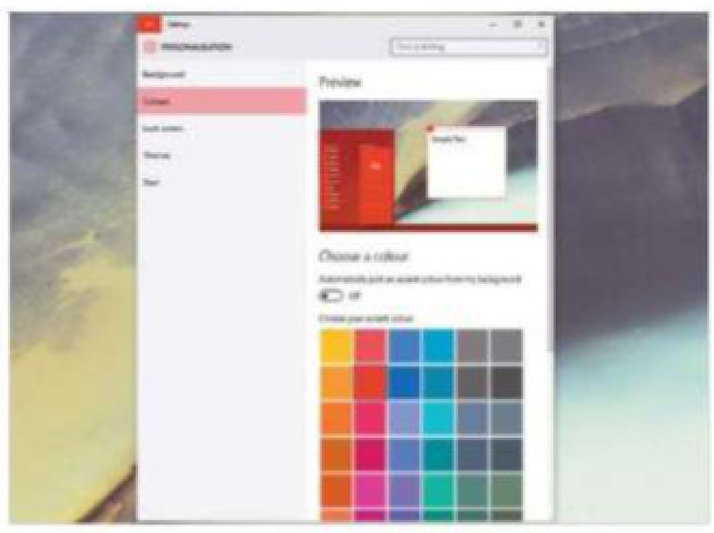
04: Live tiles

Right-clicking on a live tile will let you either make it a standard icon or turn back on the live content.



05: Access further settings

Right-click anywhere on the desktop and select Personalise to bring up a panel of extra settings that will affect the Start menu.



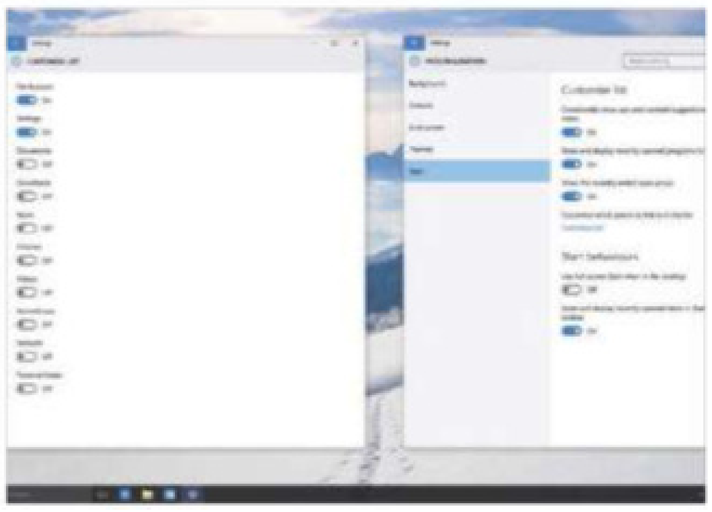
06: Change the colours

Click 'Choose a colour' to see a panel to choose from. Some of these colours are quite bright, so choose wisely.



07: Deal with shortcuts

Right-click any item in the left-hand column next to the icons to remove them or pin them to another area.



08: Customise the list

Click Settings in the left-hand column and then 'Customise list' to quickly select the listed shortcuts that will appear.



09: A full menu

In Settings, enable the 'Use full-screen Start when in the desktop' option to show the Start menu above everything else.

Customise your PC's settings to suit your needs

Change the way your PC looks and works to make sure you get the best out of it and that it is easier to use

Windows 10 is easily customised, as there are lots of settings that can be modified. These can make the interface, such as the desktop, windows, icons and other visual elements, more attractive or easier to see; you can add and configure devices like printers, modify the mouse for left-handed use, change the Start menu, show or hide animations and backgrounds, change the mouse cursor and much more.

Settings should be one of the first places to explore after upgrading your Windows PC or buying a new one with Windows 10 pre-installed.

The way that settings are customised has changed from Windows 7 to 8 to 10. This guide takes you on a tour of the most important sections in Settings, and shows some of the ways Windows 10 can be modified and customised. Windows 7 used the Control panel to customise the PC's settings. It is still there in Windows 10, but you will use it less because there is a brand-new interface.

It is unlike Windows 8 too. Windows 10 Settings are accessed from the Start menu. Just click the link to open the window. This has settings organised into groups that make it easy to find the item you want, and each group has sub-groups with more settings. The new interface is quick and easy to use.

Make the settings more useful

Put your own stamp on your PC

Mouse pointer themes

Click Mouse pointer settings in the main window and this opens. Use it to select an alternative set of mouse points. Pick your favourite in the list

Set the sound

Click Advanced sound settings and another window opens that enables you to select the sounds to use for various system events or turn them off

Personalisation settings

Go to Settings>Personalisation and there are several different sections. The Themes section is all about the look and sound of Windows. Customise the settings



Customise the desktop

Click Desktop Icon Settings in the main Settings window and you can choose which icons you want to appear on the desktop, like Computer and Recycle Bin

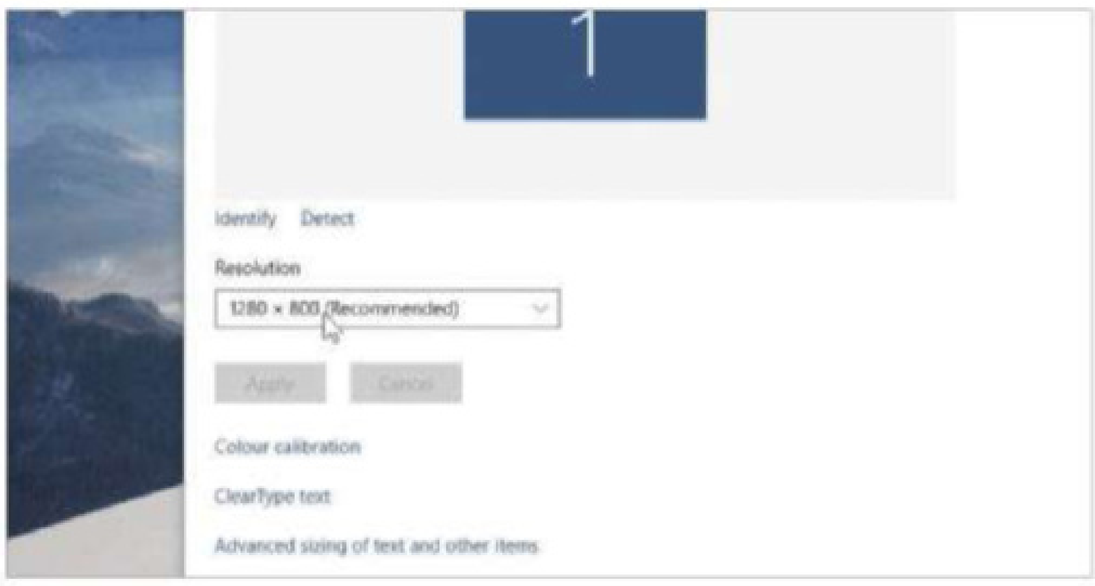
The Control Panel

PC settings are divided between the Settings app accessed from the Start menu and the old Control Panel. It is a bit confusing and difficult to tell where a particular setting will be. You might need to check both places.



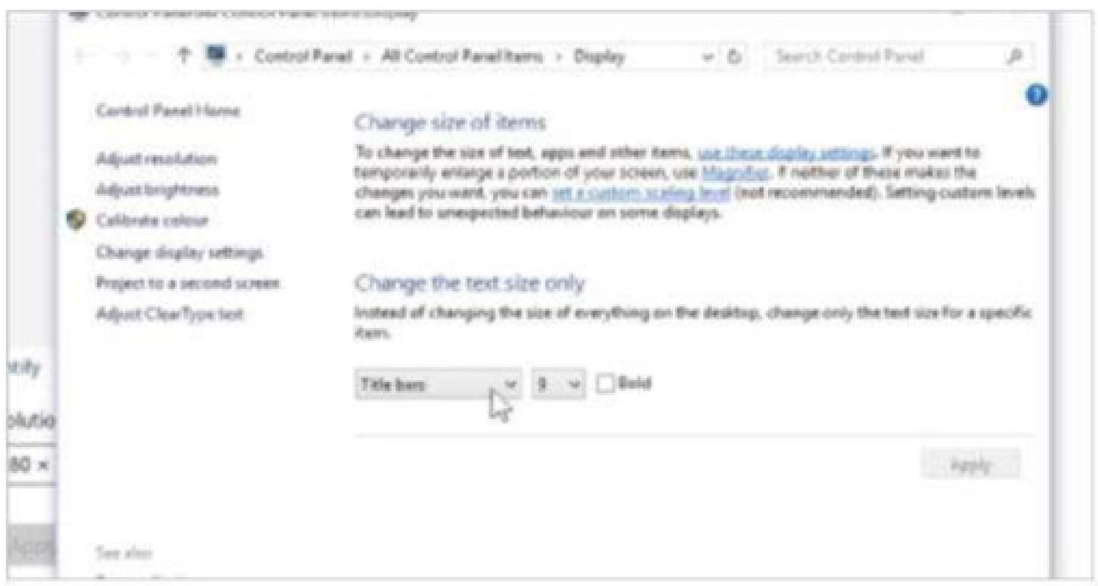
01: Change Display settings

Click Start>Settings and then System. In the Display section, change the size of text, apps and other items, and the brightness with sliders.



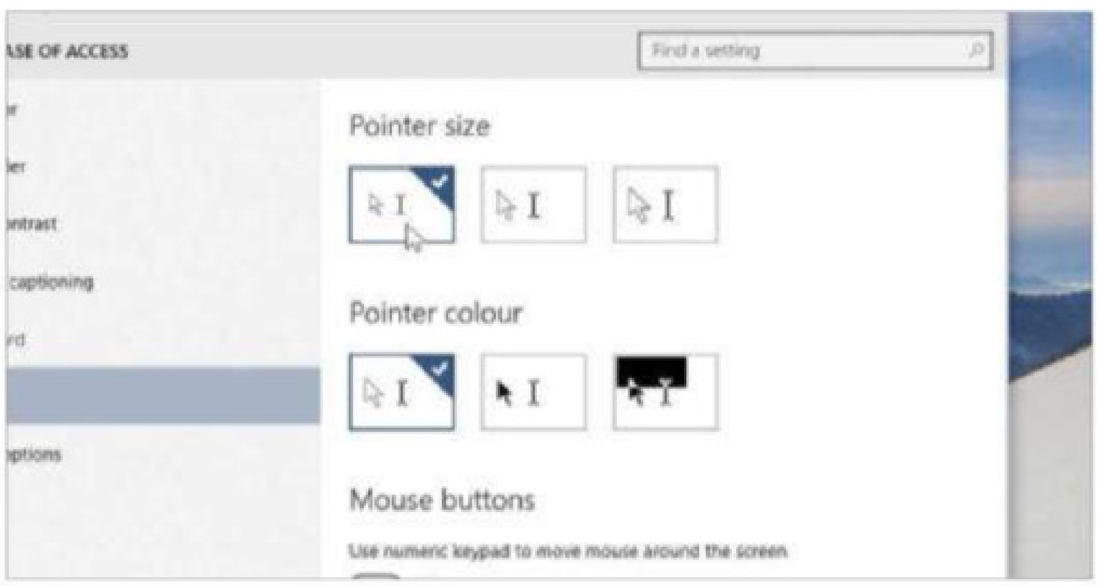
02: Select screen resolution

In the last step, click Advanced display settings. The screen resolution can be selected and there are links to more display settings.



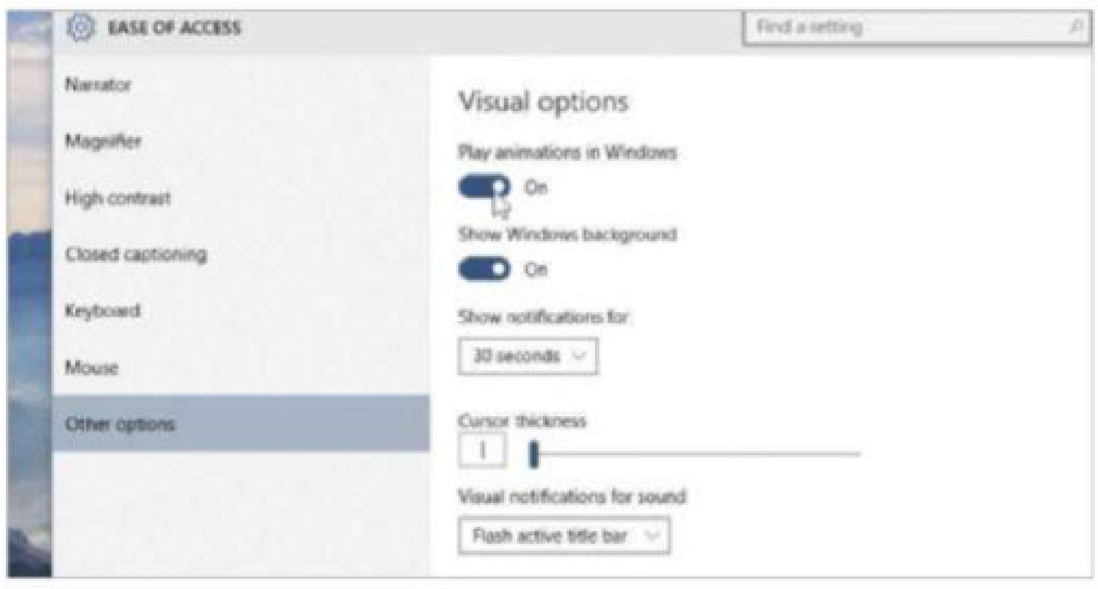
03: Set text size

Click 'Advanced sizing of text and other items'. The Control Panel opens and the size of text for various items can be set.



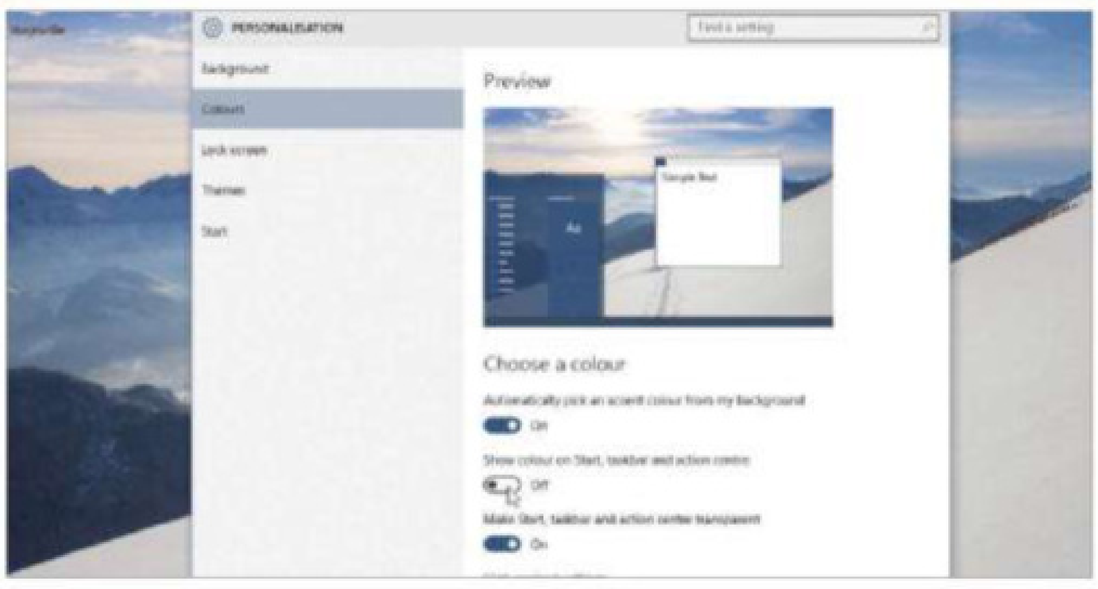
04: Pick a pointer

Return to the main Settings screen and select Ease of access, then Mouse. Here you can choose the pointer size, colour and buttons.



05: View other settings

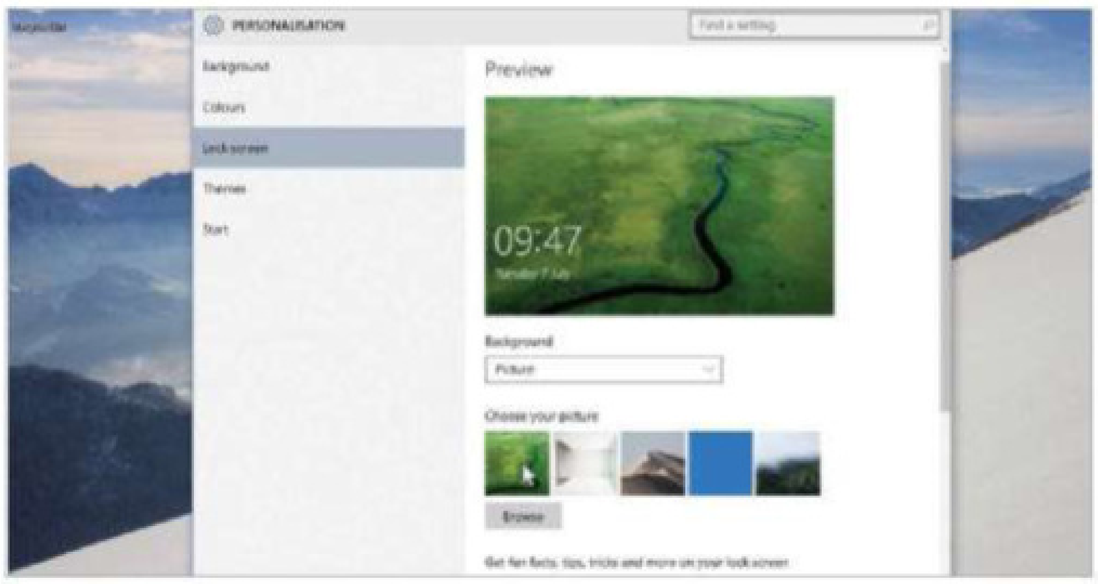
Select 'Other options' in the last step and you can choose whether animations are played, if the background is displayed and more.



06: Personalise settings

Return to the main Settings screen and click Personalisation then Colours. Customise the colour and transparency settings.

Setting up



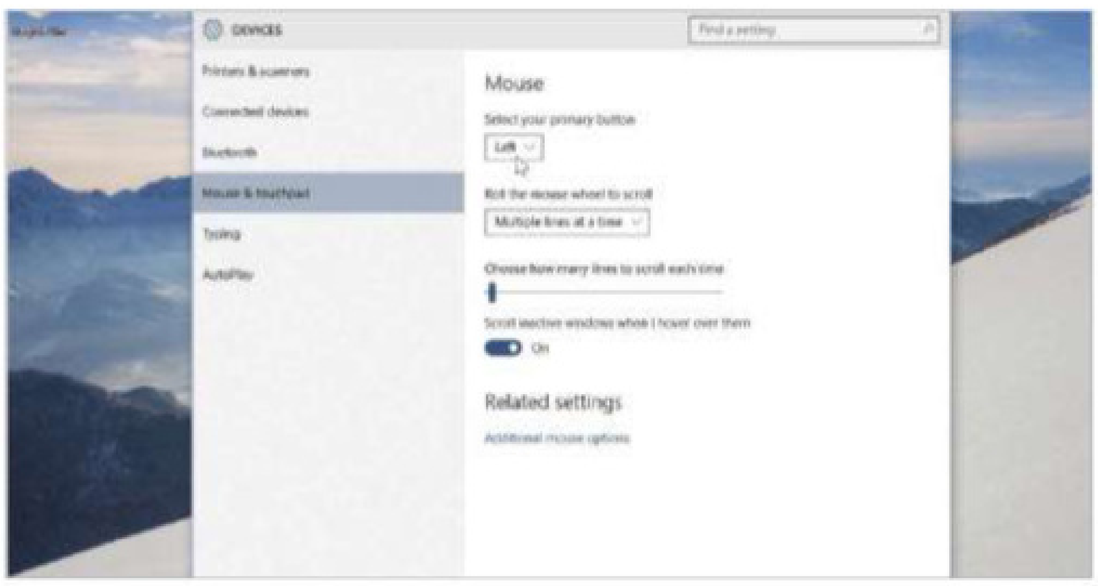
07: Customise the Lock screen

Lock Screen under Personalisation enables you to select the image to use for the Lock screen and get fun tips when you start up.



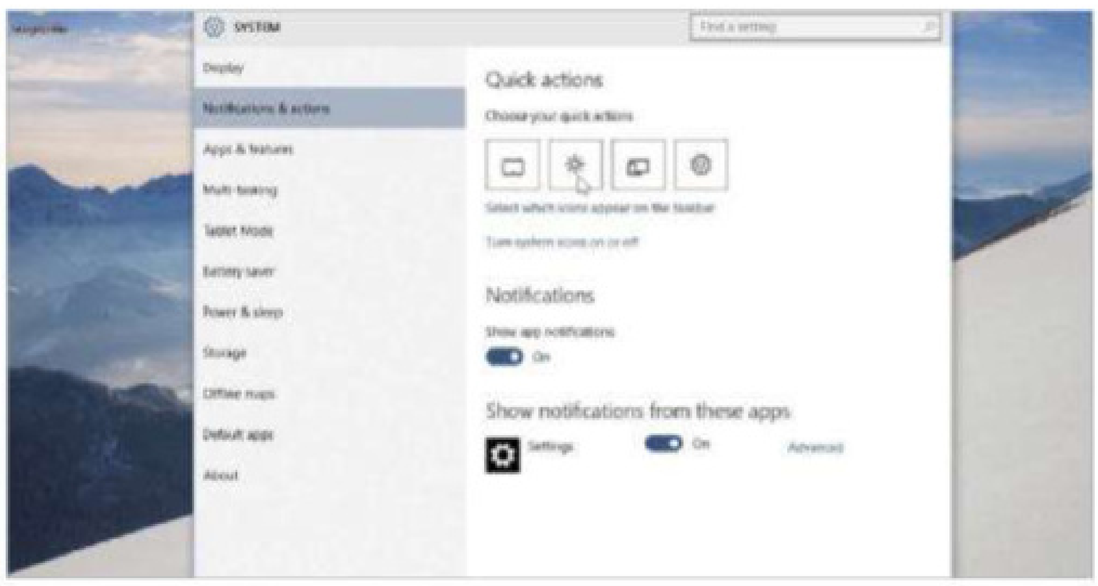
08: View other settings

Select Start to view settings such as occasionally showing app suggestions, showing recently opened items and full screen display.



09: Set up the mouse

Go to Settings>Devices>Mouse & touchpad. You can switch the mouse buttons and set the lines to scroll with the mouse wheel.



10: Notifications and actions

Go to Settings>System>Notifications & actions. Choose the items you want on the taskbar and turn notifications on or off.



11: Adjust system icons

Continuing from the last step, click 'Turn system icons on or off'. Choose the ones you want to see and those you want to hide.



12: Tweak Snap features

Return to Settings>System>Multi-tasking. The Snap settings size app windows automatically. Use the switches to turn them on/off.

storemags

Settings for devices

Make sure you configure the hardware settings

Printers & scanners
If you have any devices like a printer, scanner, webcam, and other gadgets, go to Printers & scanners in the Devices section of Settings

Device options
The Control Panel has useful features that are hidden on the right-click menu. For example, right click a printer to make it the default

Add a device
If you have just bought a new printer, scanner or other device and it has not automatically appeared, click this button to set it up



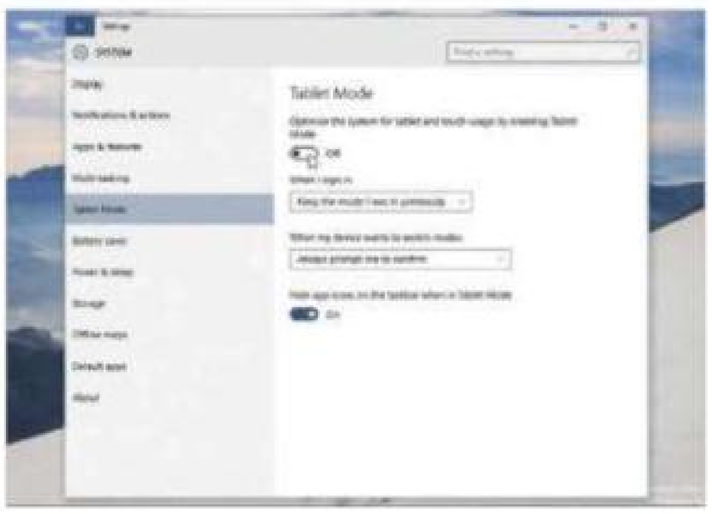
Related settings
This link down at the bottom under Related settings opens Devices and Printers in the Control Panel. It has many more settings and options

Default settings
Default settings are those that are used when none is specified. For example, if you click the Print button in an app, the default printer is used. Set the default devices to make using the computer simpler and easier.



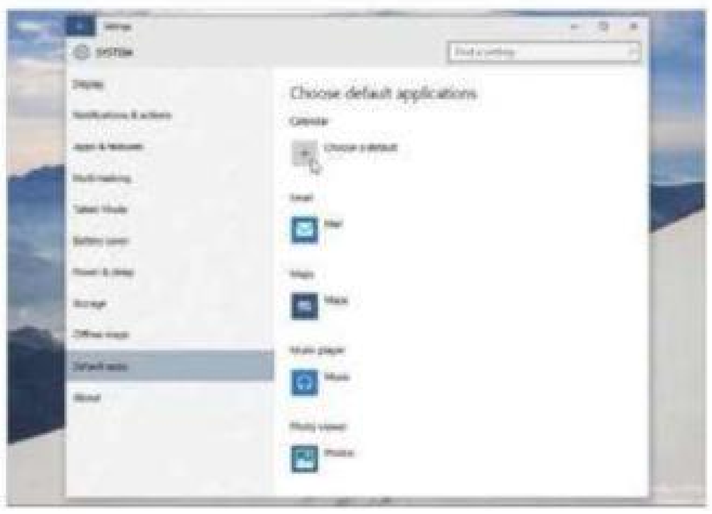
13: Set Sleep settings

When laptops run on battery power, choose when to turn off the screen and enter sleep mode in the Power & sleep section.



14: Tablet preferences

Tablets like the Surface and laptops with touch screens can use Tablet Mode. Turn it on or off here and keep it this way.



15: Choose the defaults

Certain apps are always used for certain tasks. Default apps lists them, and clicking one lets you change it to another app.

Use Control Panel to manage your system settings

Sometimes you may need to change something about your computer – Control Panel is your first stop

When you want to change the settings on your Windows PC or Surface, you'll need to go to the Control Panel. This can be anything from reviewing system security by checking out the Windows Firewall or Windows Defender settings, to creating and modifying network connections or an incoming VPN connection. From here you can also adjust the appearance by applying themes and change how text looks, or add and remove user accounts, enable the Guest account or change account types.

Control Panel is also incredibly useful when you install new hardware, and all of the Ease of Access/Accessibility settings reside here to, allowing such options as high contrast or big font, or going a step further and using voice recognition.

Control Panel is your one-stop shop to get your computer configured exactly as you want it. Lets look at some of the most frequent tasks you may carry out.

"Control Panel is also incredibly useful when you install new hardware"

System and security

Check system info or security settings

Manage BitLocker encryption
Encrypt your system drive or external USB sticks for greater security for your files on the move. The wizard makes it easy

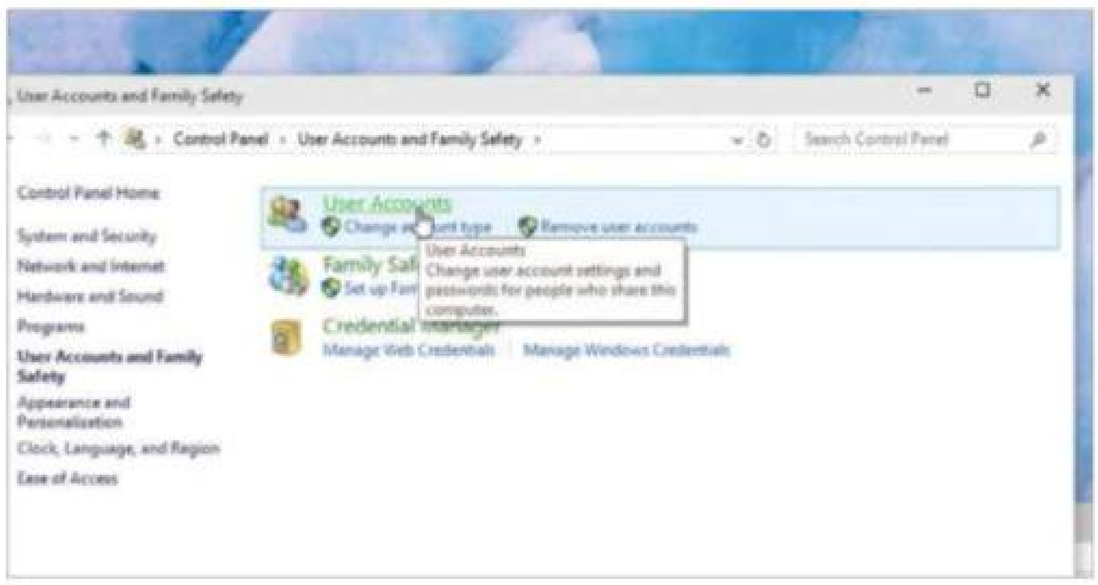
Free disk space
This is a shortcut to the Disk Cleanup wizard. It allows you to clean up system and other files without having to know their exact location

Review and resolve
From this link you can very quickly and easily check existing or potential security issues on your computer with the included tools



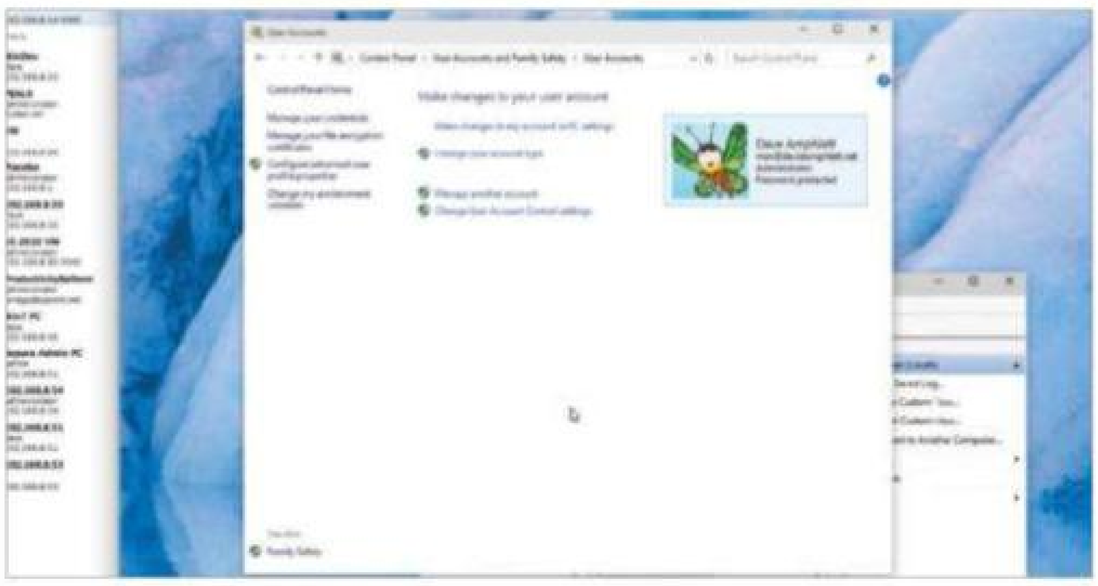
Check firewall status
Here you can see the status of the firewall on different networks – but make sure you add and remove firewall rules and exemptions quickly

View event logs
Sometimes when your applications crash or you have other issues, it's always worth checking the Application and System logs in the Event Viewer. These will usually give you detailed information that you can use to troubleshoot issues.



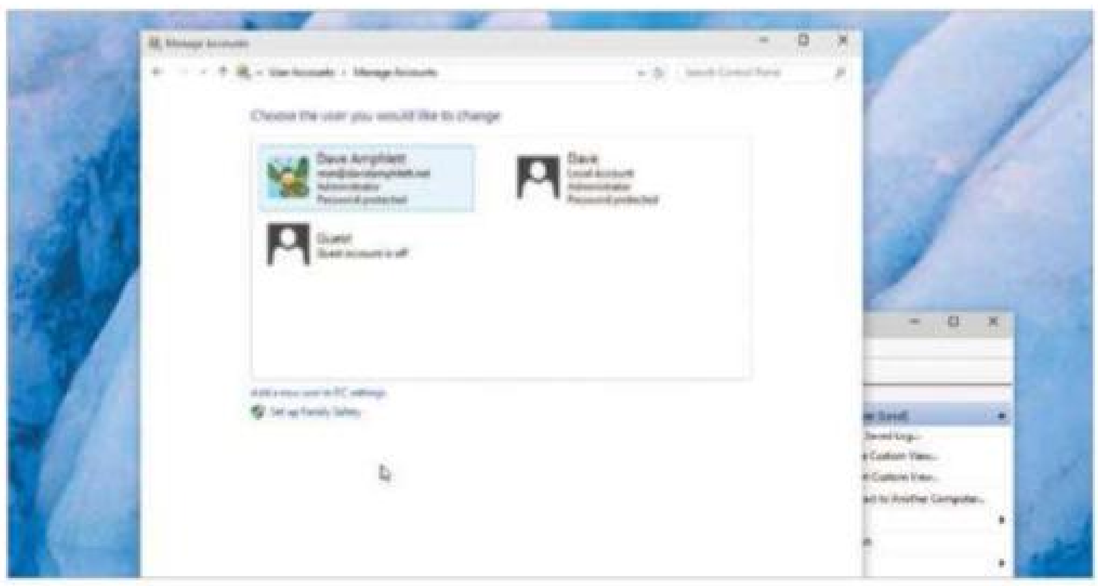
01: Get set up

From Control Panel, hit the User Accounts and Family Safety heading link. These will bring up more user settings.



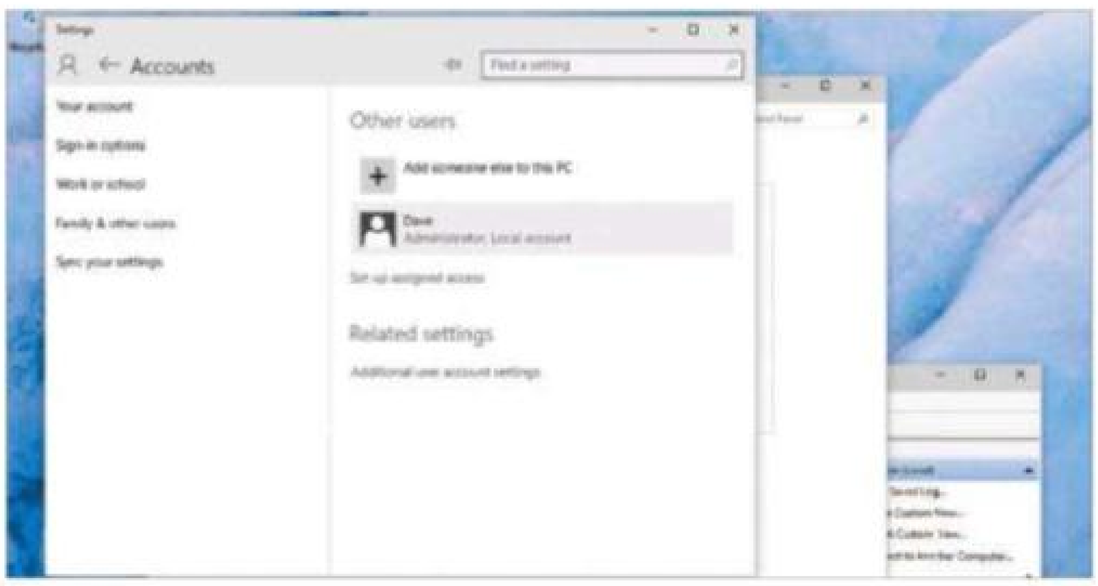
02: Visit User Accounts

In User Accounts and Family Safety, select the User Accounts heading. This will show the currently logged-in user's preferences.



03: Manage another user

To be able to add another user, we need to follow the 'Manage Other Account' link. Alternatively, look at your own account settings here.



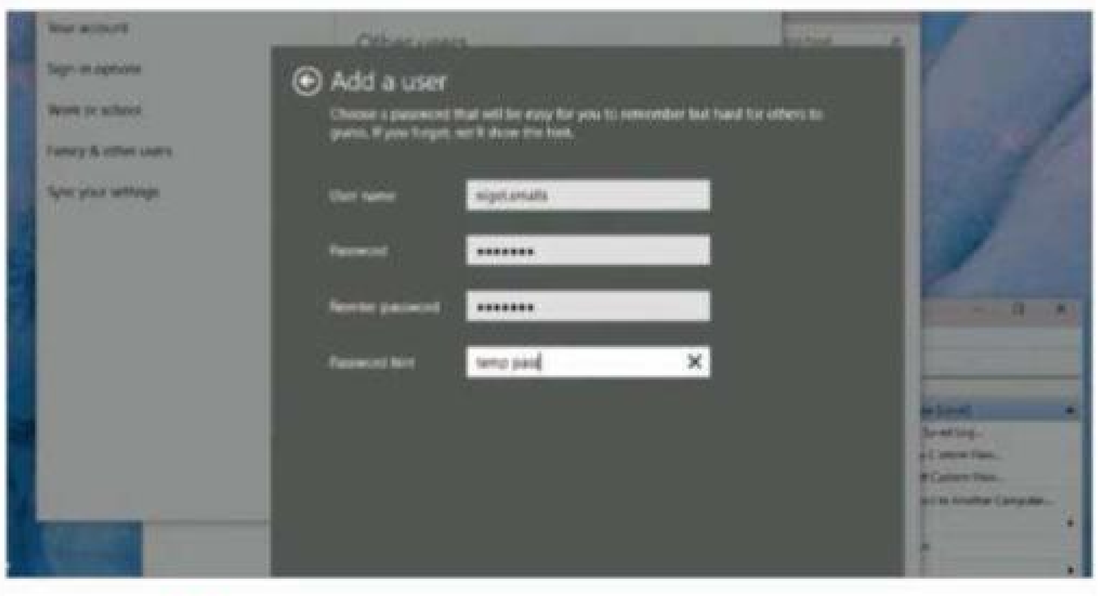
04: Other users

Select the 'Add a new user in PC settings' link. This will start Windows 10 PC Settings on the correct screen to manipulate users.



05: Sign in process

Click Add User. You can use a Microsoft account email address or a local account. Selecting a local account will make you choose again.

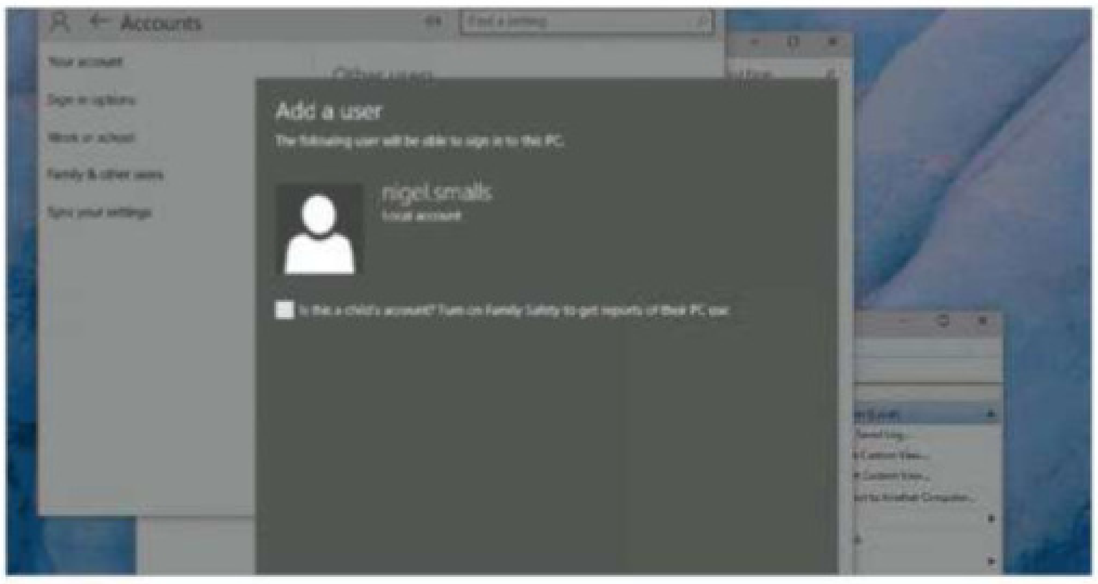


06: Add a User

Type a username, password and password hint that will be used for this user each time they try to use the computer.

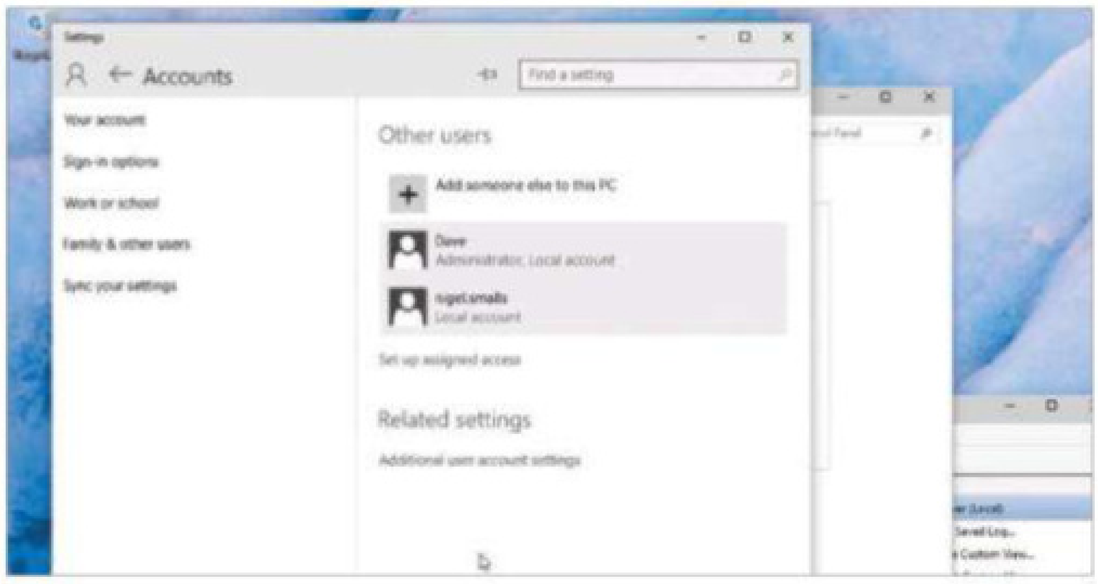
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Setting up



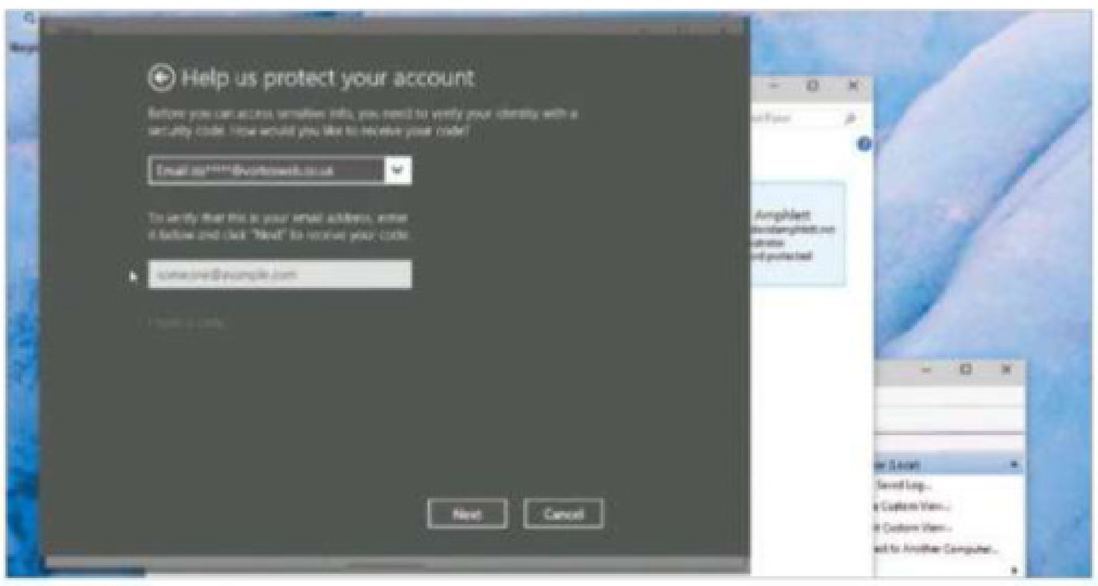
07: User added

The user is now added! You now have confirmation and the option to turn the account into a child's account.



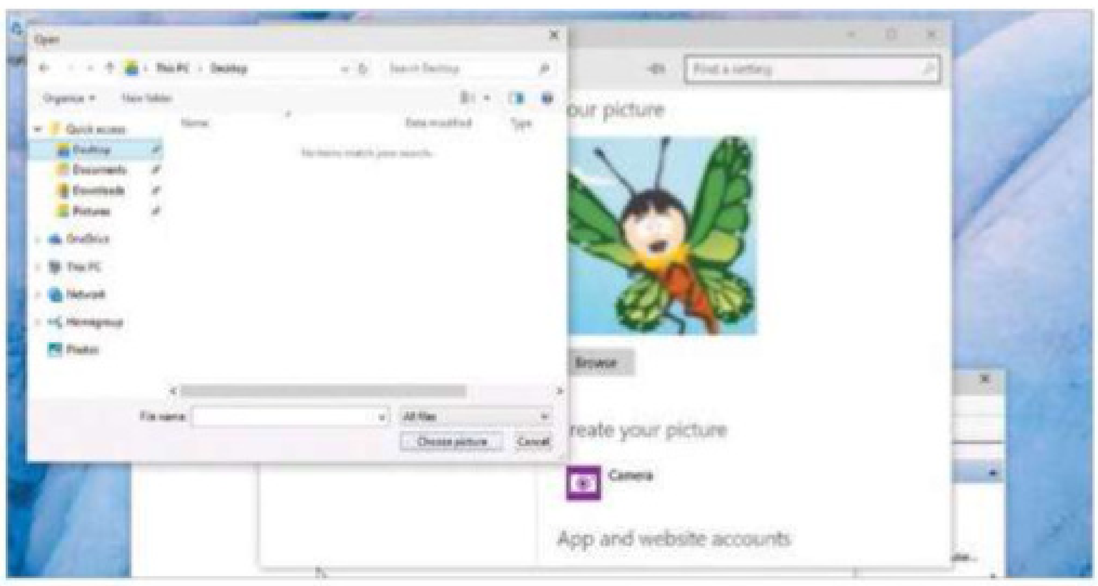
08: Added to user list

Your user will now appear in the list of users. By selecting a user you can change their account type from Standard to Administrator.



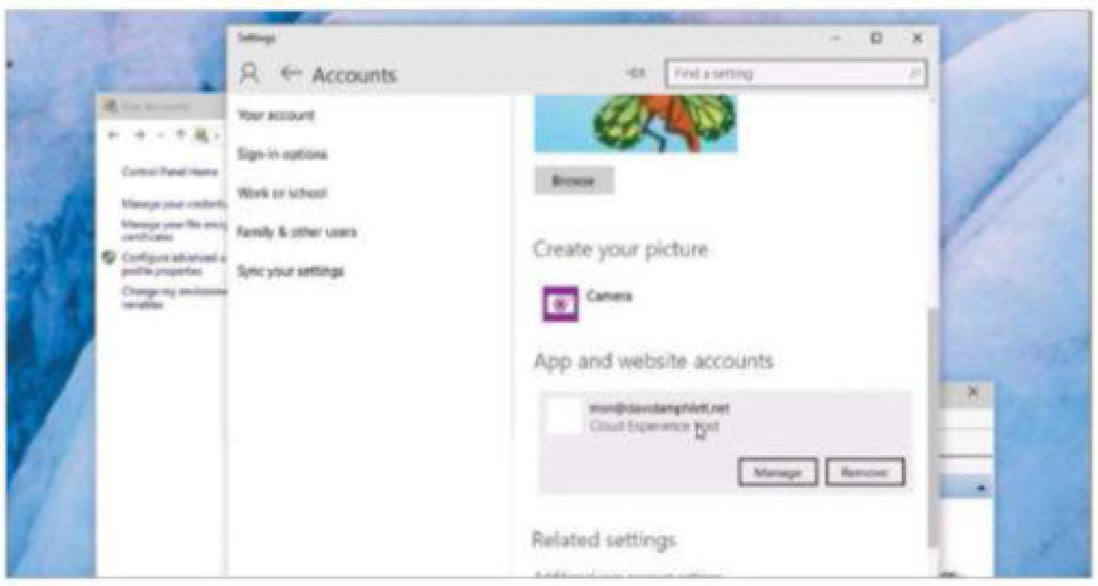
09: Verify your account

By hitting Your Account from the PC Settings interface, you can verify your Microsoft account, using a small wizard to do so.



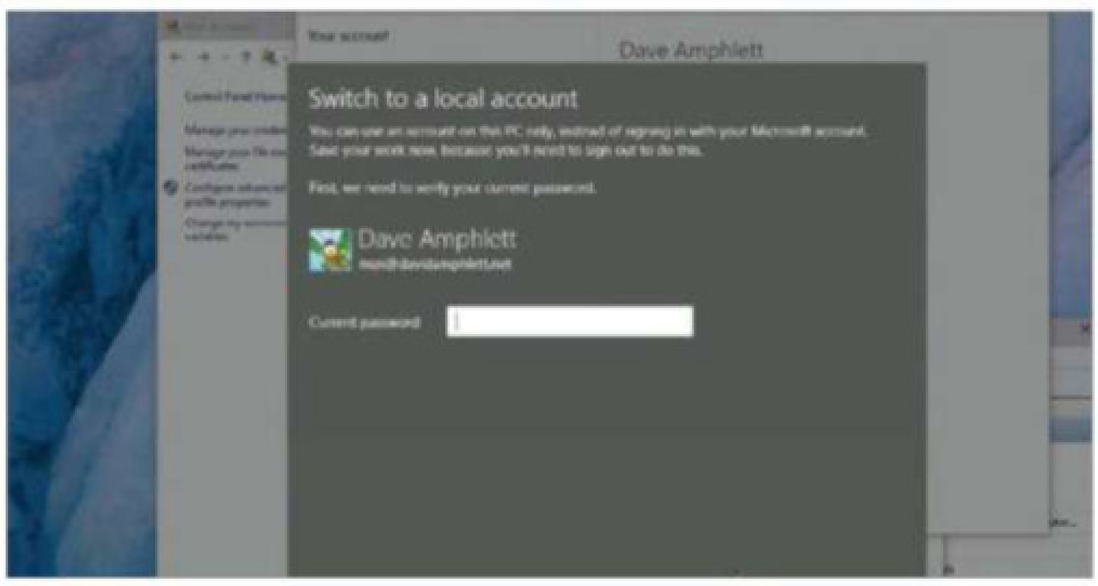
10: Change your picture

You can change your account's picture either by browsing for an existing image or, if you have one, using the webcam.



11: Check app permissions

Under 'App and website accounts' you will find a list of apps and websites that are allowed to use your Microsoft account credentials.



12: Disconnect your account

There may be a time where you want to change to a local account rather than a Microsoft Account. Follow this wizard to do so.

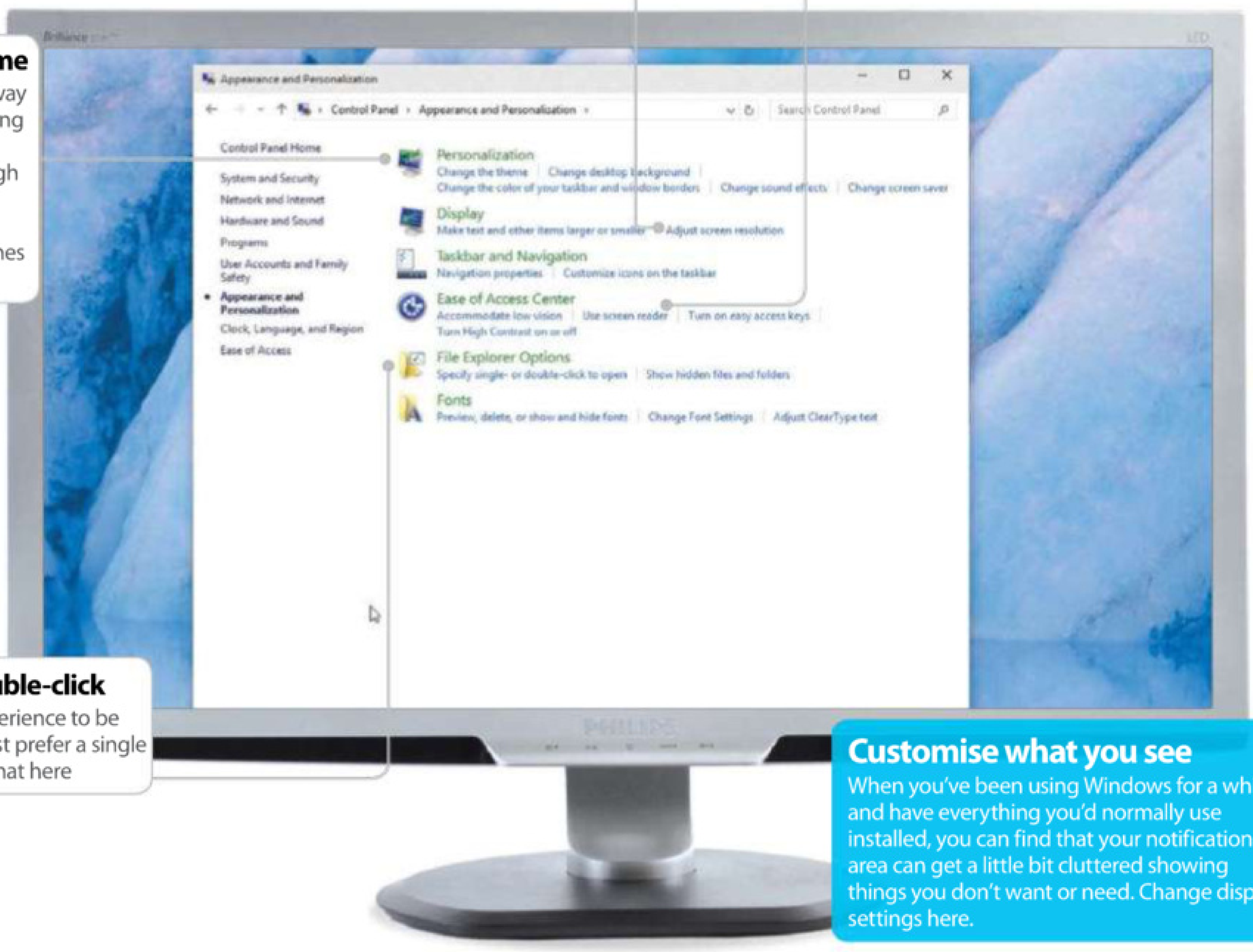
Appearance and personalisation

This is the place to change your looks

Adjust screen resolution
You can quickly get to the screen resolution settings here – this allows you to change the resolution or display scaling for more space

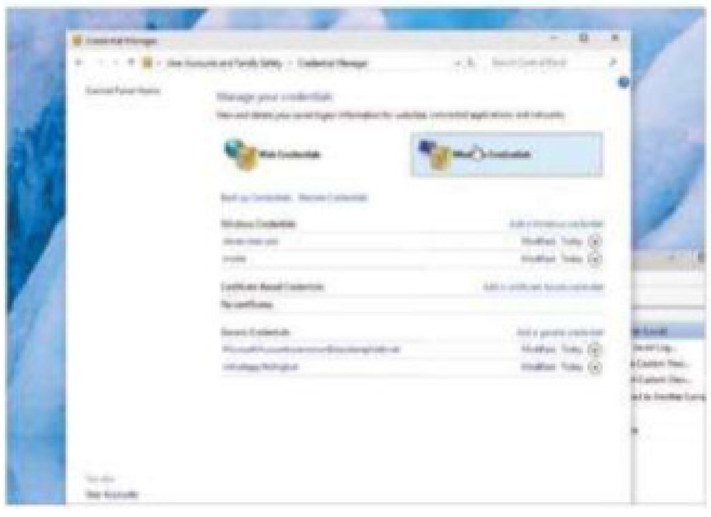
Use screen reader
Screen reader is a useful utility that will make a voice read out whatever is on screen. While an accessibility option, it has all kinds of uses

Change the theme
Themes are a quick way of changing everything in a matching, harmonic way through background, font, colours and sounds. There are many themes to choose from



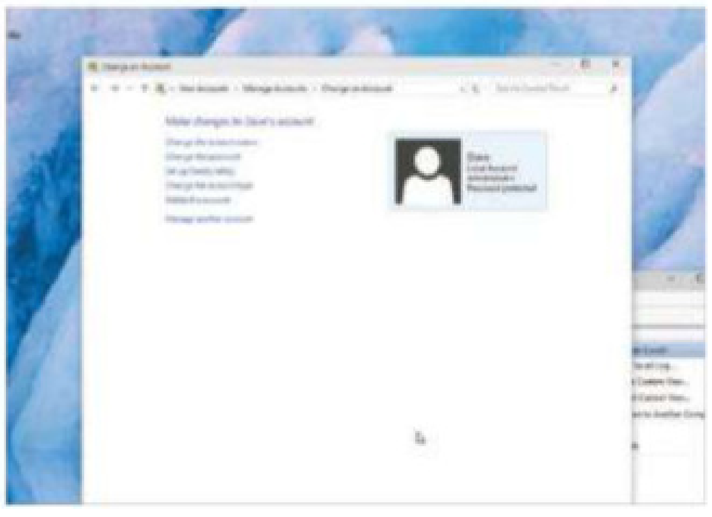
Single-click or double-click
Want your desktop experience to be more like the web or just prefer a single click? You can change that here

Customise what you see
When you've been using Windows for a while and have everything you'd normally use installed, you can find that your notification area can get a little bit cluttered showing things you don't want or need. Change display settings here.



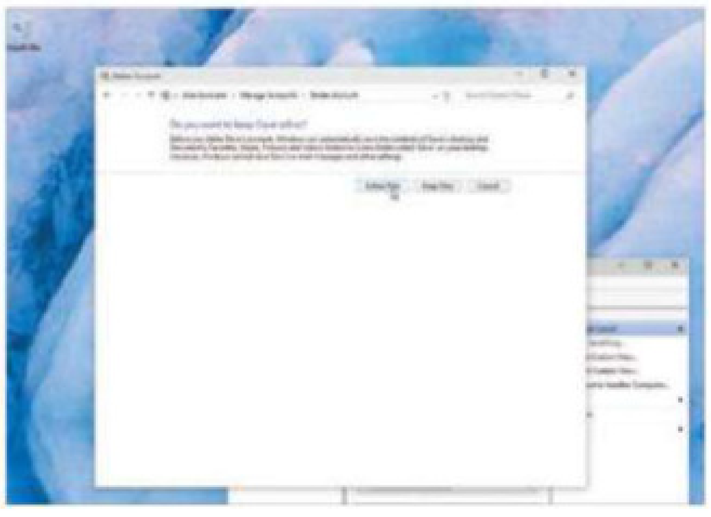
13: Manage credentials

You can manage the credentials for local servers under the Credential Manager from the 'Manage your credentials' link



14: Delete an account

If it's gone wrong, or you don't need a user account any more – log on as another account and visit Manage Accounts.



15: User deleted

Select the user and press the 'Delete this User' link. You can delete or keep the files that user had once the account is gone.

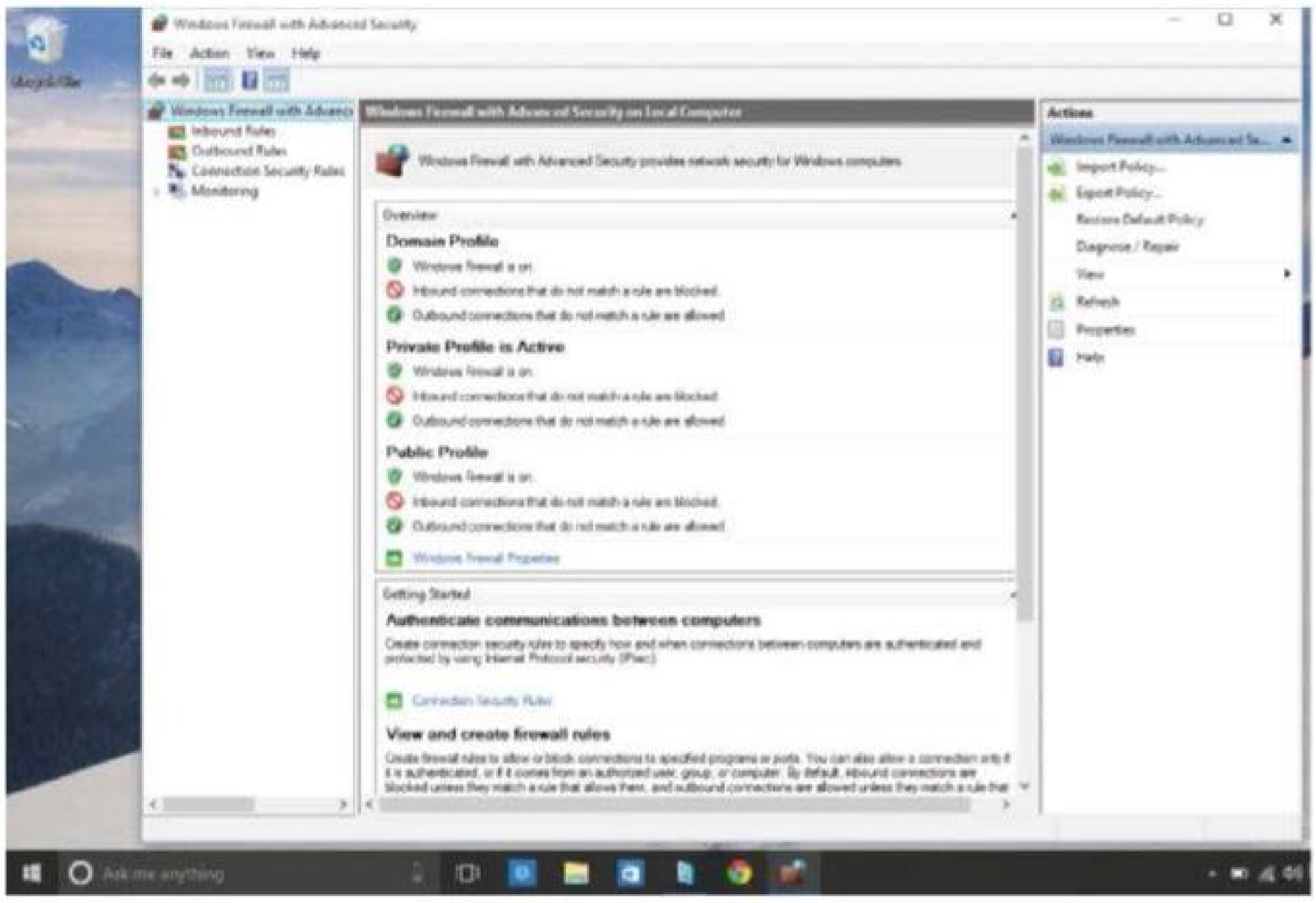
Set up the Windows firewall

Increase the computer's security by turning on Windows Firewall to block malicious hackers and unwanted malware

Every new release of Windows improves the security of the computer, but even though there is more protection than ever, malware and hackers will still try to gain access to your computer to steal files, or infect it with a virus. You need to be aware of the possible security threats and make sure that Windows is fully protected.

One of the ways in which you can increase the security of the computer is by using a firewall. It prevents unauthorised people and software from accessing your files and the Windows system from the local network or the internet. Windows Firewall blocks incoming connections – in other words, troublemakers on the network or internet – while allowing software on your computer, like a web browser, to work normally.

It can be used at home on your private wireless network to help boost security. It is much more important if you use a laptop or Surface tablet at a public Wi-Fi hotspot. It prevents people around you from accessing your computer. With the firewall enabled, you will be more relaxed and less worried about security threats, as the firewall deals with them behind the scenes.



"It prevents unauthorised people and software from accessing your files"



01: Find the firewall

You can browse the settings to track down the location of the Windows Firewall, but there is an easy way to find it. Just ask Cortana. Click in the search box in the taskbar and enter 'firewall'. You can click either Windows Firewall or Check firewall status.



02: Check the status

Windows Firewall will probably be enabled by default, but this should not be assumed and it is best to check the status. It is turned off on this computer for both private and public Wi-Fi networks. A quick fix is to click the Use Recommended Settings button.

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Check the firewall settings

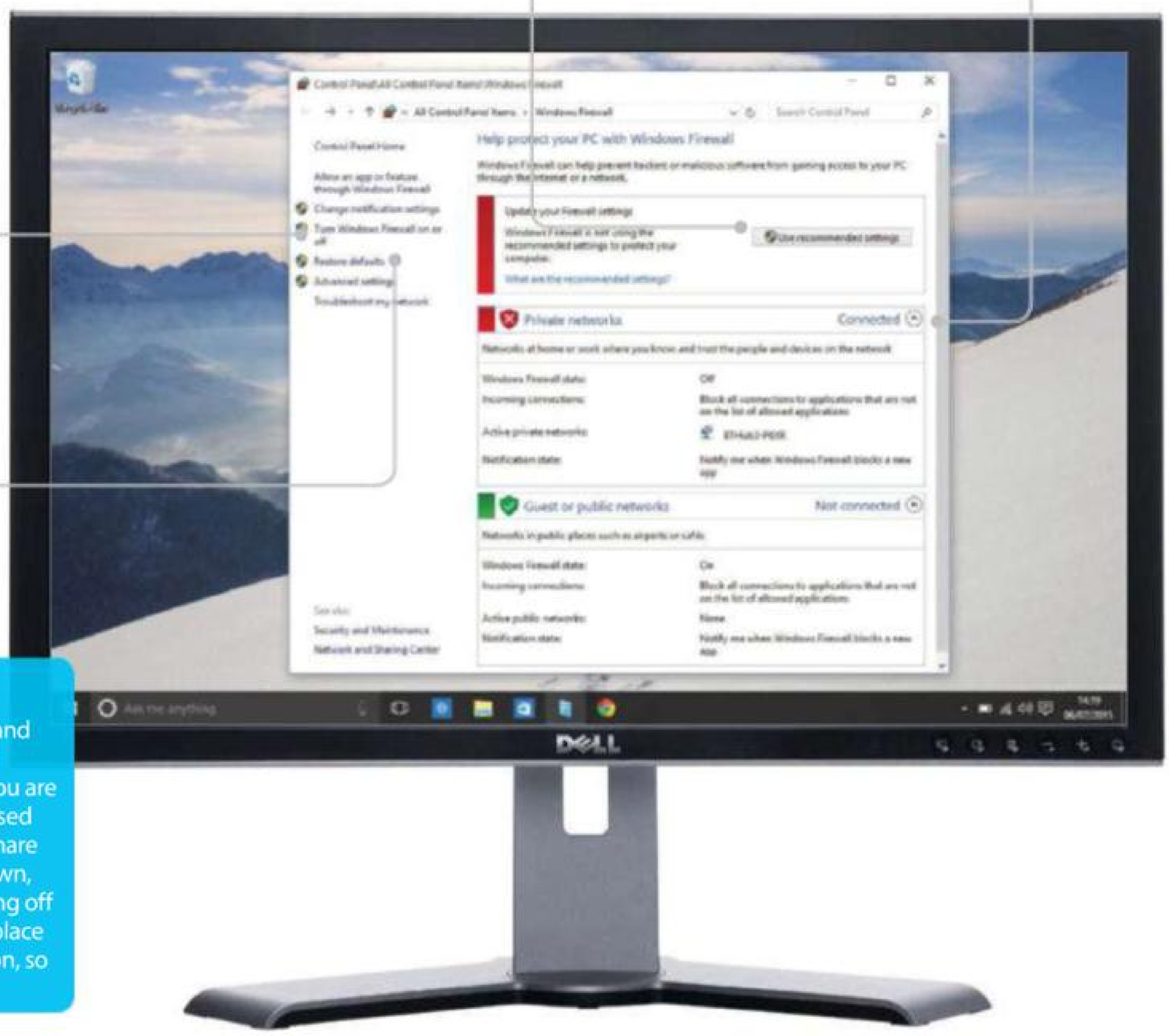
Is your PC protected? Check here

Recommended settings
Clicking this button applies the recommended settings for the firewall. It is perfect for novices who want to avoid technical details

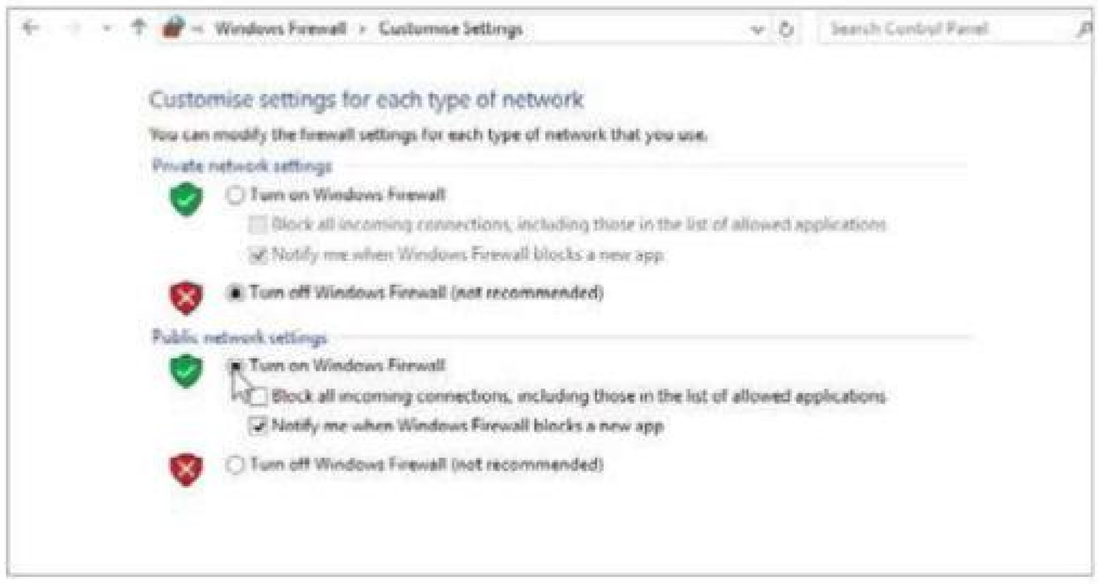
Wireless connections
Are you connected to a public or private network? The heading tells you. If it is wrong then incorrect firewall settings may be used

On/off switch
Click this link to turn the Windows Firewall on or off. It enables you to set both the public and private networks separately

Restore defaults
If you have made a lot of changes to the firewall settings and think you have messed it up, click this link to undo everything

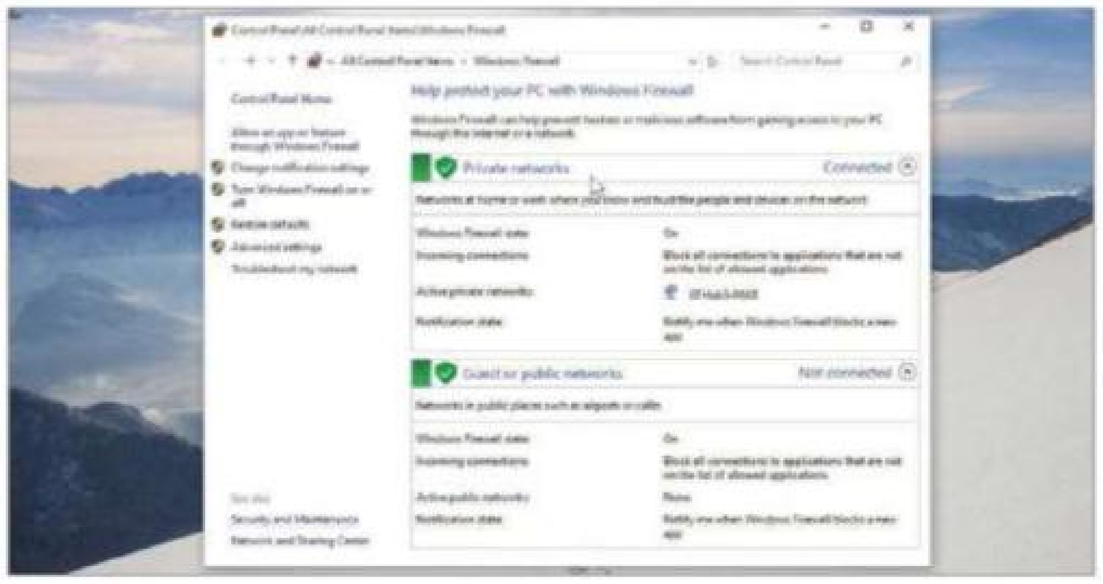


Public vs private networks
You may be wondering why there are public and private networks each with their own firewall settings. This just makes life easier. At home you are on a private network that locks out unauthorised people with a password. You might want to share files among other computers or tablets you own, connect to a wireless printer, and so on. Turning off the firewall makes this task easier. In a public place you don't want to share files, printers and so on, so the firewall is on for increased security.



03: Configure the firewall

Click the link on the left, Turn Windows Firewall on or off. This screen appears and you can turn on Windows Firewall. There are two settings, one for private and one for public networks. At least turn on the public one. Also tick the boxes so that you receive notifications.



04: All secure

This is what Windows Firewall should look like when your computer is protected from network hackers and other threats, Everything is green to indicate that it is OK – compare it with the red in step 2. There is an Advanced Settings link on the left, but that is for experts.

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Set up Windows Defender

Make sure that your computer is safe and secure from malware by enabling Windows Defender's protection

Each new version of Windows is more secure and provides better protection from malware, spyware and adware on the internet than previous versions. Windows 10 is much better than XP, Vista, and 7, but this is no reason to be careful about security. It is equally important that you employ security software on Windows to protect it from malware and hackers that are on the internet.

Microsoft provides a basic security program called Windows Defender for people who do not yet have third-party protection. It is not the best security and you should consider installing one of the many alternatives from companies like Bitdefender, Avira, AVG and others as soon as you can, but for the moment this will do while you are setting up Windows 10 and exploring its features.

Windows Defender offers real-time protection, which means that as files are saved to disk, such as downloads, and as soon as programs are run, they are checked for possible malware. It watches over the system making sure that everything is okay, and it will alert you if it discovers anything wrong, such as a malicious program.

Here we will show you how to ensure this security software is enabled, and how to use it to scan the computer for malware and unwanted software. With Windows Defender watching behind the scenes, you can be assured you are protected from the worst threats that are out there on the internet. Remember to check out third-party security software as soon as you can though.

Get to know Windows Defender

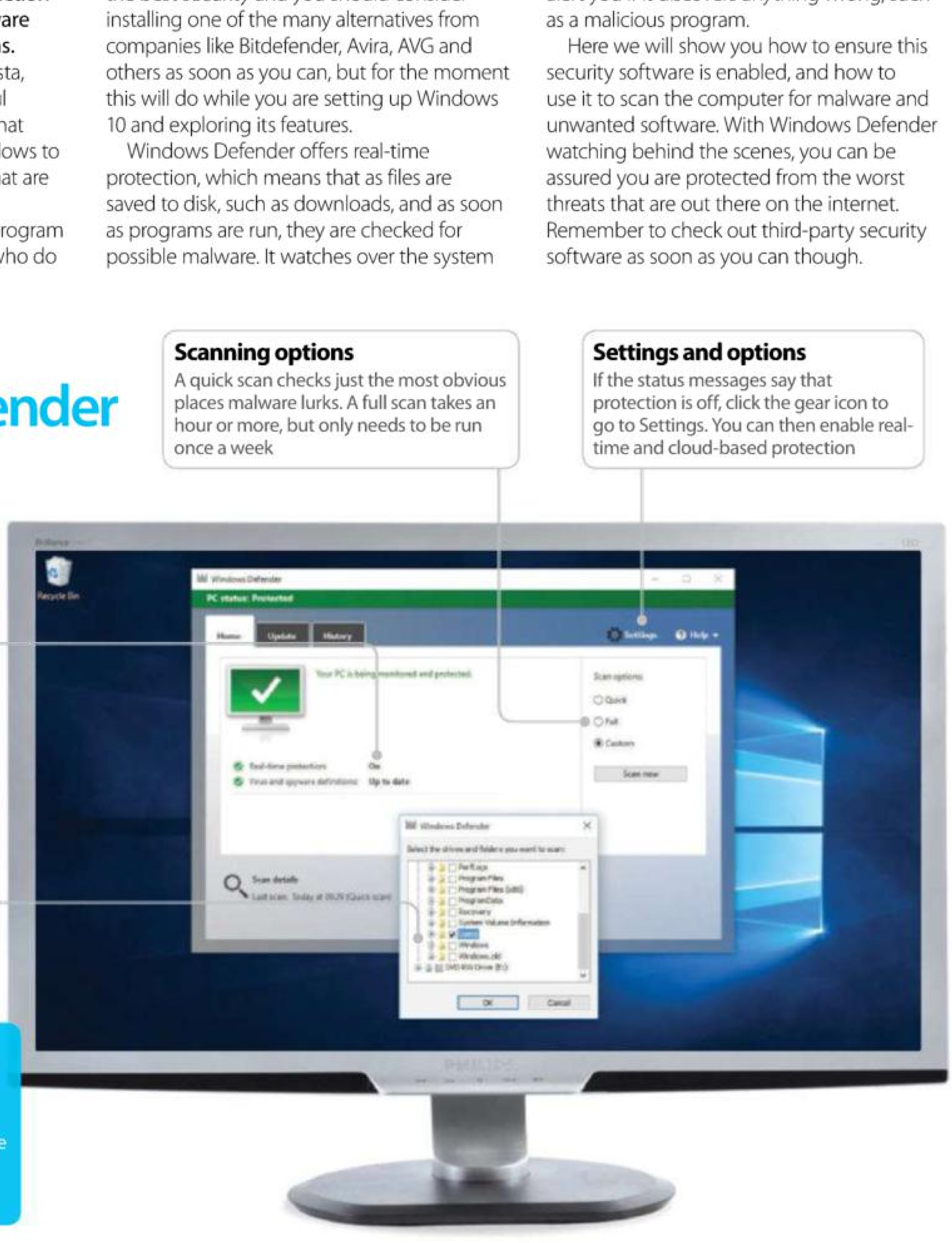
Familiarise yourself with the program interface here

Scanning options
A quick scan checks just the most obvious places malware lurks. A full scan takes an hour or more, but only needs to be run once a week

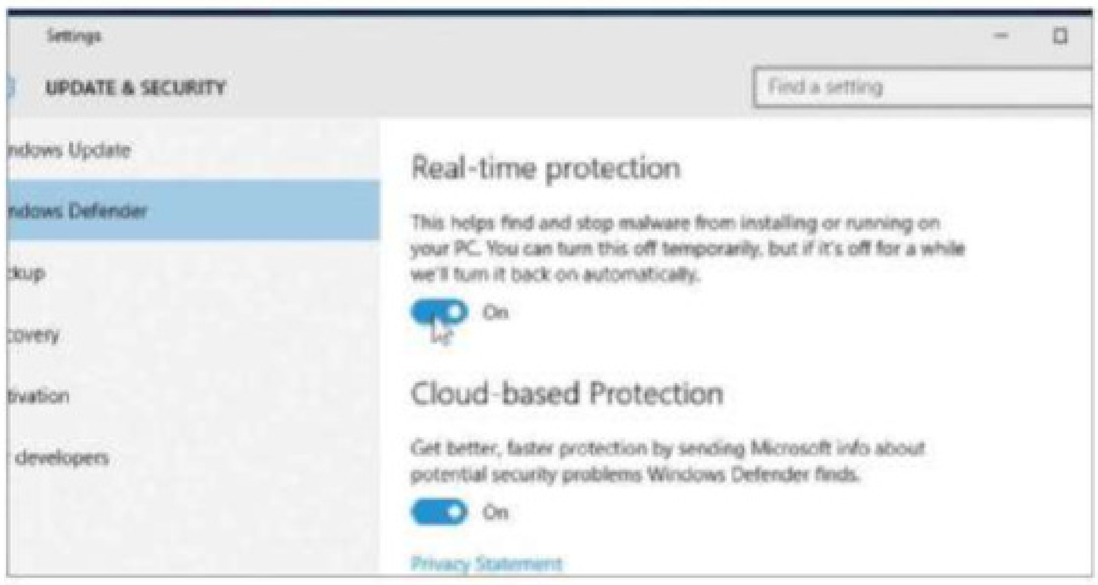
Settings and options
If the status messages say that protection is off, click the gear icon to go to Settings. You can then enable real-time and cloud-based protection

Defender's status
Look here to see the current status of Windows Defender. Real-time protection should be on and the virus and spyware definitions should be up to date

Custom scans
Select the Custom scan option and this window is displayed. Select the folders you want to scan for malware by ticking the boxes, then click OK



Security software
Do you need to buy security software when you have Windows Defender? Yes. Third-party security suites offer superior protection against threats on the internet. They detect more malware and protect you in more ways than Windows Defender can.



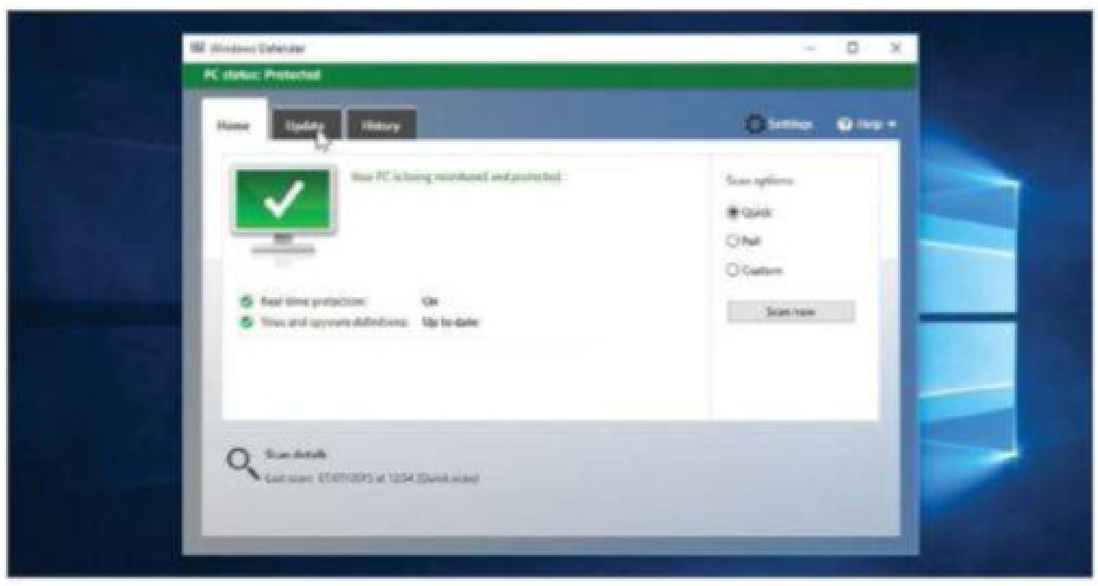
01: Enable Windows Defender

Click Start>Settings, then go to Update & Security. Select Windows Defender. Make sure all options are turned on.



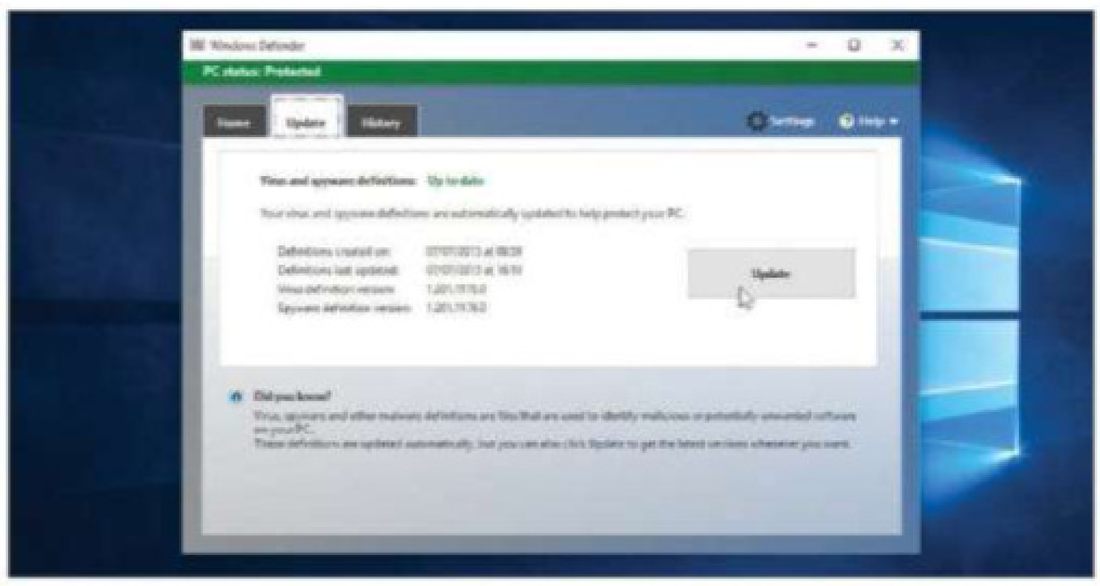
02: Find Windows Defender

Go to the Start menu and click All Apps. Scroll down the list to the W section and expand Windows System. Click Windows Defender.



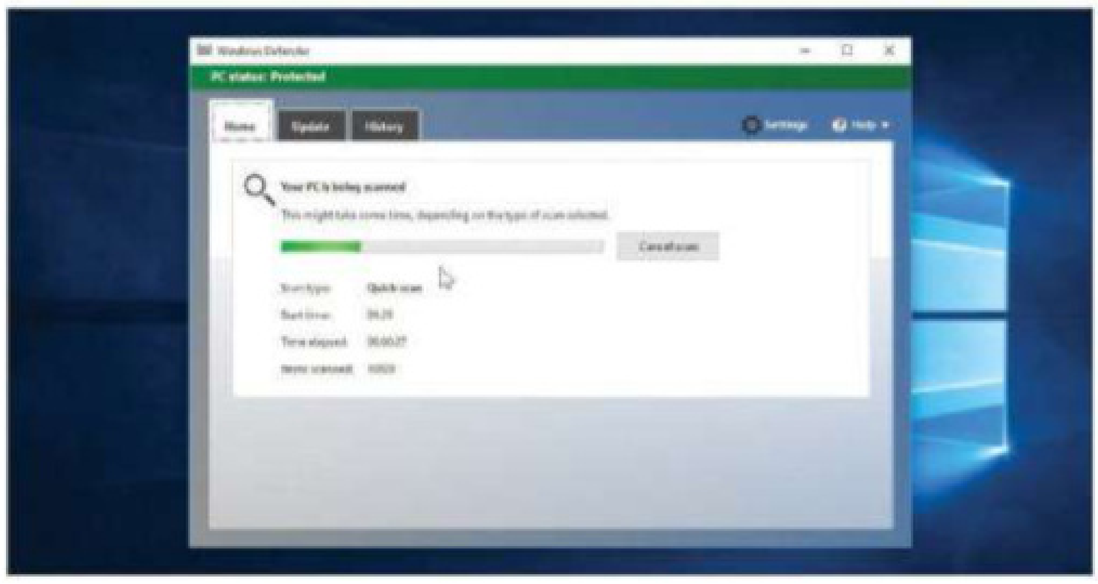
03: Check the main window

Defender appears and there are three tabs across the top, and three scan options on the right. The green tick shows everything is OK.



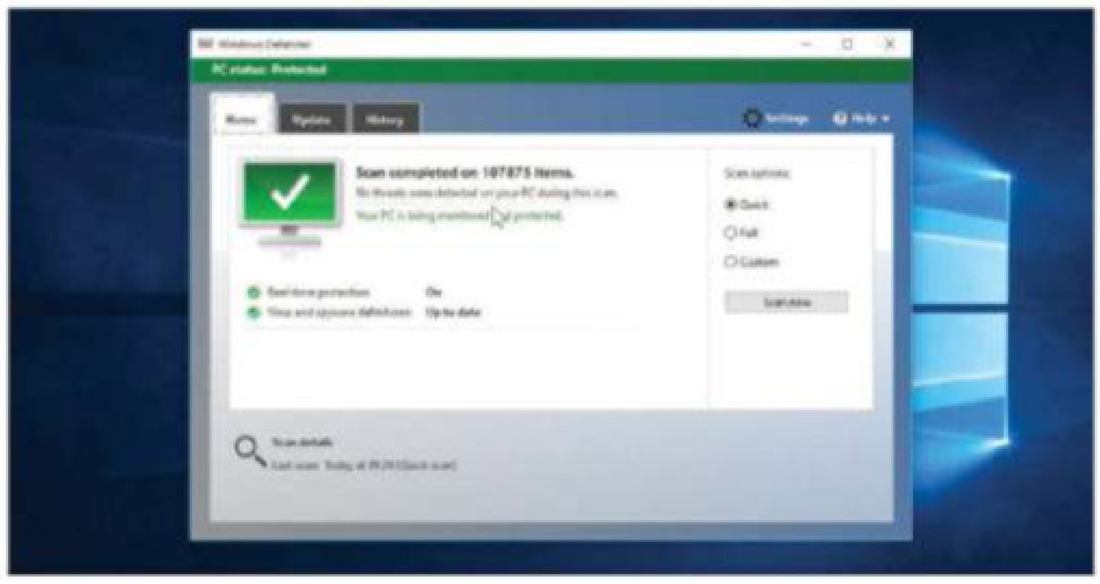
04: Update Defender

Defender uses a virus definitions database that's frequently updated. Make sure you have the latest by clicking Update on the Update tab.



05: Scan the computer

Return to the Home tab and click the 'Scan now' button to check the PC. Quick scans should be done daily and full scans weekly.



06: View the results

Defender should look like this afterwards with a green tick and no threats found. If malware is detected, it will be removed.

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Getting started

Everything you need to get up and running with Windows 10

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It's back! Get to know its new look

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Streamline your user experience

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Keep all your alerts in one place

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Adjust which alerts you see

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Select which programs open file types

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Get to know the shortcuts

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Use Windows' Snap feature on apps

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Link your devices' apps

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78 Send an email with attachments
Send images and documents

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Take a tour of the calendar

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Create events and invite friends

84 Get to know Microsoft Edge
Explore Windows' brand-new web app

86 Bookmark a site with Edge
Never lose your favourite sites

88 Pin a site to the Start menu
Add your favourites to the Start menu

90 Clear browsing history
Make space by clearing the internet

92 Make notes and more on Edge Browser
Utilise Edge's unique features

94 Add a web site/article to your Reading list
Make a list of what you want to read

96 Browse the Windows Store
Buy and download apps to your device

98 Download an app
Install apps on your PC

100 Explore the Maps features
Find out what Maps has to offer

102 Upload, share and sync with Microsoft's OneDrive
Save your files to cloud storage

104 Save your battery life
Make your laptop or tablet last longer



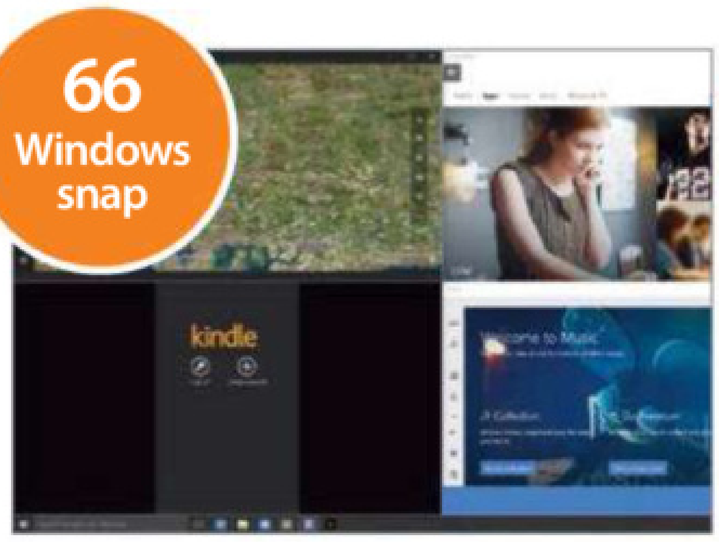
"You can zoom right out and see the whole world"







66
Windows snap



76
Set up email accounts



84
Microsoft Edge





52
Master the Start menu

Storemags

Master the new Start menu

It's back and better than ever; find out how to best make use of Windows 10's Start menu to make the Windows experience better

The Start menu is a staple of Windows; a part of what techy types call the 'traditional desktop metaphor'. The idea is that you're pulling out a drawer on your desk, accessing everything you don't already have laid out on top. It makes it easier to organise your system and locate programs when you need them.

So the uproar that occurred when Windows 8 got rid of the Start menu in favour of a screen full of apps was understandable. The way of using computers that people had grown so used to had changed, and it wasn't for the better. Microsoft were trying to push the interface for their new phones and tablets, which while fine for touch devices, was not so great for the traditional mouse and keyboard.

Thankfully, Microsoft listened to everyone's complaints and the Start menu has returned in Windows 10, albeit with some upgrades. The good parts about the 'Metro' interface from Windows 8 such as the live tiles that gave you constant updates from your feeds now live within the menu, allowing you a quick glance at some of them when you go to find another program. Let us show you around.

> "The Start menu has returned, albeit with some upgrades"

The Start menu interface

A tour of the new menu

User name

This is here just so you remember who you are – it also links into all your online Microsoft accounts such as OneDrive and any other online services

Old options

Programs, Settings and access to File Explorer in the bottom-left are the important remains of the original Start menu

Life at a glance

The live tiles from mobile Windows versions give you more information about what's going on, along with quick links to social media and some other programs

Search the system

The search bar in Windows has been around for a little while, but it's the unsung hero of working really quickly when you're on your PC



Hands-free Start menu

You can operate the Start menu almost entirely using the keyboard. The Windows button will open it up, as it's always done, but using the search feature and the arrow keys allows you to navigate it manually.



01: Find it

The Start menu is back in the place it used to be, in the far left of the task bar at the bottom of the screen.



02: A new look

All the usual functions of the Start menu are now on the left, with programs and the shutdown menu accessed via the buttons there.



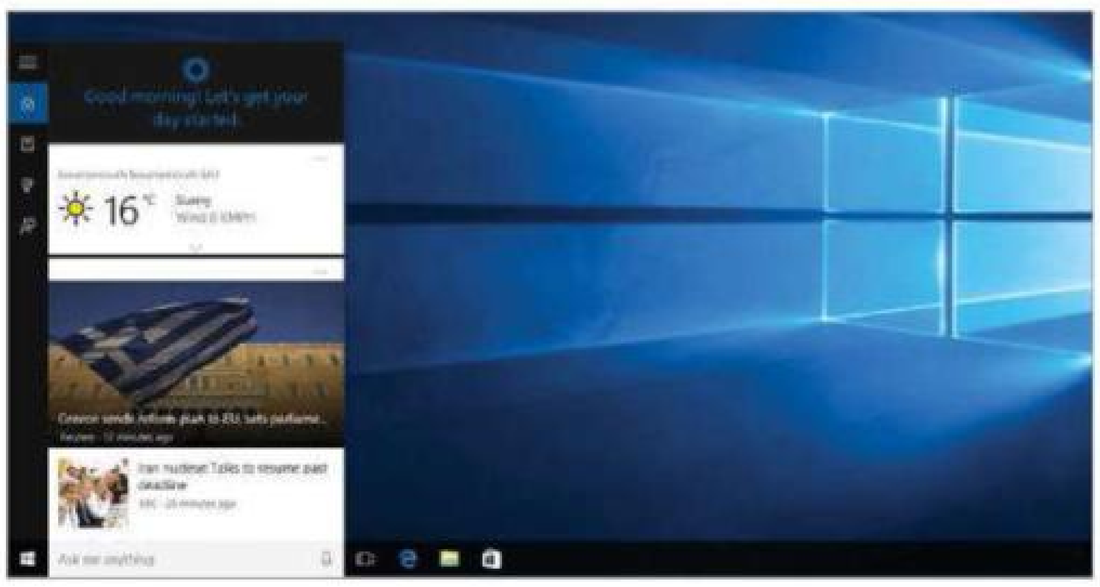
03: Alphabetical apps

The programs are now organised alphabetically, rather than completely randomly in folders with other non-useful info.



04: Search everything

The search bar at the bottom will not only search your local files and programs, but also search the internet for anything else relevant.



05: Personal assistant

The Cortana button brings up Windows' voice control. She gives you relevant information, and you can ask her to search for things.



06: Search settings

The gear icon that appears during a search and when using Cortana allows you to tweak how they work, such as removing online results.

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Start using multiple desktops

Take control of your desktop by arranging your applications across several side-by-side virtual spaces that you can switch between

If you're familiar with other operating systems, you'll be pleased to see that Windows 10 has embraced the virtual desktop as a core part of the experience. Basically, it's like having an entire row of desktops side by side, but you can only see them one at a time through the window of your screen. You can move sideways between them and, crucially, take your applications with you and drop them wherever you please.

They're a great way to organise your activities by using different desktops for different things and they can also help you keep a more sane-looking desktop. Using Alt+Tab to switch applications becomes far less useful the more applications you have open, because you're tapping Tab several times rather than just clicking an icon in the taskbar. So instead you simply spread out groups of applications across several different desktops. Keep your groups sensible, like having all of your social media feeds together or all of your video-editing tools in one place, and Windows 10 will become a pleasure to work in as you slide from one screen to the next, splitting distractions and organising workspaces.

"Move sideways between them and take your applications with you"

Get to know Task View

Make multitasking easier for yourself

Carousel
This carousel at the bottom can only fit seven desktop thumbnails side-by-side, so if you have more than that then use these arrows to scroll along

Desktops
According to Microsoft, there is no defined limit for the maximum number of desktops that you can have. Try and be sensible with all that power

Indicator
Running apps have this grey line beneath them, while docked but closed apps don't. It's a more useful indicator if you don't display apps from every desktop in the taskbar

Taskbar
If you choose Show All in the multitasking options then apps across all desktops will be shown here. Click an app that's on another desktop to switch straight onto it



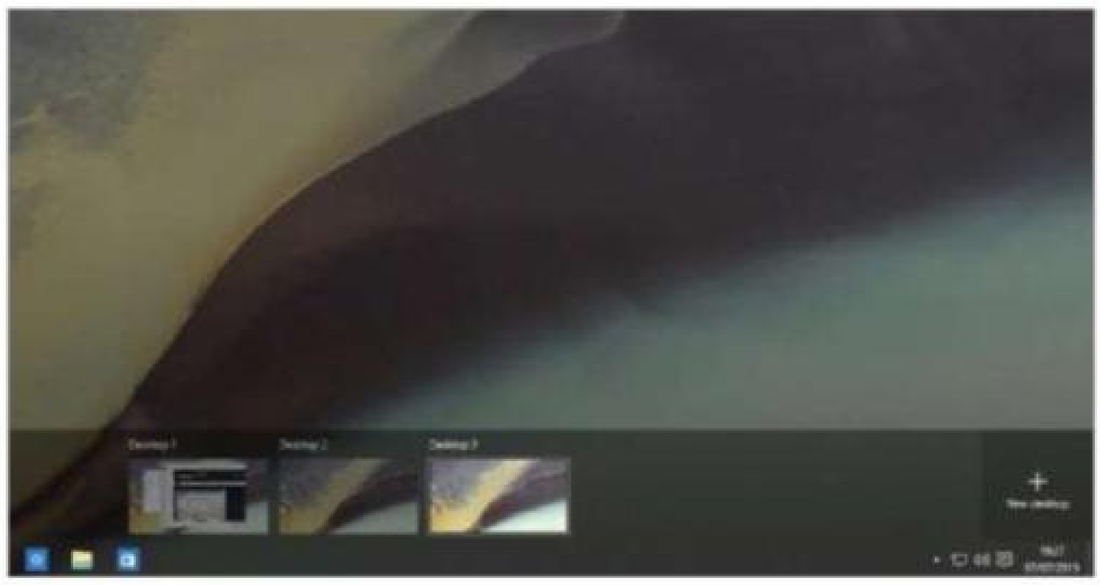
Shortcuts to remember
As well as use Windows+Tab, you can also hold Windows+Ctrl and then hit the left and right arrow keys to switch desktops. ⊞+Ctrl+D creates a new desktop, while ⊞+Ctrl+F4 will close down a desktop and shift its contents to the next one along.

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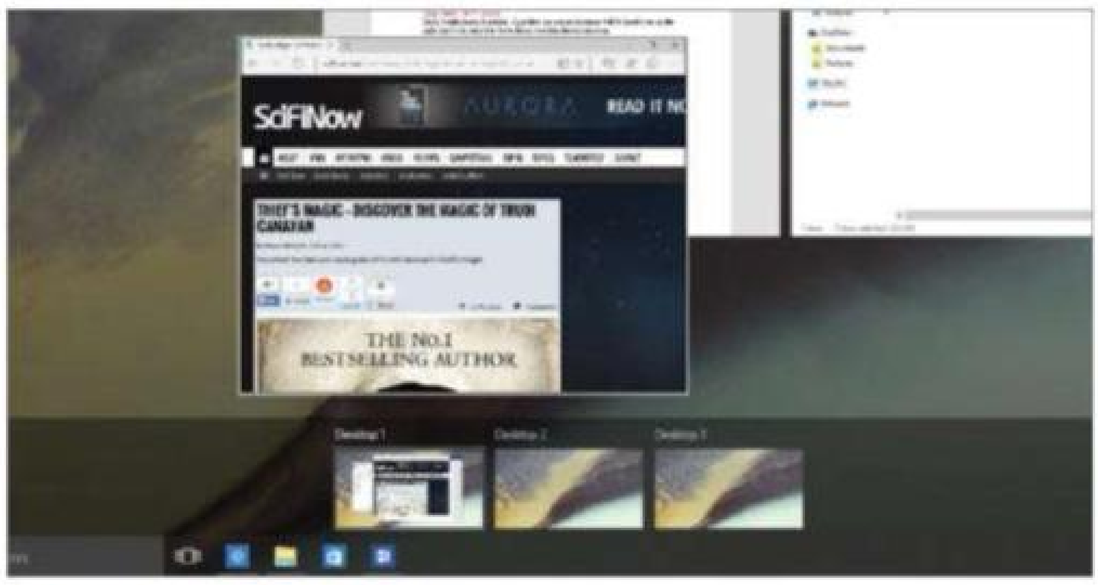
01: Open Task View

Your desktops are shown at the bottom of Task View. To bring it up, click its taskbar icon (beside the search bar) or hit ⊞+Tab.



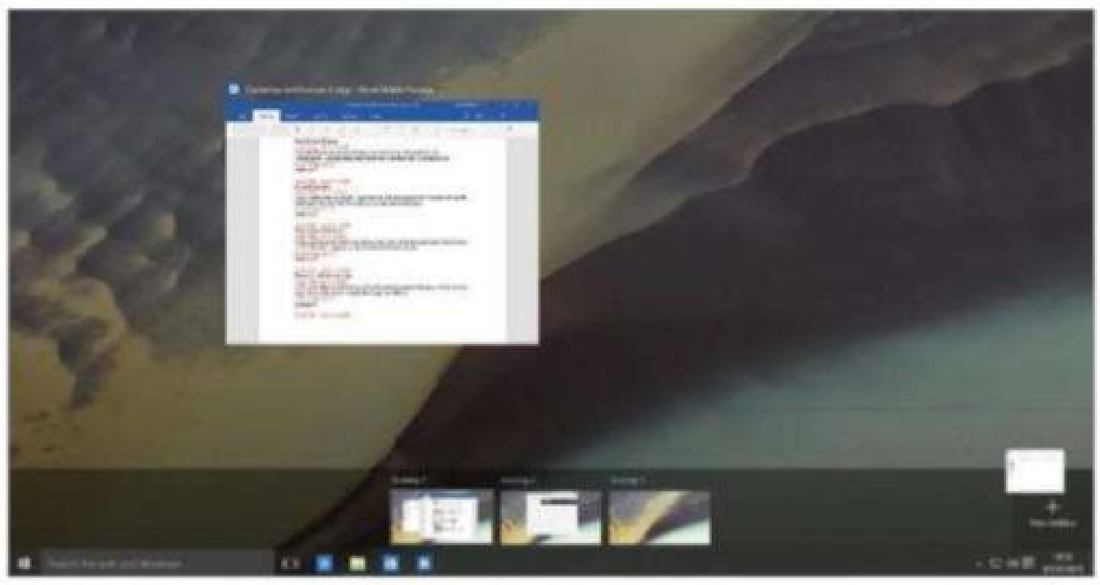
02: Create a desktop

You'll already have Desktops 1 and 2 – click to switch between them. Now click New Desktop at the lower-right to create a third.



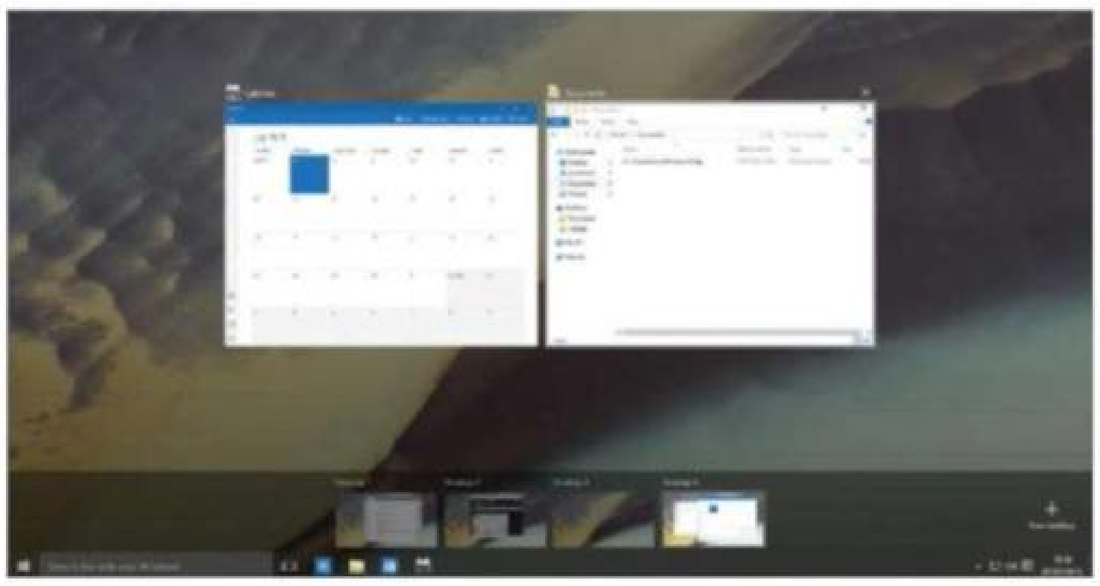
03: Move applications

Try dragging one of the application thumbnails at the top onto one of the desktop thumbnails at the bottom to move the application.



04: Move and create

To save a little time, you can also combine the previous two steps by dragging an application thumbnail onto the New Desktop button.



05: Preview your desktops

You don't need to switch to another desktop to see its apps. In Task View, hover your mouse over a desktop to preview its contents.



06: Customise settings

To see all of your apps across every desktop inside your taskbar and Task View, go to Settings>System>Multi-tasking>Virtual desktops.

Learn to use Task Manager

This new operating system comes with a brand new Task Manager that has a better layout than ever

The humble Task Manager is one of the most powerful tools for keeping your PC under control. Giving you information about what's going on in your system, what processes are running, how much RAM or CPU power they're using, overall resource usage, and the list goes on. It's a great tool for finding where things might be going wrong and maintaining everything.

The new version in Windows 10 is better than ever before, giving more easily processable information, along with separate tabs and graphs for the different available resources such as RAM, CPU and networking.

With Windows 10 being very new, not everything will work as well as it once did. With new software on old hardware, it will run fine most of the time, but there will be the odd glitch that may catch you out.

Having access to and understanding how Task Manager works means you can figure out exactly what's going wrong, and seek out a solution or just stop using the program altogether. We'll show you around the latest version of the Task Manager, and give you a good start in making your way around it.

> "It's a great tool for finding where things might be going wrong"

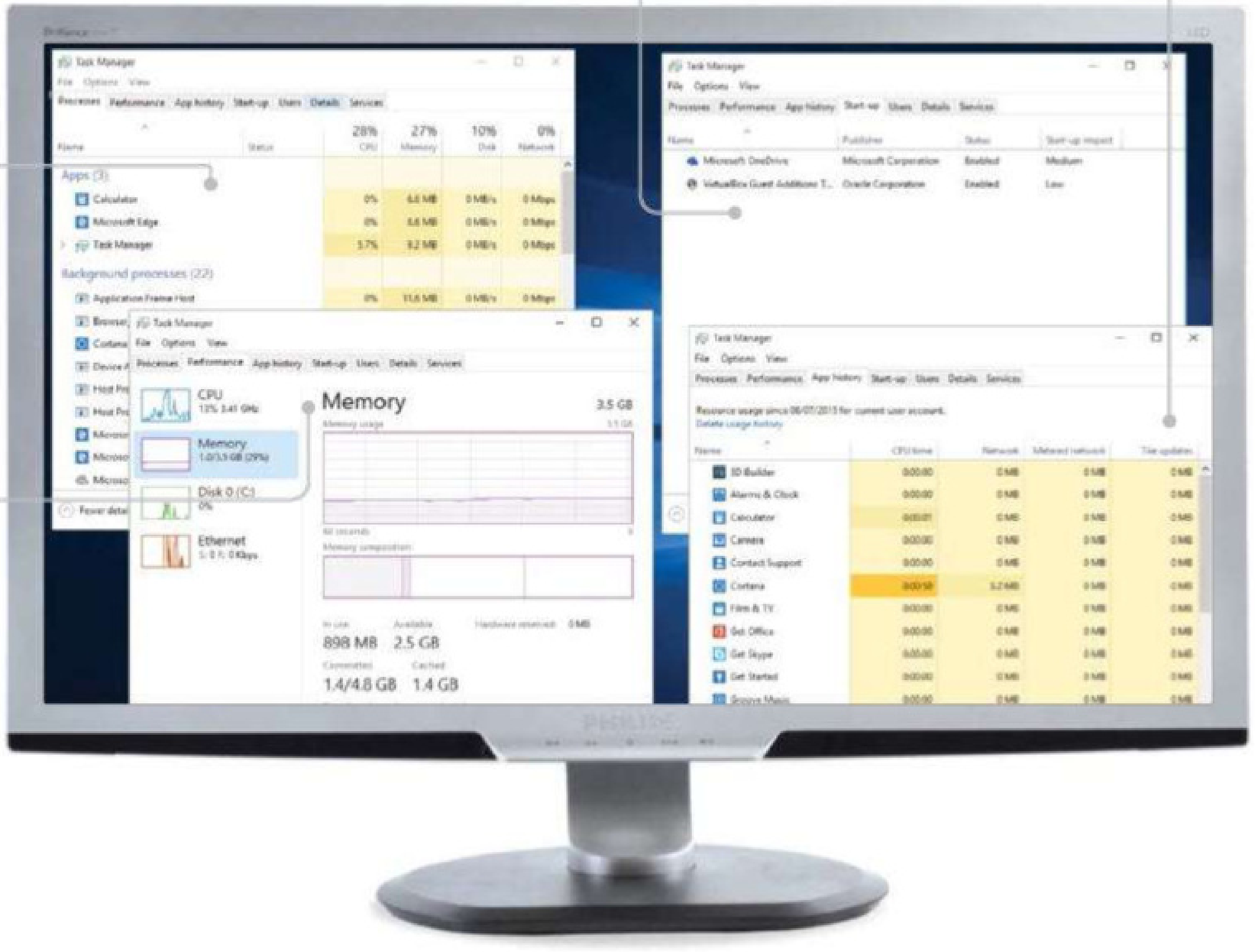
The many faces of Task Manager

A tour around the Task Manager

Start-up processes
Find out what should launch at start up, and whether or not it actually did. You can even disable start up for specific processes

An illustrated history
Find out exactly how long certain processes have been running, how much data they've used and other resource usage here

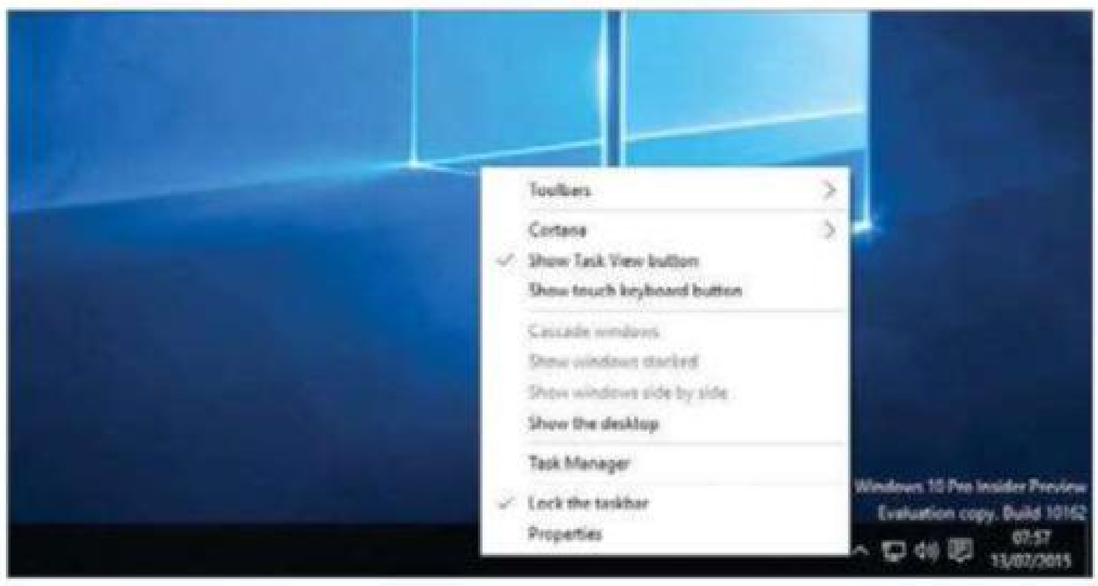
Processes
Keep an eye on the resources your programs are using in case they get out of control



Performance graphs
Keep track of overall performance over time to see how your system handles certain tasks, such as playing games or watching films

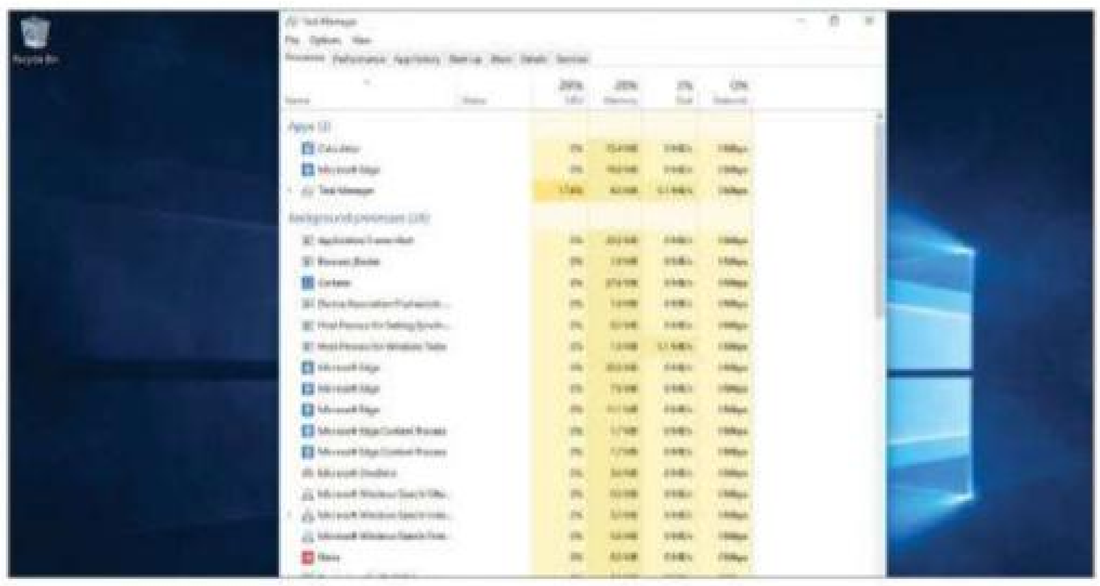
End processes
You can end processes the same way as you could before – if something is giving you trouble, just right click on it and end the process. If it keeps being a nuisance, search the internet to see if there's a fix.

storemags



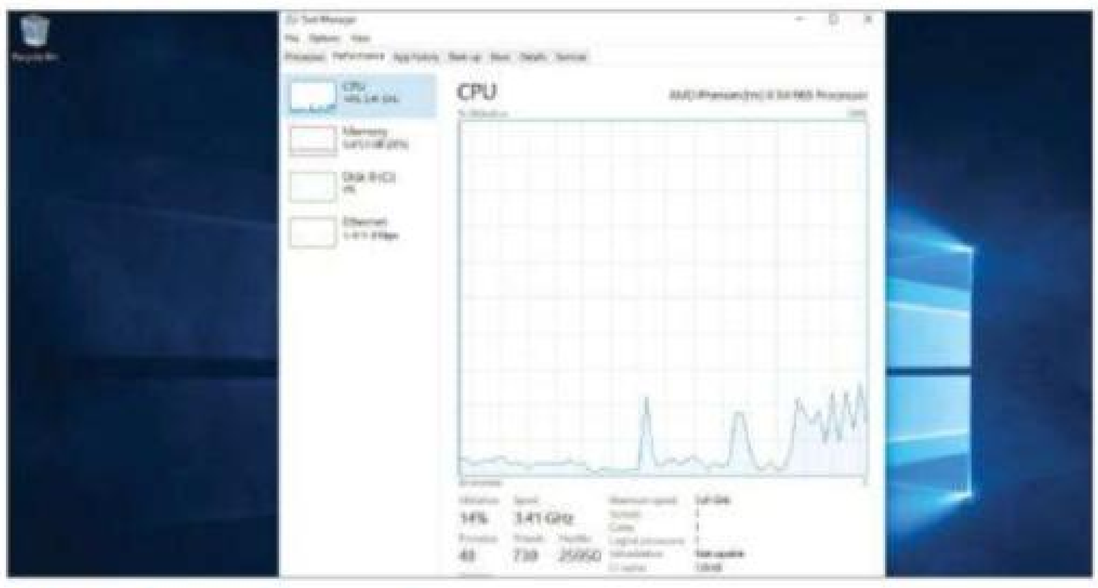
01: Find Task Manager

There are two ways to bring up Task Manager: Ctrl+Alt+Del will bring up the option to access it, but we like to right click on the task bar.



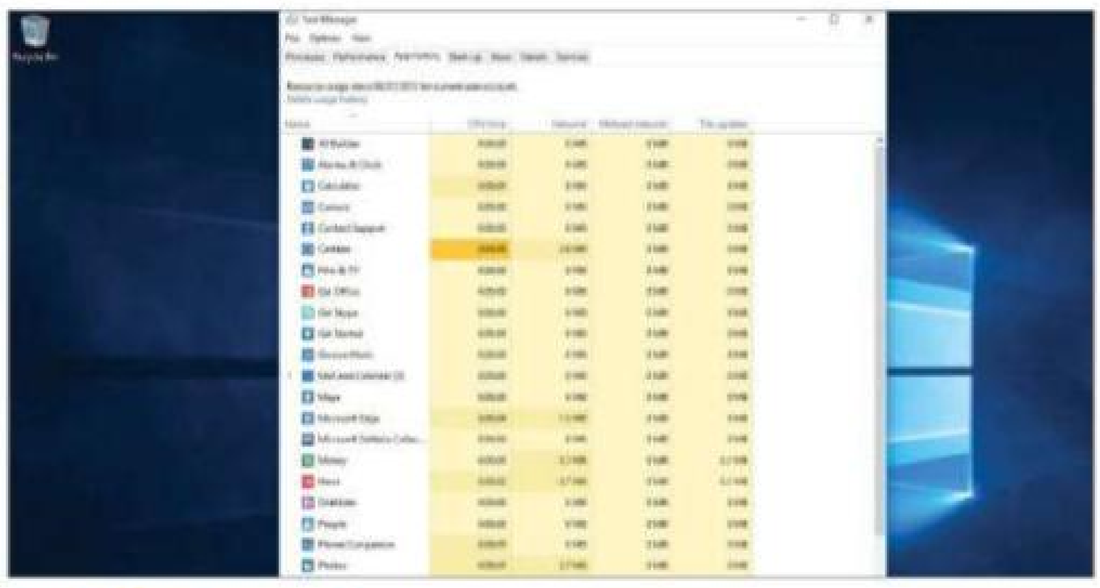
02: See the processes

The basic view lists all the running processes and is the default tab in the task manager. You can filter it by memory, name or CPU.



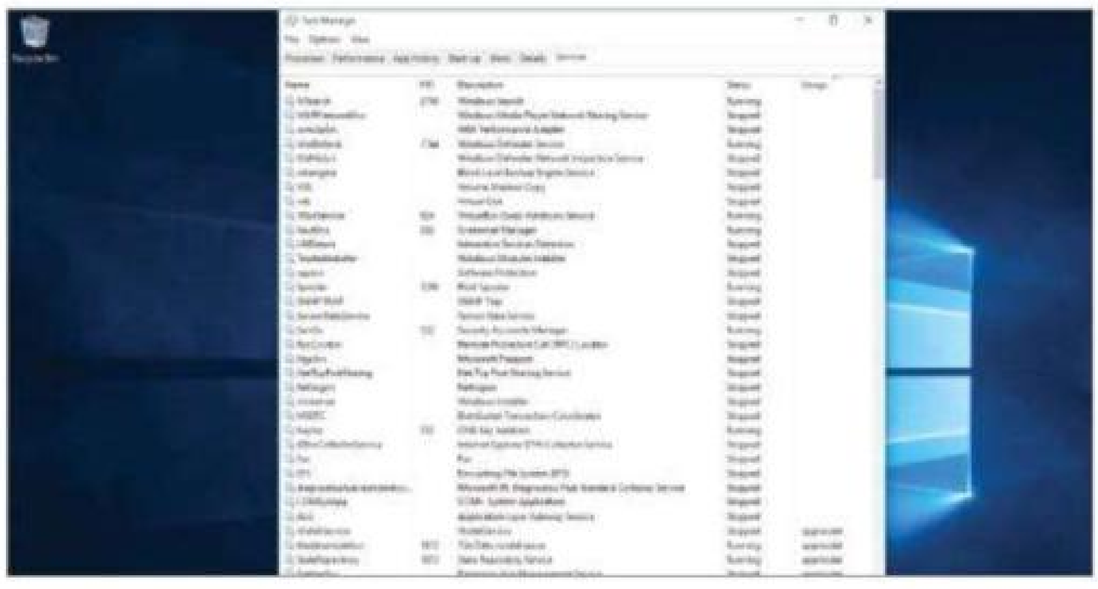
03: Overall performance

The graphs are back, telling you just how much of your resources are being used, and now with more information.



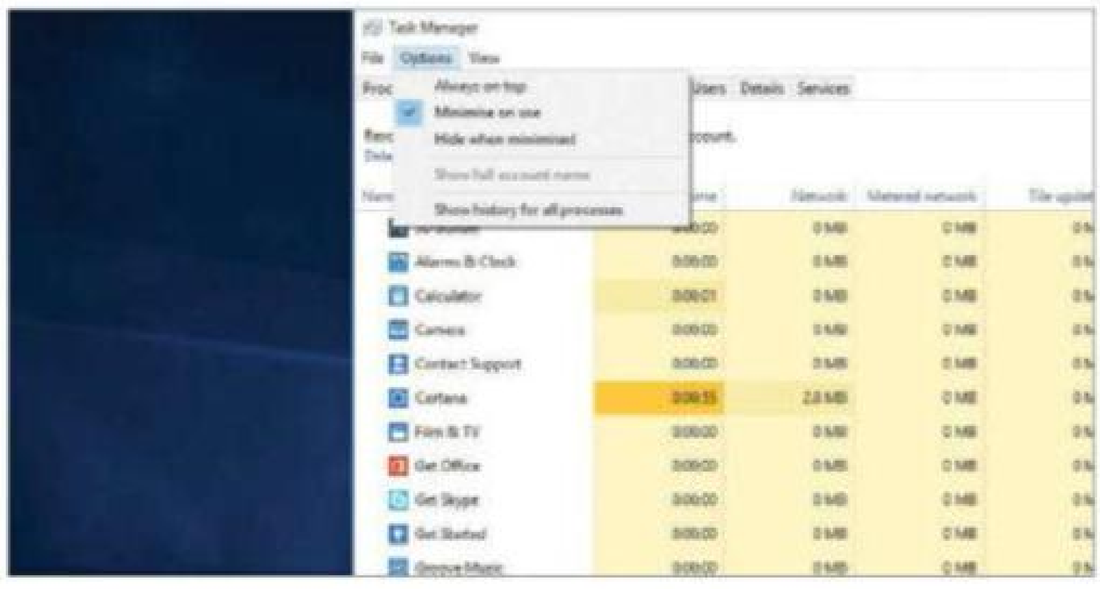
04: History of programs

The app history tab is relatively new, giving you information collated since Task Manager was opened on an app.



05: Running services

Services are different from program processes, as these are the core parts of the system that let other parts work.



06: Keep in view

The option to have the Task Manager open on top of other apps allows you to keep better track of what's going on.

Use the Notifications centre

See your system and application notifications all in one place, and access quick links to common tools

The Notifications centre in Windows 10 is, essentially, the same as the one you had on the Windows Phone 8.1. It's also the same thing you might have seen in other operating systems too, like Ubuntu and OS X: a quickly accessible panel that shows you all of your notifications and provides some useful options.

Notifications are the little messages that pop up as you go about your business, appearing in the lower-right corner of your screen to inform you of some completed task, new message or reminder that you've set previously. If you don't deal with them as they come in, they will stack up quietly in the background, waiting for you in the Notifications centre.

By making it easy for you to check all your updates at one time and in one place, the Notifications centre will speed up the way you work with Windows. And as well as that, it provides some links to options that you might frequently use, such as the Location settings if you have a Surface laptop or the 'All settings' link. Surface users will also benefit from being able to quickly access the Notifications centre by swiping it across from the right edge of the screen, much like you would a notification centre on any smartphone.

It's simple to get started with the Notifications centre, but don't worry if you can't see much inside it yet – you'll need to start using a few different applications for a while before you start seeing any notifications. Once you do, they'll quickly become indispensable to you.

Using the Notifications centre

Get to know the one-stop shop

Group clear

If you have a lot of notifications from one app, dismiss all of them at once without affecting other notifications by clicking the group name to reveal this cross

Quick actions

If you pre-configure things like your Virtual Private Network or Windows 10 mobile devices, these quick links become much more useful to you

More actions

Some notifications will let you do a little bit more with them inside the Notifications centre – click this little drop-down icon if you see it

Shortcuts

If you click to interact with a notification, it will open up the relevant application and take you to where you need to be



System-only notifications

If you don't need to know about every single Facebook and Twitter message that comes in, because you prefer using your smartphone, just disable the notifications for those things and keep the Centre for system messages instead.

storemags.com

StoreMags.com



01: Open the panel

Click the Notifications centre icon in your taskbar – it's just beside the time and looks like a message bubble. A panel opens from the right.



02: Dismiss notifications

Your notifications are listed by type. To dismiss them, use the crosses that appear when you select them or click 'Clear All' at the top-right.



03: Use quick actions

At the very bottom of the panel you'll see four tiles – these are your quick actions. Click Expand to reveal more.



04: Customise quick actions

Click the 'All settings' tile and choose 'Notifications & actions' from the System settings menu. Click the tiles at the top to change them.



05: Change taskbar icons

You can also click 'Select which icons appear on the taskbar' below the tiles to display or hide certain system features and applications.



06: Use Tablet mode

In the Notifications centre, click the 'Tablet mode' tile at the bottom. Now you can open the panel by swiping from the right edge.

Customise your application notifications

Get reminders from the apps you care about and disable the ones you don't

Notifications can be streamlined sources of useful information or constant meaningless distractions, depending on how you set them up. Just like your smartphone, if you install and use a lot of different apps and let every one of them shout about everything it wants whenever it wants, your notifications centre will soon become a thick mire of messages, slow to slog through and far less useful to you. Left untamed, notifications can become very demanding of your attention.

Instead, you can customise your settings and reduce the volume of notifications you receive, making sure only the most relevant come through and reducing the clutter. Once you've done this, you can almost use your Notifications centre like a to-do list that automatically populates itself with new tasks.

The way to do this is with both the Windows 10 Notification centre settings and the settings within each of your apps, although the individual settings for each app may or may not be present. But they can all be controlled through the Windows 10 settings. We'll start by looking at your apps.

"Left untamed, notifications can become very demanding of your attention"

Make settings inside apps

Go inside apps for better control

App settings
Once you've found an application's notification settings, you can make much more detailed changes to the kinds of notifications that the app will show

Notifications
If you didn't dismiss a notification when it appeared on screen, but instead closed it using the cross, it will appear in the Notifications centre

Menu
This menu icon at the top left of an application window will show you its Settings option. Notification settings, if available, will be somewhere in here

Search
You can find anything using this search field, whether that's the Windows 10 notification settings screen or an application you've installed. Remember to use it

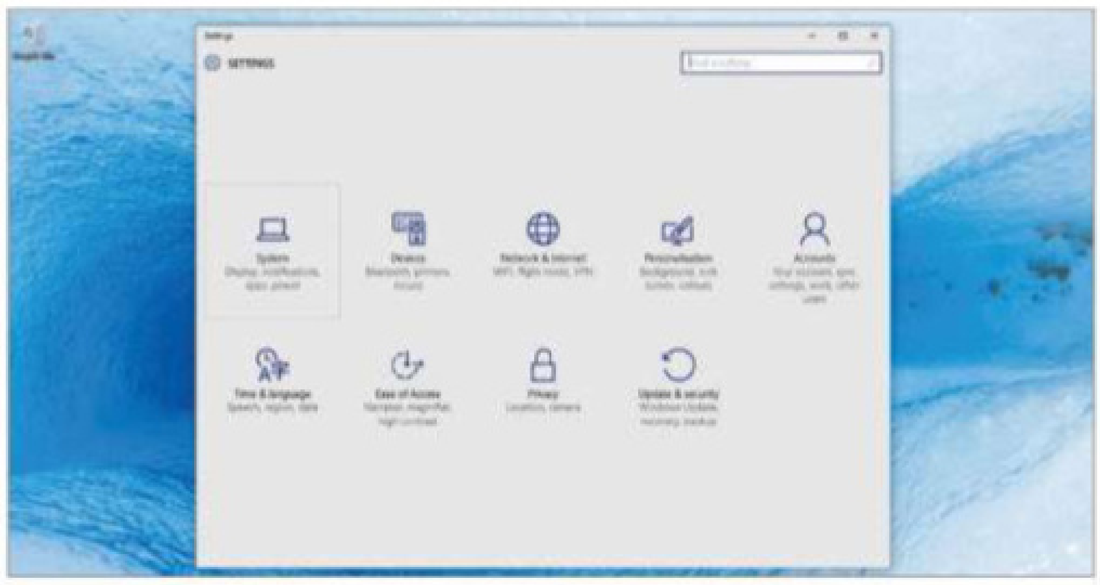


Cortana notifications
During the Windows 10 Preview with Joe Belfiore, Cortana was shown to display notifications over the smart search field on the taskbar (see **bit.ly/1HFATcw**). This feature couldn't be confirmed at the time of writing, but keep an eye out.



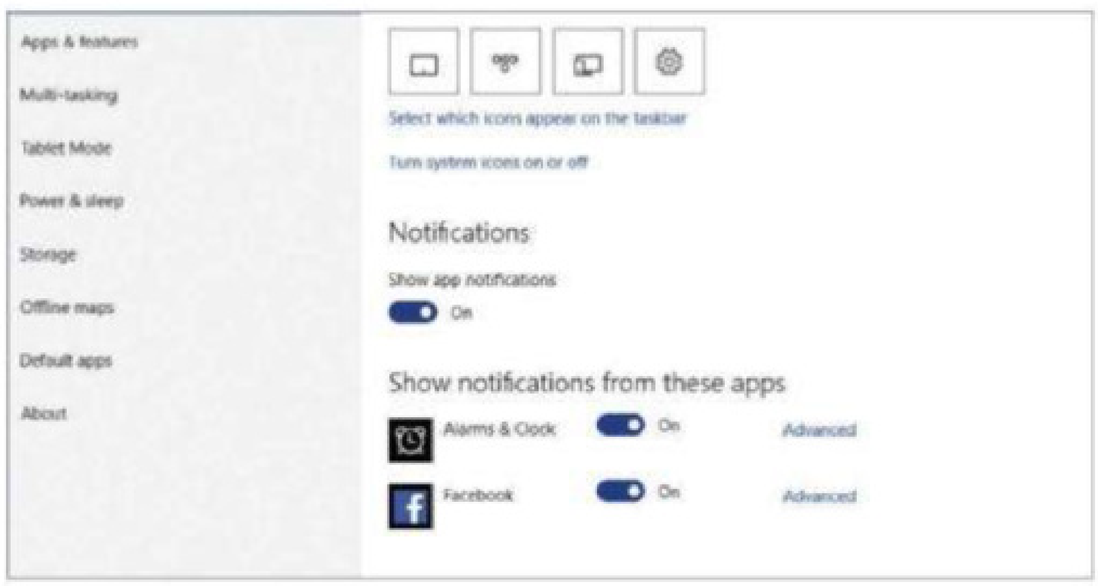
01: Go to Settings

To change your application notifications, you can either go to the main Settings menu or in-app settings. Let's do the former.



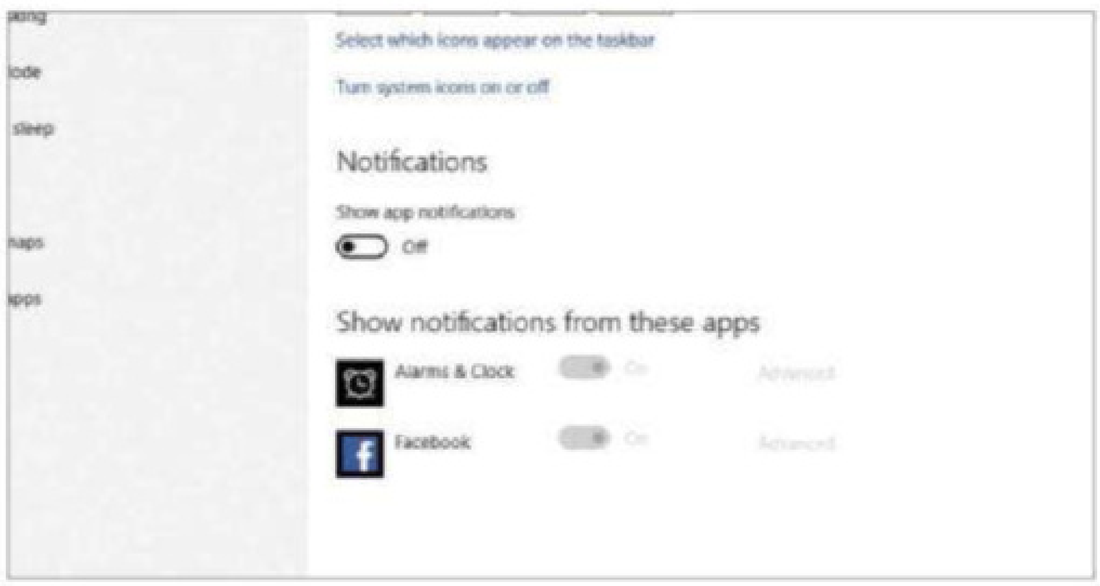
02: Open System Settings

Click the Start menu, choose Settings and then System. Alternatively, type 'Notifications' into the search field and click the first hit.



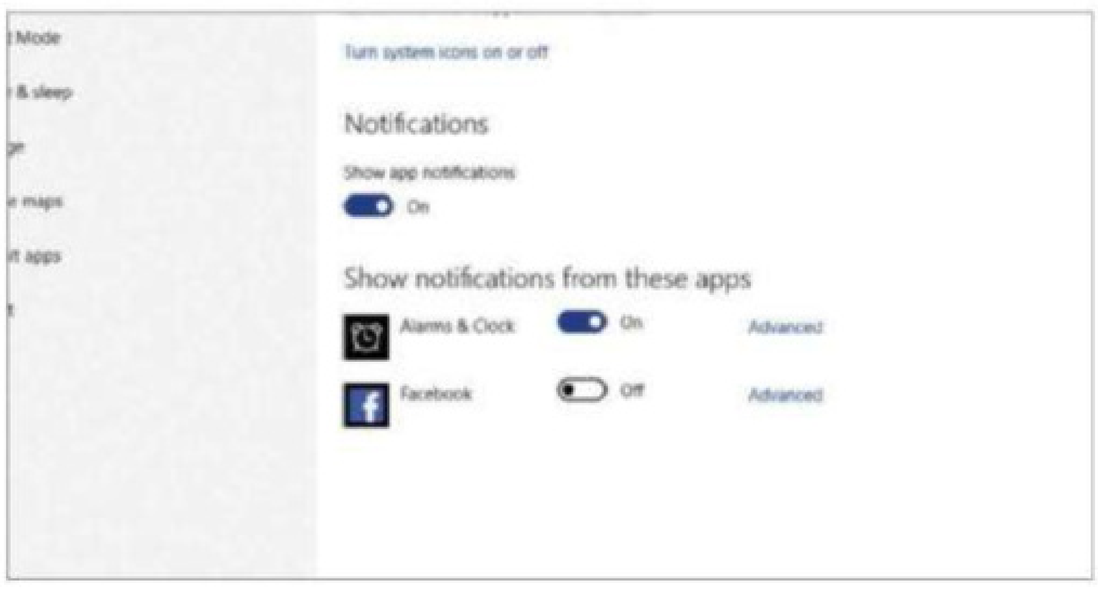
03: See notifying apps

Click 'Notifications & actions'. Apps that use notifications will be listed on the right-hand side once they have shown you a notification.



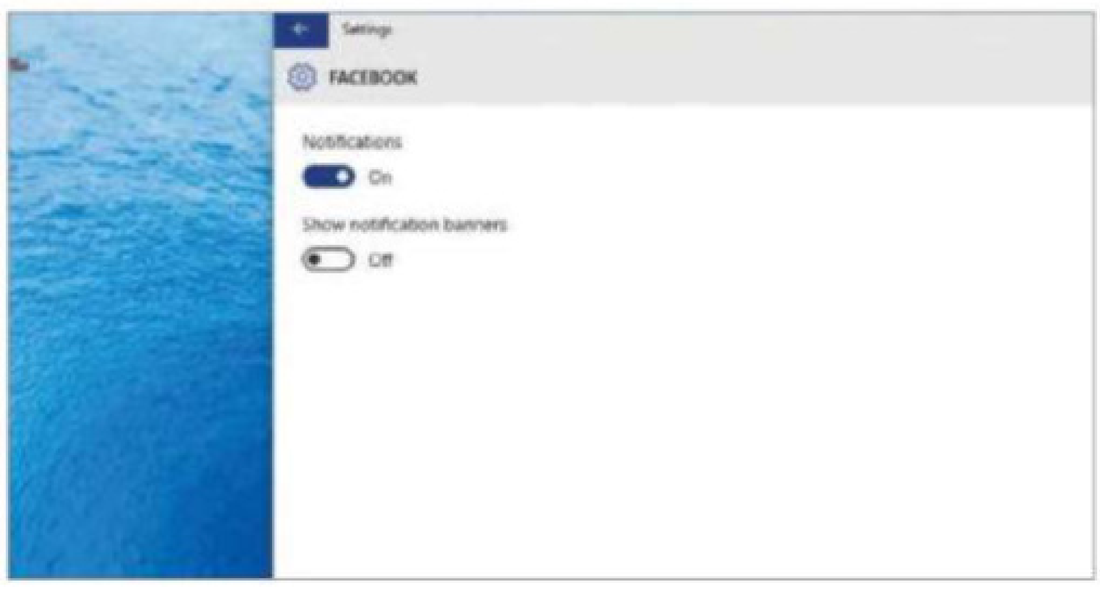
04: Disable all app notifications

To stop seeing notifications from apps, switch the toggle under Notifications to off. This won't stop system notifications, though.



05: Disable notifications per app

To be more selective and turn off notifications from particular apps, switch the main toggle to On and toggle listed apps individually.



06: Change advanced settings

Some apps will enable you to make more selective options at this main system settings screen. Click Advanced to show extra options.

Change your default programs

Make sure your favourite apps are the ones that start running whenever you open a file

Once you are up to speed with your new system and have installed some new applications, you'll want to start customising your program associations to make sure they run when you want them to. This will make life much easier for you as you come to rely more and more on your setup for specific things.

If you have the applications that you have chosen to use for particular things run automatically whenever you click on the files that you want to use them with, then you are able to get straight to your task with just a double-click.

You might, for example, be a fan of the new Music and Video apps, and be happy to leave them as the default applications for everything music and video-related. But what if you have a few obscure .rmbv files in your video collection, which you like to run in the trusty VLC application? In this case, it's just a simple case of customising the program associations so that everything is related to the Music and Video apps except the .rmbv files, which you instead associate with VLC. You browse through your media folders, find the files, double-click to run, and then watch your videos in different programs, depending on their file types.

Changing your associations as you go is as simple as right-clicking a file, choosing 'Open with' and then making sure you click the 'Always use this app' tickbox when you pick a program. If you ever need to see all of your default associations and make changes to them, just follow the steps below.

Set program defaults

Choose your associations individually

Current default

If you start customising your application defaults individually then you might start to lose track of them. Check your current defaults for a file type in this column

Save

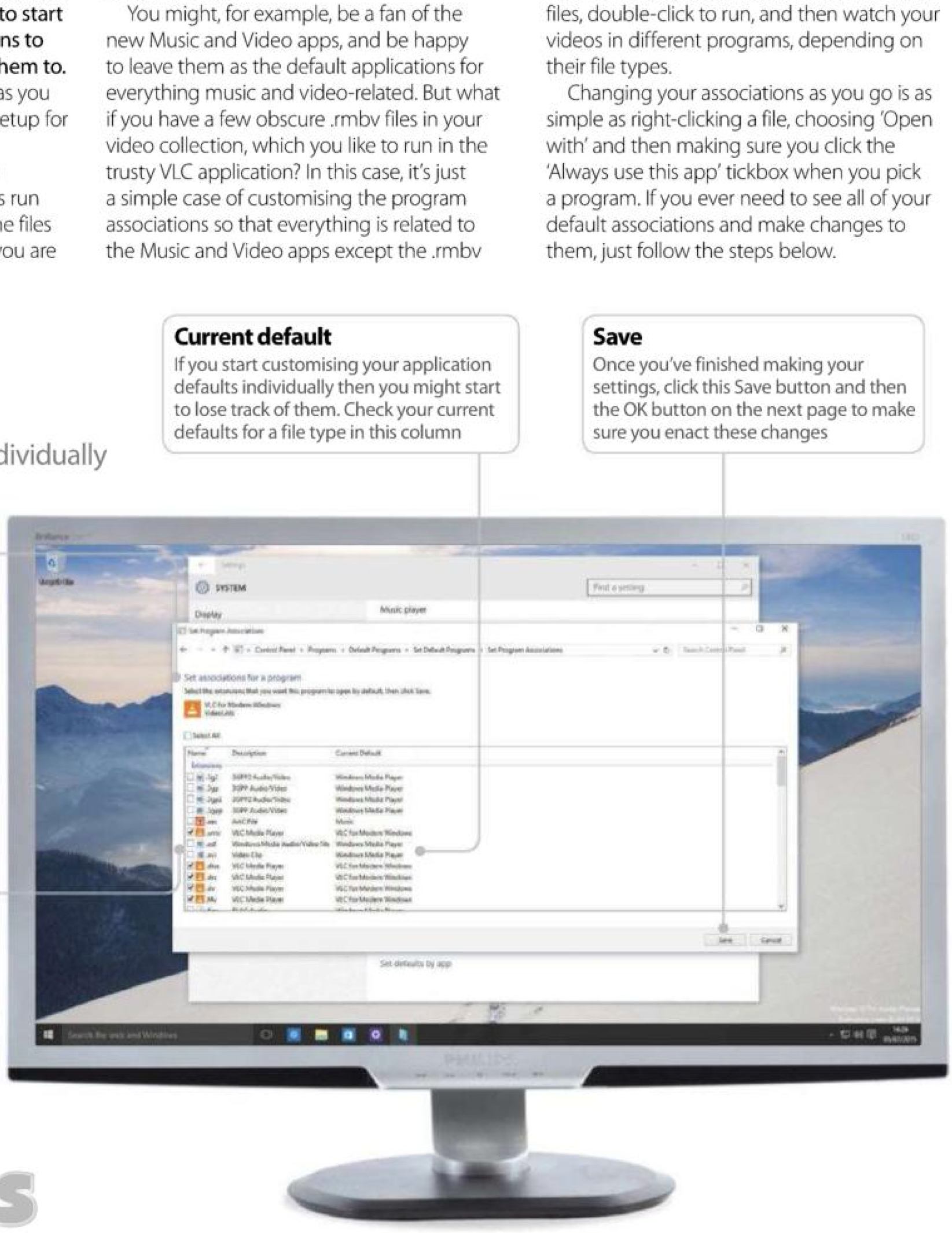
Once you've finished making your settings, click this Save button and then the OK button on the next page to make sure you enact these changes

Set associations

In step 6, you can click 'Choose defaults for this program' to instead go through the file types for that program individually, giving you much finer control

Extensions

All the file types that the program can open are listed here, organised alphabetically by their file extensions. Use the tickboxes to enable/disable associations individually, or 'Select All'



Reset

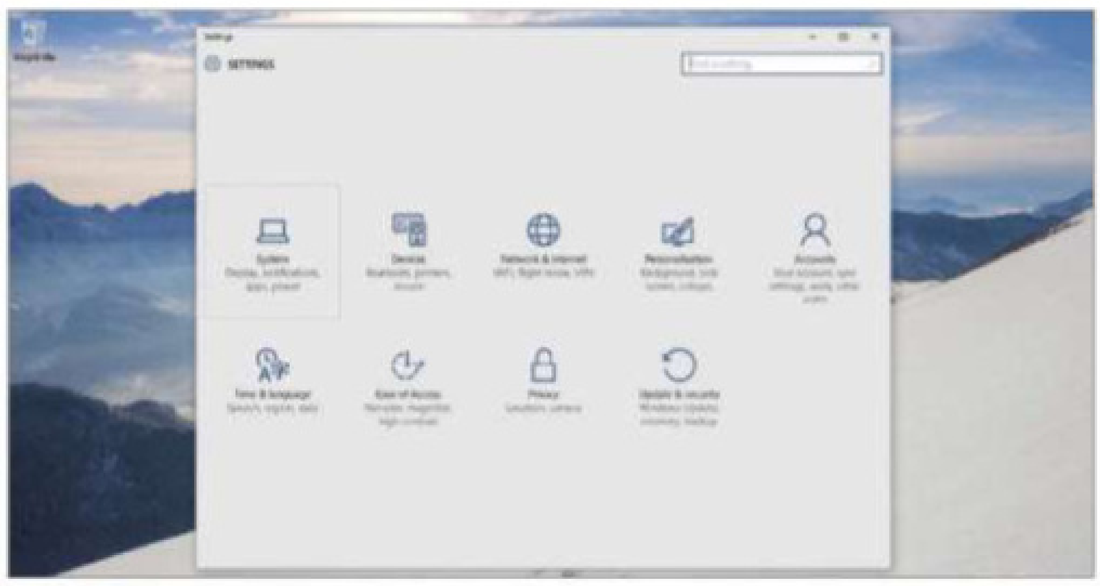
If you make a few too many individual changes to your default program associations, you might want to reset them all so you can start afresh. Head back to 'Default apps' like in step 3 and scroll down to find the grey Reset button.

StoreMags



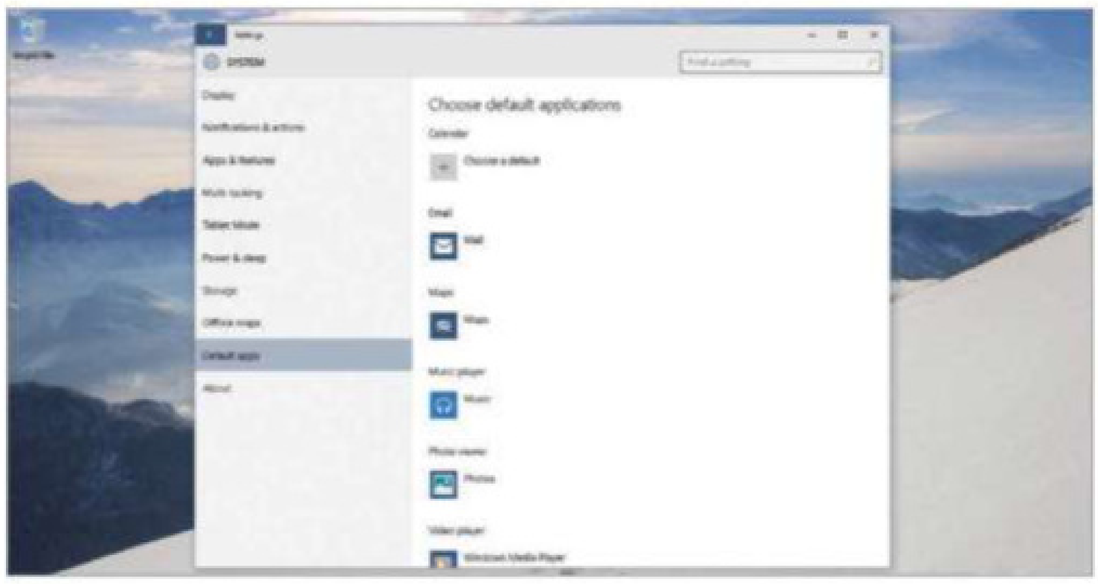
01: Go to Settings

To change the default applications for all of your file types at once, you need to head to the Settings area. Click Start>Settings.



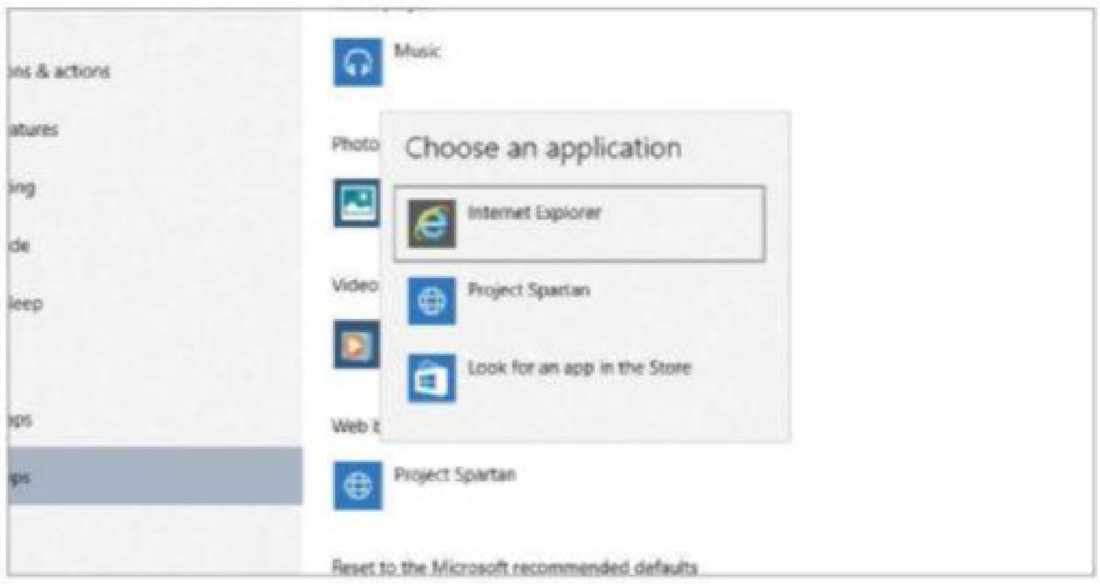
02: Open System Settings

All of the settings to do with your default and installed applications are kept under the System area at the top-left. Open it up.



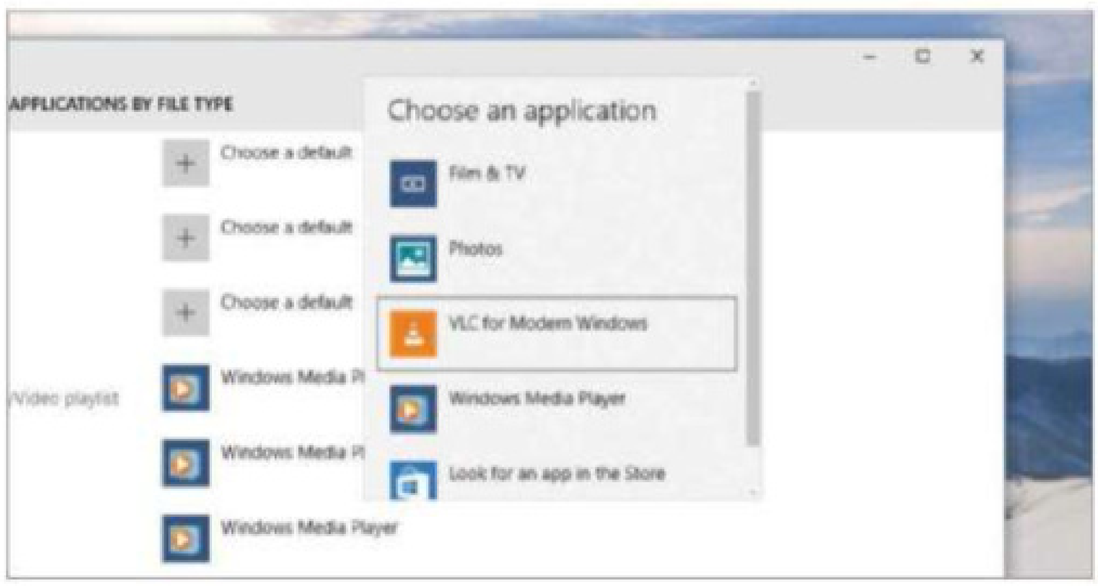
03: See your default apps

Go to 'Default apps' by selecting it from the sidebar. Under each category of app listed on the right, you'll see your default app.



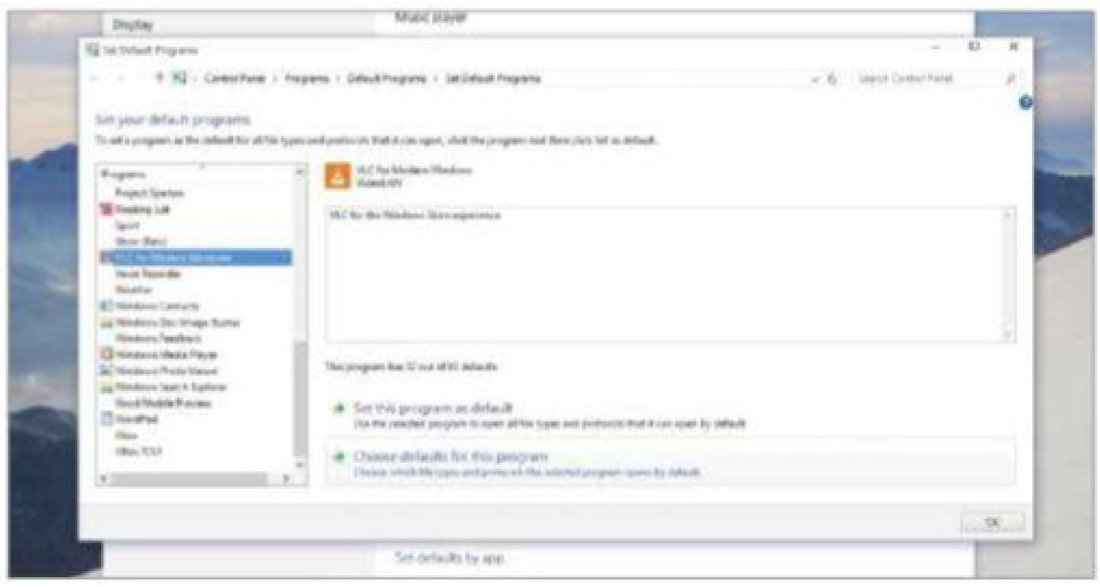
04: Set new default apps

Scroll to an application type, like web browser, and click the app beneath. Choose an application to use as your new default.



05: Choose by file type

At the bottom click 'Choose default applications by file type'. This is useful for creating exceptions to the rules created in step 4.



06: Choose by app

Now click 'Set defaults by app'. Pick an app and click 'Set this program as default' to make that true for everything it can open.

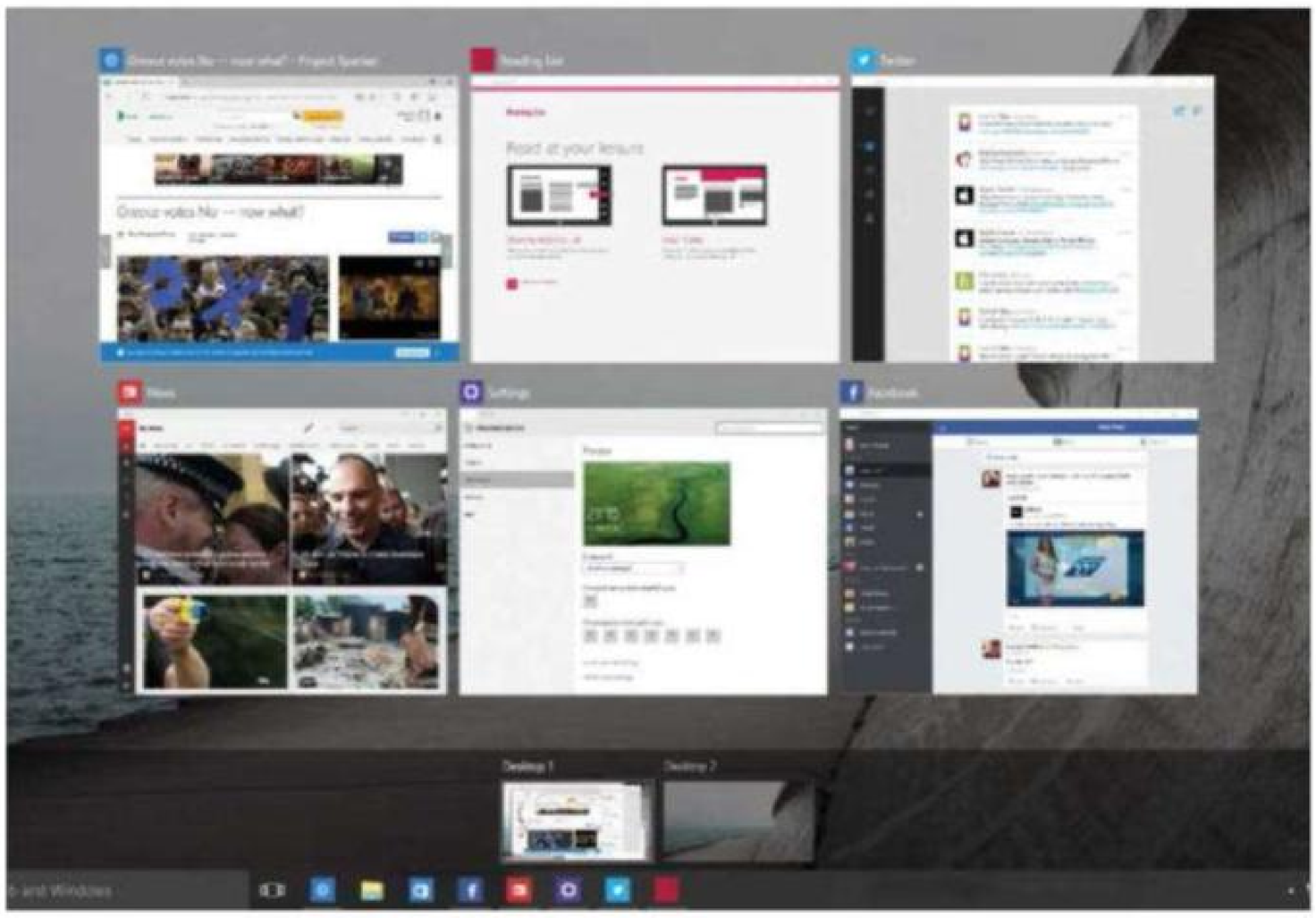
Switch between applications

Windows 10 makes multitasking easier by introducing multiple desktops, so you can arrange things perfectly

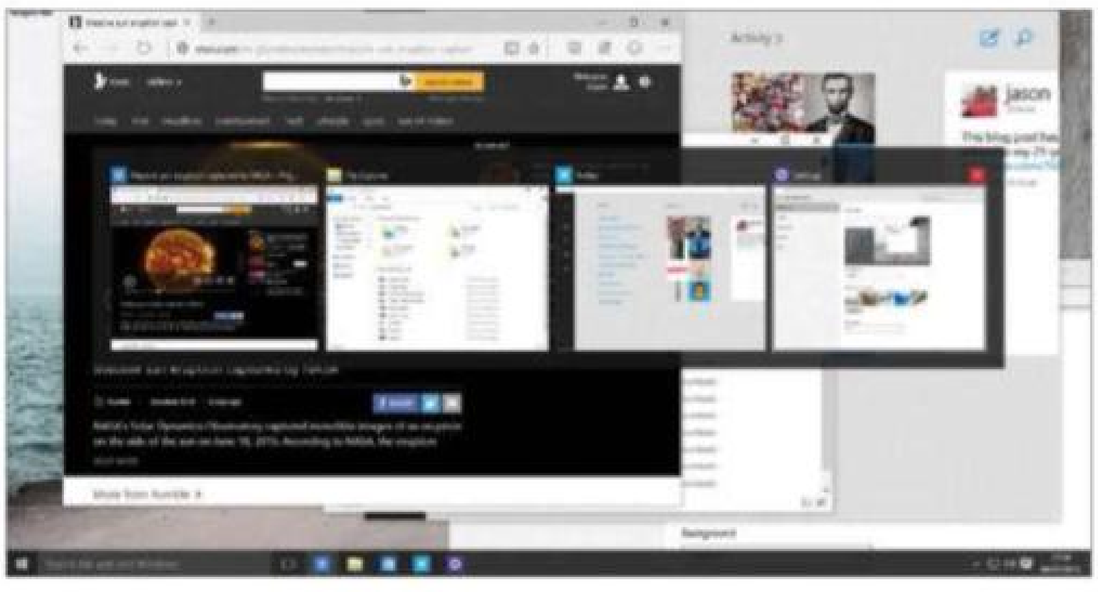
The ability to quickly and intuitively change between different tasks as you use your computer is a fundamental part of the experience, and there are a number of tools built into Windows 10 to help you move between and manage your running applications effectively.

Foremost among these is the familiar taskbar, where you can click on the icons of your running programs to switch to them, and there's also the traditional keyboard shortcut for cycling through programs. But as well as the taskbar and the tidiness of your on-screen windows, there's a new feature in Windows 10.

Virtual desktops have been added to Windows 10, meaning that you can create and move between new screens – your wallpaper, your desktop files, but with only the programs you choose to keep inside that virtual desktop – and you can arrange your apps as you see fit. Say you're working and have several windows open, then it's lunch time. You can easily switch to a fresh desktop and check up on your favourite sites while you take a break. Later, just switch back to your other desktop and pick up right where you left off.



"Virtual desktops have been added to Windows 10"



01: Switch to another app

To change your active application to another that's running, hold down Alt, then hit Tab, and keep on tapping Tab to cycle through the programs. When you release Alt, you'll switch to the selected app; while its still held, you can select or close apps using the mouse.



02: Switch to another desktop

Now try holding ⊞ and hitting Tab. You'll bring up the new Task View, with your apps at the top and your desktops at the bottom. You can use Tab or the mouse to select apps, but you don't need to hold ⊞ down. Read more on page 56.

StoreMags

Multitasking tips

Get to know your shortcuts

Closing apps
While you've got Alt held down to display these thumbnails, you can mouse-over the top-right corner to show this cross, which you can click to close the app

Full screen
To hide all of the windows and just focus on one thing at a time, you can click this to enable full-screen mode, if it's supported. Alt/⊞+Tab will still work

Switching
This is your selection indicator – when you tap Tab to cycle through your open applications, the white outline will move from left to right (then loop)

Task View
As well as pressing Windows+Tab to bring up Task View, you can click this button. It's always the first icon, just beside the search field

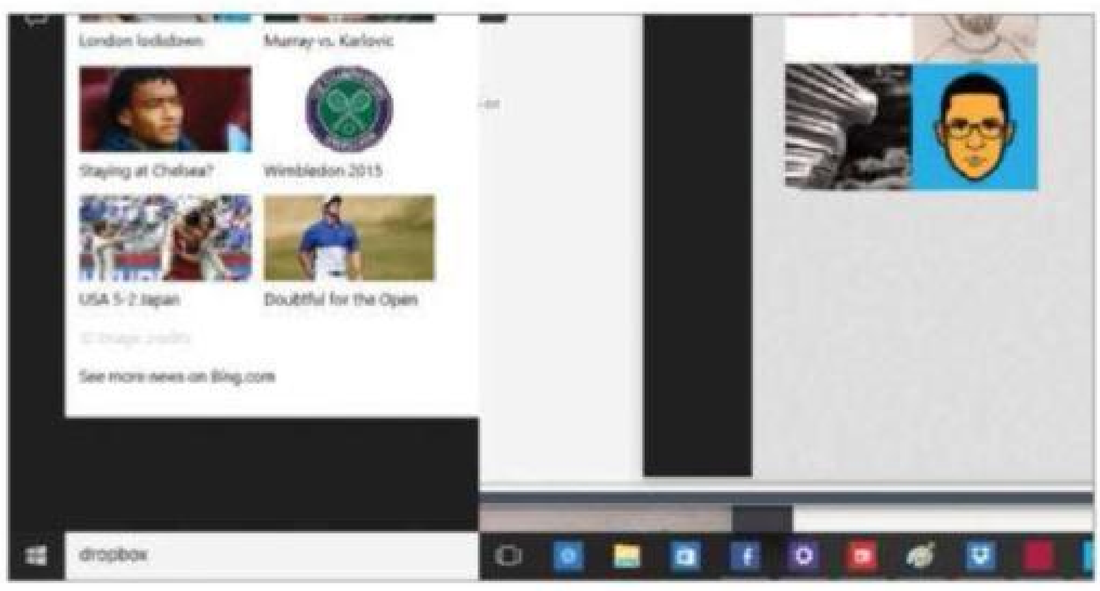
Predictive searches
When you begin to search for the website of your choice, a menu list will try to guess what you might want. As you make progress with typing your parameters, the predicted information will become more direct and targeted. Notice that it changes dynamically with each letter added in the bar. If your desired website is located in this list, move to the required site and click on it to access it. The new website will load.





03: Use the windows

As well as these keyboard shortcuts, you can easily switch between your apps simply by clicking on their windows or taskbar icons. Also remember you can hover over an application's taskbar icon to reveal a preview, and close the app using the thumbnail's cross.



04: Search for apps

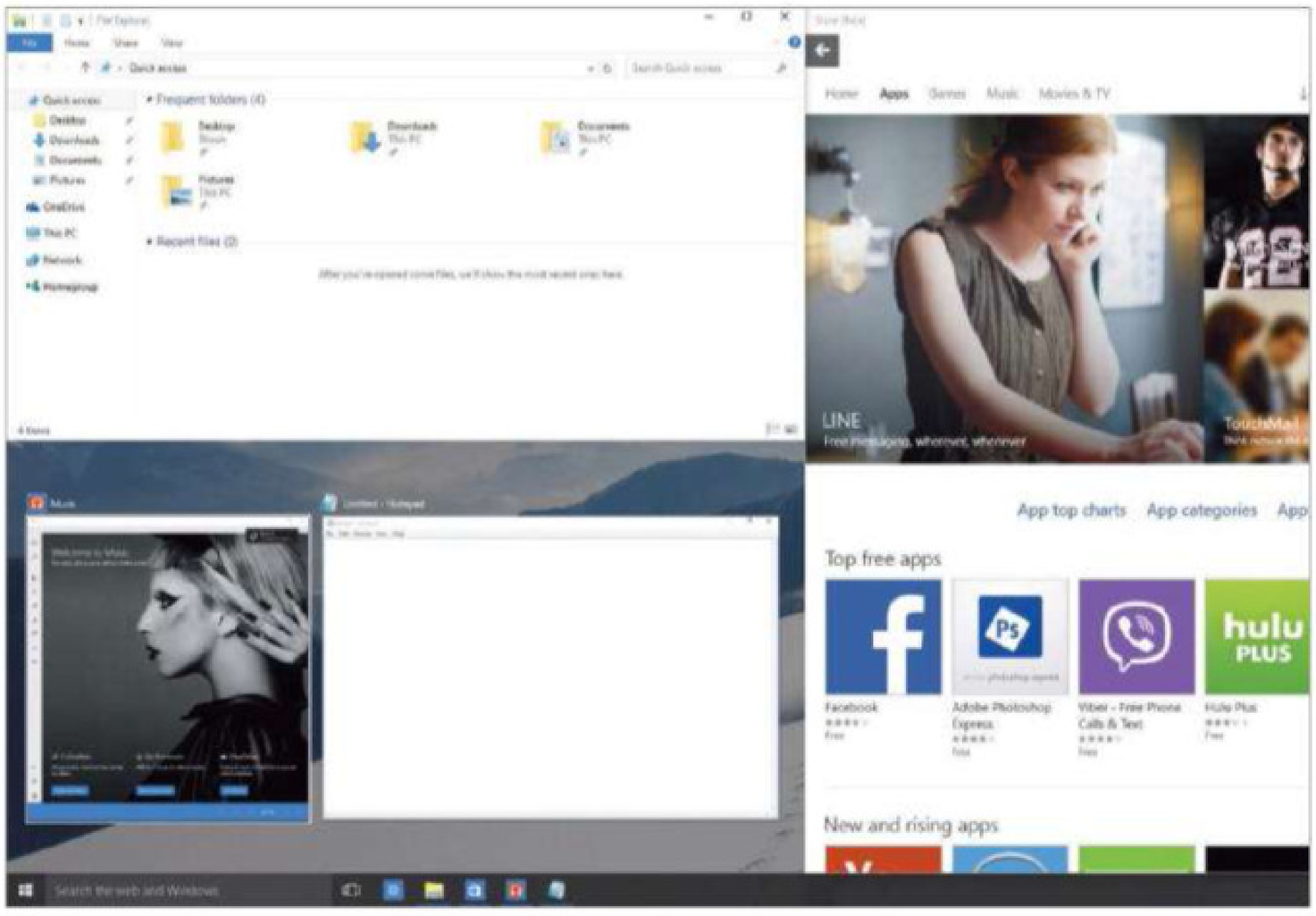
If your desktop is a bit of a mess of open windows or you prefer to use your keyboard for most things, you can switch to another application by using the smart search field in the lower-right corner of the screen. Type an app, hit Enter and it'll switch right over.

Arrange your windows with a snap

Multitask in style and keep the apps you use most often visible all of the time

The latest version of Snap available in Windows 10 is even more logical and easy to use than the previous versions. You are now able to work with four apps at once when they are snapped to each corner of the display and with the right monitor, three apps side by side is even possible. One of the main benefits of Snap is that it is so easy to use and this should help you a lot when you are busy dealing with multiple apps in separate windows. A quick keyboard command or mouse drag will have all of the apps you are using in the right order ready for you to continue working.

If you are unaware of how Snap works, please follow our quick four-step tutorial here, because the benefits of this very simple feature are truly immense. Snapping can greatly impact the way you work in Windows 10 and make you much more efficient than ever before. It is completely invisible until you need to use it and will quickly become a feature that feels second nature every time you put it to use, which should be multiple times a day. It's time to start snapping your favourite apps into position, so let's get started now.

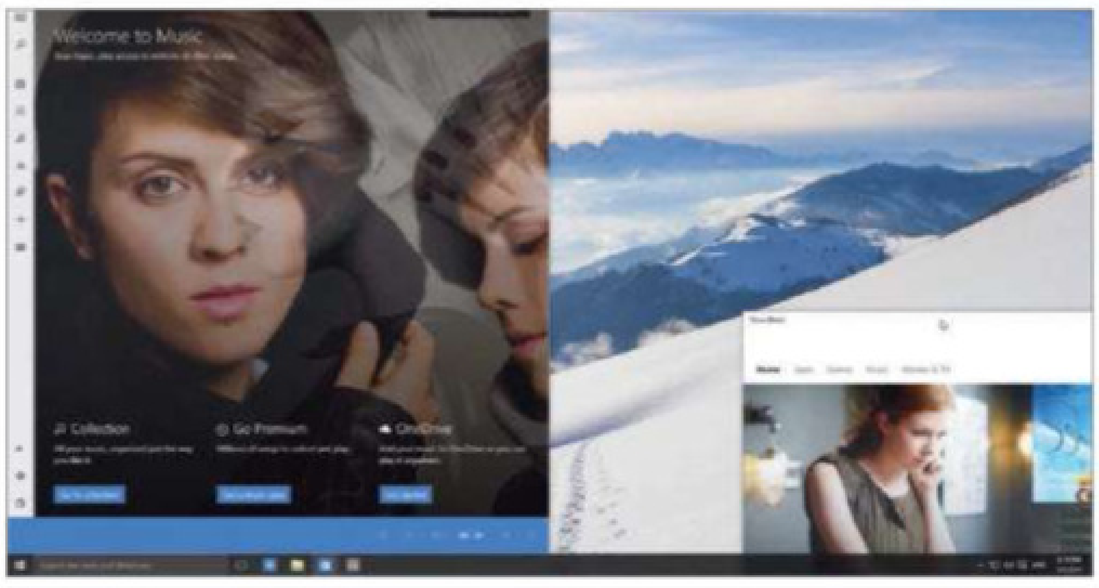


"Snapping can greatly impact the way you work in Windows"



01: Drag and drop

When you have two or more windows (apps) open, all you need to do is drag one to the right or left-hand side to bring up the Snap feature. You should see the window you moved taking up half of the space and the other open apps displayed as large thumbnails.



02: Use two full apps

All you now need to do is click one of the other thumbnails to display two apps, which take up half of the screen each. You can drag each window if required by clicking and holding the thin bar in the middle of the screen. You should now be able to multitask easily.

A highly visual interface

Snap works very logically throughout its operation

Automate the settings
You should only need to tweak the Snap settings once and then let the software do the work for you. We suggest enabling as many automated settings as possible

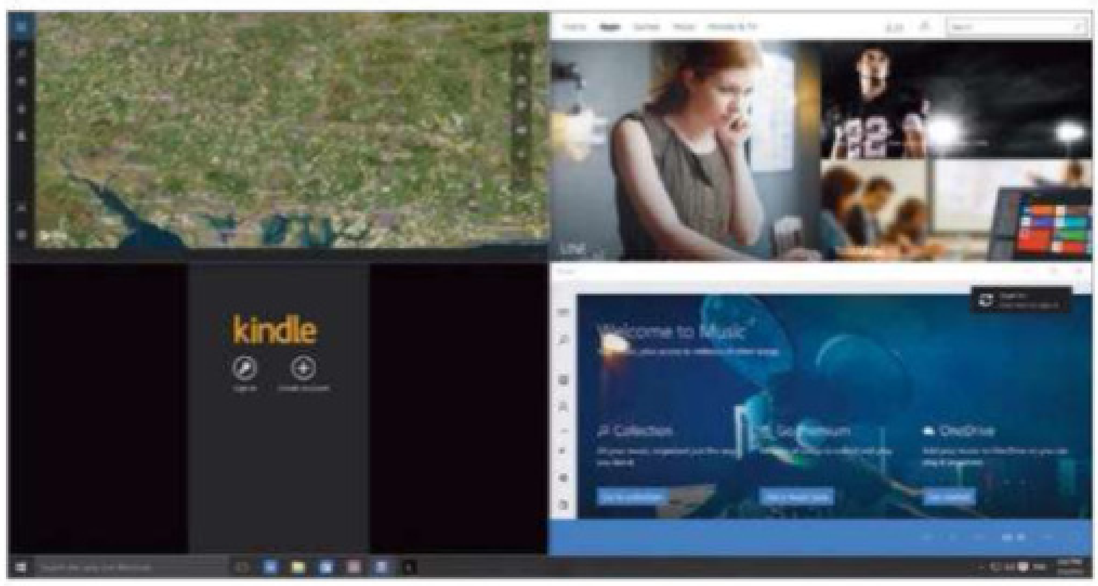
Click on the bars
To quickly move windows and snap them to particular areas, simply click and hold on the very top bar of each running app

Work to your screen size
You will be able to judge the optimum size for each window when working in your Windows screen. Four may be too many for smaller screens

Drag to resize
The lines between the windows are difficult to see, but when found you can use a mouse or your finger to quickly resize each panel

There are few limits
If you are using a very high-resolution display, you will likely be able to snap three windows side by side, but on most displays a maximum of four apps in a quadrant is possible. Also, snapping is not just confined to standard apps; it works with universal apps, web apps and almost anything else that runs in a window. Snapping should help you take full advantage of a larger screen and save you lots of jumping between apps, which just wastes time.





03: Create a quadrant

You can now create a quadrant with four open apps by selecting each individually and using the Windows key plus one of the arrow keys to snap it into place. It takes a while to get used to, but once you know how you'll be snapping apps to specific locations in an instant.



04: Open Snap settings

Open the Settings and then type 'Snap' in the top right-hand box to see which options can be set up automatically. You can choose for the system to automatically respond to drags or leave it to work manually. Each option clearly displays what it is designed for.

Introducing Cortana, your personal assistant

Cortana is your personal helper that can find information, set reminders and more

Cortana is the name of the personal assistant in Windows 10. You can talk to Cortana like she is a real person and she will answer back, provide information you request, make appointments and reminders, and even tell jokes. It is a brilliant feature that is not only useful, it's fun too.

Cortana is a feature of the search box next to the Start button to the left of the taskbar. Click in this box and type in something you want to find on the computer or the internet, and Cortana will display the results in the panel that pops up. You can also talk to Cortana, by clicking the microphone button at the right side of the search box or simply saying "hey, Cortana." Cortana then starts listening and interpreting what you say.

The best way to get to know Cortana is to spend some time talking to her. Ask her whatever you want and see what she says.

"You can talk to Cortana like she is a real person"

Explore Cortana's settings

Choose the Cortana features you want

Is Cortana listening?
Cortana can listen all the time and this enables you to simply say "hey, Cortana" whenever you want to ask her a question or set a reminder

Search and mic
If "hey, Cortana" is switched off, you must click the microphone icon to speak to Cortana. You can also type in your questions

The menu
These buttons provide access to Cortana's features. Click the second one down and then click Settings to customise the way that Cortana works

She's all mine
Cortana can respond to anyone or just you. Select 'To me' below 'Respond' and then train Cortana to recognise your voice and no one else's

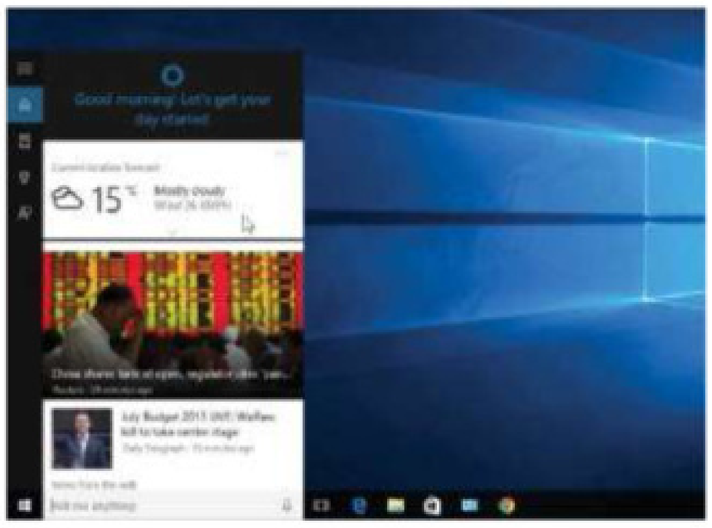


Voice recognition
Voice recognition technologies have been in Windows for some time, but Cortana takes it to a new level. With little or no training, it can tell what you are saying and respond with actions and information. It is amazing.



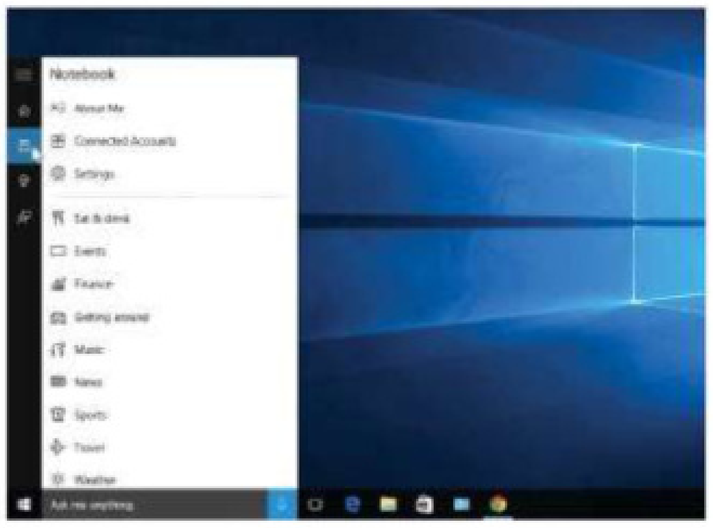
01: Welcome to Cortana

Cortana sometimes pops up and asks what she can do for you. She listens to what you say and you can type in questions.



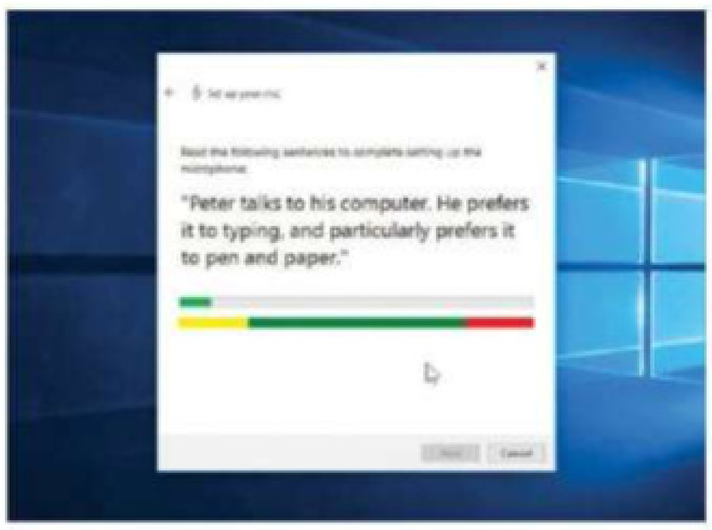
02: Cortana's suggestions

Here is another of Cortana's attempts to start a conversation. There is a weather forecast and some of the latest news stories.



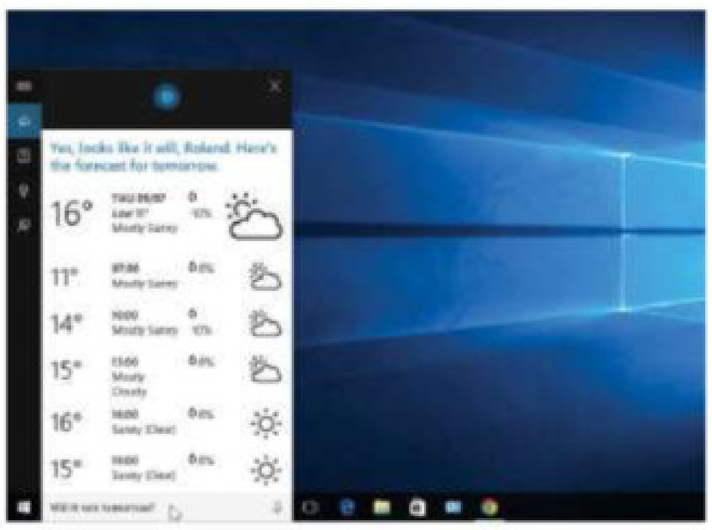
03: View the menu

Click the notebook icon on the left to display a list of topics. Clicking them enables you to turn them on or off.



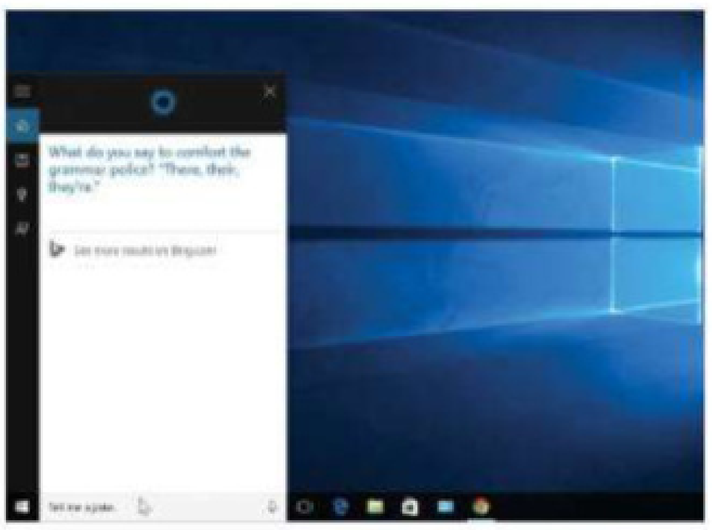
04: Train Cortana

Cortana is very good at recognising what you say, but the first time you talk to her you may be asked to read this sentence.



05: Ask a question

If you want to know what the weather will be like tomorrow, just ask a question like: "Hey Cortana, will it rain tomorrow?"



06: Jokes and more

Experiment with Cortana by asking a variety of questions. For example, you can ask Cortana to tell you a joke.



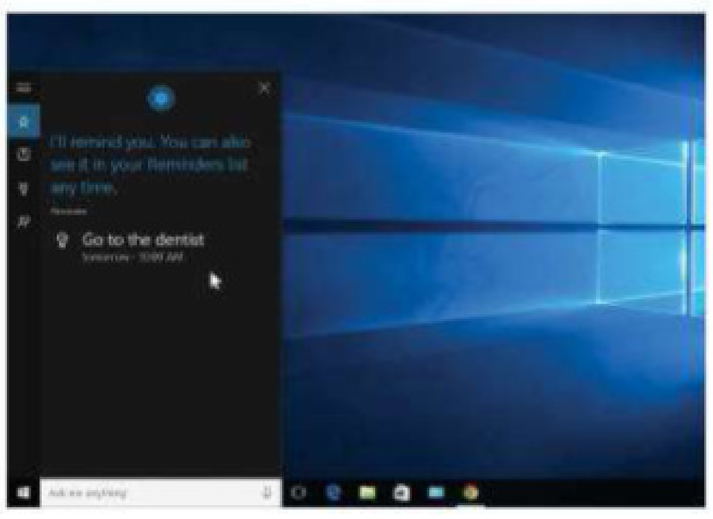
07: Add a reminder

Here is a more serious use. Ask Cortana to remind you to go to the dentist tomorrow or any other event.



08: Speak the time

Cortana will ask you what time the appointment is and you can say 10am, 2.30pm, or whatever the time is.



09: Confirm the event

Cortana will ask if the event and time is correct and whether she should remind you. Just say "yes" and it's done.

Use voice search with Cortana

Cortana can fetch information and perform web searches for you. All you need to do is ask

Cortana is a new personal assistant that is built into Windows 10 and it can make executing actions and finding information much easier than it used to be with previous versions of Windows. It is able to recognise your voice and interpret what you are saying, then fetch information, open web browsers and display search results.

When you ask Cortana for information, sometimes the results are displayed within the Cortana panel itself. With other questions Cortana will open a web browser window to show search results from Bing. Cortana may even open a special window to show search results. What you see will depend on the question you ask and the information you want to know.

It can be quite entertaining using Cortana for the first time and you should try asking her lots of different questions to get a feel for how this feature works. There are some examples here showing how Cortana can be put to use, but there are many more ways in which she can be useful. Just ask and Cortana will reply or show you web search results with the answers you seek.

"It can be quite entertaining using Cortana for the first time"

Find information with Cortana

Ask Cortana anything and she'll respond

Go to Bing
If you do not see the information you are looking for, or if you want more detailed information, click this link to go to the Bing website

Hey, Cortana!
To perform a search, say "Hey, Cortana!" or click the microphone. The results of voice are different to the results shown when you type a question

View the results
Cortana was asked about share prices and has responded by displaying the current price, a chart and other useful information. It's a neat display

Track information
The results of this search will change over time and Cortana has provided a link to stay updated with this information. It is another great feature

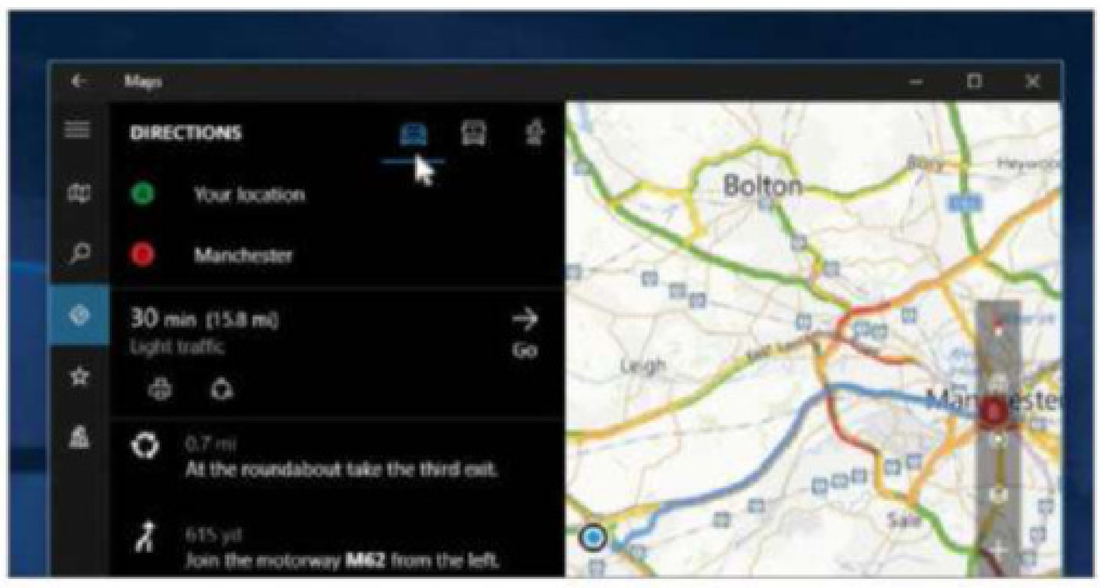


Cortana settings
Bing is used to provide the results for many of the searches and you can customise the results. Click the Notebook icon on the left-hand side and then click Settings. Scroll down to the bottom for the Bing options like SafeSearch.



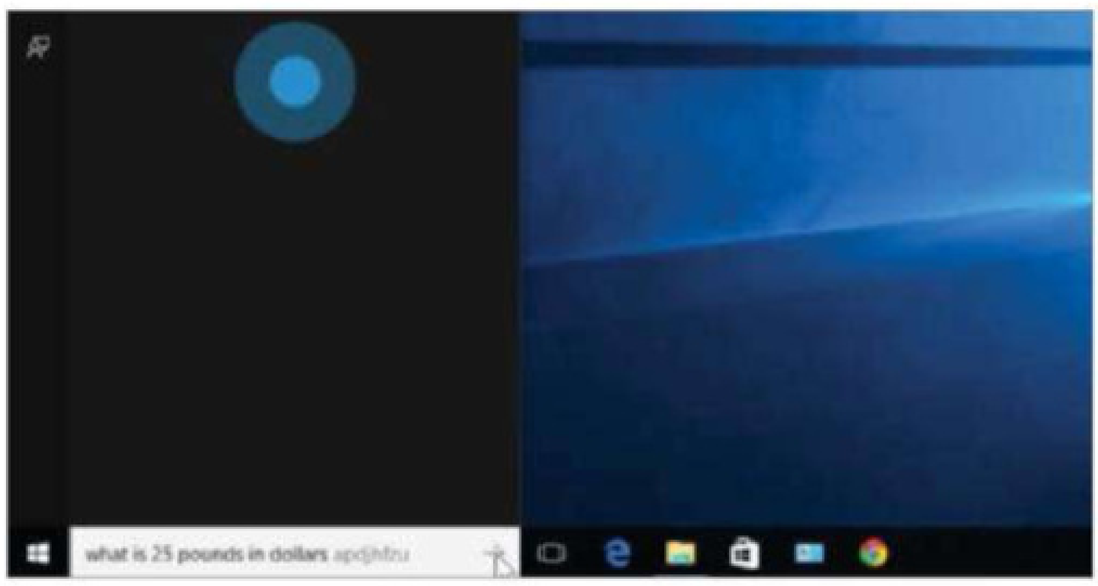
01: Get directions

If you want to go somewhere, but don't know the route, just ask Cortana. Click the microphone icon and say "Get directions to…"



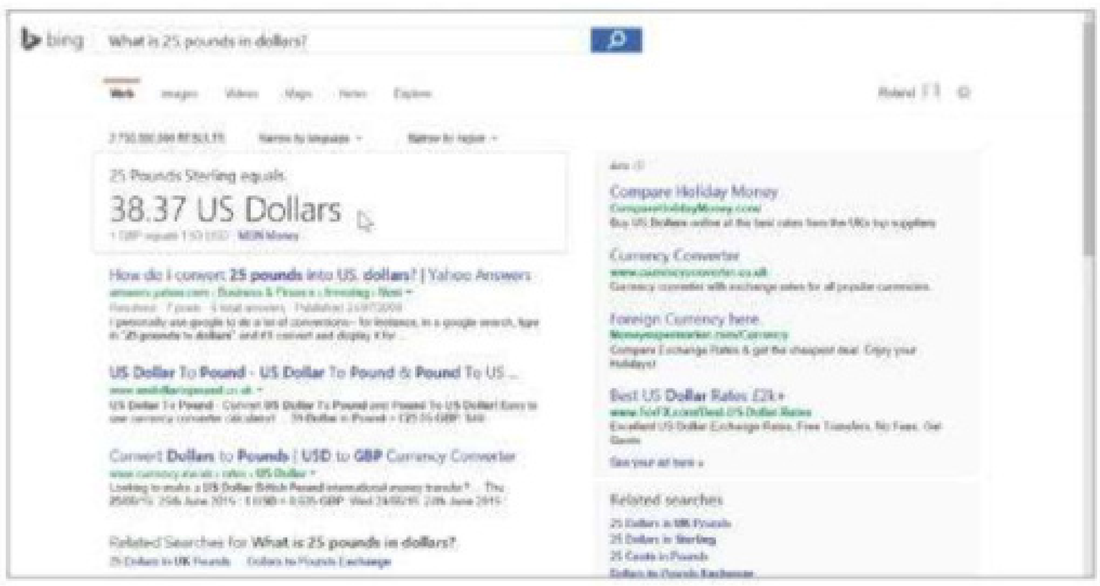
02: View the route

In this case Cortana has opened a separate window on the desktop to display the route directions. Click the car, bus or man (walking).



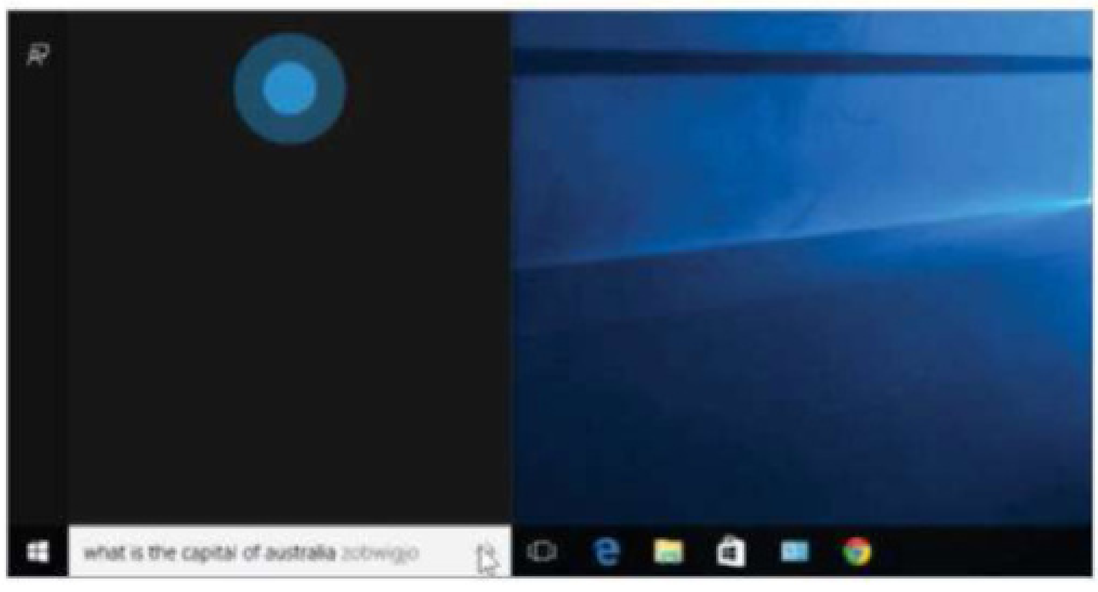
03: Get currency rates

If you are going to be travelling abroad and want to know the current exchange rate, say "Hey, Cortana, what is 25 pounds in…"



04: View Bing search results

In this case Cortana has opened a web browser window and entered the question you asked. You can see the exchange rate.



05: Explore the web

You can explore the web using Cortana and you can ask questions like "Hey, Cortana, what is the capital of Australia?"



06: View information from Bing

Once again, Cortana has passed on the query to Bing and a web browser window opens to show lots of useful information.

Set up and add contacts

We will show you how to use the People App to set up, edit and manage your contacts all in one place on Windows 10

Similar to Windows 8.1, the new Windows 10 operating system provides you with an old favourite in the form of a People app, the main source for adding or managing your contacts. A contact could include an email address, phone number, birthday and work/home address.

In fact, the People app is more of a team player, as it works with the pre-installed Mail and Calendar apps (covered on pages 76 and 80). So you shouldn't be surprised if you launch the People app and discover it has found your Mail account (and possibly others) and populated the interface with contacts already. This is not a bad thing, as importing contacts is a real time saver. This is something we will quickly showcase in the guide, but check out the Mail app guide on page 76 for additional tips on how to add an account.

However, for the most part we will show you how to add contacts, edit existing ones and manage the interface. Please note the guide may differ to your machine, as our example has the account set up. We will assume you have added an account, as the app requires one to save default contacts.

"Importing contacts from other accounts is a real time saver"

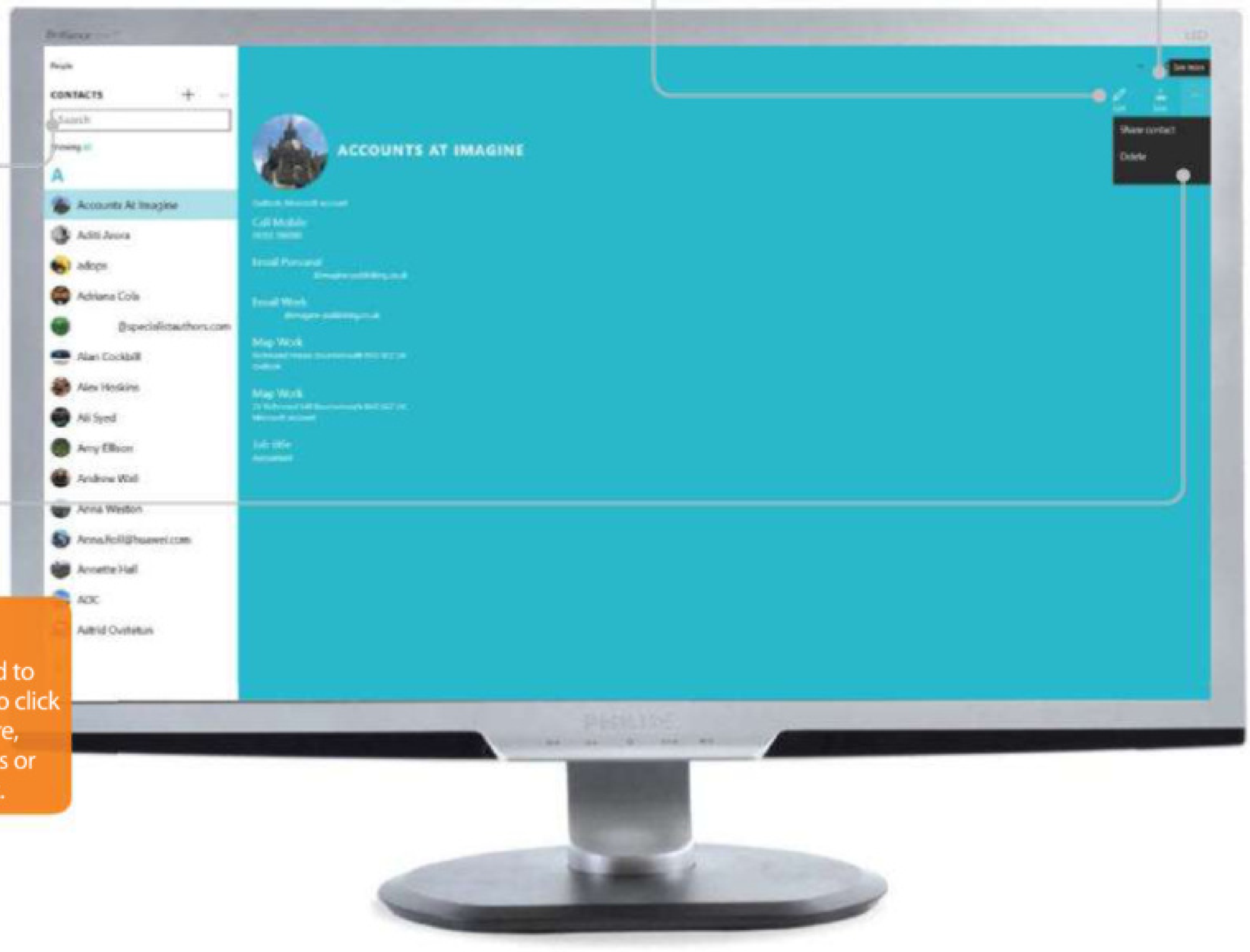
Managing your contacts

All your contacts will be listed in an intuitive interface

Editing contacts
If you make a mistake or decide that the imported contacts are messy, you can edit these by selecting the contact and choosing the pencil symbol at the top

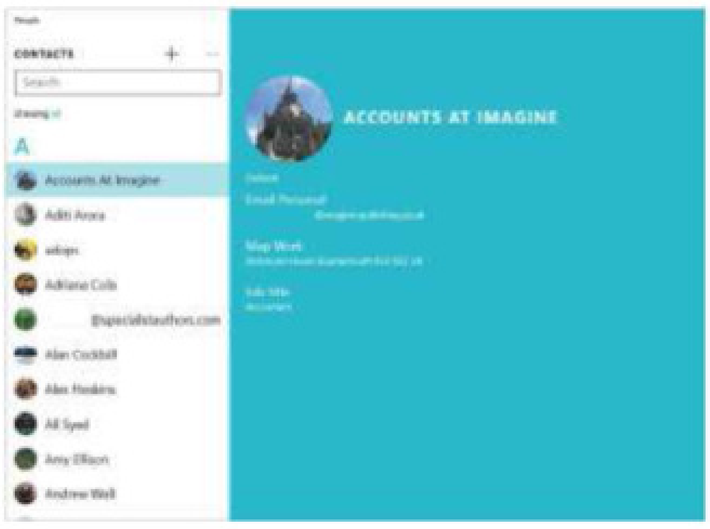
Linking contacts
Once a contact has been selected, you can use the link icon at the top of the page to join two contact profiles together

Search contacts
By default, the People app will list any contacts from your linked accounts. You can use the search box or click on the header letter, eg 'A', to find the contact you want



Share/delete contacts
You can also share/delete your contact via the '…' option. Sharing depends on the apps you have installed on your computer

Utilising the contact Info
Depending on what information is added to the contact, you can use the front page to click on options from the right pane. From here, you can launch a Map view of the address or compose an email directly to the contact.



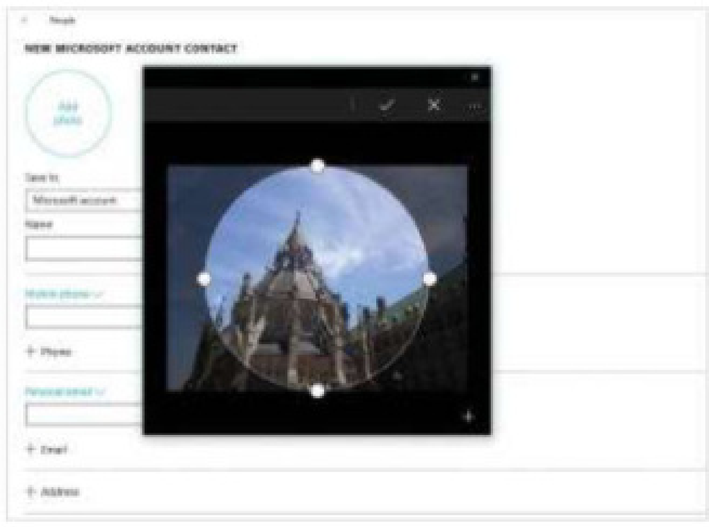
01: Manually add contacts

On the main interface, click the '+' icon at the top. Note: If you need to choose an account, for now choose your Microsoft account.



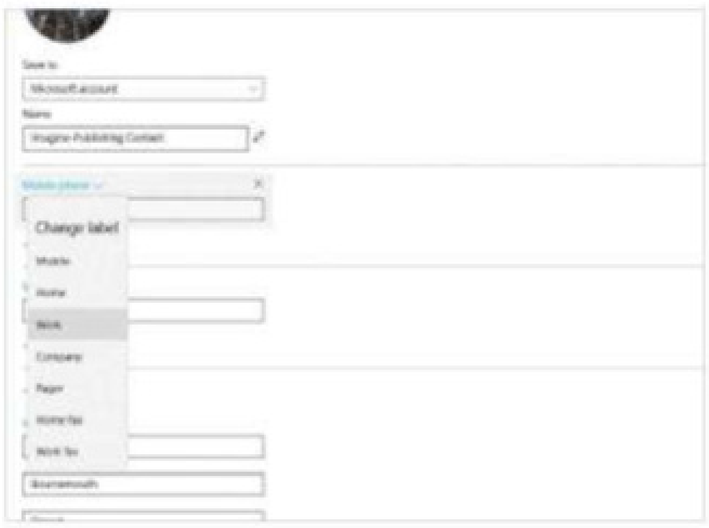
02: Add a photo

From the resulting page, click Add Photo and then browse your Photos app for a suitable image using the left icon options.



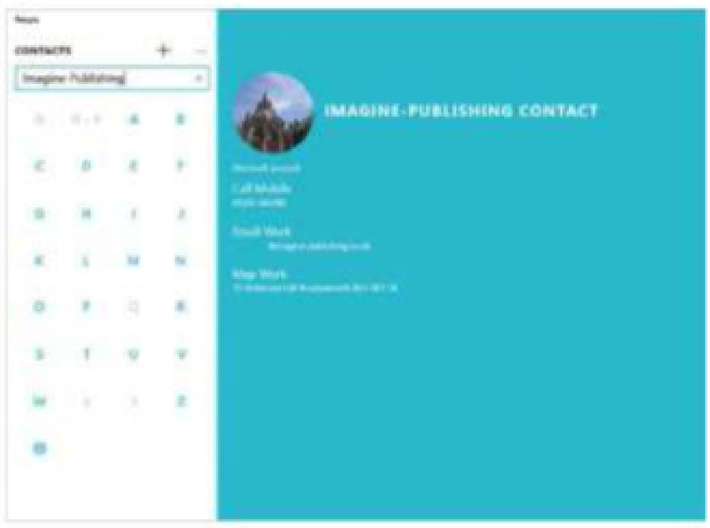
03: Crop and save

Now select the image and with your mouse re-size the picture to suit and click on the tick icon to finish.



04: Drop-down boxes

Fill in the contact details. You can click on the drop-down options next to Phone, Email and Addresses to fine-tune proceedings.



05: Find contact

Once finished, click the Save icon at the top. Now you can use the Search box or select a category letter to help find the contact.



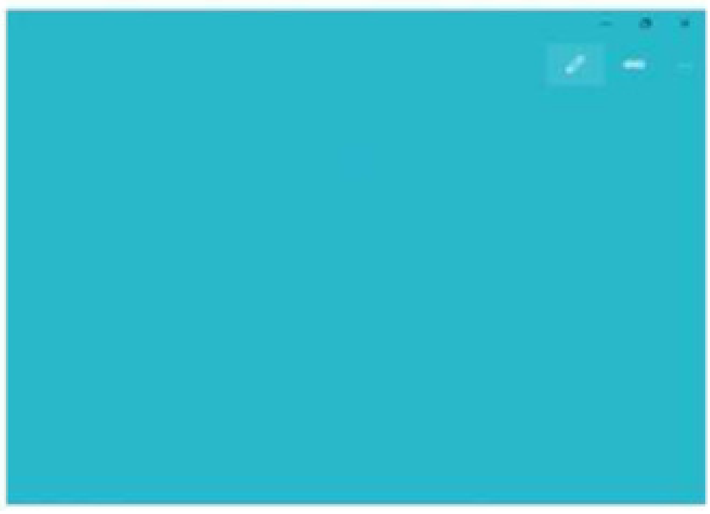
06: Import contacts

Click on the '…' icon in the top left and choose Settings. From here select the option Add An Account.



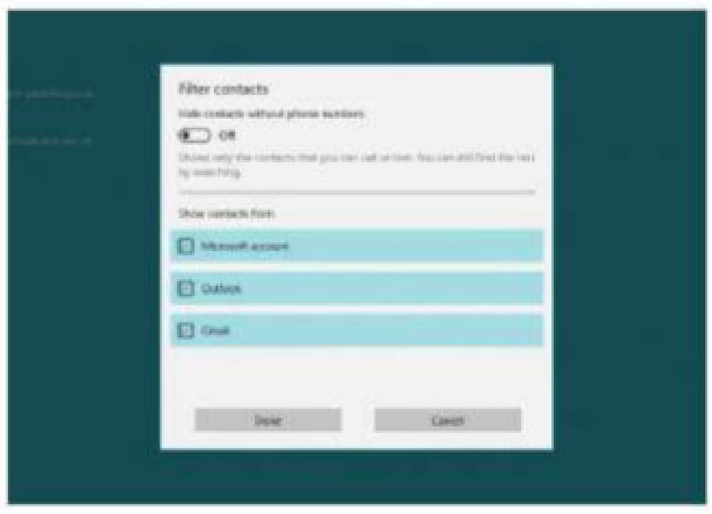
07: Import Google account

For arguments sake, select Google from the list. After keying in your username/password, scroll to the base to Accept the connection.



08: Edit imported contact

Click Done and select the top back button. Once contacts are imported, you can select one and use the pencil icon to edit it.



09: Filter accounts

From the main interface, click the Showing All option at the top and from here you will be able to filter which accounts are shown.

Set up an email account

This guide showcases how to set up an email account using the default Windows 10 Mail app

With the launch of Windows 10, Microsoft's aim has been to have universal apps that work across multiple devices. One of the apps that supports this is the Mail app. So if you own a smartphone running Windows 10, then changes made in Mail on one platform will appear on the other and vice versa.

Mail works in tandem with the People and Calendar app (for contact info and events). This is why when you first load the Mail app it may already list any accounts you have set up previously, eg from the People app (page 74). It will almost certainly also list the Microsoft account that you used when you set up Windows or created an online account to access the Store (page 96).

For now though, we will guide you in how to add a new Gmail account (as an example) to the app, as one that is separate from your primary Microsoft account.

The guide on page 78 will show you how to send emails. Note you will need your account username/passwords or possibly additional information to set up this account. If you are stuck, please ask your Internet Service Provider.

"Mail works in tandem with the People and Calendar app"

Mail Interface

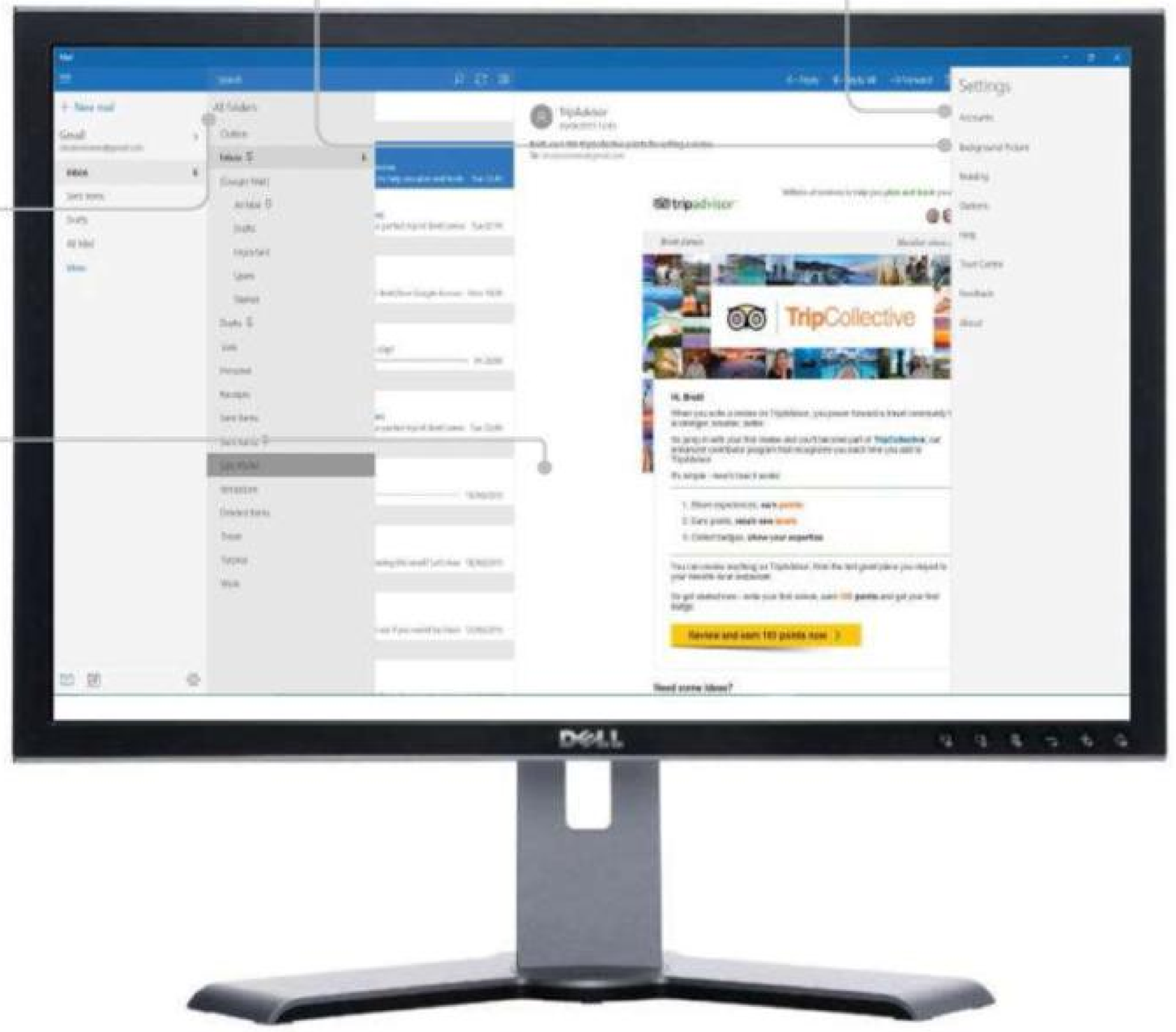
See all your emails in one place in the Mail app

Customise your background
Via the settings icon in the bottom-left corner, you can customise the background of your Mail app to add a personal touch

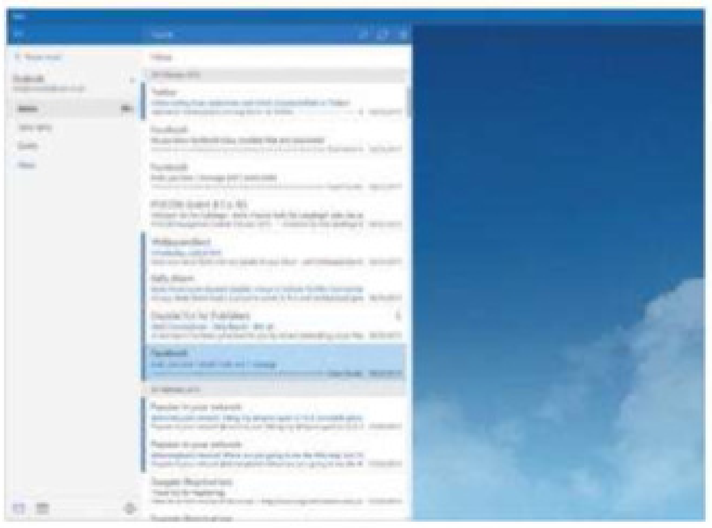
Adding accounts
The settings icon is also where you can add additional accounts to the Mail app. These added accounts can then be managed from one central source

Accessing your folders
If you have added an IMAP email account (such as Gmail) then you can use the 'More' icon to view additional folders attached to the email content

Viewing your emails
Just like any modern email client, the Mail app will list your emails on the left and the contents can then be opened and viewed in the right reading pane

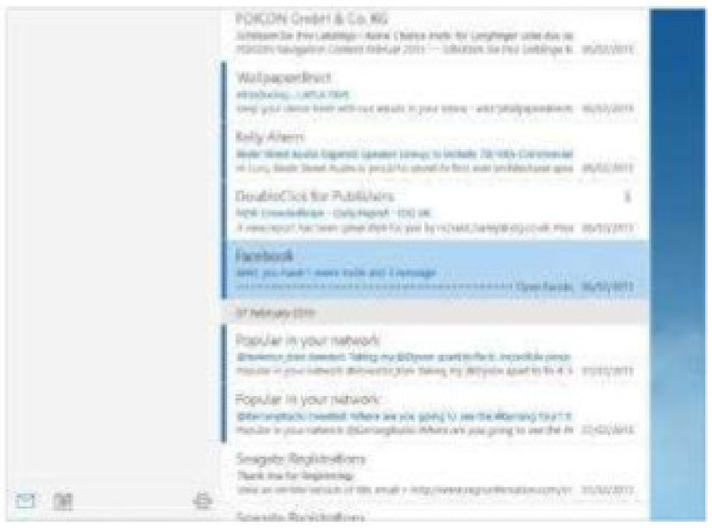


Pin to Start
Another useful feature of the Mail app is that it allows you to attach folders to the Start button. For example, you can right click the Inbox and choose 'Pin to Start'. You will then be able to access it by selecting the icon from the Start menu.



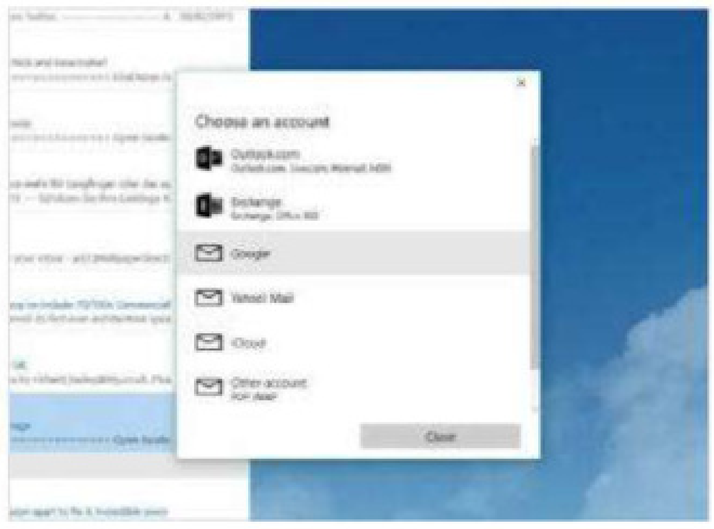
01: Ready to go?

When you first launch the Mail app, it will list any accounts that can be used. Click 'Ready to Go' and head to the main interface.



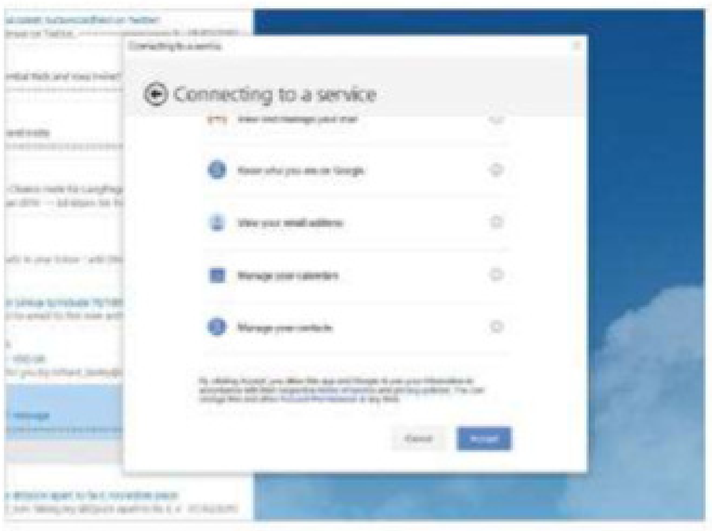
02: Adding an account

From the main Inbox, select the Settings cog in the bottom-left corner, and then from the right menu choose Accounts.



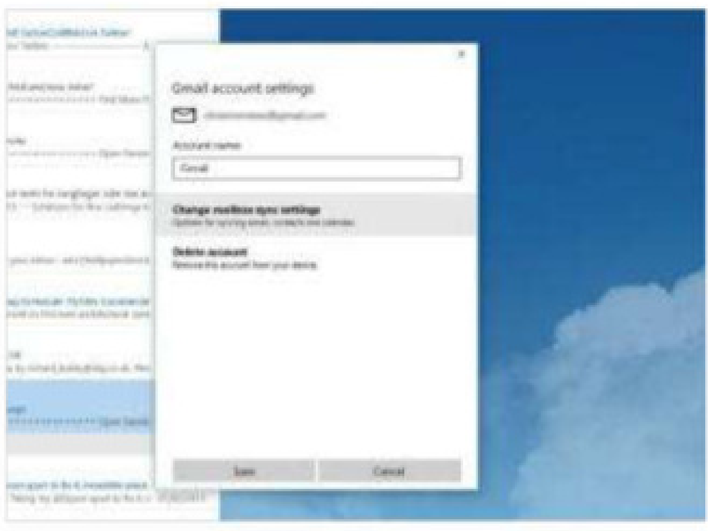
03: Making a choice

Select Add Account, and from the resulting list choose Google. When prompted, enter your email address.



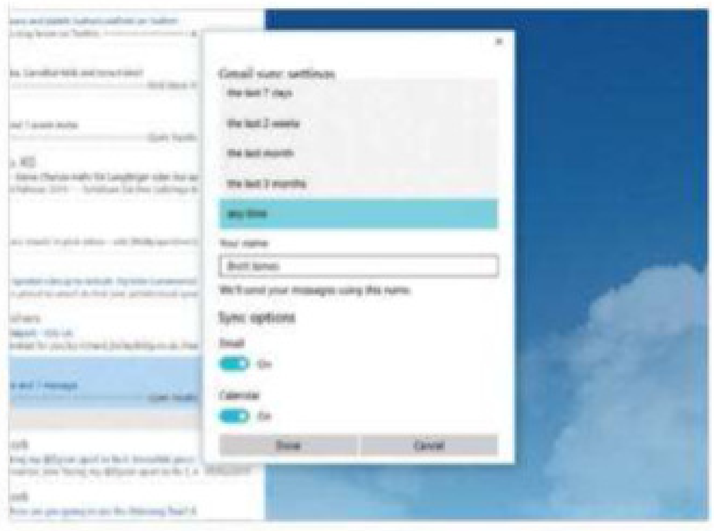
04: Enter password

After clicking Next, enter your password and Sign In. Then scroll to the bottom and choose Accept to authorise the account.



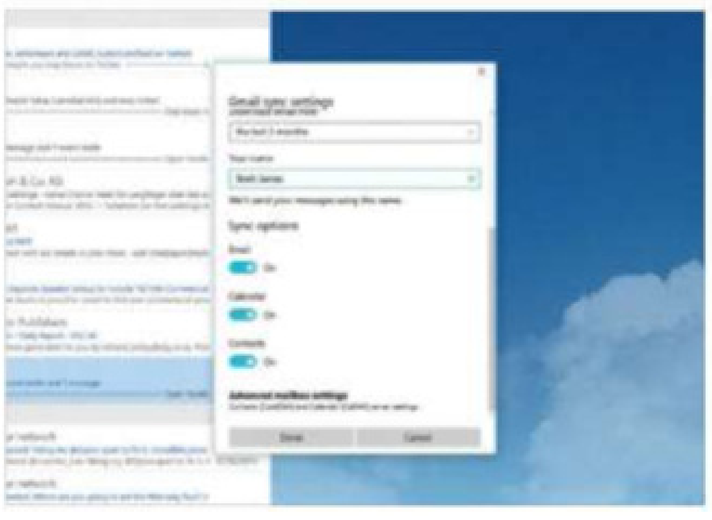
05: Change sync settings

When it's connected, click Done and select your newly created account. Then choose 'Change mailbox sync settings'.



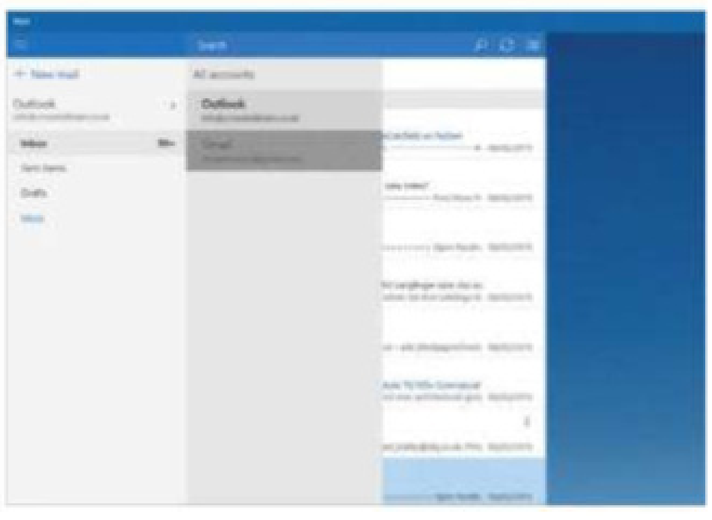
06: Control downloads

Select the drop-down next to 'Download email from'. This allows you to control how many emails are sent to the app.



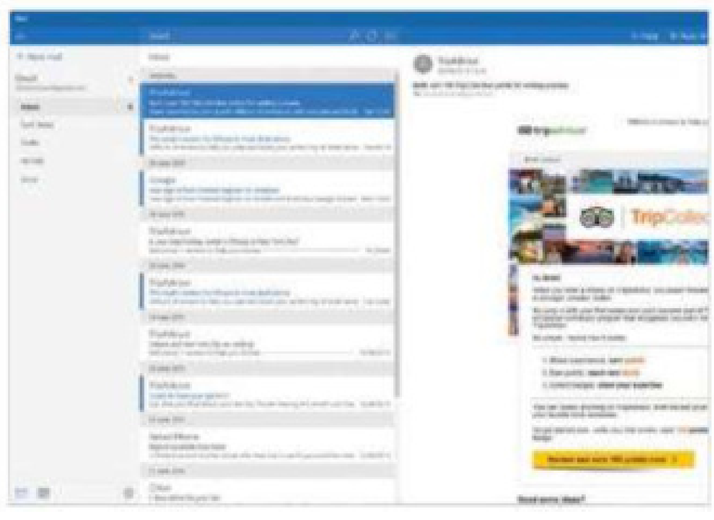
07: Customise features

You can also customise your name and toggle to sync your contacts and calendar. Click on Done and then Save to finish.



08: Switch your account

At the Inbox, select the primary account (in this case Outlook) via the top left corner and choose the Gmail account to view emails.



09: Select an email to view

With the account switched, you can select an email. This will then allow you to view the contents in the right-hand pane.

Send an email with attachments

Now that you have your Mail account set up, we will guide you in how to send emails with attachments

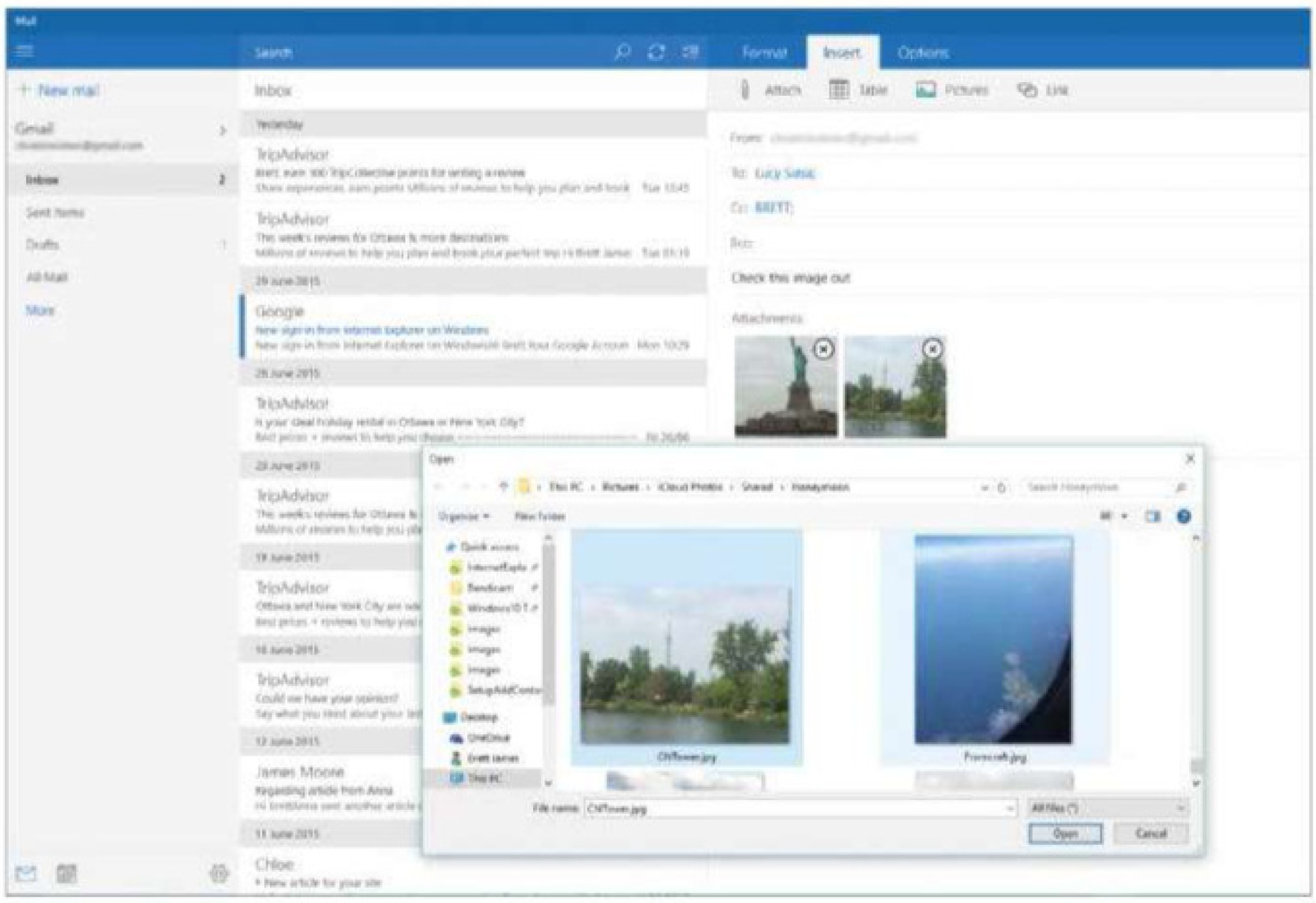
In our previous guide on page 76 we showcased how to set up an Email account. In particular, we demonstrated the ease in which you could attach a Google account so you could view existing emails.

While we did not cover a lot of the interface's features per-say this guide aims to address some of the omissions with a look at how to send emails with attachments.

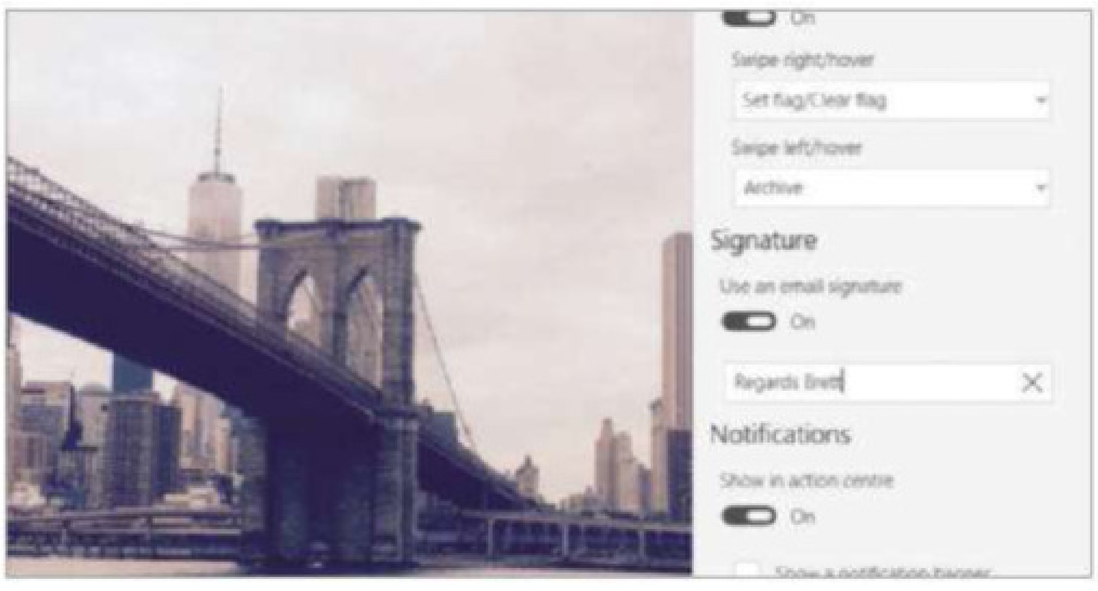
By attachments we mean documents (one's that you may have created in Microsoft Word), photos (your favourite images) or even PDF's (Adobe). Attaching the additional content to an email can be a great way to enhance communication with the recipient.

Additionally we will also take a look at how to customise your email signature ie the signature that goes at the base of the email (by default this is set to 'Sent from Mail for Windows 10').

The interface works like most email clients so you should not have any problems following this guide or adapting it to your own needs. Additionally, if you know how Microsoft Office works you can also apply similar formatting techniques to add font changes to the text – check out the box-out for some tips.

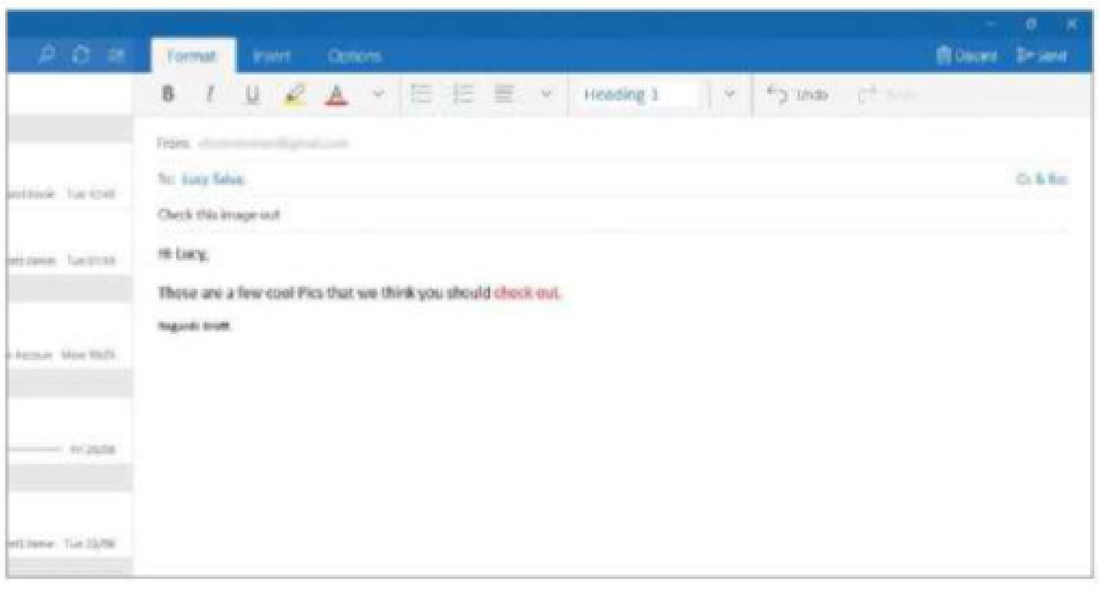


"Attaching additional content can be a great way to enhance communication"



01: Customise your signature

With the email account open click on the Settings icon via the bottom-left corner and choose Options from the right pane. Look for the signature field box and remove the contents and add your own custom signature. Once finished, click the back icon at the top-right.



02: Compose your email

Back at the main interface, click on the + New Mail icon to compose your email. Enter the recipients address in the To section and underneath add a subject. In the body section key in additional comments. Once this is done select the Insert menu at the top.

New Mail Interface

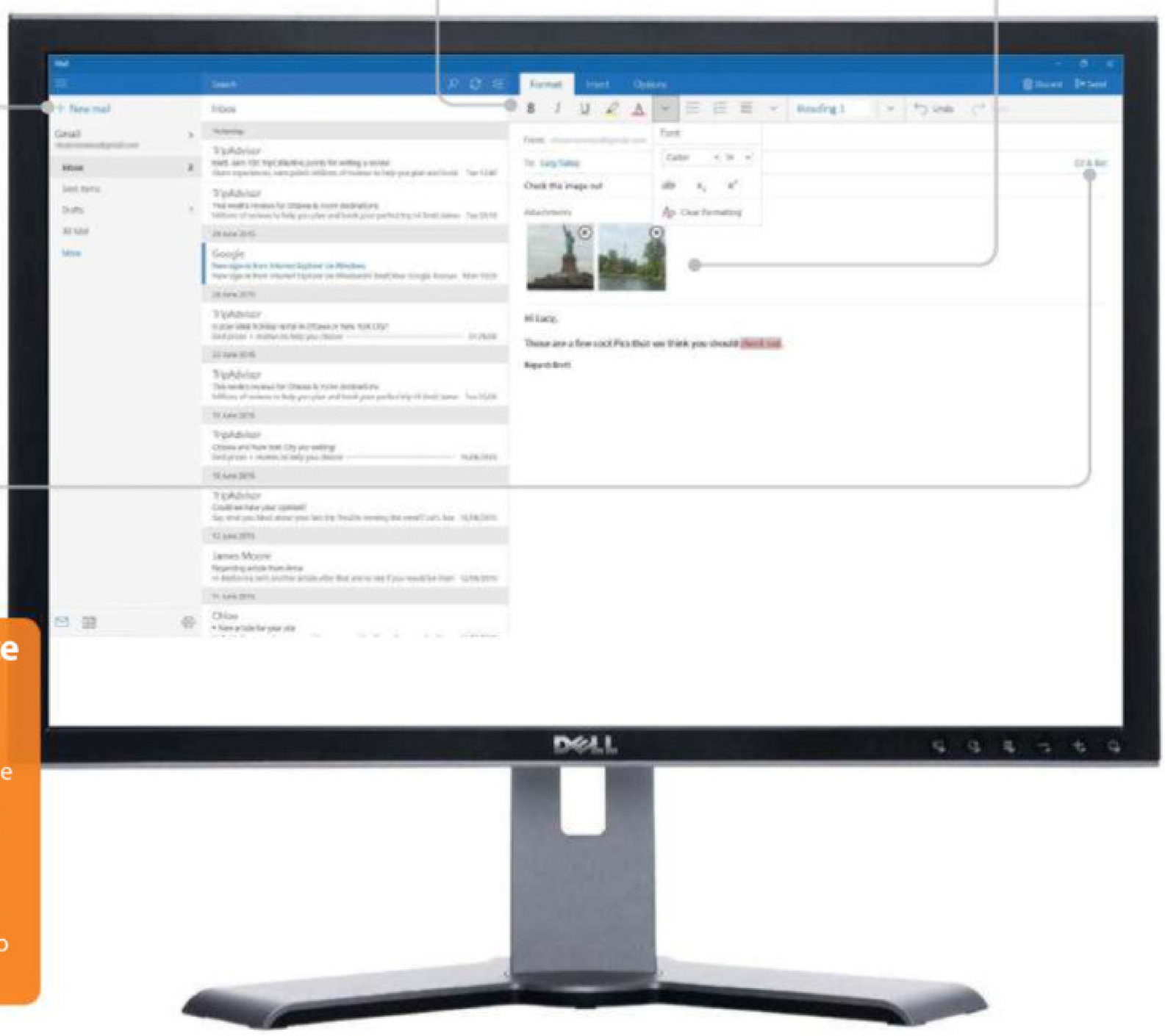
Composing/Attaching files via the Mail App

Add formatting
Just like Microsoft Office products you can add additional formatting to your emails. Just select your text and use the Format and drop down tabs to suite

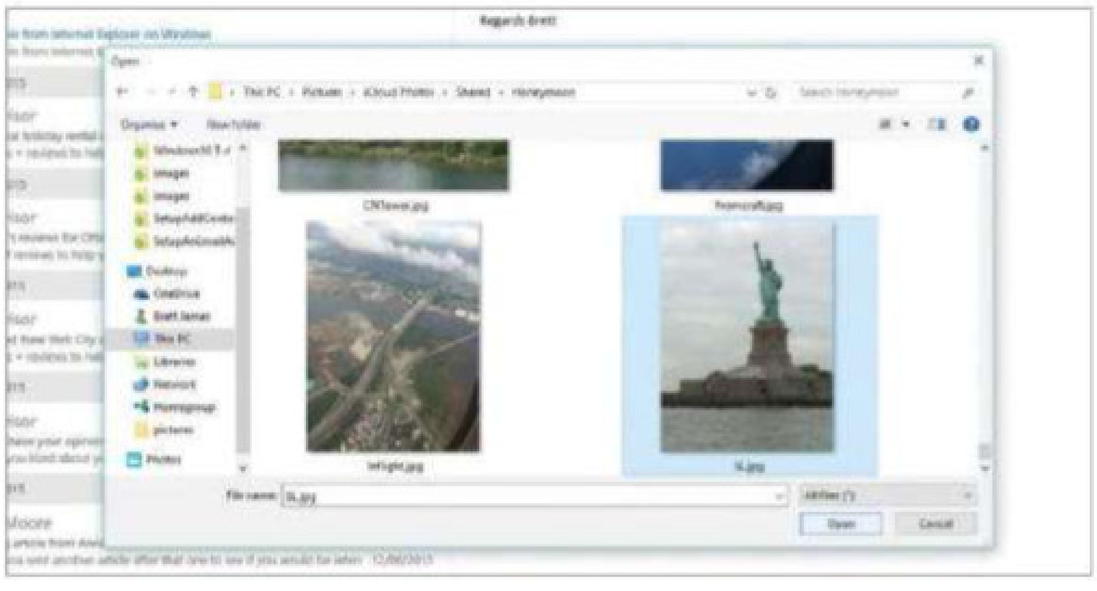
Attach files
All manner of files can be attached to an email such as photos, documents and in some cases videos if the files are not too big

The plus icon
You can compose emails quickly using the '+' icon from the Mail app interface. This process is similar to other email clients

Cc & Bcc
Next to the To field box you can select the Cc & Bcc option to add additional recipients. This is a better way to send email to more than one person

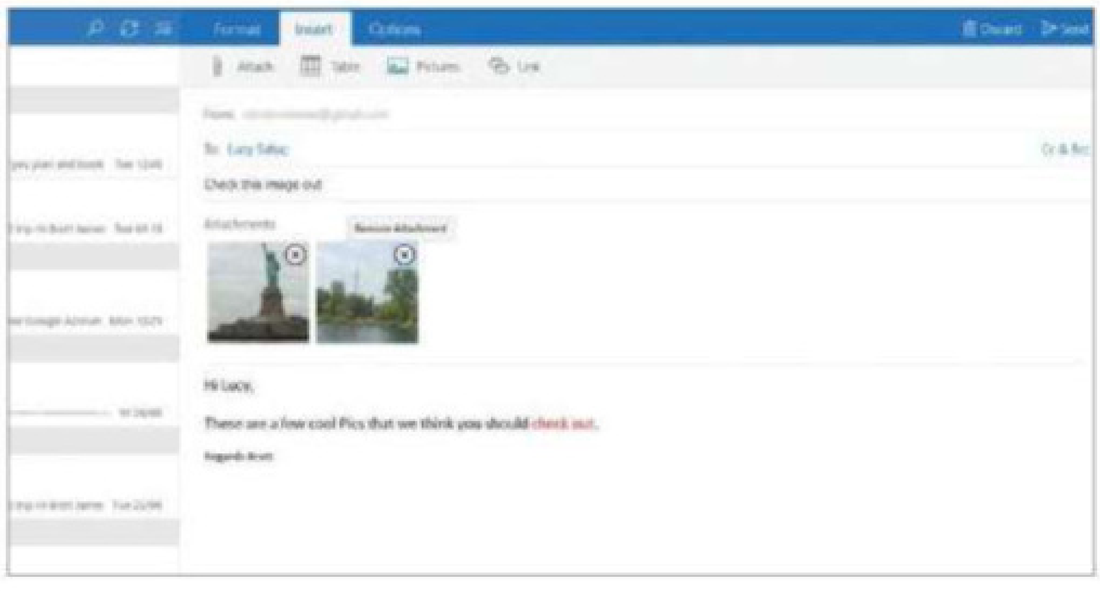


Attaching multiple files at once
In the main tutorial we showed how to attach files, but this was in a single step process i.e. one file at a time. However, just like standard Windows File Explorer functions you can utilise the keyboard/mouse to attach multiple files at once. For example if you hold the keyboard Ctrl key down while you select each file with your mouse you can attach multiple files. Alternatively you can select one file and then press the Shift key and down/up cursor keys to highlight a larger batch!



03: Attach files

From the Insert menu you will need to click on the Attach icon and this will bring up a folder view. Now by using your mouse you need to browse to the location of your files, such as the Pictures folder for photos. When you have found the file you want select it and Open.



04: Send the email

Your email attachment will now appear under the main body and you can either click the X in the corner to remove it or choose Attach once more to add additional files (just repeat Step 3). Once you are ready click the Send icon via the top right to finish.

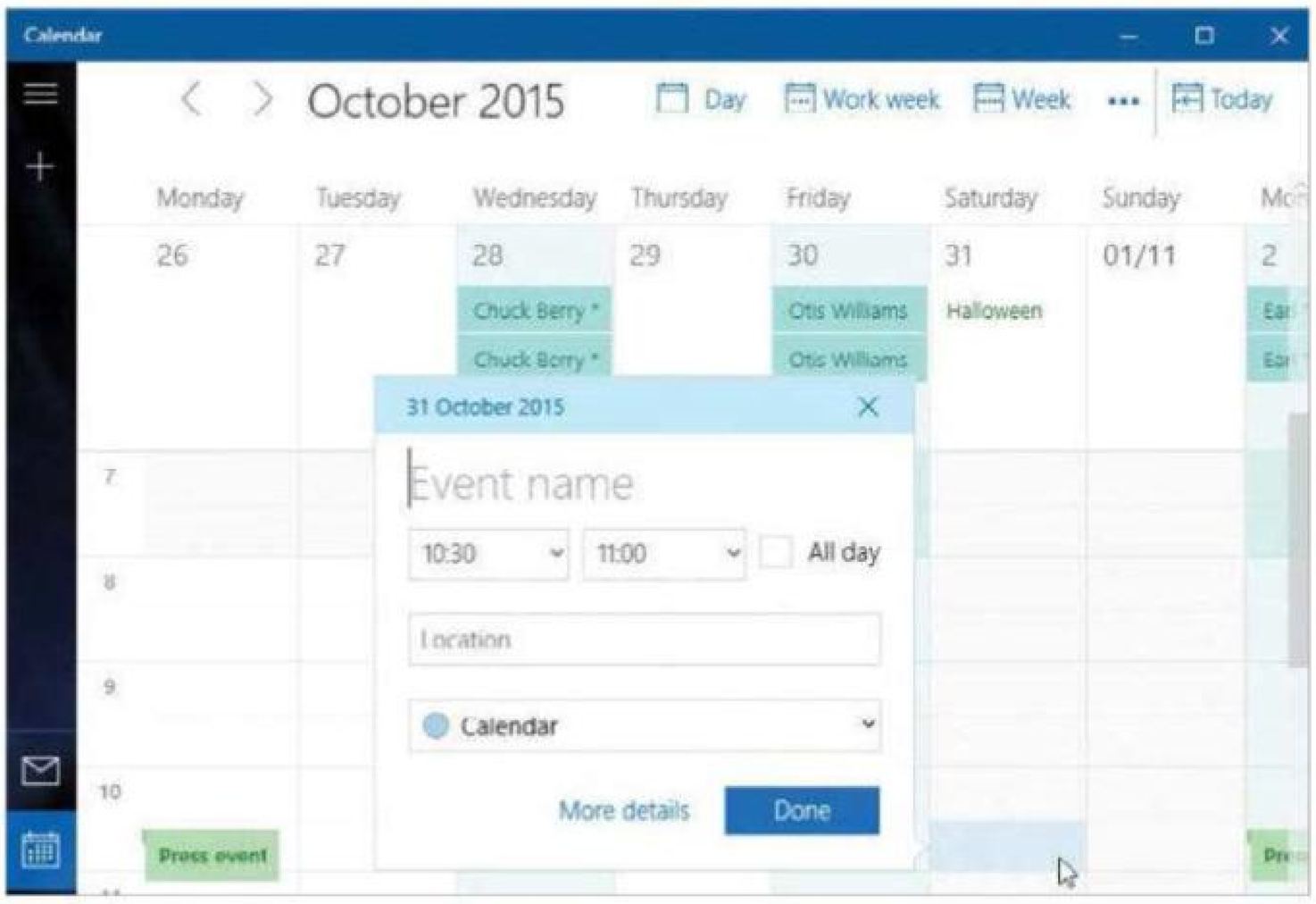
Look at the features of the Calendar app

The Windows 10 calendar offers a clean, intuitive interface for keeping track of your schedule!

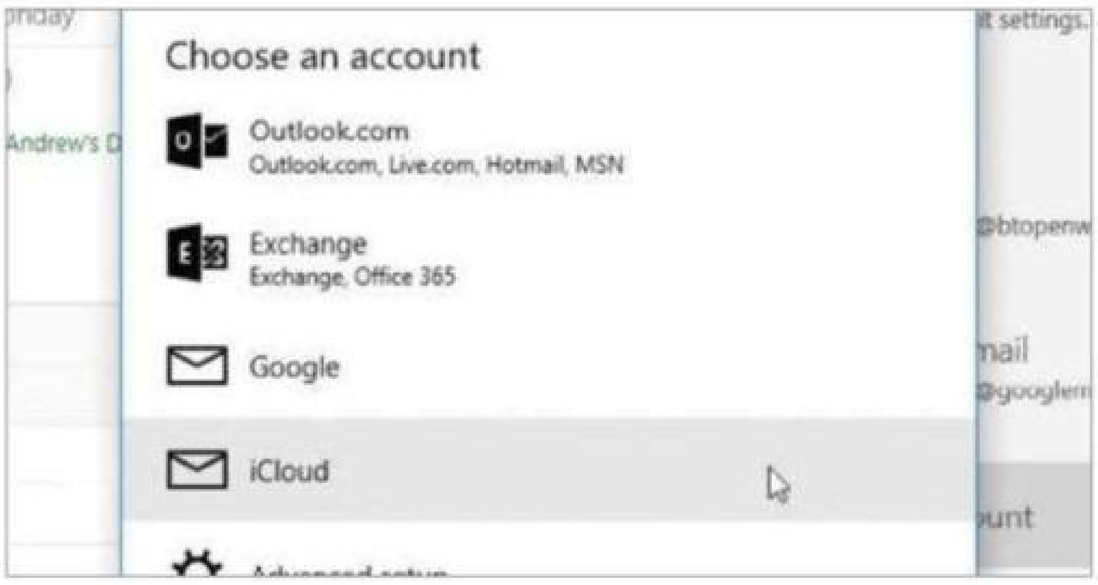
If you have already read the Mail and People app guides then you will be aware that the Calendar app is designed to work alongside them, allowing you to access contacts and email.

In fact the Calendar app even has a shortcut to launch the Mail app directly from the main interface. What this means is that there should be a familiarity with how you use the app, especially as Windows 10 is designed to filter a common theme through the all of its default apps. It also saves time having to re-input account details if you want to tap into your Google calendar for argument's sake, as when you use the Mail or People app the account will already be available in the Calendar app ready to go.

For this guide we are not going to showcase how to add events, as this is being handled in a separate guide on page 82. Instead what we will be doing is simply giving you an overview of what features you are likely to encounter when you first launch the app itself. This will include the interface, some of the settings options and some of the key icons that can be used to maximise the effectiveness of the app. Let's get started.



"The Calendar app provides a quick way to switch between your views"



01: Add an account

When you first launch the app you are given the option to add an account. This could be a Microsoft account or you could use your iCloud Calendar. However, to save time note how the app has pulled over the accounts we set up previously in the other tutorials.



02: Adjust the layout

Click 'Ready to go' to access the main interface. You will now see on the far left your monthly snapshot and beneath this all the calendars pulled from your account(s). On the right you'll find the events. You can manipulate the view by selecting one of the tabs.

Calendar interface

An overview of the Calendar app

Remove the menu
If you click on the menu icon via the top left it will hide the monthly snapshot view and calendar, allowing you to focus on what's important

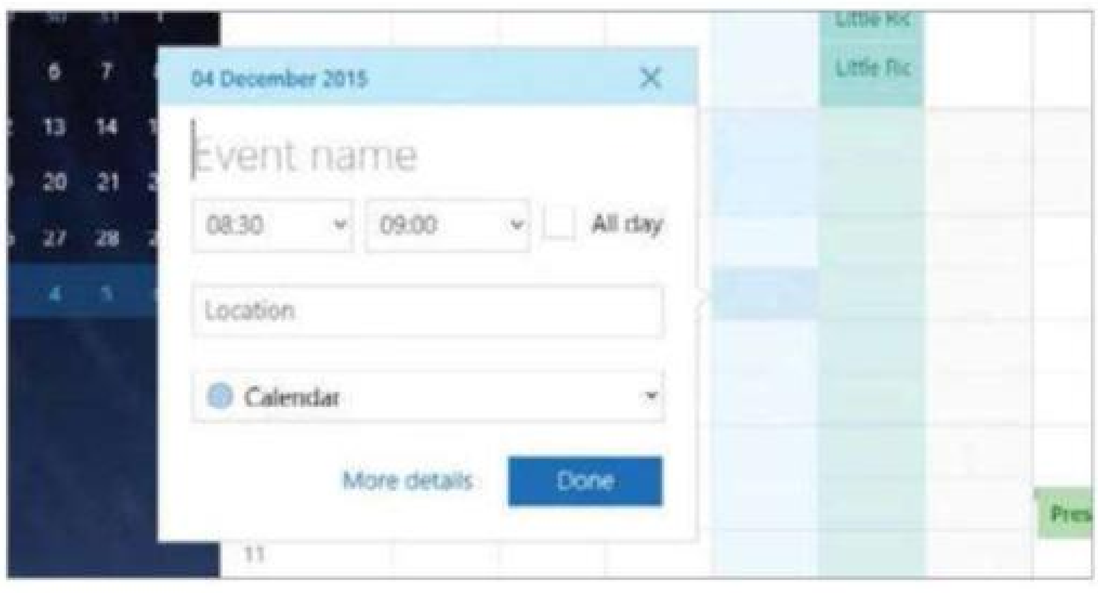
Calendar tabs
The Calendar app provides a quick way to switch between your different views (Day, Month, etc), so you can hone in on what matters

Account event colours
As your calendar starts to fill up there may be multiple events happening, but thankfully each account has its own colour so you know which account it belongs to

Displayed accounts
The Calendar app supports other calendars as well, such as Google and iCloud. You can use the dropdown boxes in the left panel to minimise them or select an account colour box to hide events from view

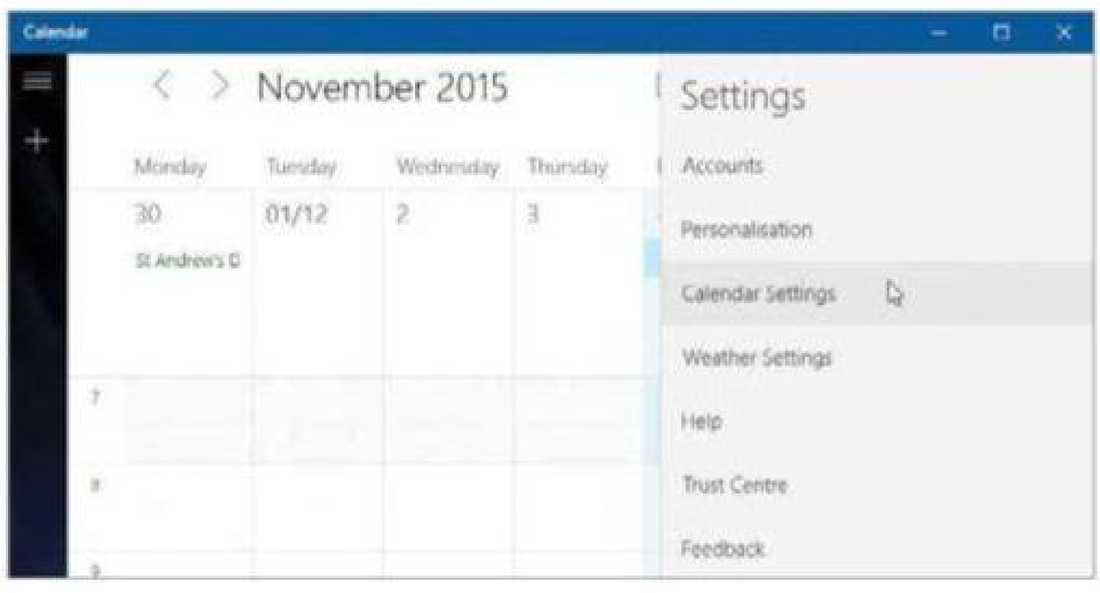


Accessing your mail
As we mentioned earlier the Calendar app integrates with some of the other core apps such as Mail. In fact if you look at the bottom of the interface there is a handy Mail and Calendar icon set. Clicking on the Mail icon will intuitively launch the app in a slightly smaller-sized Window (unless it's been maximised). This allows you to view the emails in your account and then a press of the Calendar icon will switch instantly back to the Calendar app. Windows 10 adds a lot of these intuitive task-switching options!



03: View your events

Use your mouse to scroll through events or hover the cursor over one to get a snapshot of what is inside. You can also select 'More details' for an enlarged view. With multiple calendars you can click on the latter account's colour icon (left panel) to hide/show entries.



04: Change the settings

Click the cog icon at the bottom to access the accounts (to add/remove them) or adjust calendar settings. The latter allows you to set your preferred work week days/time and adjust the event colour brightness. Thus you can use the calendar for business and pleasure!

Storemage.com

Add an event to your Calendar

In this guide we showcase how to add an event to your Windows 10 Calendar

On the previous pages, we took a look at what to expect from the Windows 10 Calendar app. In this guide we take things a step further by showing you how to actually add events to your Calendar app.

What's useful is the events support a number of different account types – for example, you can add events to Google or iCloud. Better still, any events you add will be viewable on other devices that you own, such as smartphones and tablets (as long as they are logged into the same accounts).

Another useful feature that you get when setting up events is the ability to set reminders. The latter will usually pop up before the event takes place.

Additionally you can invite other users to access your events, and this is where it helps if you have set up contacts in your People/Mail app – mainly because the email addresses will be instantly available as you start to type.

All of the above will be shown in the guide below. Please note: in this example we have added several account types already to provide you with the best possible look at how the multi-account events work.

"When creating an event you can also use the 'Repeat' option"

Quick Events

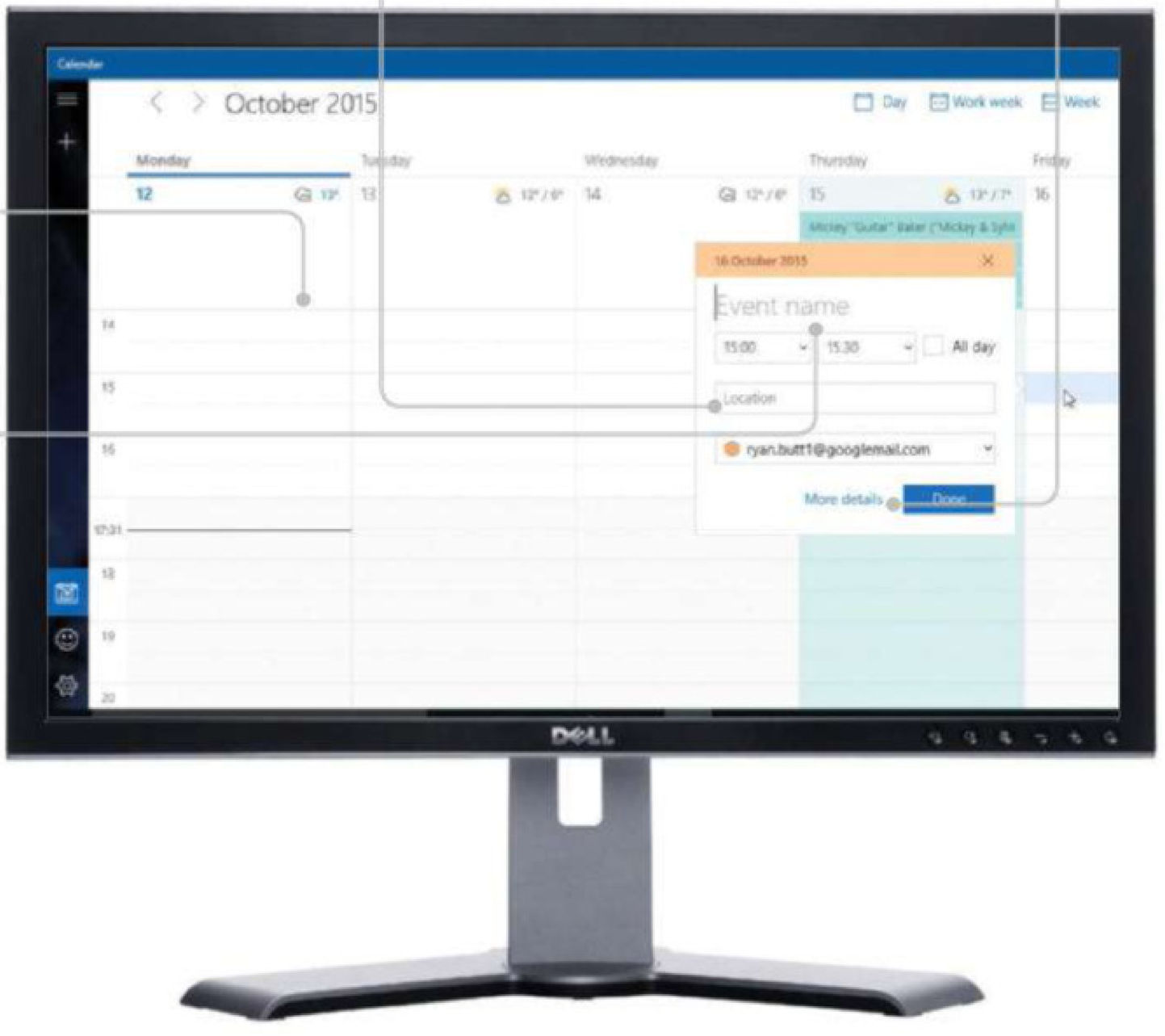
Adding Quick Events to the Calendar

Get invited
If you add an event and invite someone to join they will receive an email taking them to a website. From here they can choose whether to accept the event or not

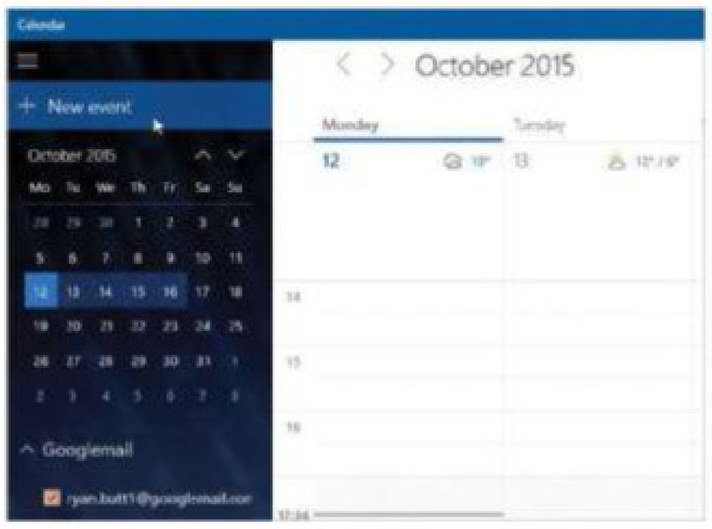
More details
The Quick Event also provides a More Details icon, which allows you to add further information that we showcased in the tutorial

Select your day
As well as using the New Event icon you can also select a day directly from the Calendar to add a Quick Event

Key in info
The Quick Event is a small box that can be used to fill in the event name and start/stop days. Also you can set your preferred account

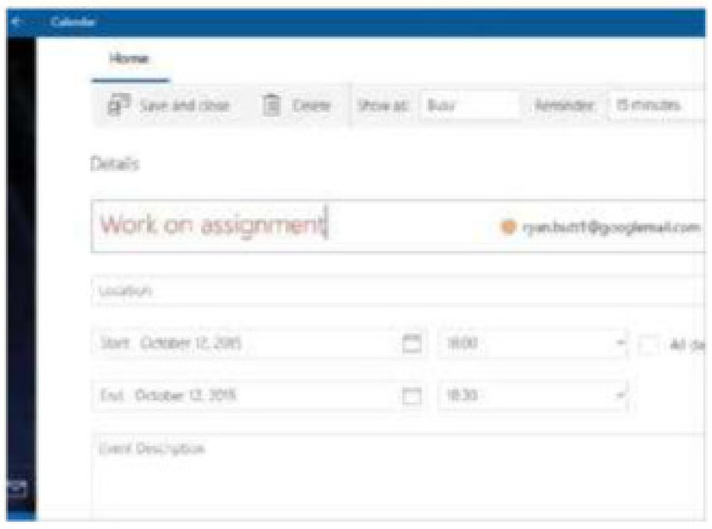


Repeating an event
When creating an event you can also use the Repeat option. This allows you to set which days of the week the event should take place. For example, if you do sports on a particular day this feature will mean you only have to set the event up once!



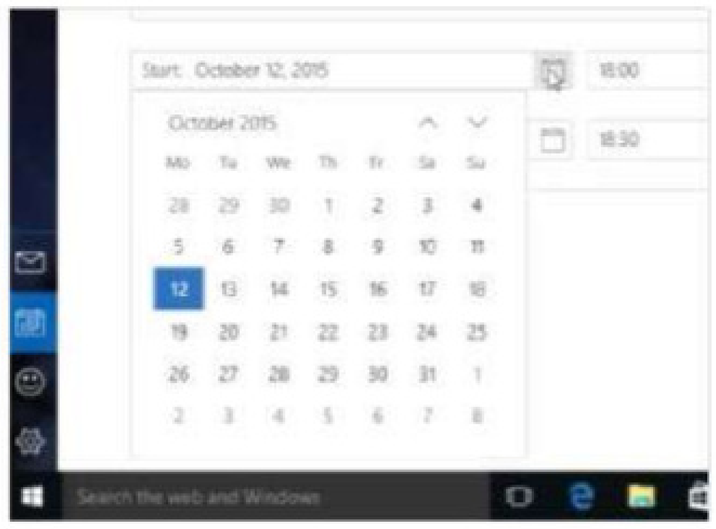
01: New event

Once the Calendar app loads, the quickest way to add an event is to click on the New Event icon at the top-left of the screen.



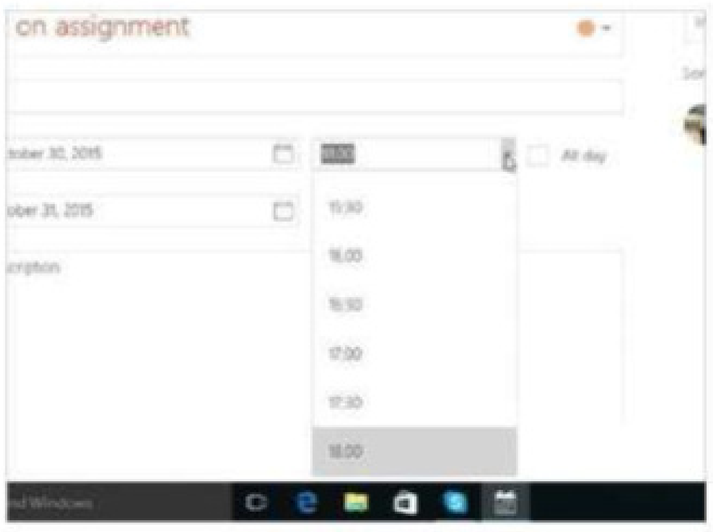
02: Adding Details

Next start by adding a name for your event, such as 'Work on assignment' and then use the space below to key in the location.



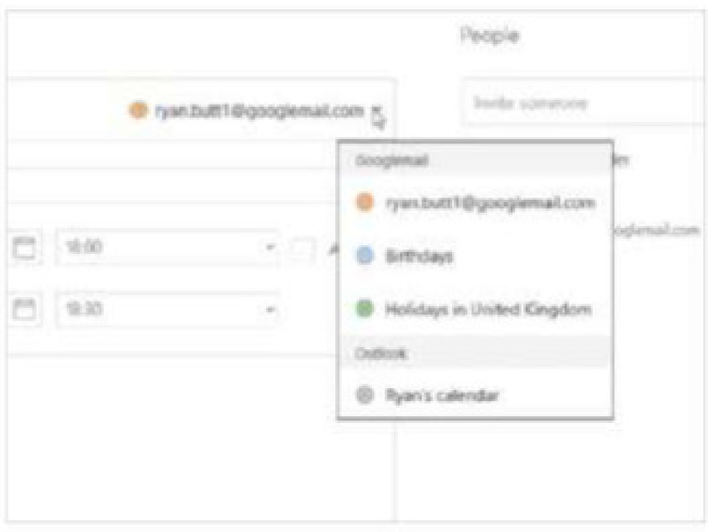
03: Set start & end date

Below the location click on the calendar icon in the date field to pick your preferred start date. Repeat this process for the end date.



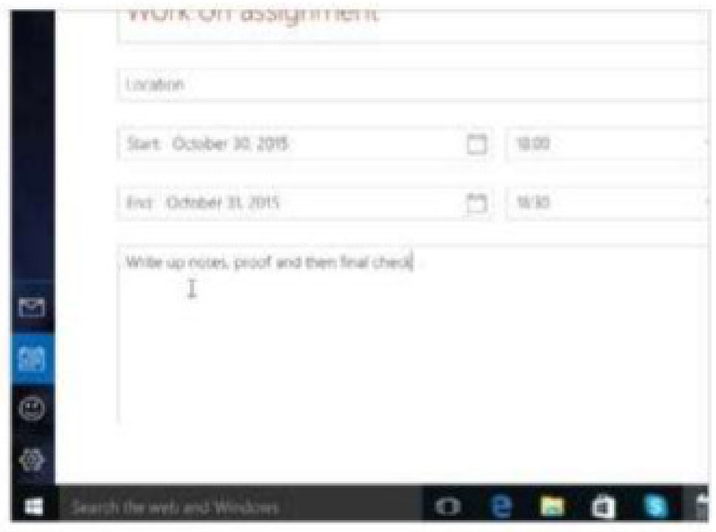
04: Set your time

If the event is not All Day, remove the tick next to the box and click in the start box and use the dropdown to select your time.



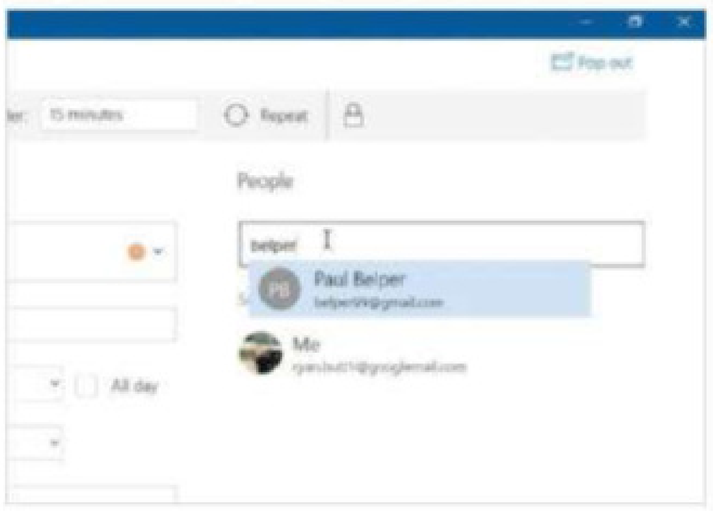
05: Choose your account

Now click on the menu next to the title to pick which account you want the event to be stored in.



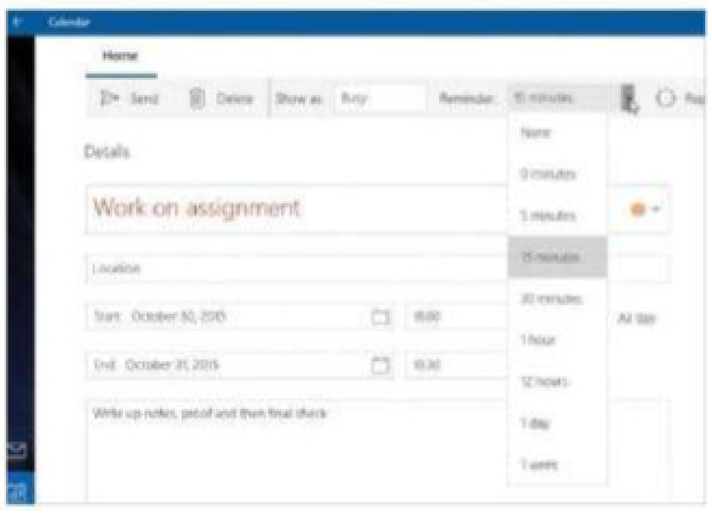
06: Optional: add extras

Select the description field box and type in a description for your event. Once finished, click the field box under the People header.



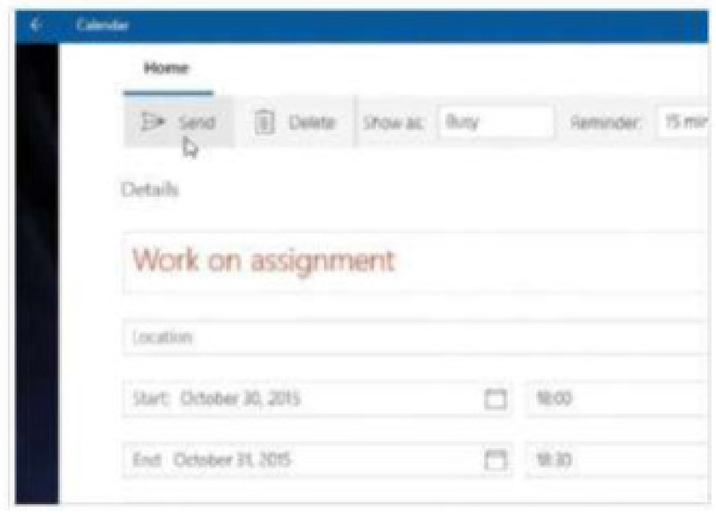
07: Optional: invite others

From here type in an email address for the person you want to share the event with or pick the address from the list.



08: Set status/reminders

Click Show As to set your status or optionally select the Reminders box and use the dropdown to set an event reminder.



09: Saving the Event

Once you have finished click on Send. The event will now appear in the calendar app and the invite(s) will be sent.

Get to know Microsoft Edge

In this guide we will be showcasing what to expect when using Microsoft's latest web browser

Microsoft Edge, or Project Spartan as it used to be known, is technically Microsoft's replacement to Internet Explorer, though the latter is still available to access via the Settings option, which we will cover in the guide.

As web browsers go, Microsoft Edge has a lot to offer. The standout feature has to be its annotation tool, which it calls web notes.

While we will be talking about this on a subsequent guide, web notes allows you to draw on the screen with either your finger (for those blessed with touch-screens) or a mouse.

With the above you can annotate a webpage by pointing to an article headline, or cut pages out to stick in other apps. All of this has large scope for social/business interaction.

Microsoft Edge is also a lot faster than previous versions at rendering web pages, and with features such as a reading list for accessing web content later on, and a reader view for stripping away distracting ads, these are just some of the benefits of the browser.

Again, we talk about these individual features on separate tutorials. For now, this guide is more of an overview of the features and how to access them.



"Cortana has managed to integrate itself into the Edge Browser"



01: Change the start page

When you start Edge, it will usually bring up a splash page, which may not always be appropriate. Click the '…' icon at the top-right corner and head to Settings to choose how the web browser should start. You can also control how tabs should open.



02: Enter a web address

Enter web addresses or carry out a search request via the top URL bar. Press the '+' near the current web page to open a new tab (and enter a new address). Or click the 'x' in the corner to close a tab, or long press it with a left mouse click to drag it to a new position.

Screenmag.com

Working with Edge

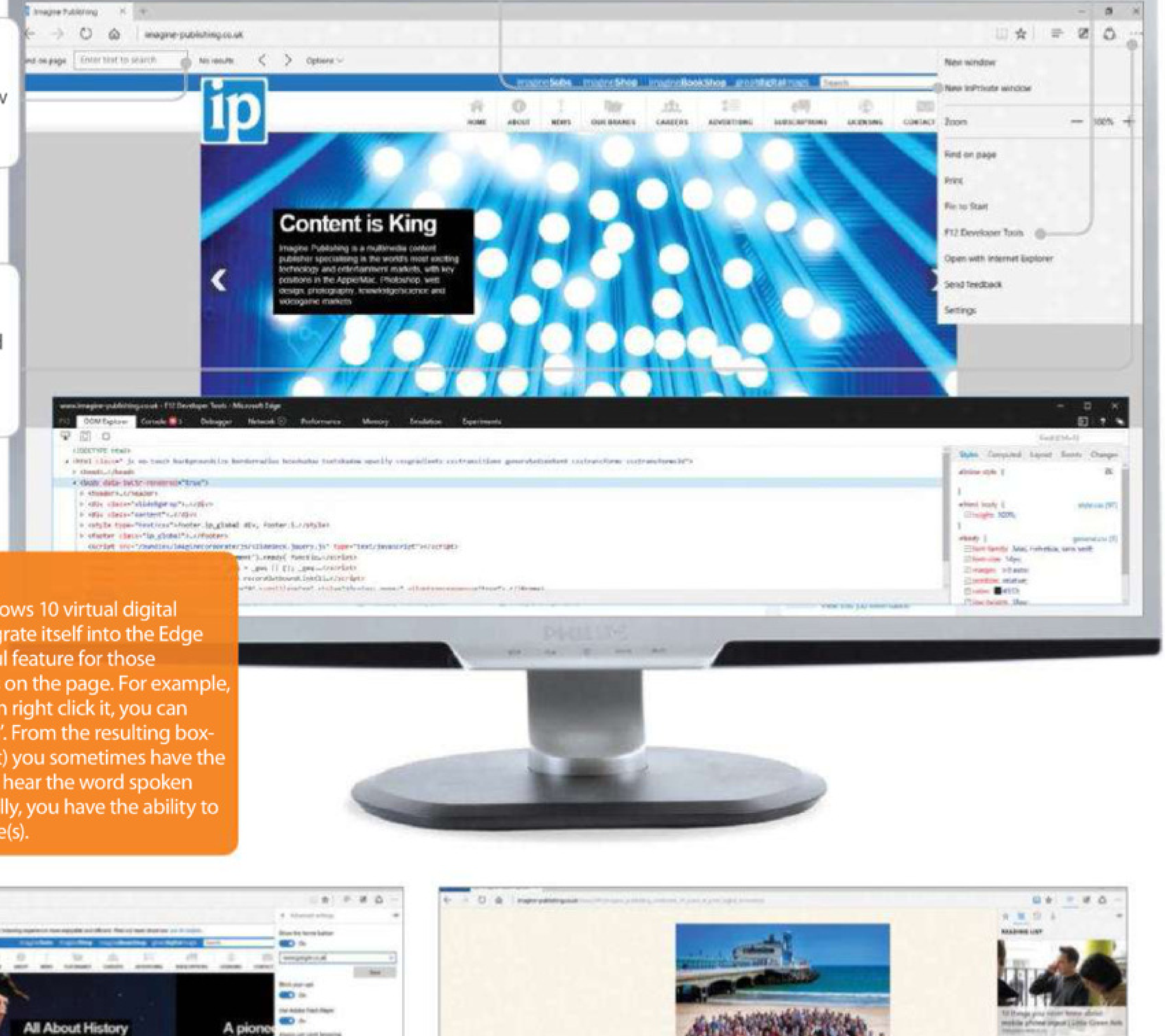
Edge offers plenty of functions

InPrivate window
Like most modern browsers, you now have the option to browse in private, as web pages you visit will not be tracked

Developer Tools
The Developer Tools are more useful for those who like to create or maintain web pages, as it helps identify problems

Find text on the page
The Find option, when activated, will appear just below the URL bar, and allow you to quickly find items on a page

Advanced Settings
Via the '…' icon you can also explore the Settings>Advanced Settings to turn on pop-up blockers and add a Home-screen icon



Cortana Integration
Believe it or not, Cortana (Windows 10 virtual digital assistant) has managed to integrate itself into the Edge Browser, and it provides a useful feature for those interested in discovering words on the page. For example, if you highlight a word and then right click it, you can choose the option 'Ask Cortana'. From the resulting box-out (which appears on the right) you sometimes have the option to click on a play icon to hear the word spoken (or view a definition). Additionally, you have the ability to search/access supporting article(s).

03: Use specific tools

Under the '…' icon are useful tools. You can find text on the page, print or open an InPrivate window (browse a site without tracking cookies). You can also launch the current web page in Internet Explorer. Or head to Settings>Advanced to add a Home icon.

04: Choose an option

The top row of icons allow access to the Reading view, add pages to Favourites/Reading list, or provide options for managing the latter and viewing downloads. The note and share icons are great for annotating/sharing your web pages with others.

Bookmark a site with Edge

Saving your favourite web page(s) so you can quickly access them later is pretty straightforward with Edge!

Similar to most modern browsers, Microsoft Edge (or 'Edge' for short) allows you to quickly bookmark web pages as 'favourites' so you can access them later. The main benefit of doing this speaks for itself, but imagine you have a project that requires plenty of research. Instead of re-entering your web page(s) or viewing search results from Google every time you want to access the same content, you can add the pages to your Favourites folder (accessed from the browser's Hub menu) and retrieve them later without going through the same hassle. However, what's useful with Edge is that you can create custom folders, so you could create one called 'Research' and add the pages you want to this instead.

We will showcase the above processes in our tutorial below, including how to add favourites to a Favourites bar (located under the main URL input box), which makes it even quicker to access the saved pages. Make sure you also check out our boxout for a useful tip on how to import favourites from other browsers. This is a useful option if you happen to have a lot of favourites already saved in browsers such as Google Chrome or Firefox.



"Edge provides the ability to import favourites from other web browsers"



01: Bookmark a page

Enter the URL or do a Google search for a page you want to add. Once the page loads, browse to an article and click on the star icon at the top. From here you can give the bookmark a name and then choose where to add the bookmark, ie the Favourites folder.



02: Create a folder

Alternatively you can choose 'Create a folder' and in the space provided give it a unique name, ie 'Great Sites', and then click Add. You should now see the top star icon has turned yellow. By clicking the star again you can amend the details or remove it.

A look at favourites

Adding and managing bookmarks is easy with Edge!

Launching web pages

When you want to view a website/page that has been saved as a bookmark all you need to do is select this from the Hub icon and it will display in the main browser view

Control with a star!

Once a web page has been bookmarked it will appear as a solid yellow star at the top. Any time you see the icon you can click this to amend it

Favourites bar

The Favourites bar offers an even quicker way of accessing your saved Bookmarks. You just have to enable the option via the Settings menu

Bookmark management

Via the Hub icon you can manage the bookmarks and the folders you have created. This can include deleting and renaming them

Importing favourites

Microsoft Edge provides the ability to import favourites from other web browsers, as long as the browser is installed on the same computer. For example, if you have a ton of favourites saved on Google Chrome you can access the 'Import favourites' option via the Hub icon at the top of the interface. Once you select the browser(s) you want to import from, just click on Import and after a moment your favourites will then appear under the Favourites bar (as long as you have enabled it – see step 3 of the main tutorial).





03: Access the Favourites bar

You can also save bookmarks to the Favourites bar, but in order to access it you need to enable it. For this click on the '…' icon in the top-right and head to Settings. Next toggle the Favourites bar to 'on'. Now any bookmarks can be accessed at the top of the web browser.

04: Manage your bookmarks

If you want to manage your bookmarks at a later date, click on the Hub icon in the top-right corner (next to the favourites star). From here you can access your bookmarks directly by clicking on them or you can right-click the bookmark/folder to rename and delete it.

Pin a site to the Start menu

Another way to access your favourite website or specific page is via the Windows Start menu

We won't go into too much depth about the Windows Start menu, as this is covered on page 52, but let's just say the tile system has the ability to incorporate more than just applications. With Microsoft Edge, the latest browser to replace Internet Explorer, you can now pin your favourite websites/pages to the Windows Start menu as well.

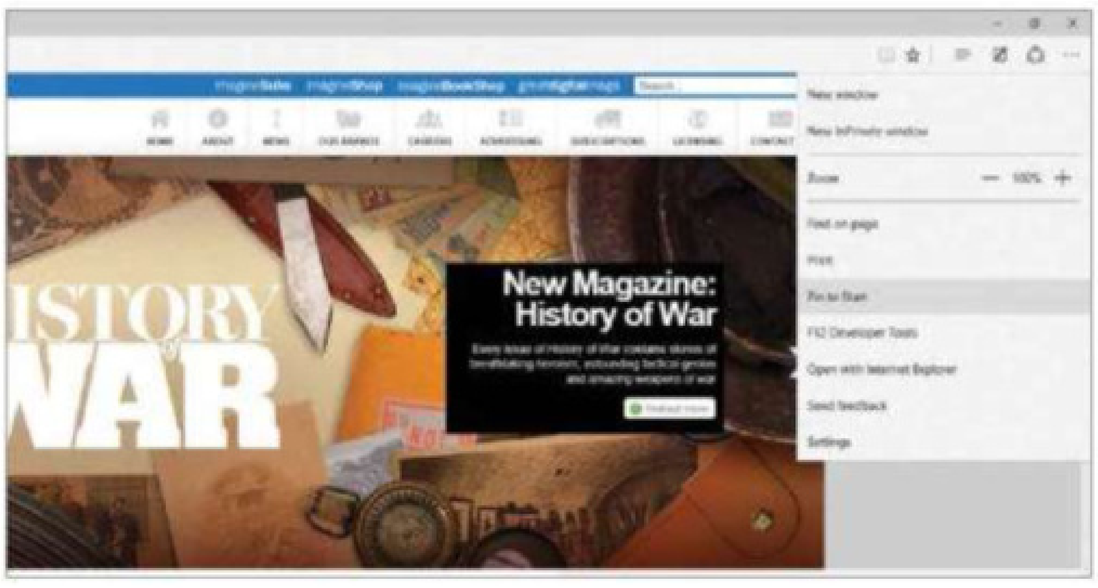
Once the web page is in the Start menu, you can then manipulate the tile to a certain degree. For example, you can manage how much space it takes up by adjusting its size and group it under specific headings (basically do most things as you would with a normal tile).

What's also useful is the icons change depending on what you pin. However, the task of pinning to the Start menu is the core focus of our guide here.

It's just a simple feature, but one that could save you a lot of time when you need to access web content – instead of heading to the Edge browser and then typing the URL in or accessing it from the favourites bar, you can just select it from the Start menu and away you go.



"You can now pin your favourite websites to the Windows Start menu"



01: Finding the URL to pin

Once you have launched Microsoft Edge, you first need to key in a URL or access a page from the favourites bar/folder (see page 86 for adding bookmarks). Once the page is loaded and appears on screen, click on the '…' icon at the top right and choose 'Pin to Start'.



02: Find pin and resize

Click on the Windows Start menu and scroll to view the pin. You can drag the tile (long press with left-click) to a new position or adjust the size by right-clicking and selecting 'resize'. Note, if the tile is small, you can discover what the icon is by hovering your cursor over it.

Pinning to Start

Pinning is easy with Windows 10

Web pages and content

Pretty much anything you launch on the web browser, be it a YouTube video, your admin login page or standard site, can be pinned

Pinning option

Once a site has been loaded, the 'Pin to start' option is only a few clicks away. Just head to the '…' icon to find it in there

Grouping Pins

A better way to utilise the web tiles is to organise them into groups. This way you can separate them away from the default apps

Positioned in the Start menu

Pinned web pages will appear in the Start menu as a tile – just like they would from an app. You can therefore apply some level of control over them

Changing Tiles

Standard websites/pages will appear in the Start menu along with the Edge logo, and you can hover over the tile to view the name. However, certain types of content do reflect a change in tile style. For example, if you pin a video from YouTube, it will appear with the YouTube icon alongside a small play symbol in the corner, so as soon as you click the tile it will launch in a new tab and start to play the video.



03: Launching and deleting

When you want to view the website, you just have to click on the pin from your Start menu – just like you would an app. However, to delete the pin, you need to right-click on the title and choose the option 'Unpin from Start'. The tile will now be removed.

04: Grouping pins together

In Microsoft Edge, pin multiple pages to the Start menu. Next, click on the Smart menu and click and drag each tile so they are next to each other. Next, click on the field box above to create your own group. This is useful for organising your browser pins.

Clear browsing history

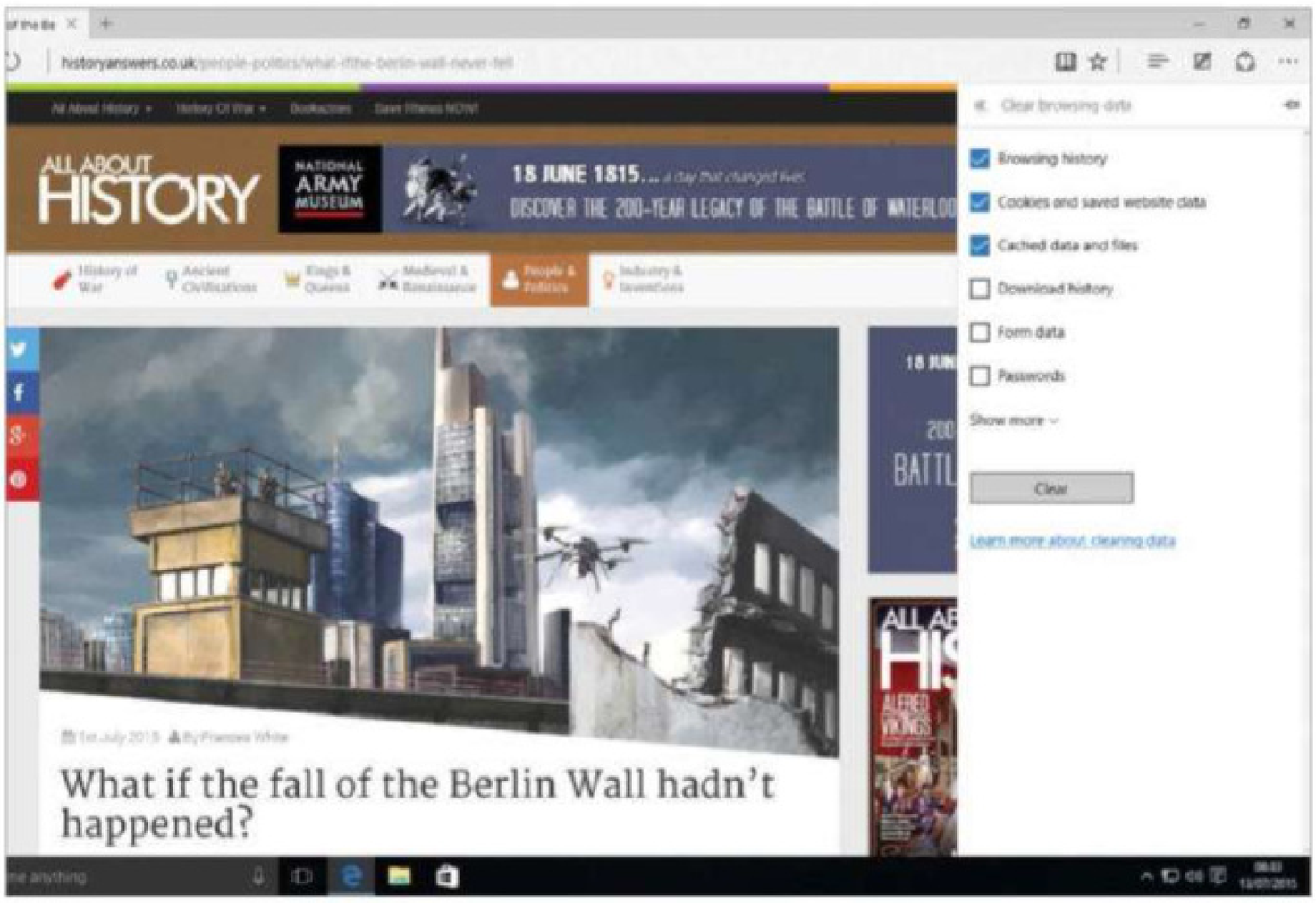
Don't live on the edge worrying about your browser data; clear it now to avoid any ruined surprises

Internet history has caught out many people over the years. Back in the late Nineties when people started going online en masse, it wasn't at all obvious that a record of what they had been browsing was available for other users to see. Soon, once everyone had discovered this feature, clearing internet history became a priority.

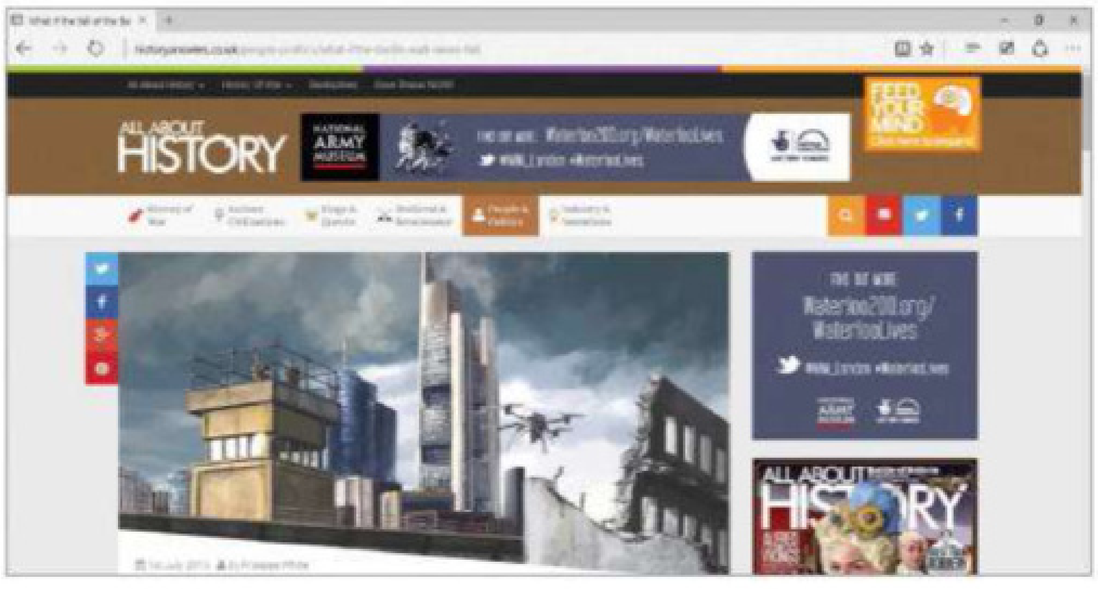
In today's technology-driven society, it's common knowledge that the history feature exists. It can be very useful for going back to interesting websites, or that item you wanted to buy but inevitably forgot to bookmark. But the 'Private Window' modes that won't record anything can be even more handy. They are perfect for browsing Amazon without tipping anyone off to what kind of birthday gift you're looking at getting.

Clearing the history may still be needed though, in case you forgot to hit incognito perhaps, and the new Microsoft Edge browser does allow you to do this – only it's a little more hidden than before.

So, after a hard day of surprise holiday shopping, you are able to use this option to clear your data, and your surprises will remain as such!

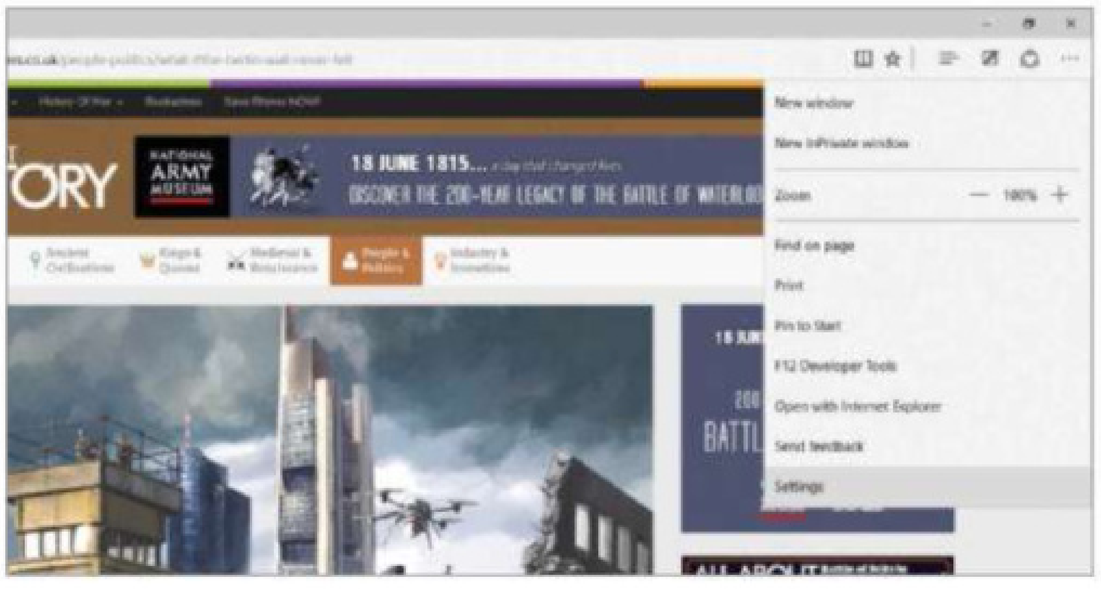


"You can manually click Clear to erase your browsing history"



01: Look for it

In older versions of Microsoft's browser, such as Internet Explorer, you could access your history from the top bar. To access the history settings these days, you must hit the three-dot icon in the top-right corner; this is the main menu button.



02: Go to settings

Here's where all the basic tool menu options live. What we're interested in is the Settings option right down at the bottom. Here lies lots of settings options that you might want to view and change, such as the default Home page, for example.

Storemags

Wipe your browsing record

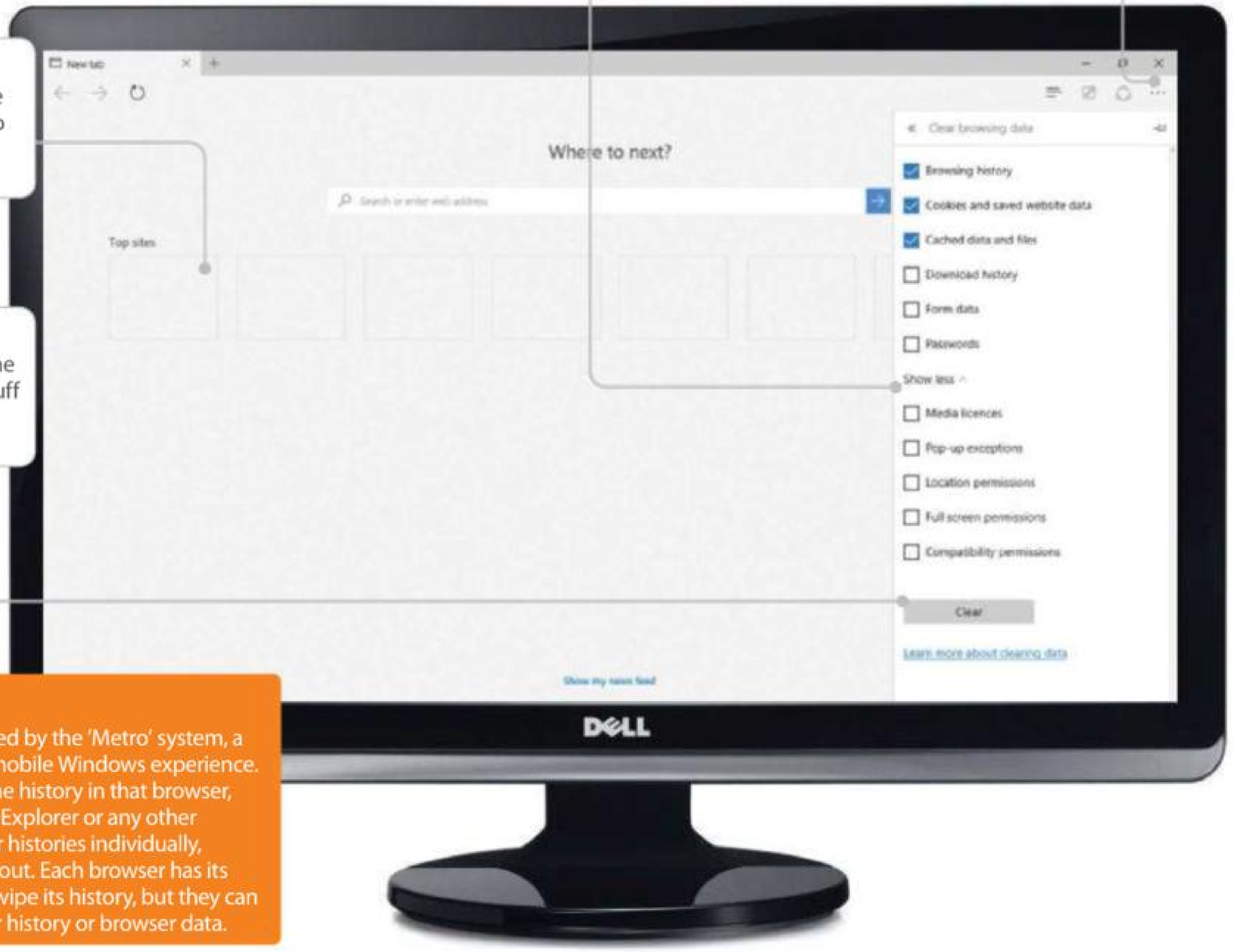
It's quite quick to clear history

Different choices
There are many things that your browser might keep track of during your stay on the internet, but it's best to only delete what you need to

The right menu
Everything is held in the menu, which is accessed by clicking on the three-dot icon at the top-right corner of the browser

Any site
You can wipe the history for Edge from any site, although it's best to have left whatever site you don't want to have any record of

Delete them all
The magic grey Clear button at the bottom will get rid of all of the stuff you would like to see gone from your history



Different histories
Microsoft Edge is the browser used by the 'Metro' system, a quick browser that's part of the mobile Windows experience. We've shown you how to wipe the history in that browser, but if you've been using Internet Explorer or any other browser, you'll need to wipe their histories individually, otherwise you might get caught out. Each browser has its own method of allowing you to wipe its history, but they can all be found in the settings under history or browser data.



03: Locate the history settings

The settings menu is laid out like Google Chrome, with a minimalist set of options that give you the basics of what you need to customise your experience. The history settings are known as 'browsing data', so click on 'Choose what to clear' under 'Clear browsing data'.



04: Chose what to wipe

Manually click Clear to erase browsing history, cookies (identifiers that let websites recognise you), and any leftover downloaded data that was used when you last browsed the web. You can wipe much more, but you still need to Clear once you've made your selections.

Make notes and more on Edge Browser

Annotating websites or specific pages is a hot new feature of Microsoft's Edge Browser

One of the most exciting features to come out of the new Edge stables is the ability to take web notes, which is an excellent productivity tool to have.

So, imagine you're on a web page and see an interesting paragraph from an article that you can't wait to show someone in your remote office. In the past, you could copy and paste a link to the article and email it. However, on the remote side, they would still need to find (by searching through the page) exactly which part of the article you were referring to.

With Edge, you can use Web Note to draw an arrow with your finger or mouse that points to the exact point you want your colleague to look at. Alternatively, you could highlight an area of text and make a text note on the page. Finally, you could cut a section of the article out and paste it into Microsoft Word before sending it to your colleague via email!

Microsoft has complemented Edge further by allowing you to share the page with OneNote, which comes with Windows 10. So, you can take a screengrab with all the annotations attached. Once in OneNote, you can add additional notes.

We'll talk you through most of the options in this guide, but for the OneNote step you'll need the app installed and to be logged in with your Microsoft account.

A look at Web Notes

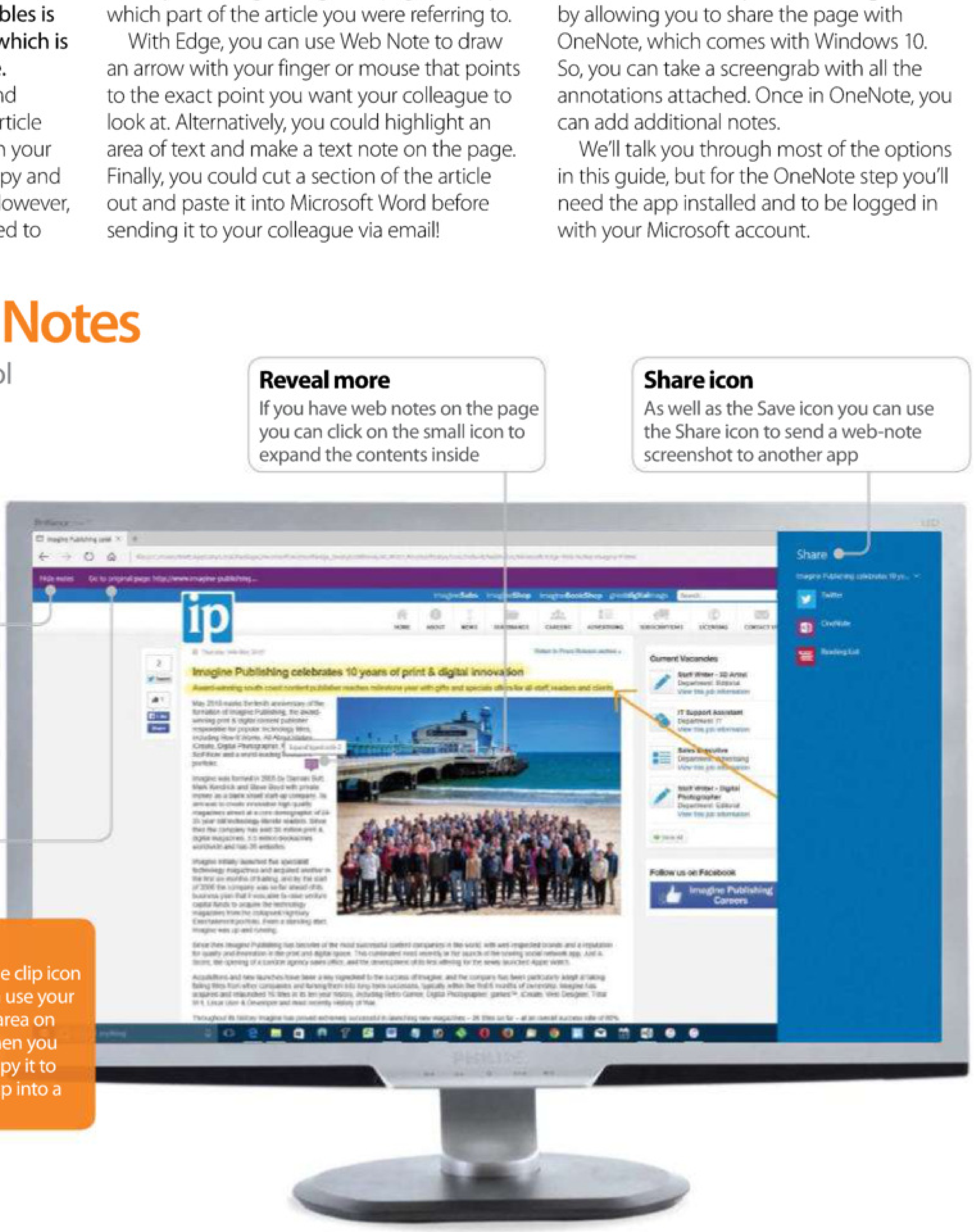
See just what a powerful tool Web Notes can be

Reveal more
If you have web notes on the page you can click on the small icon to expand the contents inside

Share icon
As well as the Save icon you can use the Share icon to send a web-note screenshot to another app

Hide notes
When you retrieve your web note you can click on the 'Hide notes' option via the top left to prevent the annotations from appearing

Show original
If you have the web note you can also click on the 'Go to original page' option to see what the web page looks like in real-time

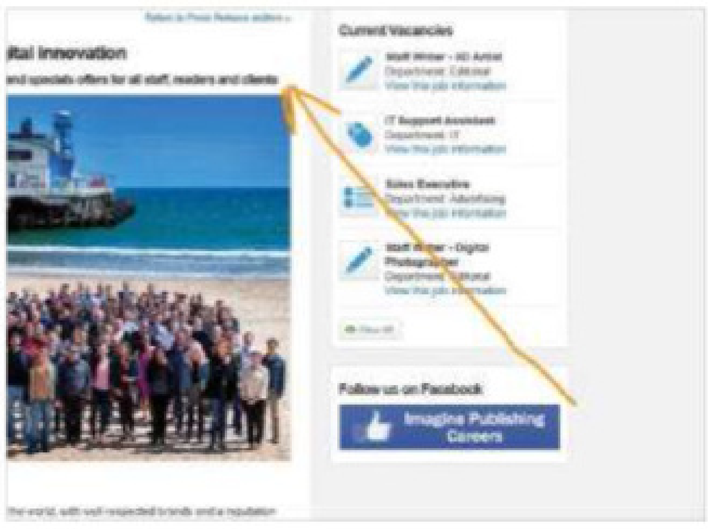


Clip and copy Sections
A feature not explored in the tutorial is the clip icon (scissor symbol). By selecting this you can use your left mouse button to drag a box over an area on the page (that you want copying) and when you release the button it will automatically copy it to your clipboard. You can then paste the clip into a compatible app, such as Microsoft Word.



01: Access Web Notes

At the top-right corner of the page you want to annotate, click the pencil-and-paper symbol to go to the note interface.



02: Draw an arrow

Click on the far-left Pen icon. Click again to choose pen colour/size. Using your mouse, left click and hold down to draw an arrow.



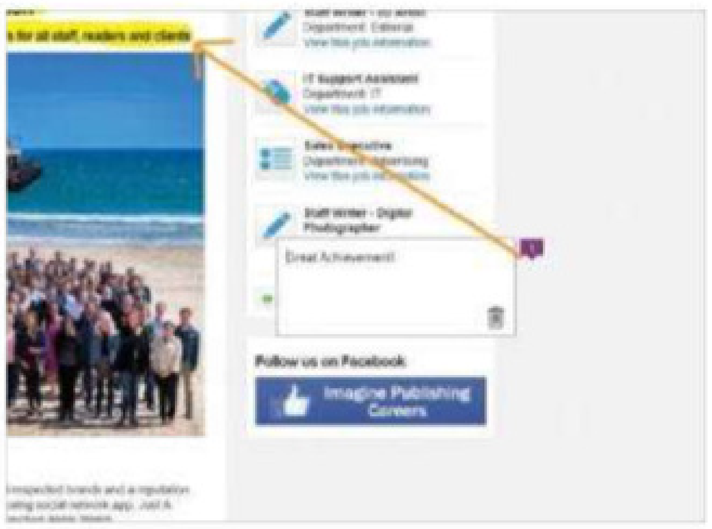
03: Erase mistakes

Select the rubber symbol. With the left mouse button click/hold, then swipe across to remove the offending part(s) and re-do.



04: Highlight text

Click the highlighter icon and again to pick a colour/size. With the left mouse button, click and hold over words/sentences to highlight.



05: Add a note

Select the 'Add a typed note' icon and using the left mouse button, click near the drawn arrow and type in your text.



06: Manipulate the note

Click on the screen to add more notes. Or select the top-left corner of a note to drag it to a different position or hide/reveal it.



07: Save to OneNote

When finished, click the Save icon. Choose 'OneNote' and click 'Send'. Open the document in OneNote to add more info.



08: Save to favourites

Alternatively, you can click on 'Save' and choose 'Favourites', then select 'Add'. Now select the 'Exit' option.



09: Retrieve the note

You can find the saved web note by clicking on the Hub icon and choosing Favourites. Locate/select the web note to open it.

Add a web site/article to your Reading list

With Microsoft's Edge browser, you can save web articles in a Reading list to view at a later date

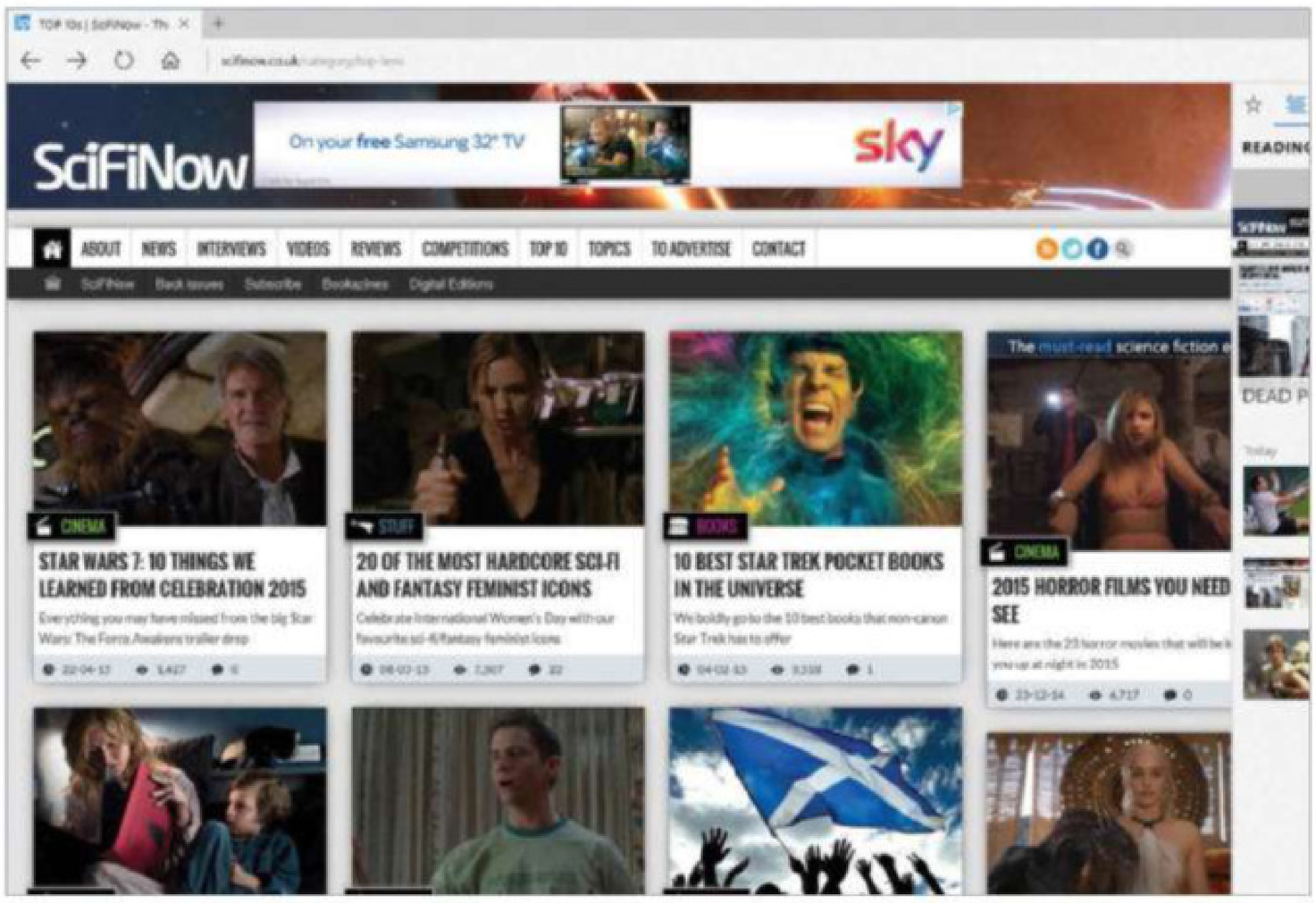
Similar to its competitors, Microsoft has implemented a Reading list function into its Edge web browser, which allows you to save web articles for reading later on.

You may be thinking what is the difference between this and bookmarking a web site/article? This can be answered by simply saying there are similarities, but a reading list is a bit like an RSS news feed, where you have items that you may not want to keep hold of, but still want to read later on when you get back home.

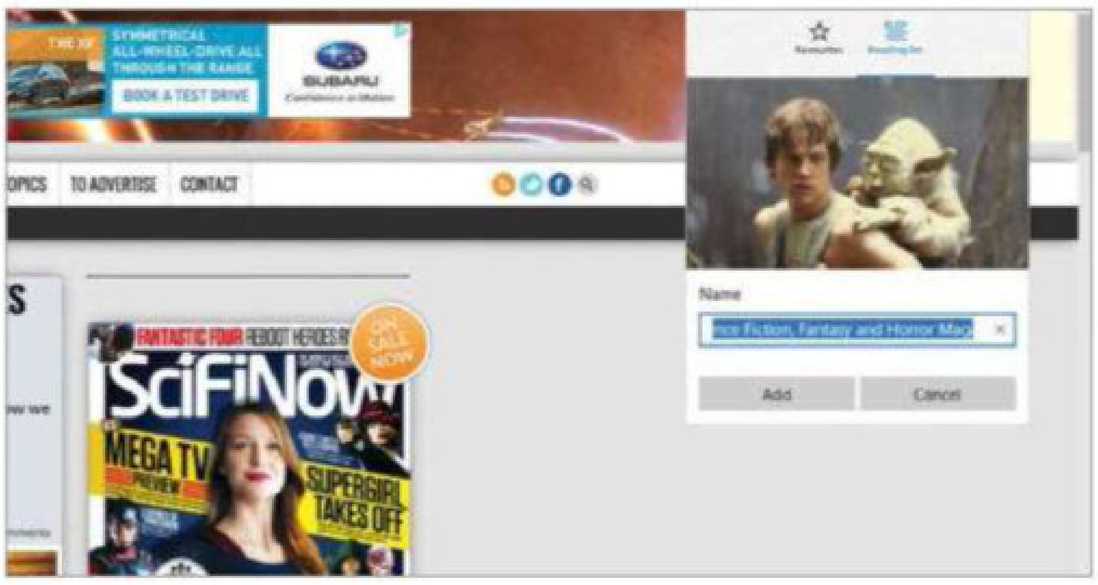
So, in other words, they are less of a permanent solution compared to a bookmark. With a reading list you won't have tons of items cluttering up the interface (if you remove them, that is).

Also, with Microsoft Edge, the Reading list will sync to other Windows 10 devices you own, such as a Windows phone or tablet – so you can start reading on one device and continue later on another. The fluidity of the whole process is wonderful.

However, for this tutorial, we will quickly showcase how to save a web article to your Reading list and also how to remove it once you are done with it.

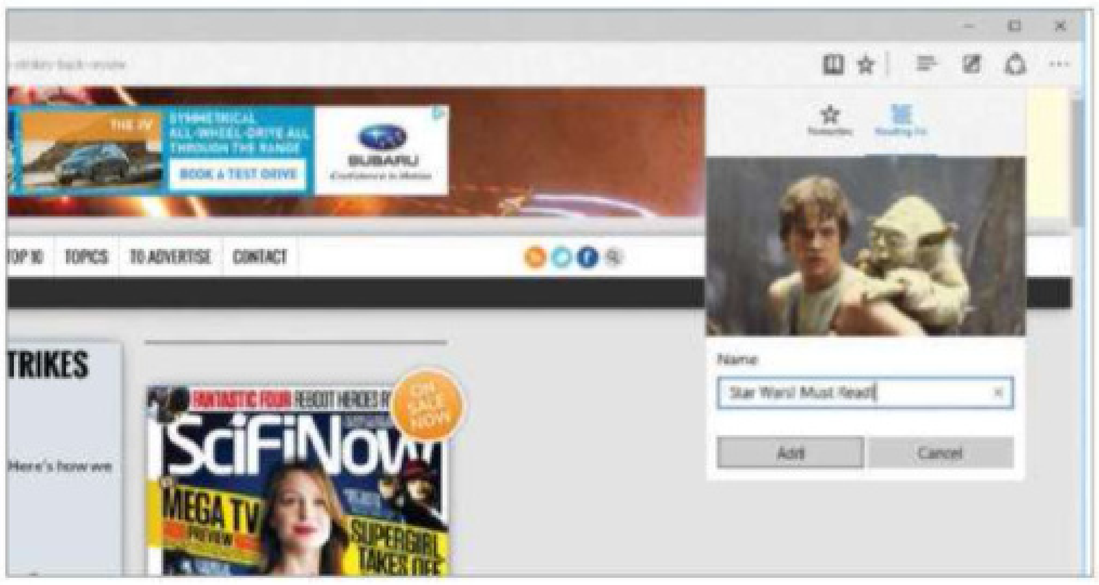


"The Reading list will sync to other Windows 10 devices you own"



01: Add a website

First, launch Microsoft Edge and browse to a specific website (using the URL bar at the top). Next, find an article that you want to read later. Once this is done, click on the star icon at the top of the page and select the 'Reading list' tab.



02: Add to Reading list

From the resulting page, you can give the article a custom name if you wish (just highlight the existing text and start typing in the name field box). Once this is done, you then need to select 'Add' at the base of the page. The web article will now be saved for accessing later.

Reading articles later

Pressed for time? Add to your Reading list

Star to add
To add a website or article to your Reading list, you just need to click on the star icon – like you would when adding a bookmark

Thumbnail image
With the Microsoft Edge browser, most of the articles added to the Reading list will pull over the corresponding thumbnail image

Removing articles
Anything you add to the Reading list remains until you remove it. Thankfully, this can be done quickly with a right-click mouse function

Automatically grouped
As you start to add content to the Reading list, it will group it automatically, for example added today or last week

Changing the thumbnail
Depending on the website and the article in question, you will usually find that when adding an article to the Reading list, it pulls over the default thumbnail image. In some cases, you may be able to change this. For example, you can hover your mouse over the thumbnail and with a left-click scroll through the images that are available and use one of these instead. Not a major option, but one that can help you customise the Reading list.





03: View and remove

When you want to view the saved web article at a later date, you first need to click on the 'Hub' icon at the top of the browser and from here select 'Reading list'. You can then click on the thumbnail to open the page or right-click and choose 'Remove' to delete it.



04: Adding web notes

At the top of the screen, click on the 'Make a Web Note' icon and use our guide on page 92 to see how to annotate a web page. Once finished, you can click on the 'save' icon and add the annotated article to your Reading list.

Browse the Windows Store

Microsoft's exciting new store in Windows 10 aims to inject a universal appeal for multi-device owners

Microsoft has developed the Windows 10 operating system so it will be the last OS you'll ever see or need.

Windows 10 is now being deployed as a service model, which means that the operating system will evolve over time, and features will be updated as and when they come out. Upgrading will no longer be required in the traditional sense.

At the core of the service model is its new Windows Store, which Microsoft hopes will eradicate the issues from previous attempts.

The previous Windows 8 Store was a bit cluttered, and there was some room for improvement. Thankfully, in Windows 10, Microsoft has learned from its mistakes and made it easier for developers to create and port apps to the Windows platform. You'll also find universal apps in place, which will work across devices, such as Windows 10 tablets, smartphones and desktop PCs, so watch as the store adapts and grows over time.

You will also find a lot more continuity running throughout the store, so whether you buy music, games or films, the interface remains the same, which makes life easier when buying and navigation is concerned.

However, in this guide we will simply be taking you on a tour of the new look. In subsequent guides, we will be focusing on downloading apps and music.

Our only stipulation is due to the evolving nature of the store (especially when universal app supports takes off). The version that you see here may be different by the time you read this.

Visit the Windows Store

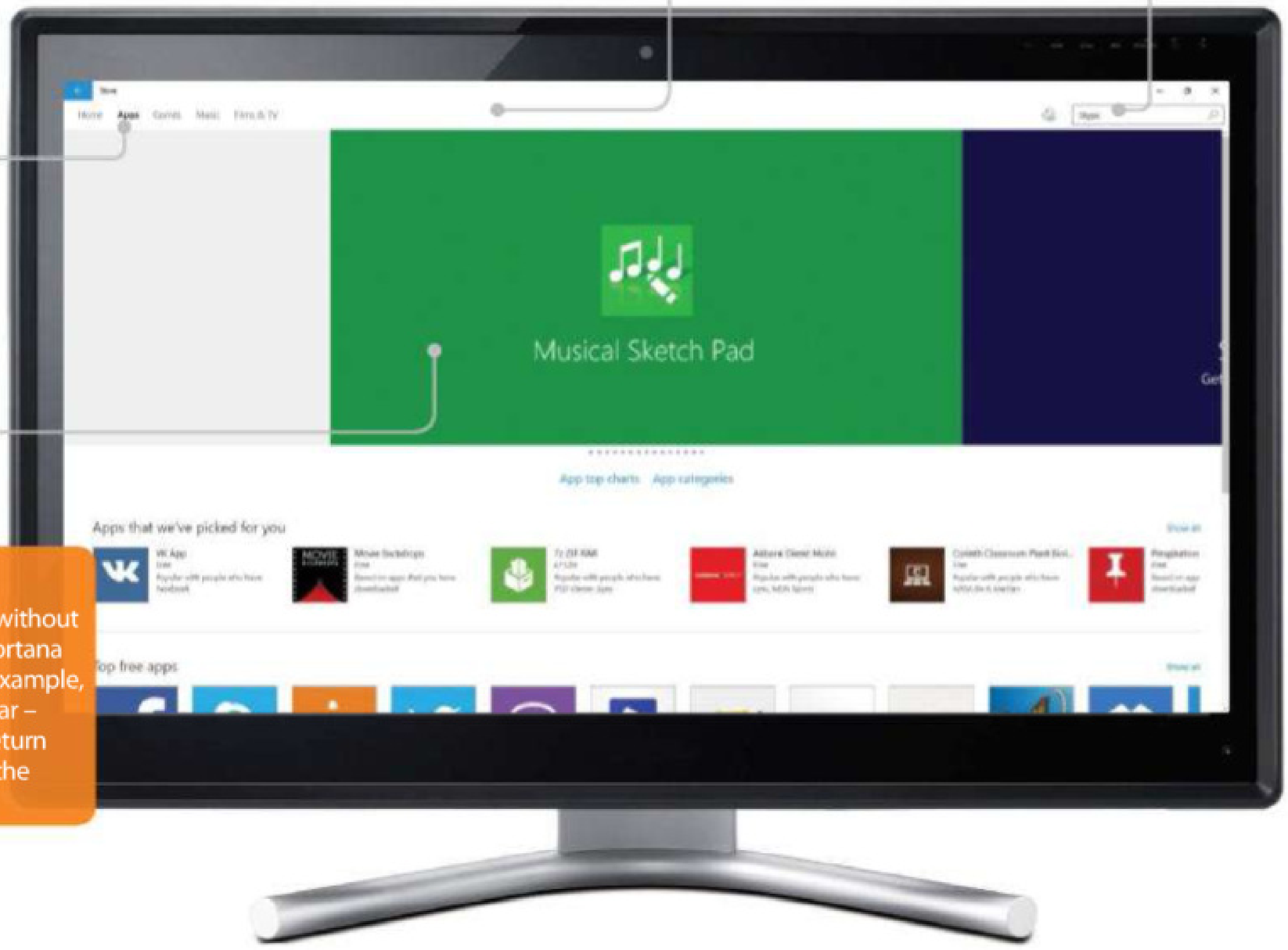
A quick run through of the new Store

Continuity
The key with the new Store is the continuity that runs throughout, thus whatever section you go into, the pages looks familiar

Searching for items
The search bar is still one of the quickest ways to look for items within the Store. Returned results will usually yield more options to help look for what you want

Category selection
At the top part of the Store you can pick from popular category choices such as Apps, and then drill down sub-category headers to refine your choice

Evolving Store
The store will change as Windows 10 evolves, due to the universal app support that runs across the Xbox One, tablet and smartphone versions of Windows 10

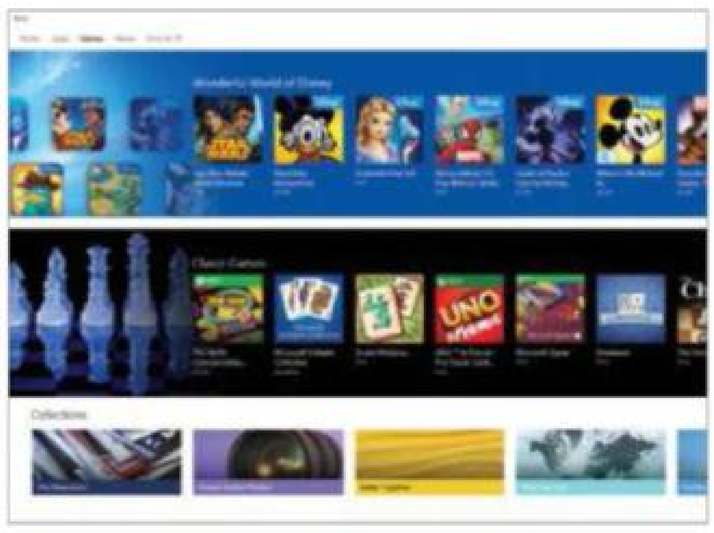


Use Cortana
If you want to look for items in the Store without actually launching it, then you can use Cortana (Microsoft's virtual digital assistant). For example, type 'batman' into the universal search bar – near the Start menu – and Cortana will return any results it finds, including those from the Windows Store.



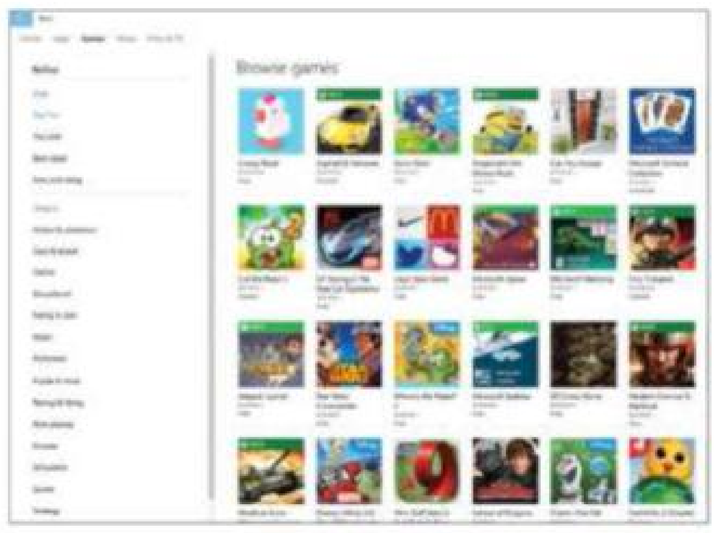
01: View the sections

The Home page displays the most popular sections. Use your mouse/finger and scroll down the page to view additional items.



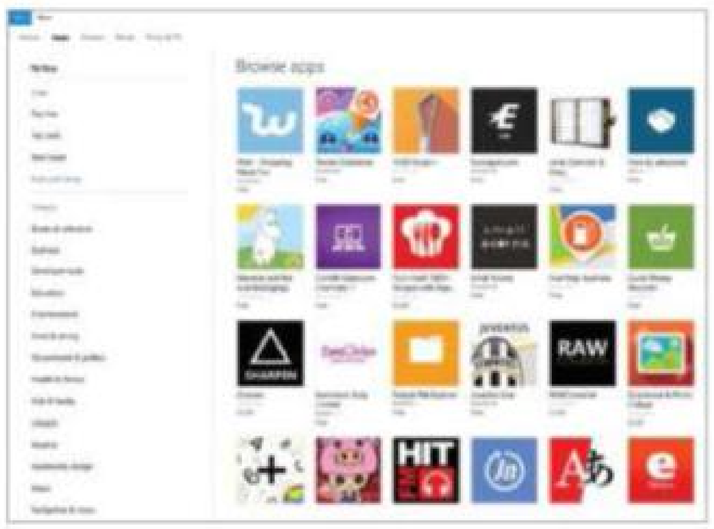
02: View more choices

Try hovering your mouse over the edge of each section to reveal an arrow. This will allow you to scroll through more choices.



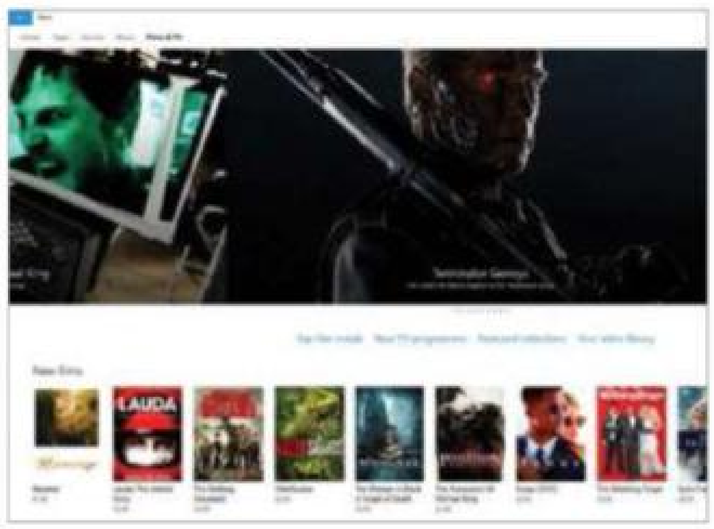
03: Show all the apps

Click on the 'Show All' icon to reveal all the apps in that section. When you have done this, click the back button at the top left.



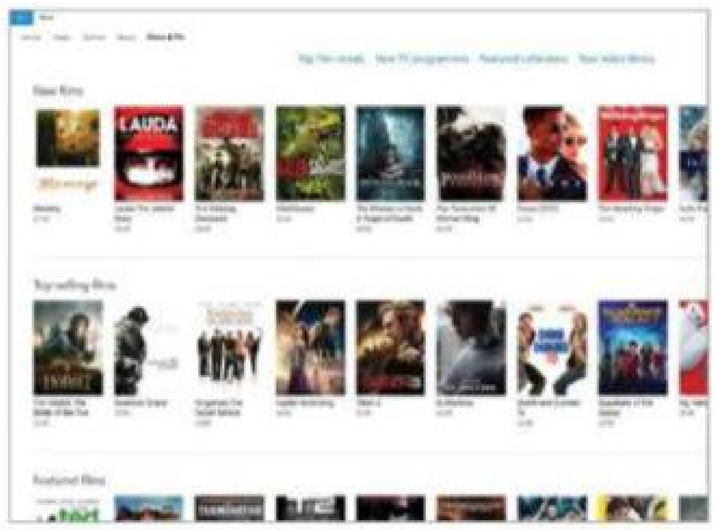
04: Browse specific apps

From the front interface click App Categories. Now use the left section to browse for apps in specific categories.



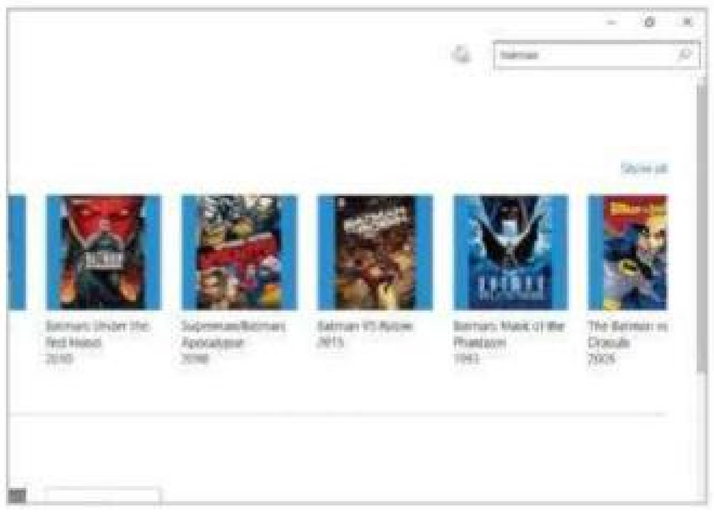
05: Refine your search

To fine tune what you want to search for, you can also use the top tabs and pick from either Apps, Games, Music or Films & TV.



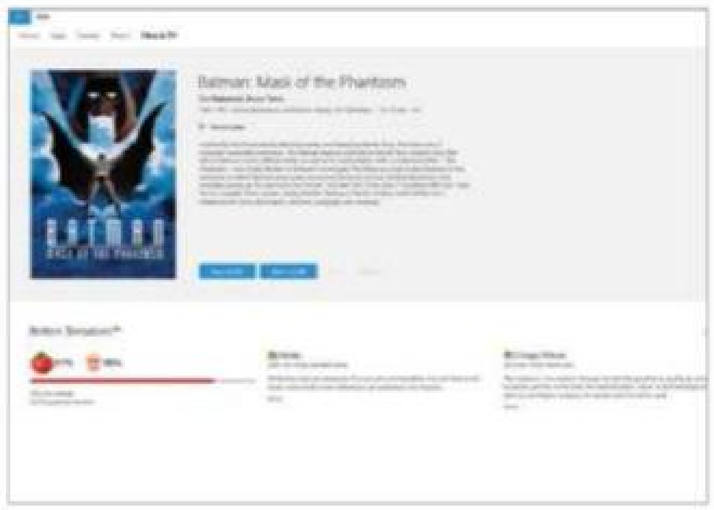
06: Scroll as before

The interface remains the same as the front page, so use the options below and scroll through the page just as you did before.



07: Search

Click on the top-right search box, type, then press Return. Results will be shown. You can refine the search further via the left options.



08: View items

Once you find an item you want to look at, like a film or app, you can click on the thumbnail to view additional information.



09: Look at your options

Next to the search box, click the small circle. This will open up your account-specific options, such as 'My Library'.

Screenmag.com

Download an app

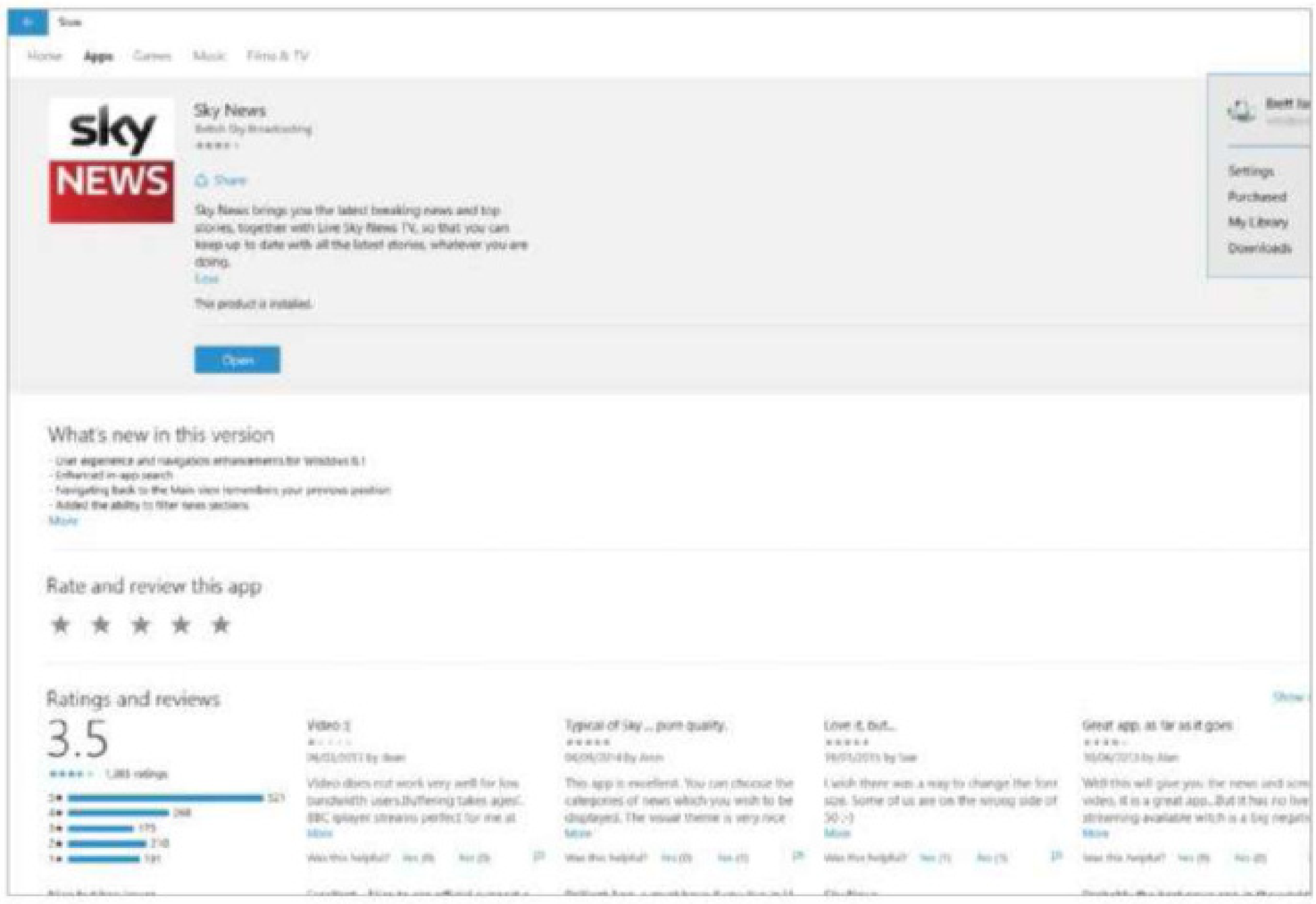
Check out how you can download an app straight to your Windows 10 desktop PC

In the past, the number of apps in the Windows 8 Store was plentiful, but perhaps not diverse enough. The Windows infrastructure also made it a bit tricky for developers to code for the platform. However, the new Store has improved, and soon you will be able to download a range of apps that are usually found on the iOS and Android platforms – primarily because Windows 10 has made it easier to port these apps across.

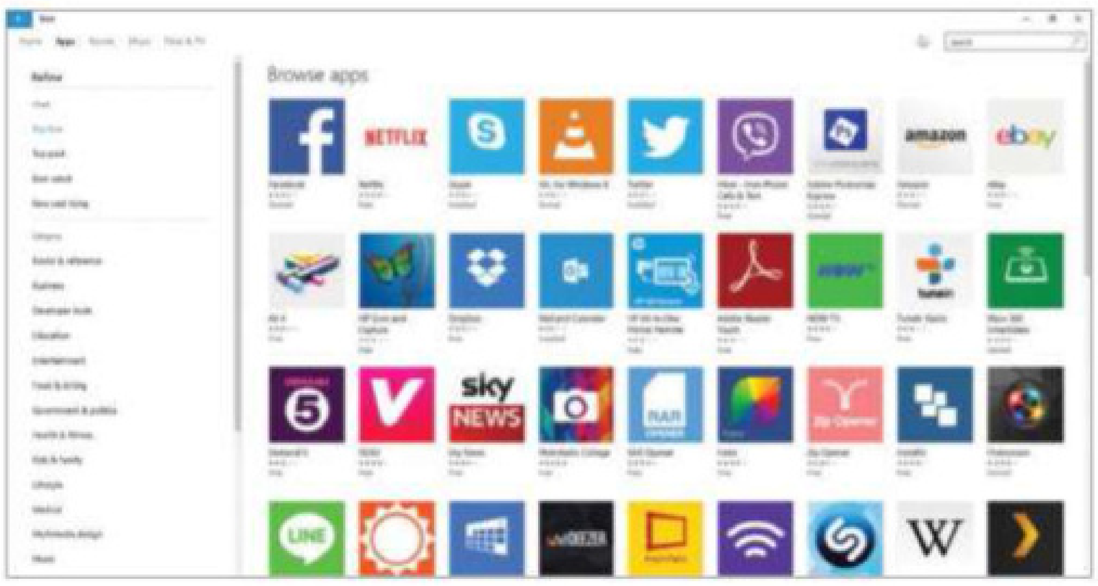
Additionally, a really useful function of the new Windows Store comes from its universal app support, which is covered back on page 58. What this will mean is an app supporting the universal nature could effectively run on any of the Windows 10 devices, like Xbox One, tablets, Hololens and smartphones.

So, don't be surprised if the Store changes throughout its lifetime as more features and universal apps are added.

The only stipulation for this guide is you will need a Microsoft account in order to download apps to your device. Additionally, you'll need a credit card attached to it in order to purchase items.



"The majority of Windows 8 apps are already compatible with Windows 10"



01: Find your app

Once the Windows Store launches, click 'App categories' below the featured items. Select either a category sub-header from the left side, or we selected 'Top free' to get a broader view of apps. You can also use the Search bar at the top to find apps quicker.



02: Share your find

Once you have found an app, click on the thumbnail. On the next page, click 'More' to find additional info about the app and look at user reviews. If you click the 'Share' icon, a list of supported sharing apps will appear on the right. Select one to share the app's location.

storemags.com

App Store interface

Take a quick look at the App Store interface





03: Download apps

To download the app click on 'Free' to initiate the download. If you want to download a paid-for app, click on the price icon and it will prompt you to sign in with your Microsoft account to confirm payment. Once this is done it will download as per the free app.



04: Manage the download

From the top right of the screen click on the small account icon and choose 'Downloads'. This will allow you to manage the downloading of the apps. Alongside this you can choose 'Check for updates' to get new features/fixes for existing apps.

Explore the Maps features

The Maps app in Windows 10 is visually impressive, accurate and fun to use. It's a complete solution

Once you start using Maps in Windows 10, you will wonder how you ever managed without it before. The general mapping detail is very accurate, and everything that you need to see is presented in perfect detail, so that you will always understand exactly what you are looking at. Add to this a selection of realistic views and a set of impressive features that will prove useful over and over again, and you will be able to leverage all of the advanced functionality in just a few clicks.

You are able to view large areas using the standard view, or choose the satellite view for added realism, and you can then search for specific establishments, such as coffee shops, using natural language.

Whether you are using it on a desktop PC or smartphone, there is no doubt that Windows Maps is pushing the boundaries of what to expect on a modern system. The 3D cities are simply beautiful, and when you fly over them it really does feel as if you are getting a bird's-eye view of the entire area.

We will highlight the most impressive and important features, and also quickly touch on how to use them here. Every part of the system is naturally easy to use, and the learning curve is shallow, but a little help should get you working with the advanced mapping features immediately.

Remember that Maps is built in to the system, it is completely free, and it also includes useful features such as traffic monitoring. You really have nothing to lose by trying it out.

Advanced Windows mapping

You can do anything in Maps

Search

Type in a location, such as a place of interest or an exact address (including the postcode) in the search bar, and it will bring up appropriate results

What's happening?

The current traffic conditions are displayed using colour codes, which is handy. It takes a second to spot any potential delays in an upcoming journey

Part of a system

Maps works in conjunction with other Windows 10 apps, such as Internet Explorer, and with your contacts. You can see a contact's location with a click and also click hyperlinks to find where a place is. It works best as part of a wider system.

Go to Bing

If you do not see the information you are looking for, or if you want more detailed information, click this link to go to the Bing website

Simple menus

The simple menu options let you choose the map styles, the amount of detail on screen, and also the level of zoom. It all works perfectly





01: Check the options

When you open Maps, you will be shown your own location and the surrounding areas. Notice the options on the left of the screen.



02: View 3D cities

Click the 3D building icon on the left and select one of the cities listed. You will see a gloriously detailed view of the city.



03: Check the traffic

While viewing a map, click the layers icon on the right and select 'Traffic' to see the current situation near to you.



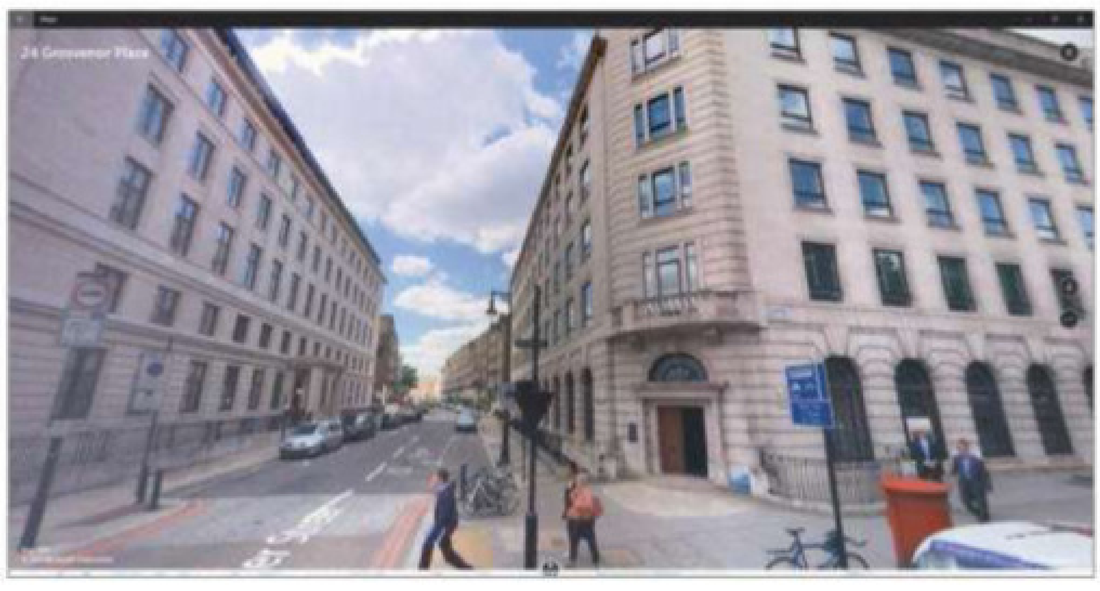
04: Search for anything

In the top-left search bar, type in anything you like to immediately be presented with a list of results to navigate to.



05: Check the reviews

For establishments you search for, an average review rating should be shown on the left. Click it to read each individual review.



06: Click Street view

When viewing some locations, you will see a Street view option. Click it to explore the area as if you were really there.

Upload, share and sync with Microsoft's OneDrive

Learn how to make the most of Microsoft's cloud storage, OneDrive, in Windows 10

We're in a time where everyone has access to excellent cloud storage options to store some of or all of their personal data. Microsoft has its own cloud storage entitled OneDrive that's available on Windows 10 by default.

In this guide we'll cover how to get the software working in Windows 10, and make the most of it on the desktop and in the browser. It's a really good idea to get it set up, as having access to cloud storage is more important in today's world than ever. It makes sharing files easier, allowing collaboration on work, as well as being an essential back up for important files that would be terrible to lose if your computer broke. These files can then be accessed from your phone or other computers if you're out and about. It's an excellent way to live and work with your computer, and it's free, so you might as well get started.

"These files can be accessed from your phone or other computers"

Find your way around

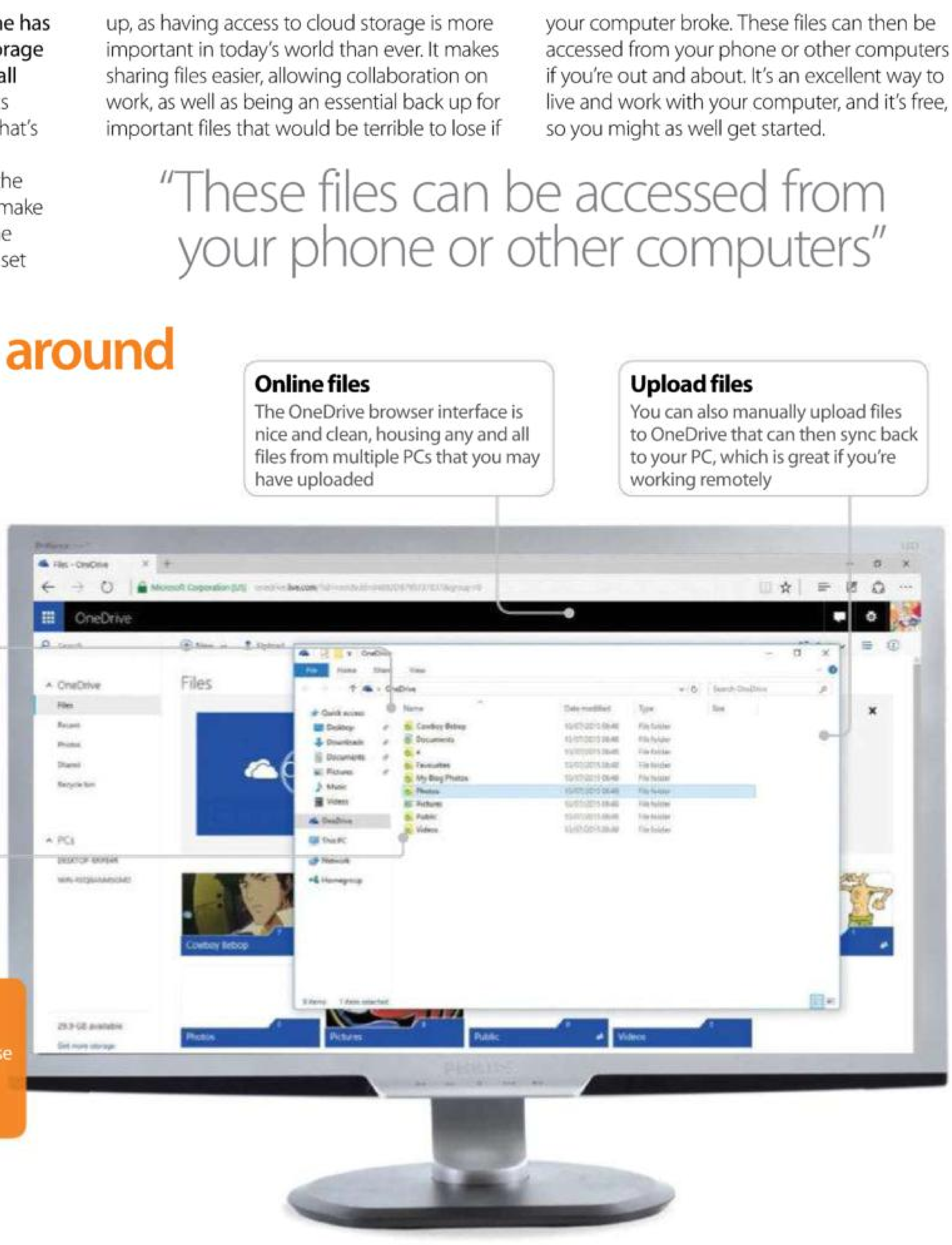
Online and offline and everything in between

Online files
The OneDrive browser interface is nice and clean, housing any and all files from multiple PCs that you may have uploaded

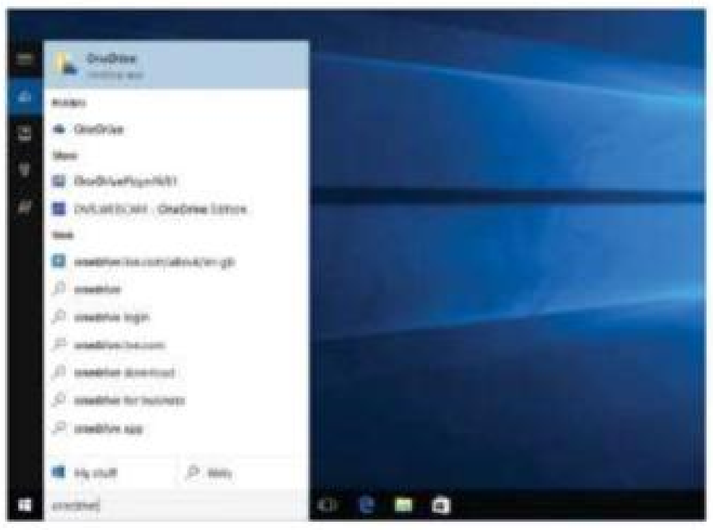
Upload files
You can also manually upload files to OneDrive that can then sync back to your PC, which is great if you're working remotely

Add files
Simply drag and drop or copy and paste files to the folder to start the uploading process – no extra actions required

Offline files
See all the files that are synced to your local computer, indicated with a green tick. A blue circle will indicate that it's syncing

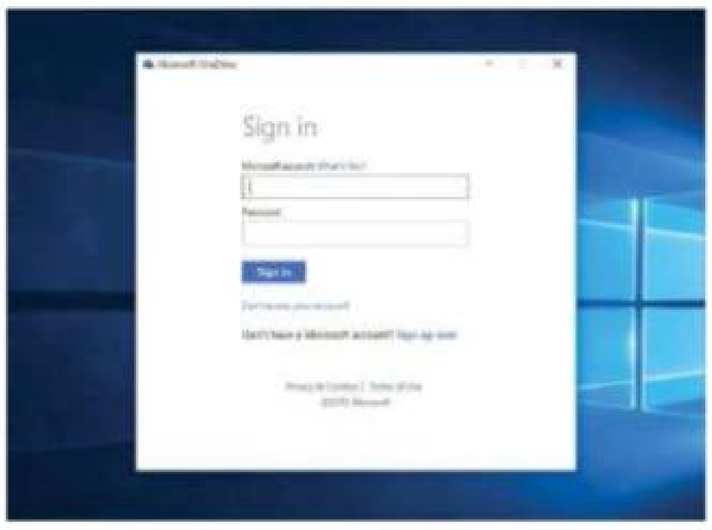


Other cloud storage
Just because OneDrive is built into Windows 10, it doesn't mean you can't use Dropbox or Google Drive. The apps still work just as well as they did before, but OneDrive is a lot more integrated.



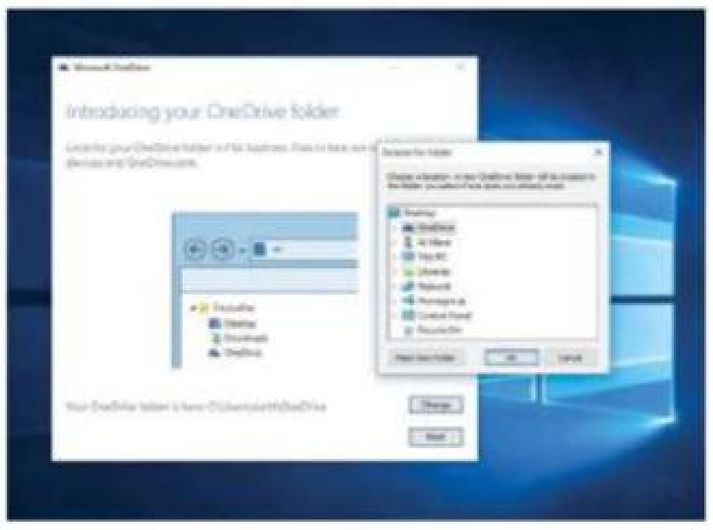
01: Find OneDrive

OneDrive is in the Start Menu for you to find – you can either browse to it in the programs, or search for it



02: Sign in

You'll need to give Microsoft your account details again to access your free storage; it only asks the first time though



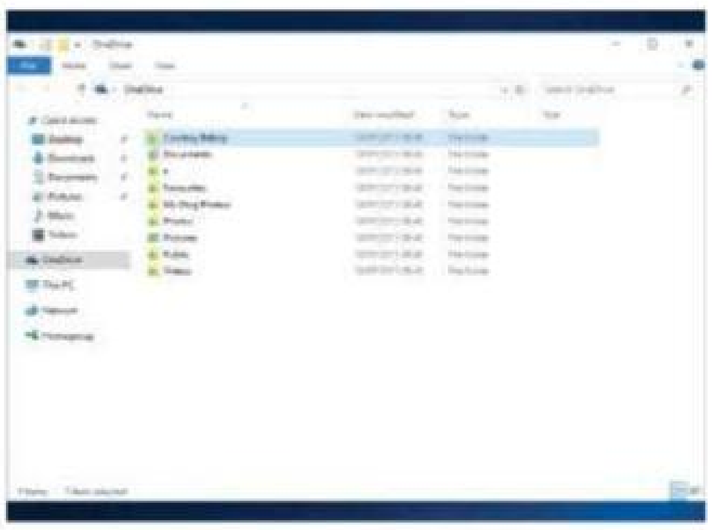
03: Choose the location

By default, a OneDrive folder will be set up, but you can choose to use an existing file for OneDrive synced files, or create a new one.



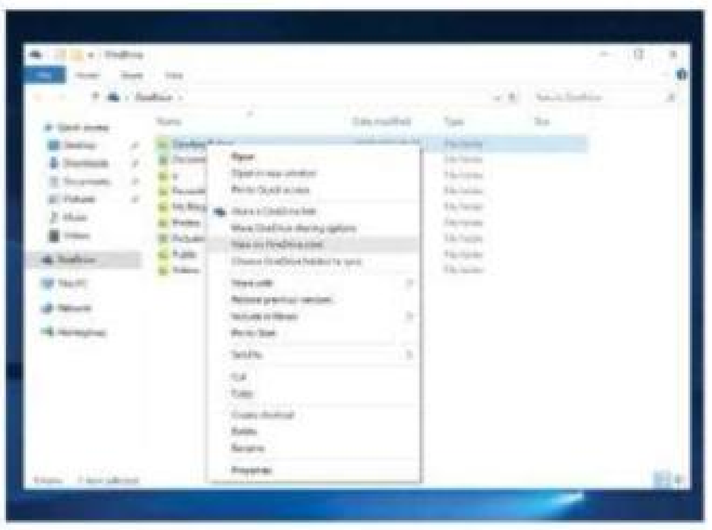
04: Files to sync

If you already have a OneDrive account, you can choose which folders to sync. Be aware of the amount of hard drive space you have.



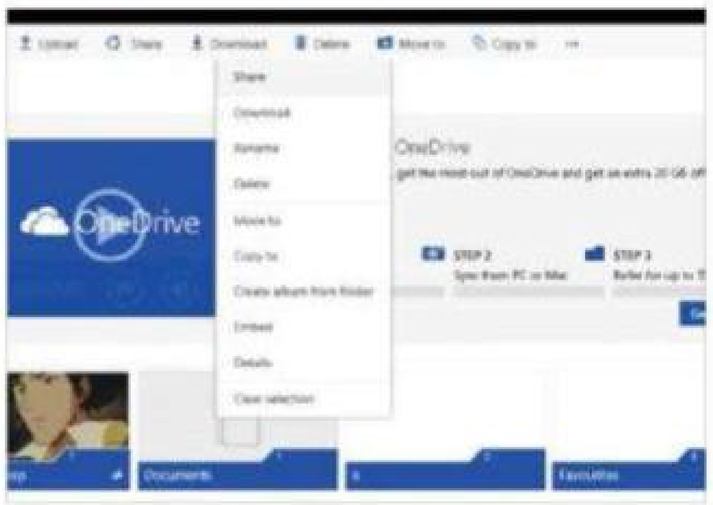
05: See your files

You can access the local OneDrive to see what's in there, and whether it's synced to the cloud. Copy files into here to sync.



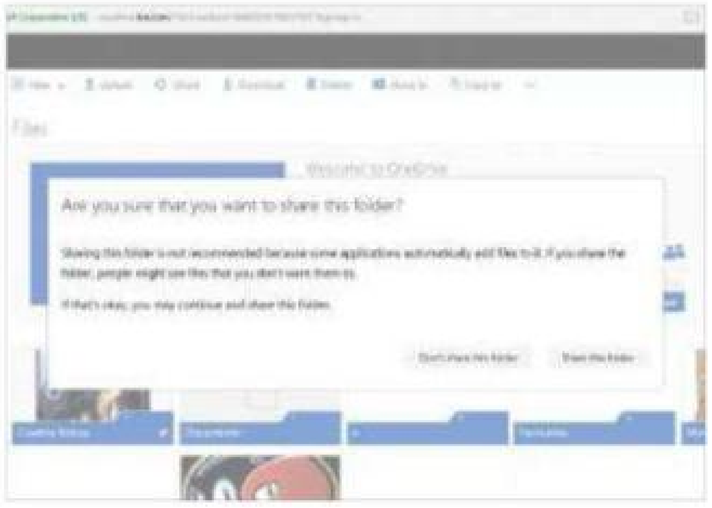
06: Go online

To start sharing a file or folder, right-click on it and choose 'View on OneDrive.com' to access the online version.



07: Online view

On **www.onedrive.com**, you have a layout similar to your own file system, with the folders and files within them present.



08: Share files

Right-click on any file or folder and go to Share. You'll then be asked to confirm whether or not to share the folder.



09: Share addresses

Once you've confirmed you want to share it, send it via email to people who want it, or grab a direct link for them to use.

StoreMags.com

Get more life from your battery

Configure the Windows 10 battery settings to give optimum performance or the longest battery life as you prefer

In recent years laptops have become smaller, lighter, cheaper and increasingly powerful. This has made them more popular than ever with both businesses and home users. With a company laptop you can work when you are out of the office and with a laptop at home you can sit on the sofa with your computer while watching the TV and you are not tied to a computer desk or table.

Laptops are great. The only drawback is that the battery life of your computer might limit the time you can spend away from a power point. If only the battery would last longer. It can and there are ways to improve the length of time the laptop can be used on battery power. By adjusting a few configuration settings, it is possible to extend the running time by as much as an hour and possibly more. The difference between the worst possible settings and the best can make a huge difference.

Windows has always had comprehensive battery configuration settings that you could tweak to get better battery life and they are still there. They were complicated and the new Battery Saver feature in Windows 10 is simpler. It provides an easy way to configure the way Windows and apps work to reduce their power consumption and so extend the running time on batteries. This helpful feature makes it super easy for anyone that works on a laptop to gain extra time. On the other hand, turning off battery saving options enables increases performance. The choice is yours and you can have better battery life or better performance, but not both.

Battery Saver settings

Customise the Battery saver settings

View the settings

To get to this screen click the battery icon in the taskbar, then Power & sleep settings. Select Battery saver on the left, then click Battery saver settings

Automatic savings

The computer can be run in normal mode and by ticking this box and setting the slider below, Battery saver can be automatically enabled when needed

Notifications and brightness

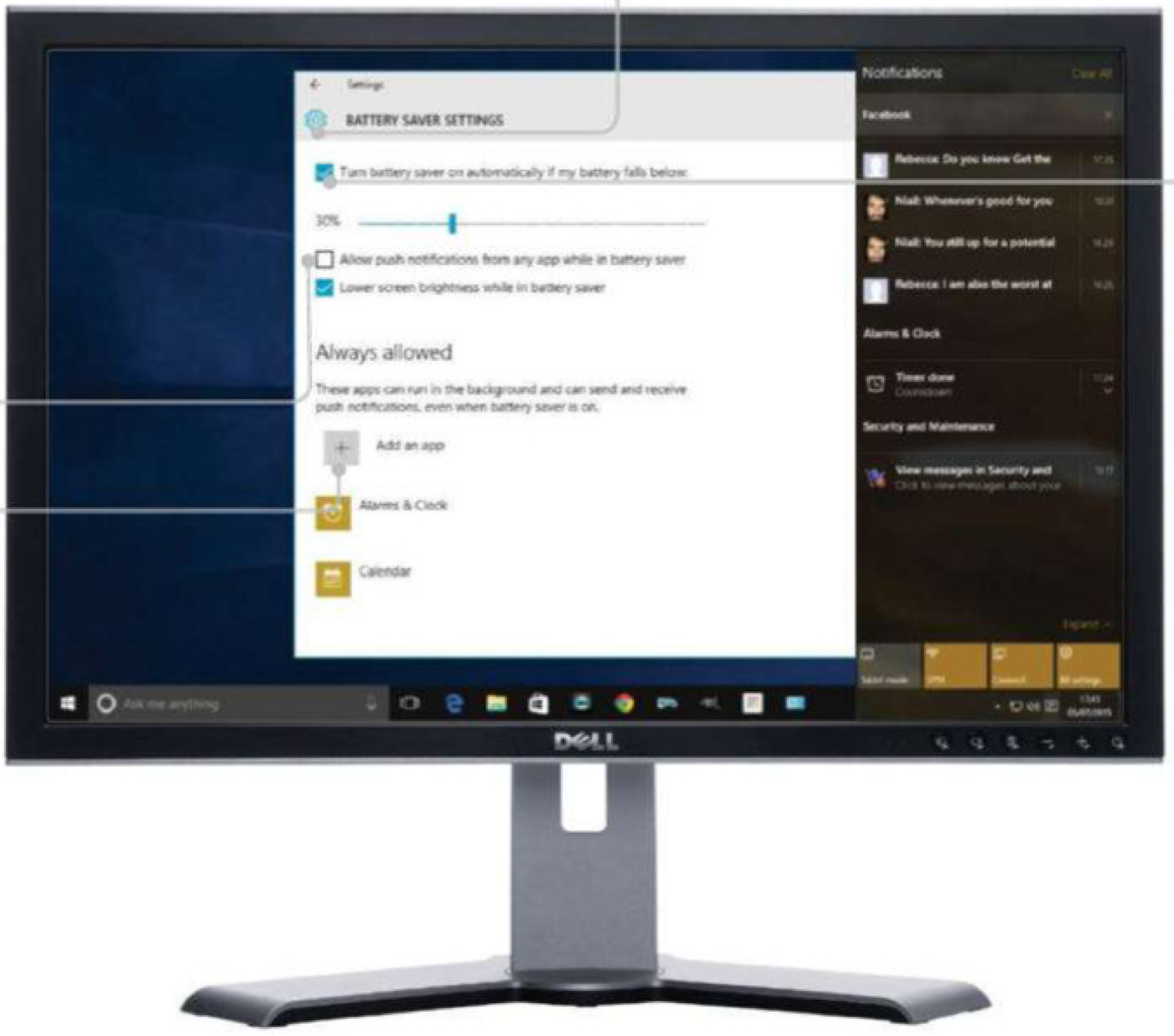
Notifications require an app to run, which uses power. Notifications should be disabled to reduce battery drain. Also tick the box to lower the screen brightness

Allow selected apps

Battery saver stops apps running in the background, but by clicking this button you can ensure apps you need always run, like Alarms & Clock or Calendar

Advanced settings

Step 6 guide opens Power Options in the Control Panel. Knowledgeable users can access advanced power settings by clicking Change plan settings, Change advanced power settings. It offers a fine degree of control over components like the disk, Wi-Fi, and more.





01: Show battery info

Click the battery icon at the right of the taskbar to show the battery information panel. The percentage charge and time left is displayed.



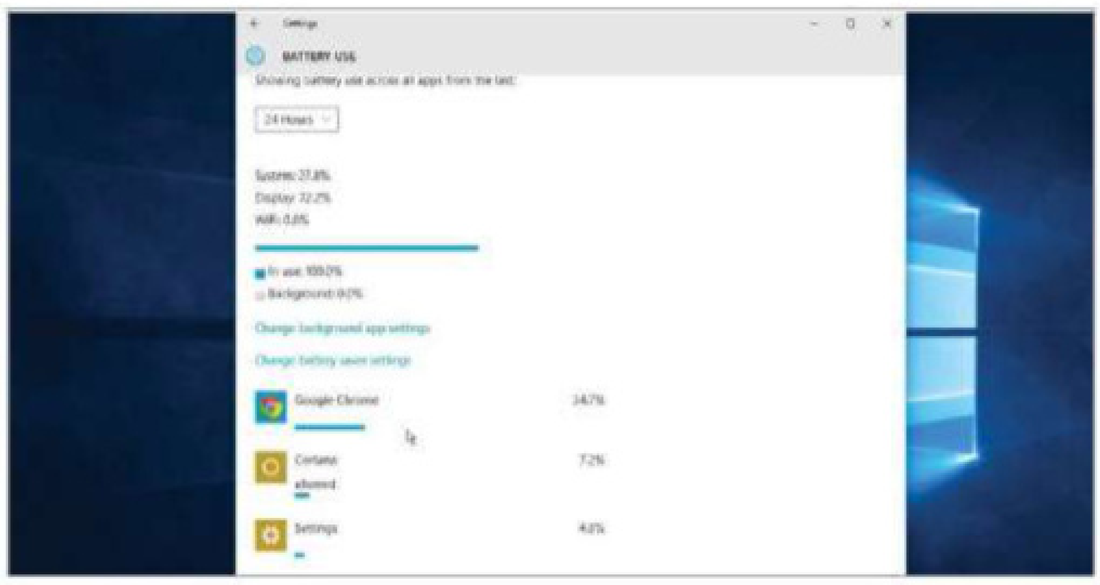
02: Battery and brightness

Click the Battery saver tile to turn it on and increase battery life. Click the screen brightness tile to lower the percentage and save power.



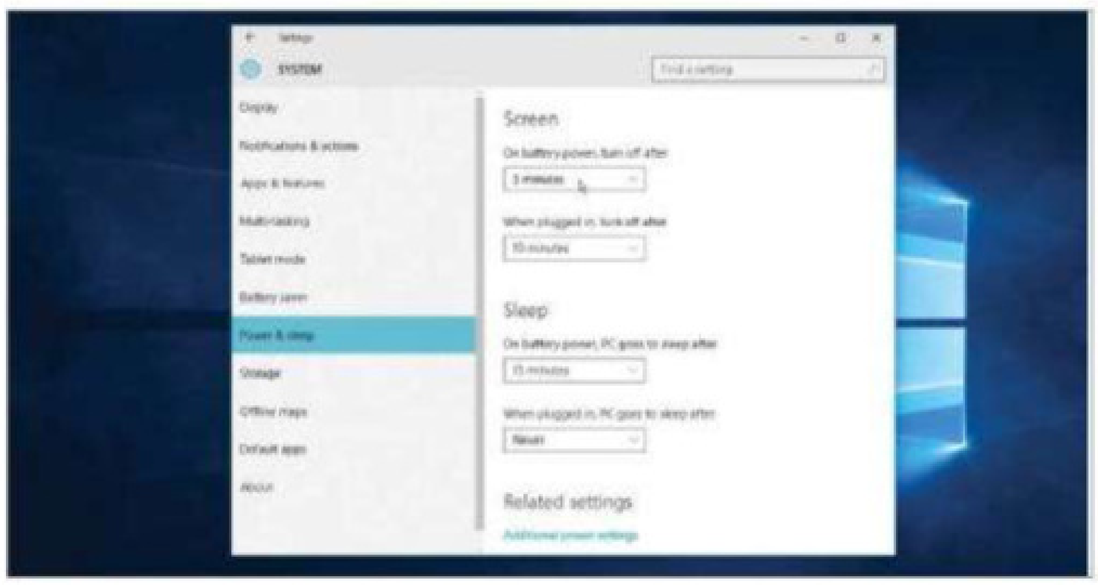
03: Extra settings

Click Power & sleep settings and select Battery Saver on the left. Click the Battery use link under the estimated time remaining information.



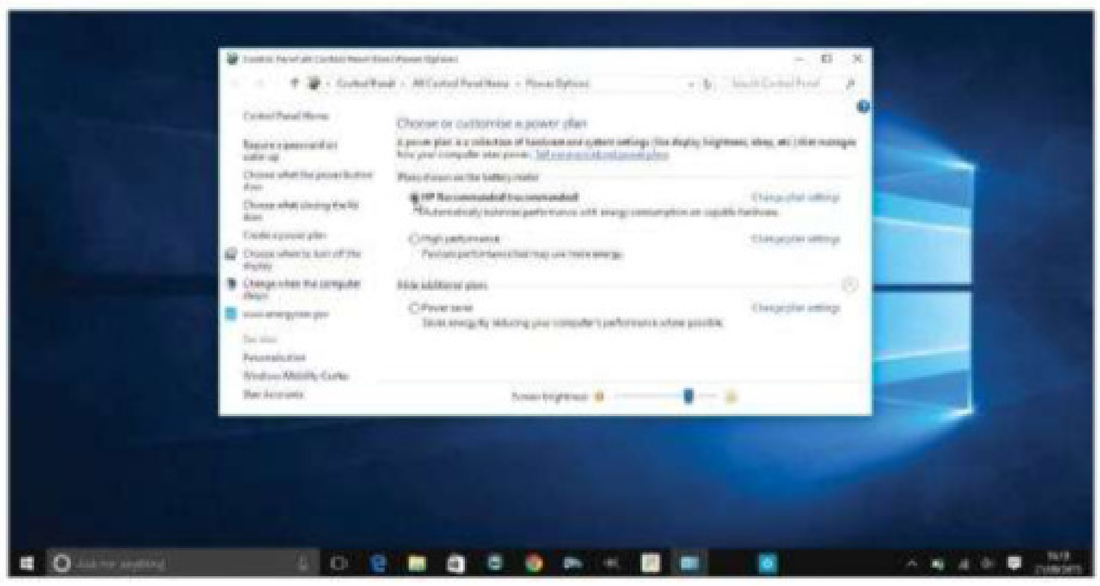
04: Battery usage info

Windows shows which apps have been using the most power recently. Avoid the power guzzlers to make the battery last longer.



05: Power and sleep

Go back a step and select Power & sleep. Click the menus to set the computer idle time before it turns off the screen or sleeps.



06: Old style settings

Click Additional power settings and Power Options in the Control Panel is displayed. Select one of the power plans that are listed.

The next step

Learn your way around Windows 10's other essential apps

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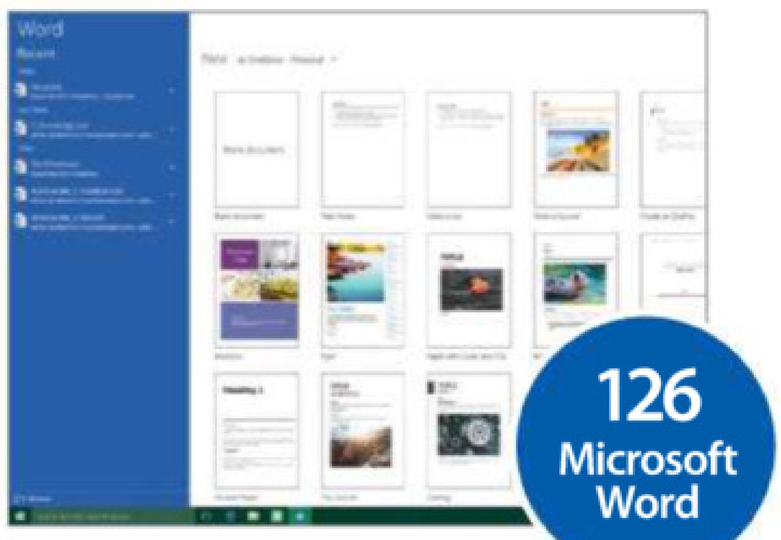
"Skype never gets in the way, even when you are using other apps"

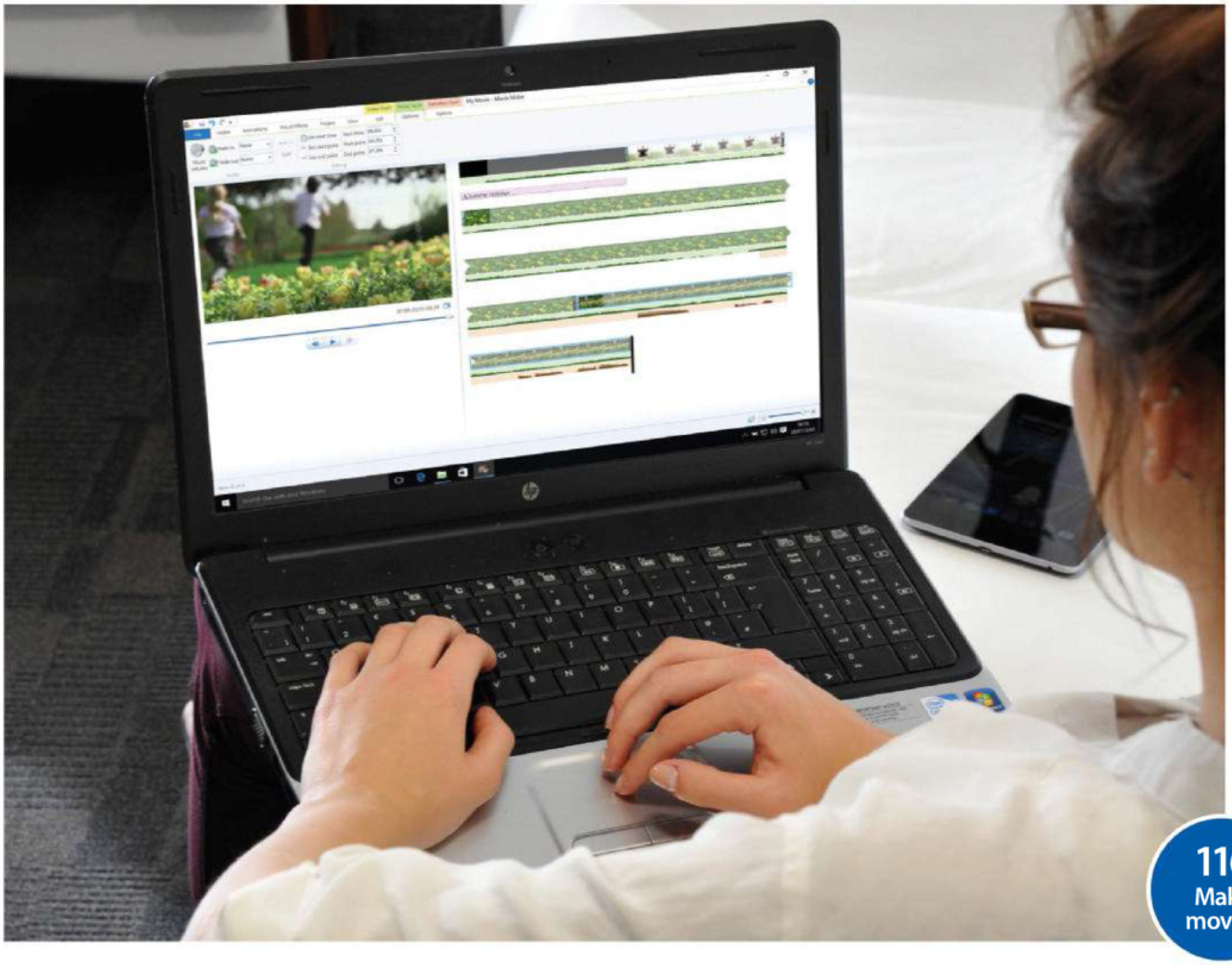




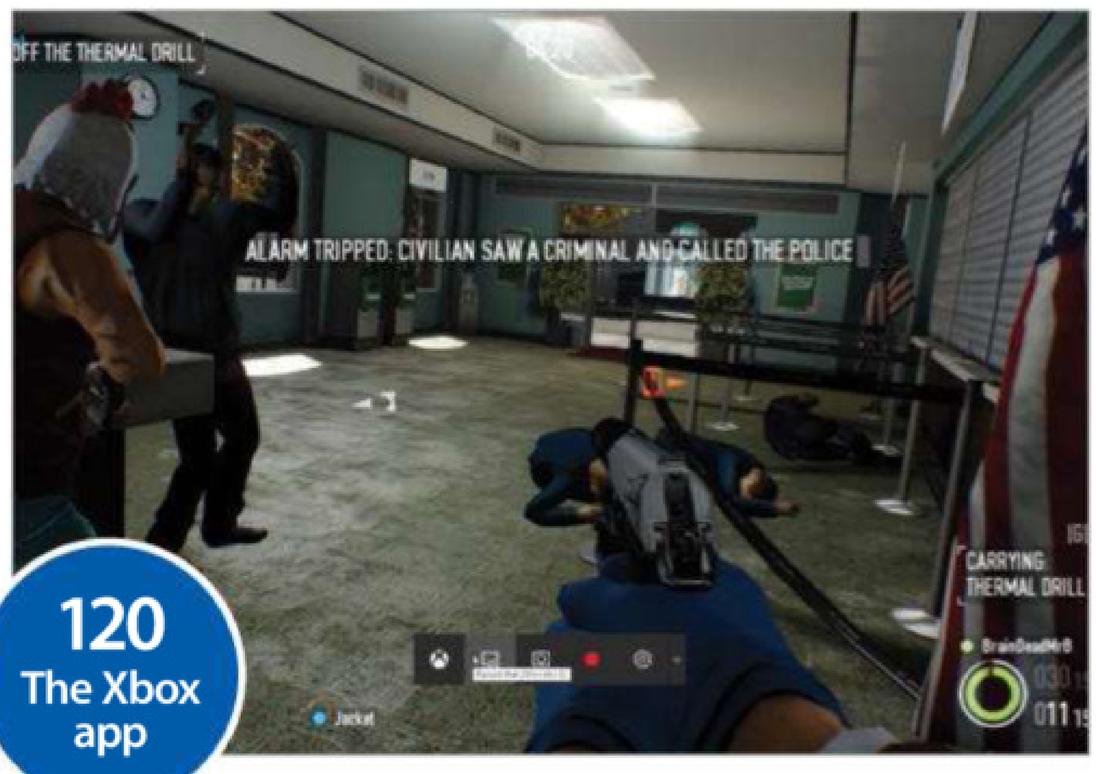




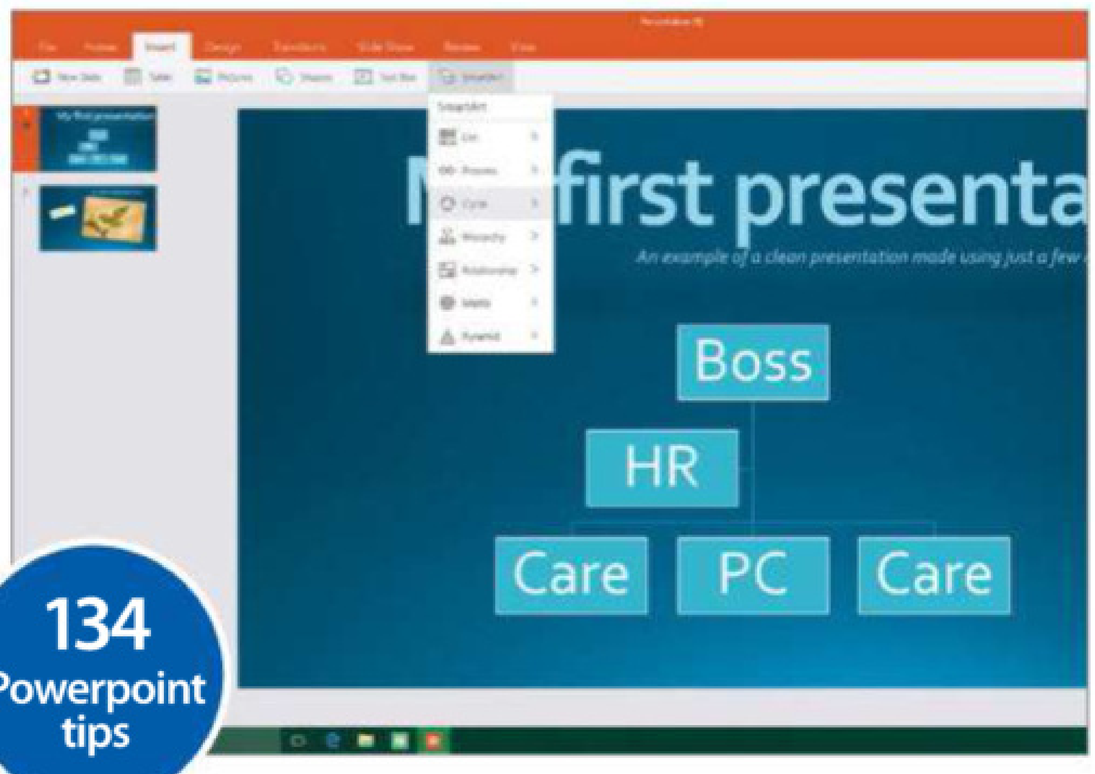




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Understand the Skype interface

Skype can easily become your dominant form of communication no matter what Windows device you are using

It is likely that you have heard of Skype, but it's also possible that you are not aware of the advantages it offers. Perhaps the most obvious is the ability to save you money, as you can speak to people around the world for free every single day. You can also share files, converse using text or just enjoy the advanced audio quality the service offers.

The interface is as simple as you could wish for and it never gets in the way of what you need to do, even when you are using other apps. It is worth remembering, though, that video calls and even audio calls can use high levels of bandwidth at times, but aside from that the software is more than efficient enough to work smoothly on lower-end PCs and phones. You can use Skype anywhere you have an internet connection and on almost any device you have, which gives it the potential to replace all other technologies for talking, texting and video chats. If you are going to be using Skype extensively, however, we would advise you to invest in a good quality microphone. We will now show you the main benefits the app offers and also provide some tips on using them correctly.

"Skype never gets in the way, even when you are using other apps"

The simple Skype interface

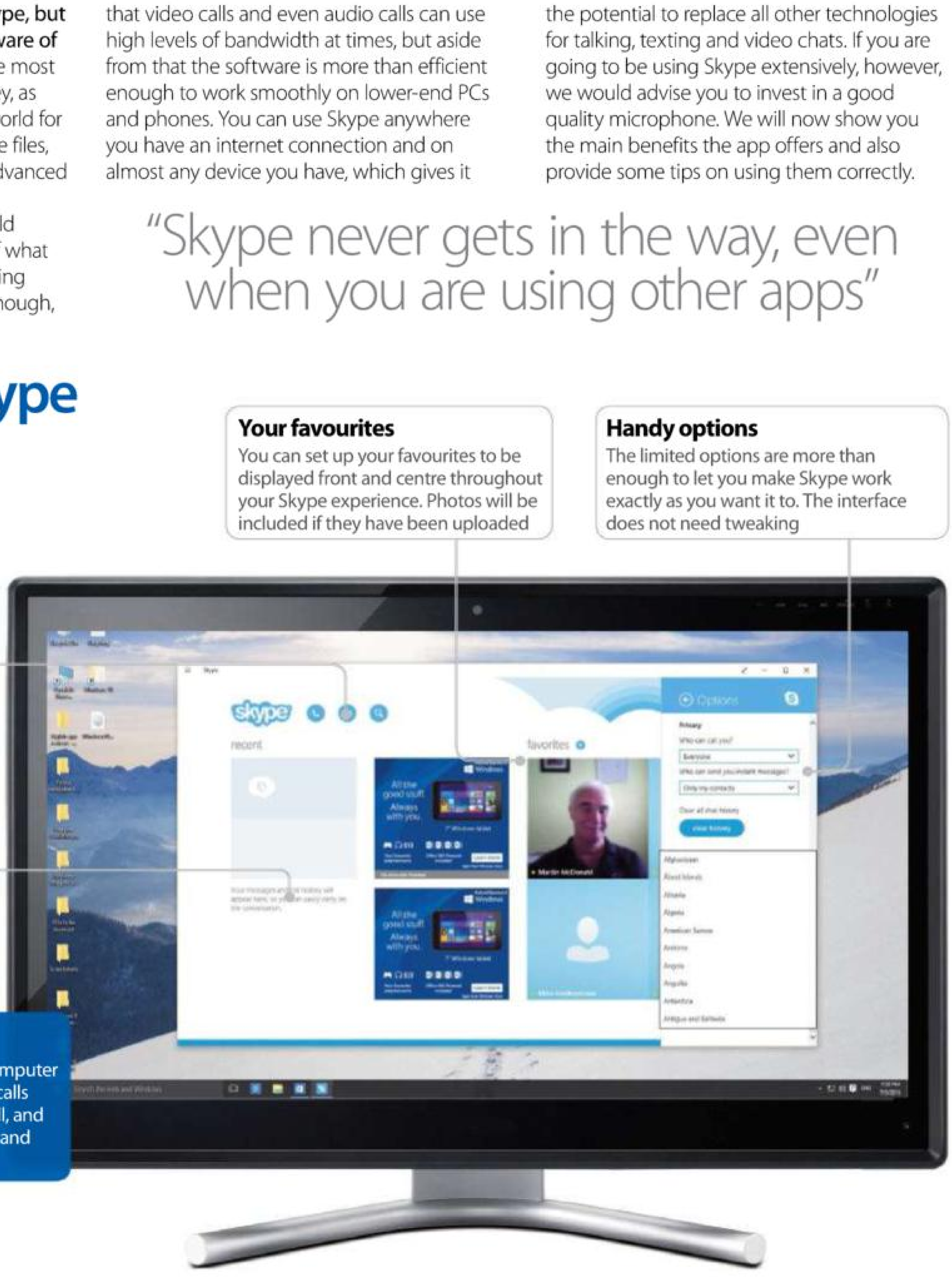
Make Skype work for you

Your favourites
You can set up your favourites to be displayed front and centre throughout your Skype experience. Photos will be included if they have been uploaded

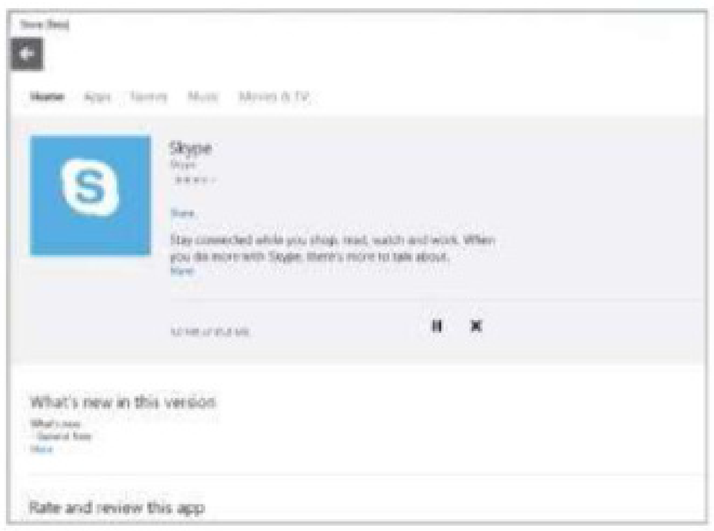
Handy options
The limited options are more than enough to let you make Skype work exactly as you want it to. The interface does not need tweaking

Group chats
Skype has the potential to make conference calling a thing of the past thanks to the group chat feature. It is hugely beneficial

Useful guides
When you first start using Skype, you will be guided through the features via simple text-based panels. They really do work well

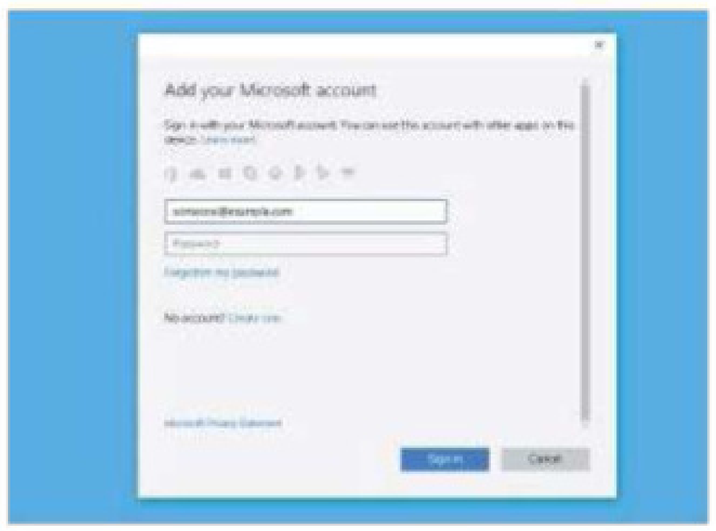


Skype everywhere
You do not need to be sat in front of a computer to use Skype. You can make and receive calls from a Windows phone and tablet as well, and potentially dispense with standard voice and mobile calls altogether.



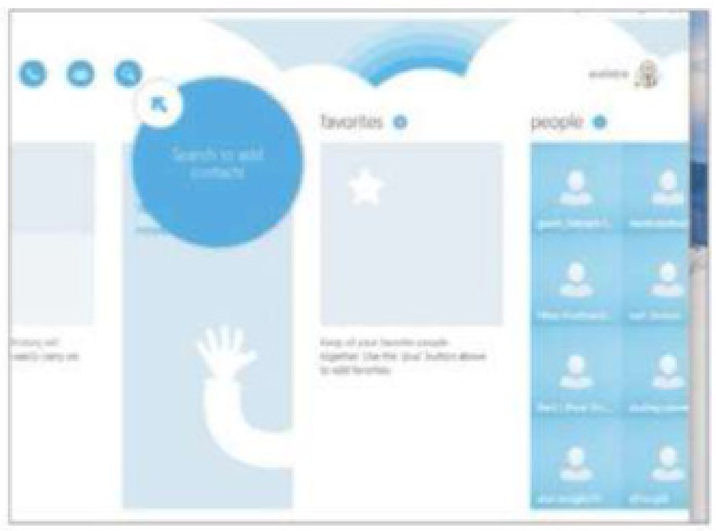
01: Download the app

Skype is available for free from the Windows Store and should work perfectly as it is also owned by Microsoft.



02: Sign in

You should sign in with your Microsoft account, but you can also use a separate account and merge the two if you like.



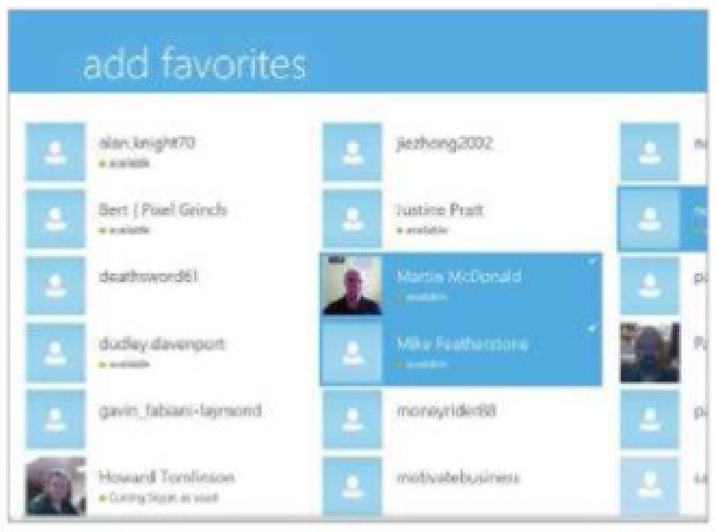
03: Get some help

Each panel will offer useful information about what it displays. Help bubbles also appear as you activate each one.



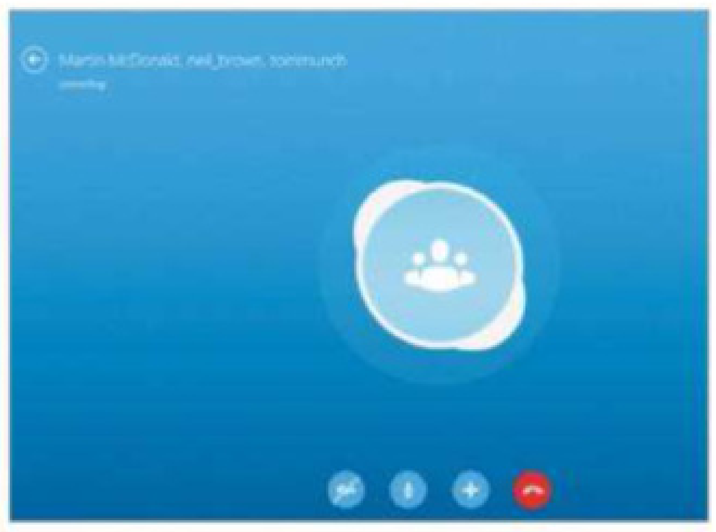
04: Add a contact

Click the bottom-right icon made up of three dots and then select 'add contact'. You can now search the directory by name.



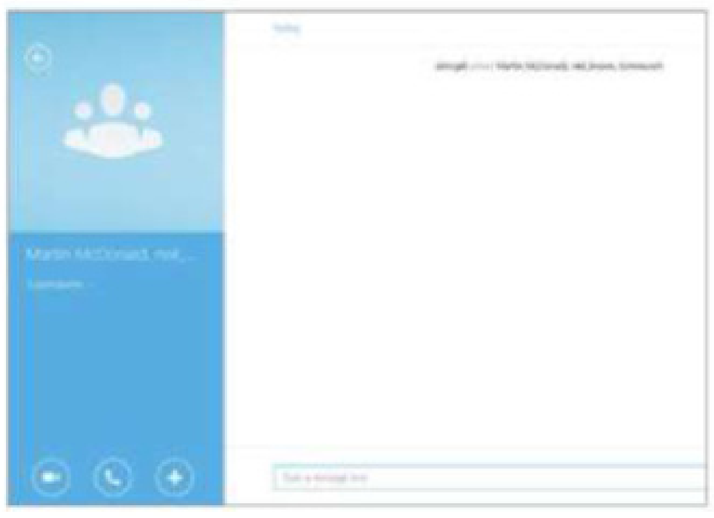
05: Make a call

All of your main contacts will be displayed using handily large tiles. You can simply click any one of them to initiate a message or call.



06: Initiate group calls

If you want to set up a group conversation, click the middle icon and then select the participants. You'll see if they are available.



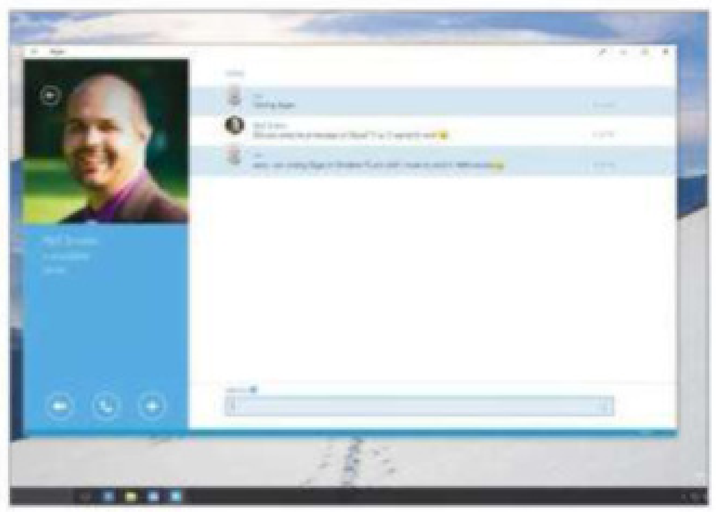
07: Have a conversation

Conversations can be held over audio, video or by text. You can use two at the same time for a more immersive experience.



08: Send any file

You can send files to people you are talking to by clicking the '+' icon while chatting and then selecting it within File Explorer.



09: Save money

Skype is revolutionary. It allows you to talk to people on the other side of the Earth and all for free.

Experience a video call in Skype

Skype works best when used for personal video chats with those who are far away

If you want a truly personal experience, a video chat will make the distance between you and loved ones disappear in an instant. Skype is perfect for this task because you can initiate a video chat by clicking one icon. The interface is so simple that the visuals of the participants always dominate the experience. You'll be able to see and hear each other, and with enough bandwidth, the experience will feel exceptional the whole way through. It offers an experience that will soon turn you away from mere audio or text conversations, as they will feel far too shallow in comparison.

If participants are connected to the internet, the call will be free and should work just as efficiently as traditional calls do. We'll show you how to initiate a call and use the minimal features within the app, including sending files, adding new people to the chat and much more. The feature set covers every possible need you may have, and has the added benefit of being extremely easy to understand. Skype is capable of many things, but arguably it is video calling that sits atop all of the other features, and deservedly so.

"The feature set covers every possible need you may have"

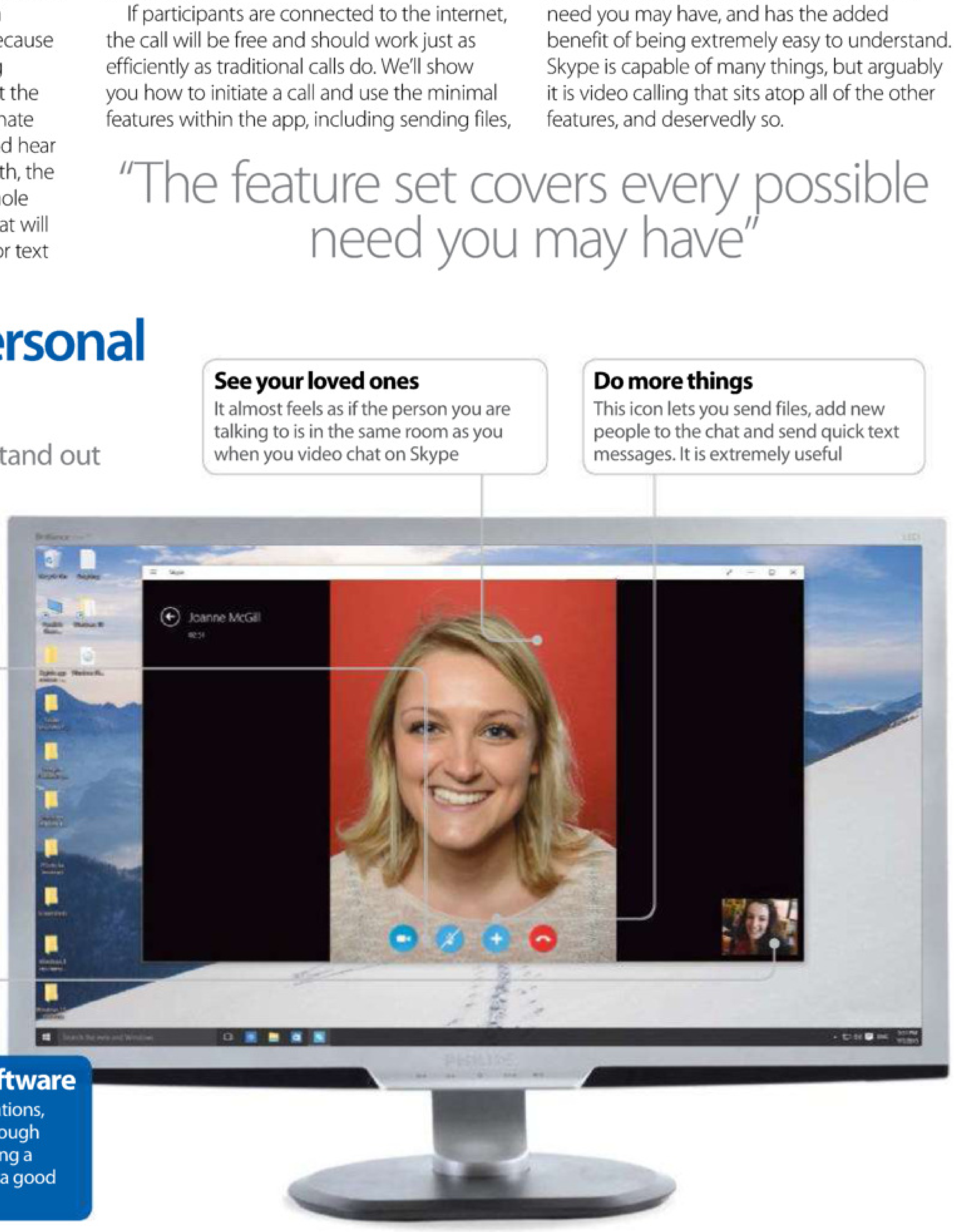
Enjoy more personal conversations

Skype lets the participants stand out

See your loved ones
It almost feels as if the person you are talking to is in the same room as you when you video chat on Skype

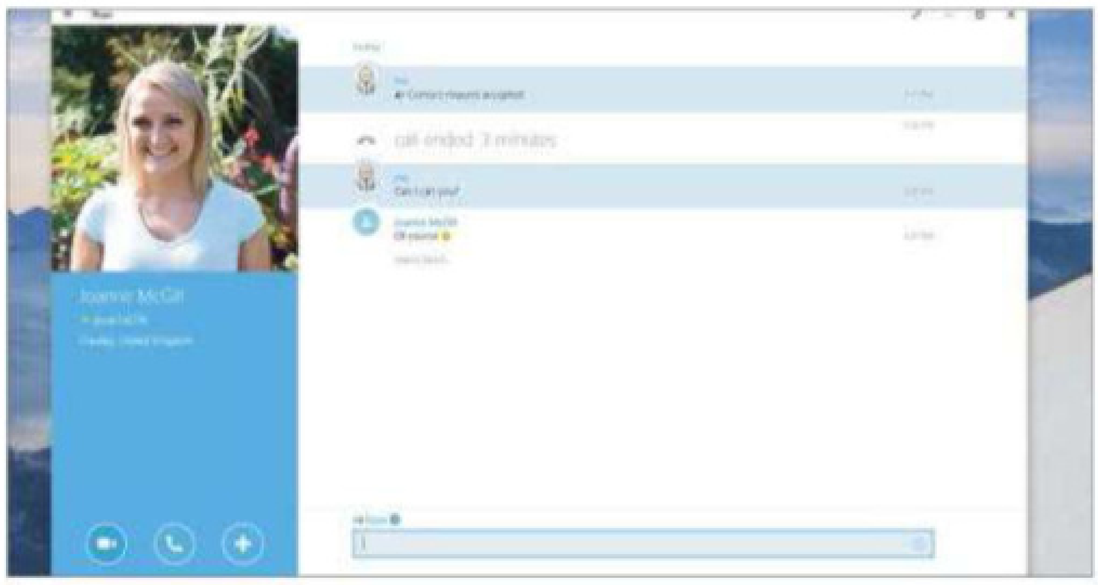
Do more things
This icon lets you send files, add new people to the chat and send quick text messages. It is extremely useful

Be private
With these two icons you can quickly turn off your camera and/or microphone when you need to protect your privacy



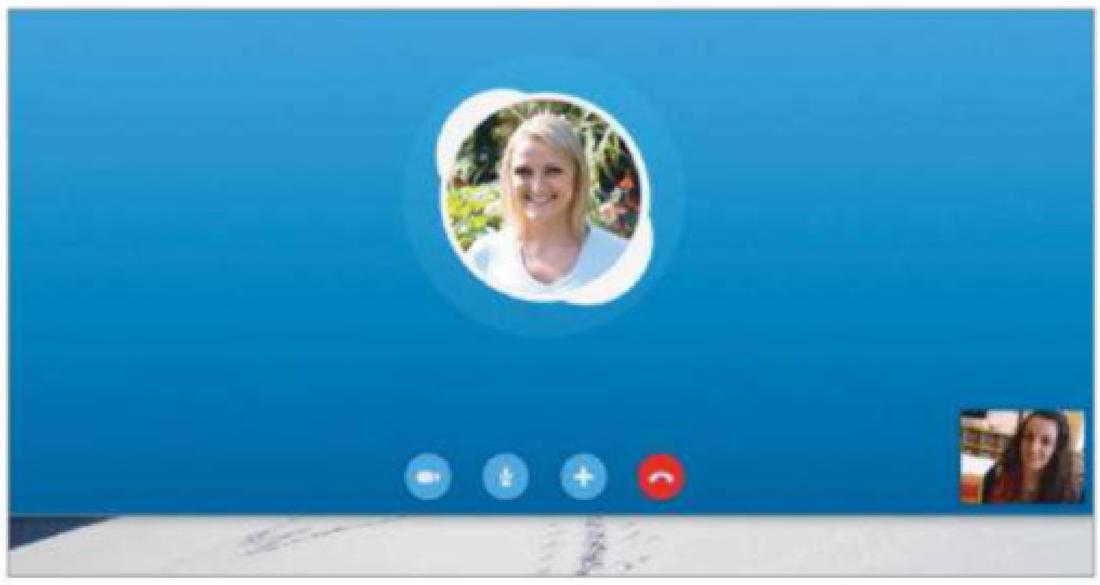
Full screen
The other person will see you in full screen and you can also see yourself in the small panel to check your appearance

Powerful hardware and software
To make the most of your video conversations, you will need to ensure that you have enough bandwidth available and that you are using a decent camera. Most webcams will offer a good quality experience.



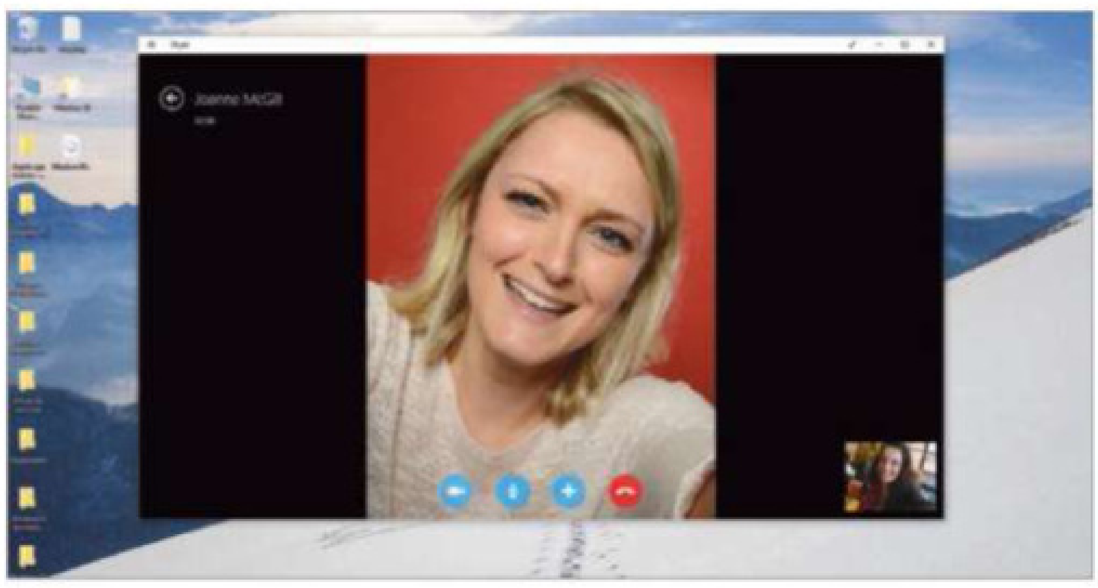
01: Start a call

Locate the contact you want to call first and then send them a message to see if it is convenient to have a video chat.



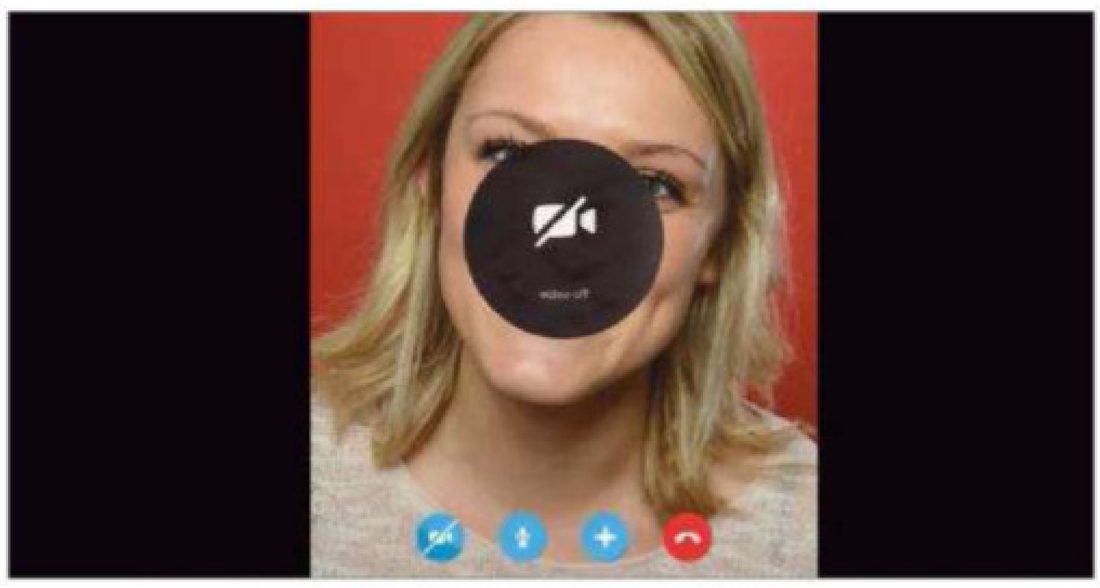
02: Click the camera

You will see a video camera icon. Click it to initiate a video call, which should start immediately. Now wait for the screen to change.



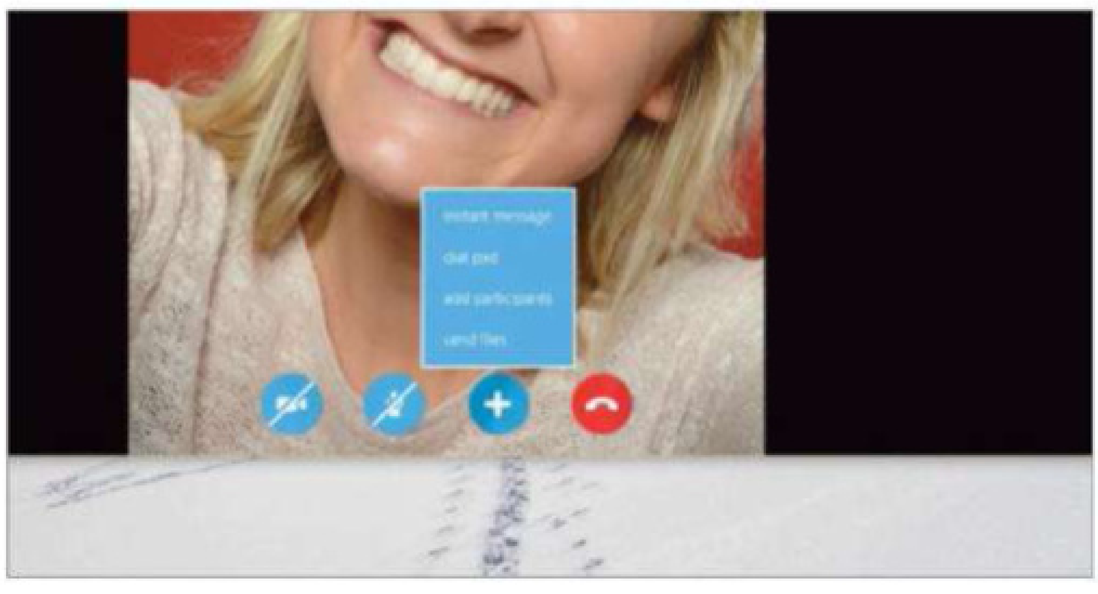
03: Make it visual

The screen will fill with the person you are calling and your image will be shown in the bottom right-hand corner.



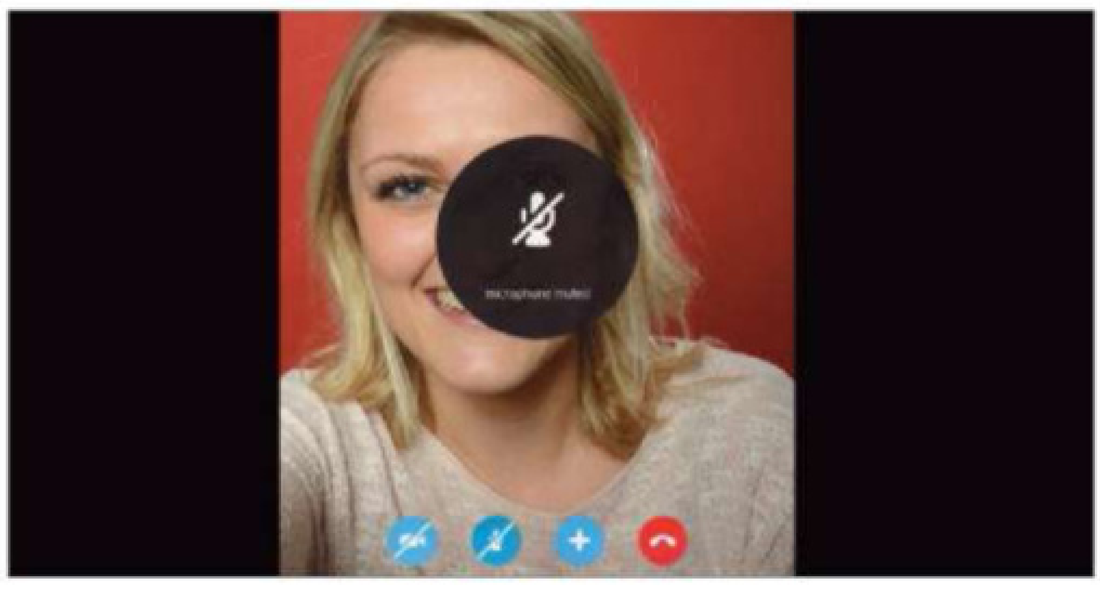
04: Turn yourself off

At any point, you can click the left-hand icon to turn your camera off. Your moving image will be removed from the bottom panel.



05: Check extra features

Click the '+' icon to send files or an instant message immediately. You can also add new participants and display the dial pad.



06: Go to mute

The microphone icon can be clicked to mute what you are saying. This is useful if you need to speak privately to someone else.

Import photos from your camera

Importing photos is easy in Windows 10 and you can manage the process in different ways

In Windows 10, the process of importing all of your favourite snaps is remarkably easy. There are a few methods you can use to move your photos over, but we will stick with a tried and tested one that should work no matter what PC you are using. It uses File Explorer and the Photos app to transfer all of your photos and manipulate them as required.

It is likely you will repeat the process many times if you take a lot of photos, so we would recommend you use the auto-delete feature to free up space. Photos from high-end digital cameras can take up a lot of space, so you will need to manage your Windows space accordingly. Some time spent reviewing which photos to discard will save you a lot of space and ensure you can enjoy your best snaps without having to trawl through hundreds of images. Importing them can help to organise your folders, so you'll always be able to locate those snaps from Spain 2012 if you need to.

A lot of effort has been put in to ensuring that commonly used processes are as easy to complete as possible, and importing photos is no exception.

"Importing all of your favourite snaps is remarkably easy"

Import camera photos simply

Import with File Explorer and Photos

Use Photos
Right-click on any imported photo and then choose 'Open with'. You can now select 'Photos' as the app of choice and make it the default option for all images

A connected camera
When you connect your camera using a USB cable, it will appear in File Explorer immediately. You can now right-click it and choose 'Import...' to continue

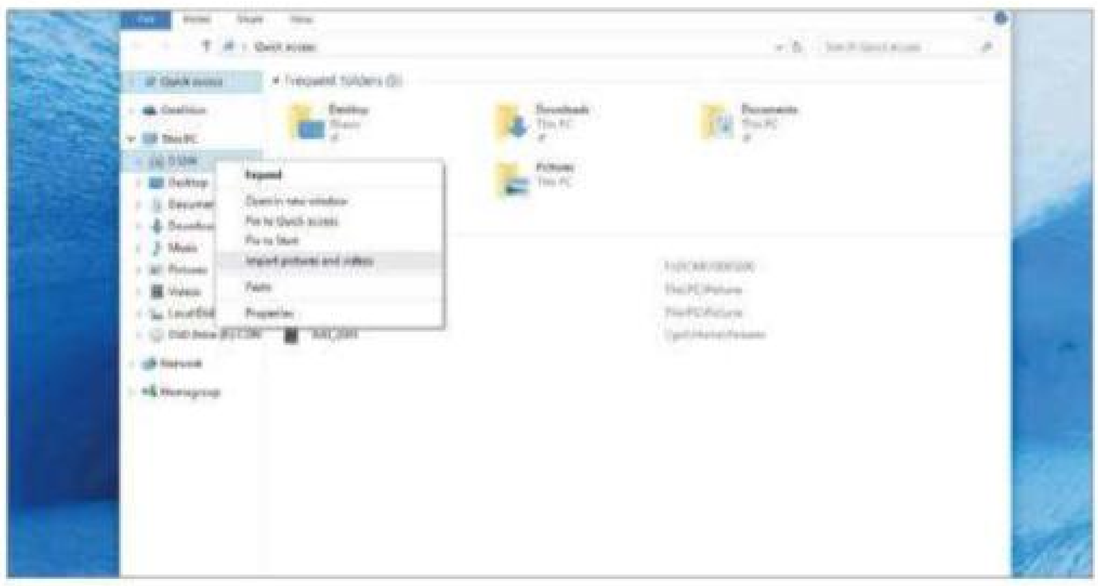
Move and delete
When you are importing photos, the option to 'Erase after importing' is useful because it means that you can simply move all of your photos over and free up space on your camera expansion card in one swift movement.

Opening and editing
When you double-click any photo, the Photos app will open, which you can use to edit and completely change the appearance and fix any problems

Logical steps
Complete each of the logical steps and choose what exactly to import. Once you have finished, you should now wait for the import process to complete

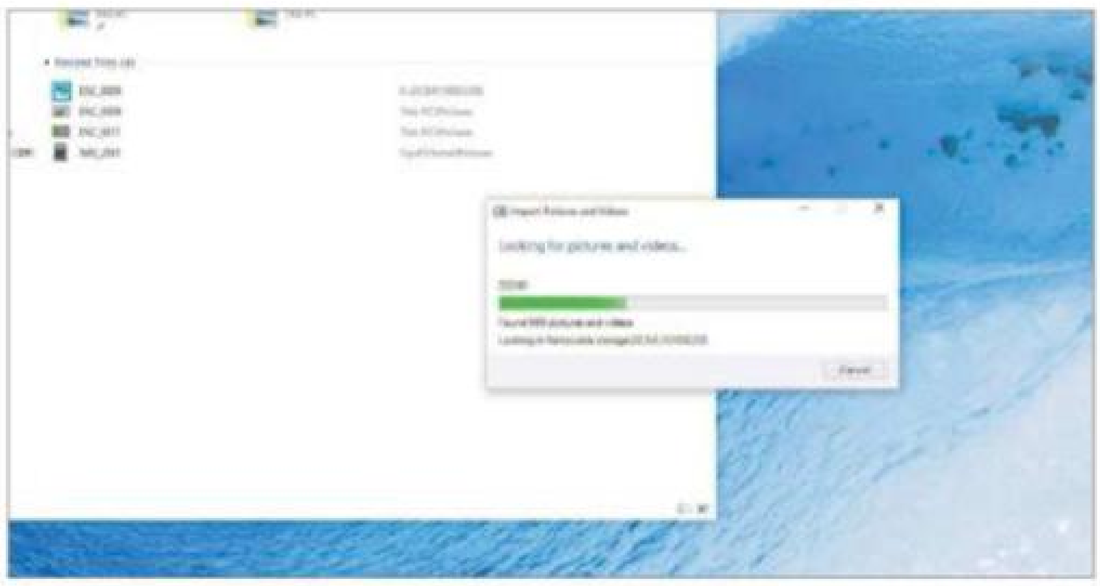


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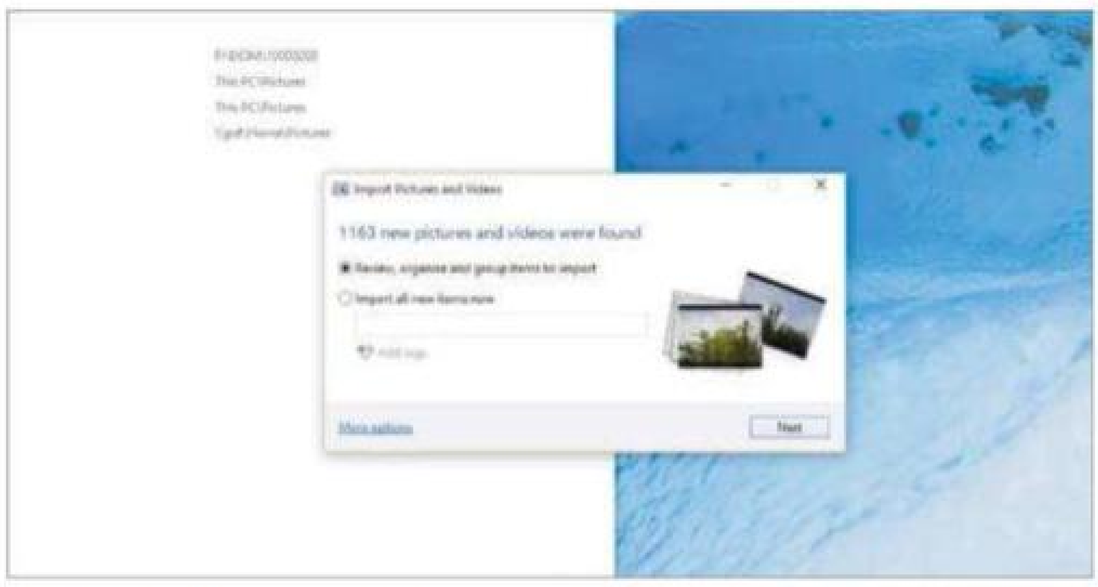
01: Time to connect

Connect your camera to your Windows device and it should be recognised immediately. Open File Explorer, where it will be listed.



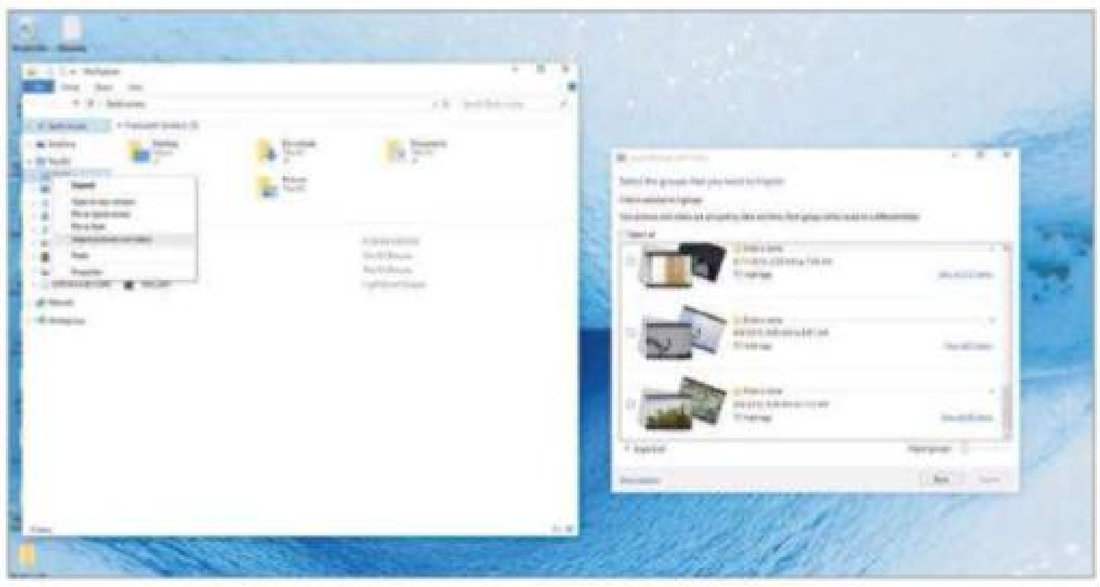
02: Start the import

Right-click the camera drive and click 'Import photos and videos'. If the card is large, it may take some time to see every photo.



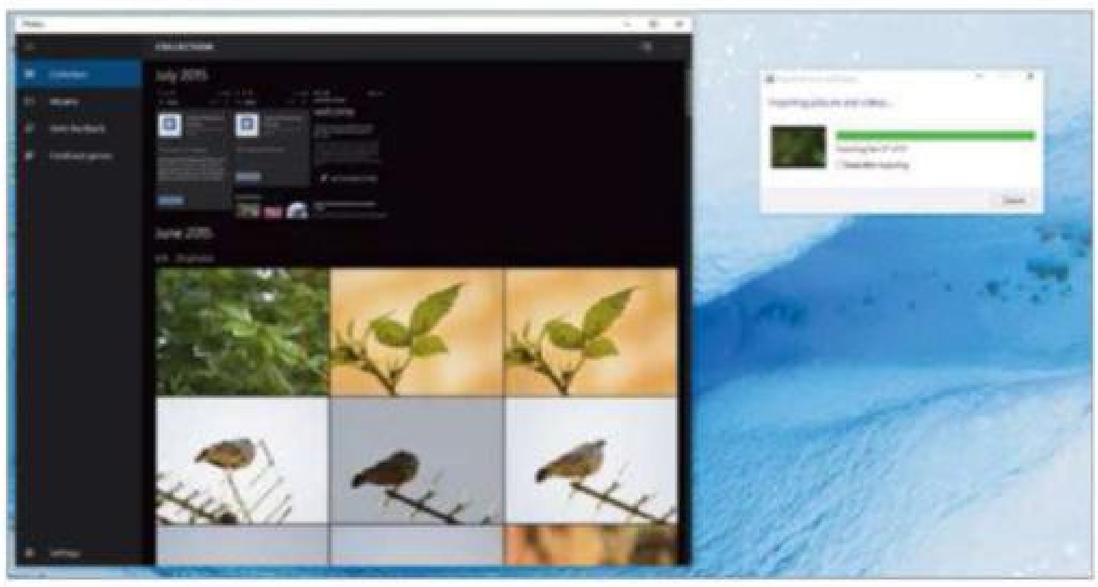
03: Review and organise

You will now see two options. Ideally you should select 'Review, organise...' to see exactly what should be imported to your device.



04: Select groups

Many cameras will break the photos down into groups. Tick the ones you want to import and then click 'Import' at the bottom.



05: You must wait

You now need to wait until the import process is completed. If you try to stop it at any point, the process will be terminated.



06: Enjoy the photos

Each photo can now be opened in the Photos app and edited, or simply viewed as a slideshow for your pleasure.

Edit your photos

Use the Windows Photos app to browse, view and edit your digital camera and phone photos

The Photos app in Windows 10 enables you to browse the photos on the disk drive as well as view and edit them. It is worth getting to know this app because it has some great features. For example, you can fix many common photo flaws such as exposure. Images can be brightened or darkened, the contrast can be increased or decreased and the saturation adjusted for perfect pictures.

There is a tool to straighten photos that have been taken at an angle as well as a tool to fix red-eye. There are also special effects; you can turn photos into black and white masterpieces, or simulate aging and fading with various filters and the vignette tool.

It's fun experimenting with the tools and effects, and when you have finished enhancing a photograph, it can be saved to disk. There is an icon to save it as a copy, which is useful because then you have the original to return to if you change your mind.

There is a 'Share' button, so you can share your photos with your friends and relatives. You do need to have social media apps like Facebook installed for this to work, but they are free in the Windows Store.

"It's fun experimenting with the tools and effects"

Use the tools in Photos

Learn to use the Photos interface

Share button
Photos contains no sharing facilities itself, but instead it relies on third party apps. Download Facebook and similar social media apps to use it

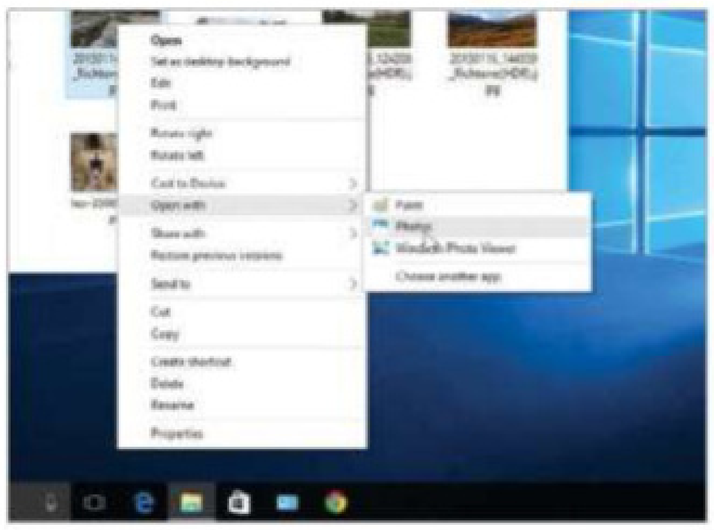
Save a copy
A photo can be saved, but it is best not to overwrite the original. Use this icon and a copy of the photo will be saved with a new name

Tool categories
These icons represent categories of tools. Select one and then look to the panel on the right-hand side to see the tools it contains

Editing tools
The tools in the selected category will appear here. With these tools, click them, then click and drag the handle round the circle that appears to use them



Upload your photos
Getting photos from your phone onto your computer is really easy and all you need to do is install the OneDrive app for iOS or Android. This automatically uploads photos to OneDrive, which can be accessed on your PC in Explorer.



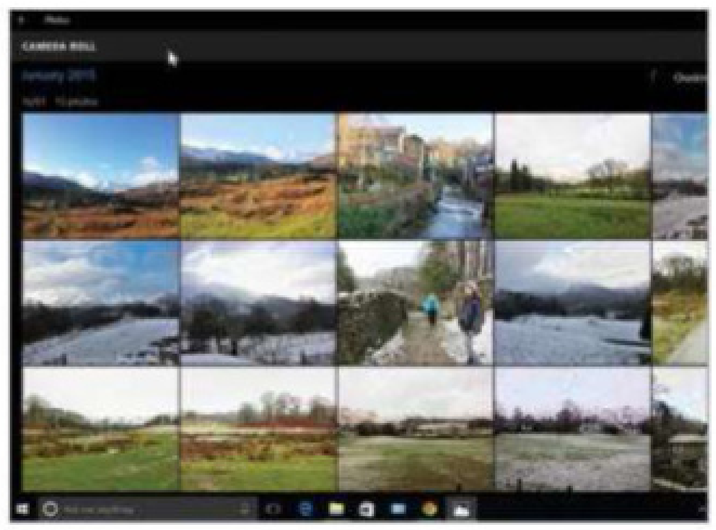
01: Use Explorer

Any photo you see in an Explorer window can be opened in Photos. Right-click it and select 'Open with, Photos'.



02: Start with Photos

You can also go to the Start menu, click All apps, scroll down to P and click Photos to open the app without a photo.



03: Browse your photos

If you open Photos on its own, you can then browse the photos on the disk and view thumbnail images of them.



04: Open a photo

Select a photo and it will be loaded into Photos and automatically resized to fit the window. Click the edit button (pencil).



05: Photo tools

Down the left side of the screen are categories of tools; when one is selected, the tools appear on the right.



06: Straighten photos

If an image slopes to one side, select 'Basic fixes' on the left and 'Straighten' on the right. Click and drag the control.



07: Use filters

Select 'Filters' on the left and down the right-hand side will be a strip of thumbnails. Click each one to apply the effect.



08: Try the effects

Click 'Effects' on the left and on the right will be a couple of interesting tools. Use 'Vignette' to fade the edges of the photo.



09: Selective focus

Choose 'Selective focus' on the right and a circle appears on the image. Drag the handles to blur or sharpen the image.

Make your own movies with Windows 10

Import, edit and publish your home movies with Microsoft's own Windows Movie Maker

Windows Movie Maker makes piecing together your home movies easy, while also offering you a lot of great tools to make your videos look amazing. Whether you have experience editing video in Windows or not, you'll soon find yourself importing video footage, organising and editing it down, adding voice-over narration and music, and then exporting it and sharing it online, all within Windows Movie Maker.

Once footage has been imported into the software, it will be your job to edit it down to a length that you are happy with. Then through the use of the different tool tabs you can start to get creative with your footage, adding transitions and more.

To get started with Windows Movie Maker, download the software for free from **windows.microsoft.com/en-us/windows-live/movie-maker**. Then when you're ready, follow along with these simple steps to make your first movie.

"Each individual item in your edit is adjustable"

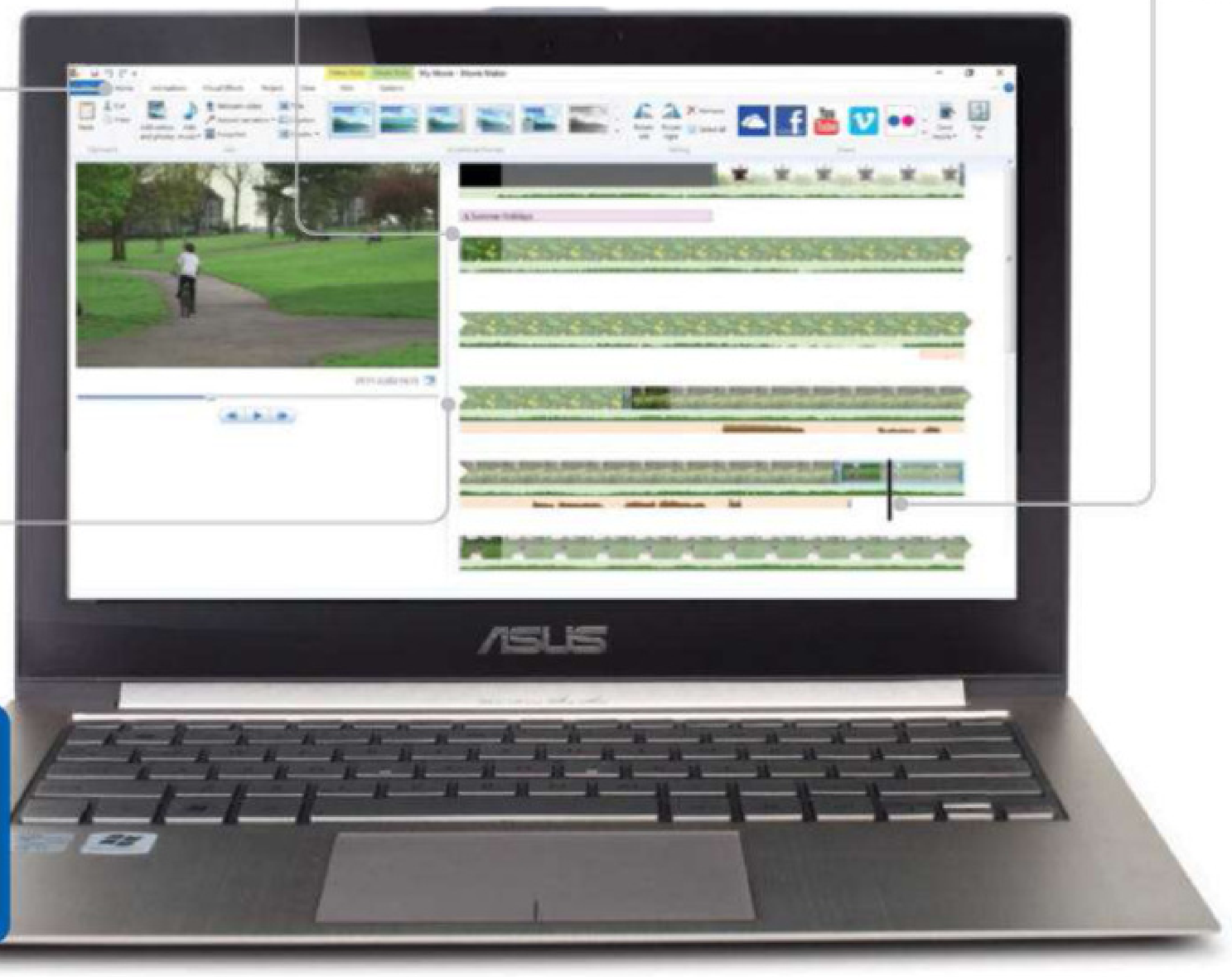
Windows Movie Maker interface

Learn how to navigate the software

Timeline
The timeline is where all your footage is stored and is where you'll be doing your editing. Footage, audio, transitions and effects can be added and edited within the timeline window

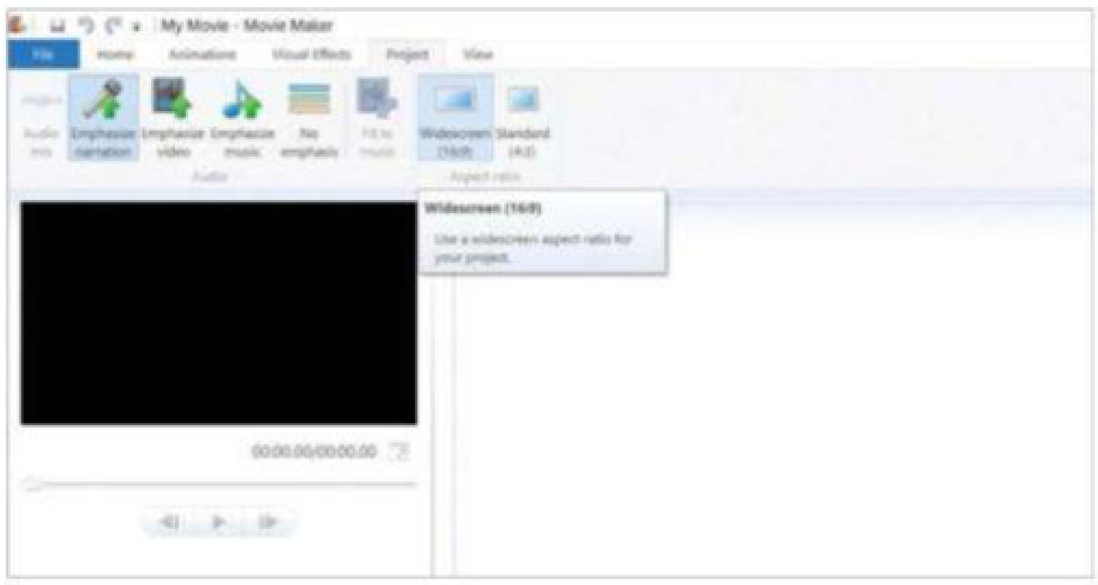
Playhead
As you play through your movie the playhead will show you where you are in the timeline. Any cuts made or content added in the timeline will happen wherever the playhead is positioned

Tabs
Each tab contains a series of useful tools. The largest variety of tools can be found in the Home tab, which lets you edit clips, add audio, titles and Auto Movie Themes



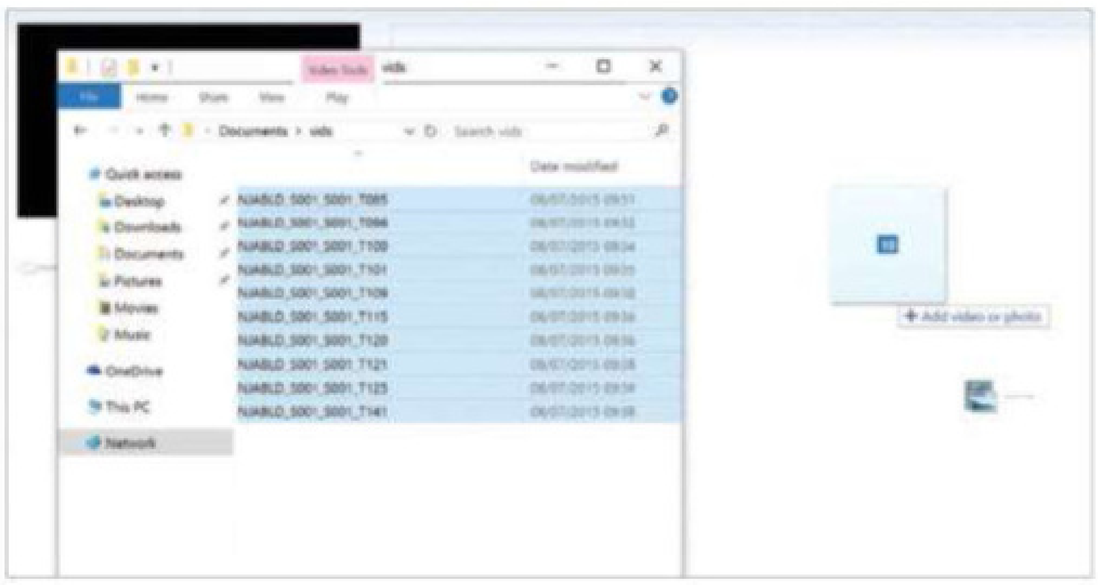
Adjust your interface
As well as being able to increase the size of your footage thumbnails, you can move the bar dividing the timeline and monitor window to make it larger

Auto Movie Themes
In the Home tab select a thumbnail from the Auto Movie Themes selection to automatically add stylistic transitions and title animations to your movie. This is the best way to get a good look for your film in no time at all.



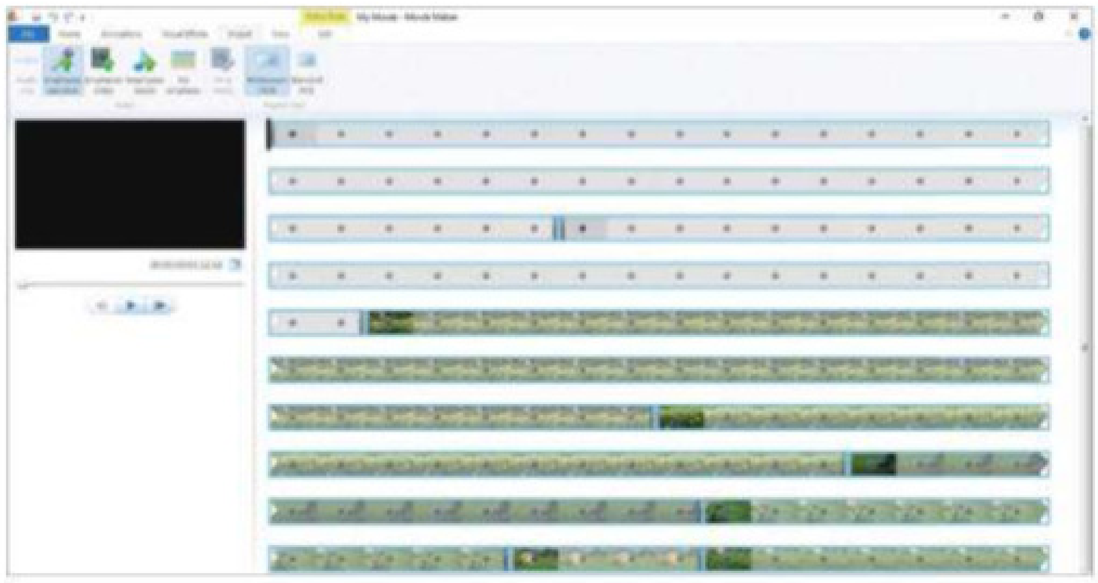
01: Set up Windows Movie Maker

Open Windows Movie Maker, click the Project tab and pick an aspect ratio that matches your footage, which will likely be widescreen.



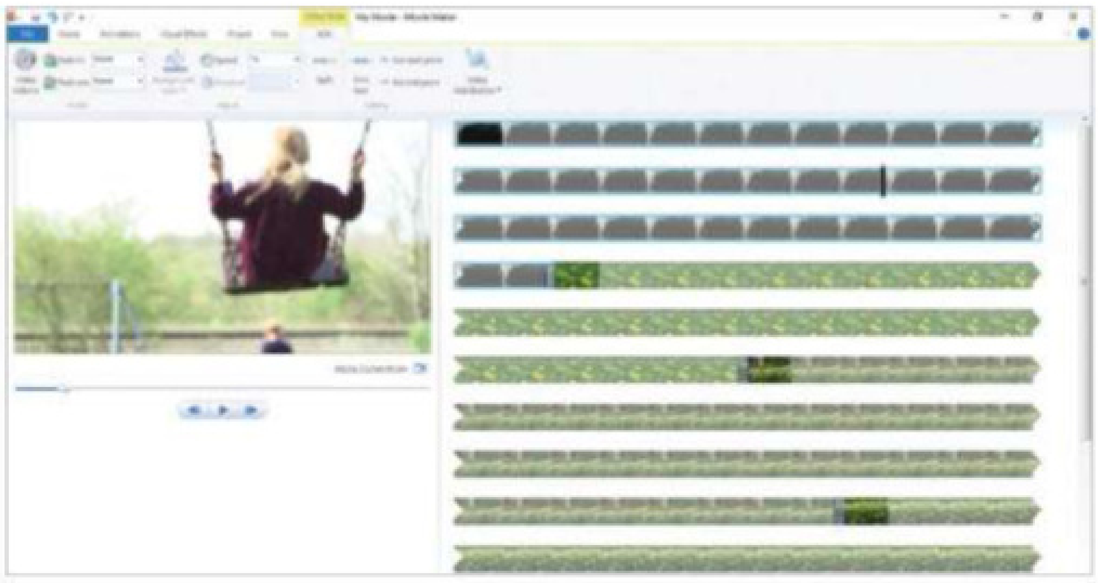
02: Add files

Locate the folder that contains the video files you want to edit. Most video formats are compatible with the software.



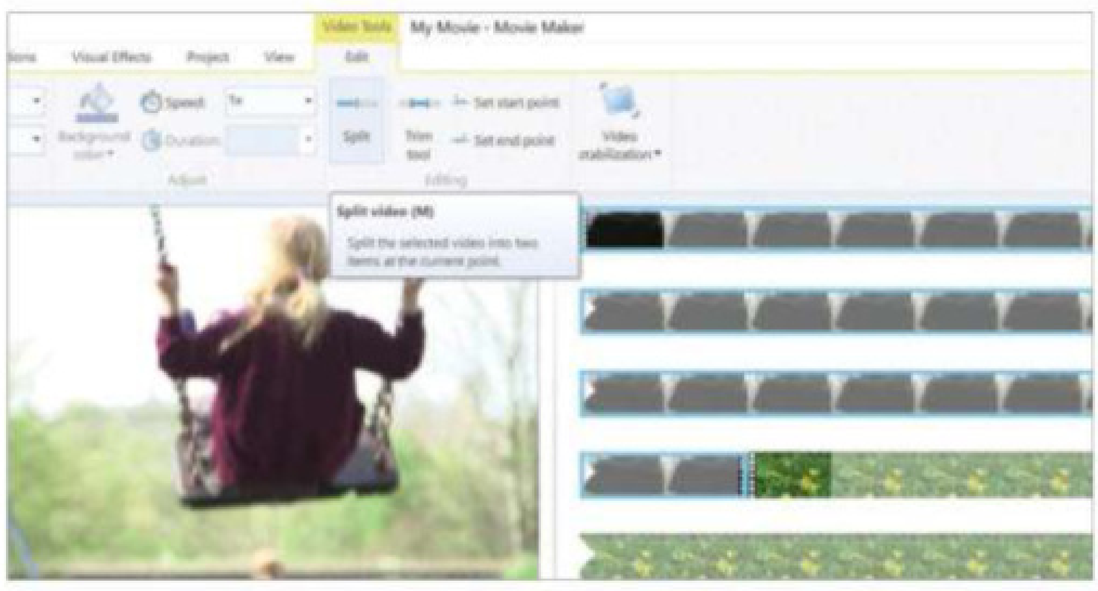
03: Process the files

Video thumbnails will appear in the library window. A clock icon will appear over the thumbnails while the files are being processed.



04: Preview footage

Clips are separated by a film reel icon. Click on a clip to select it and click anywhere on that clip to view it.



05: Split a clip

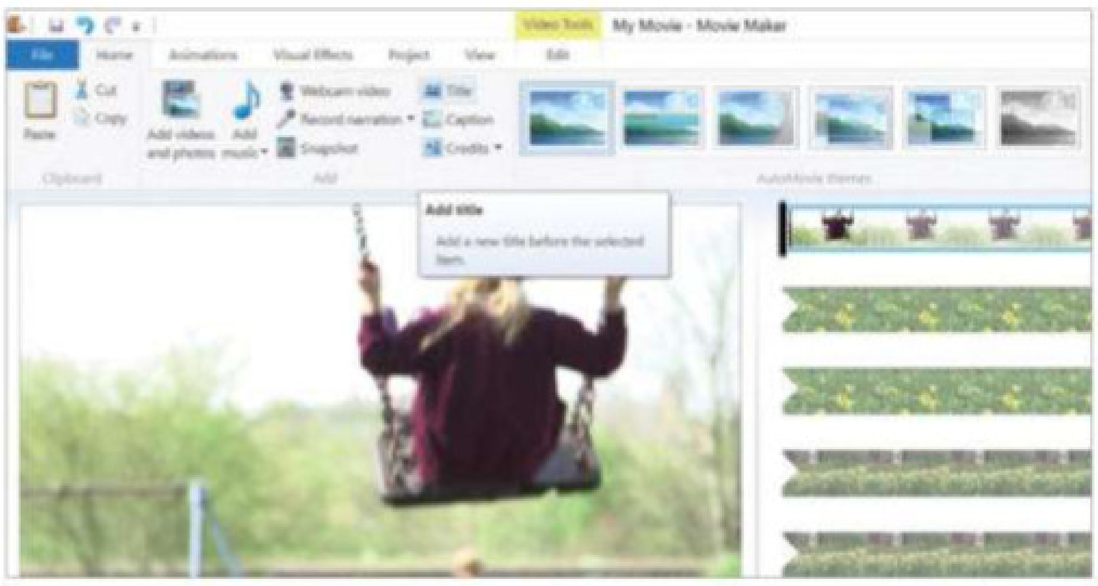
In the top toolbar click Edit. With a point in a clip selected using the playhead, click Split to cut a clip at that point.



06: Trim a clip

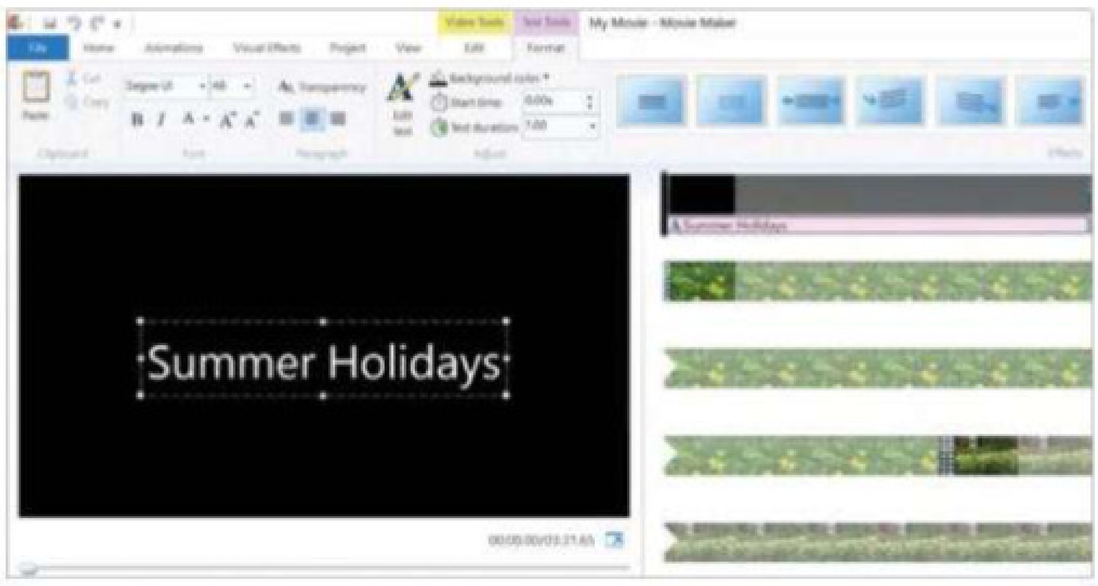
With a clip selected, click on the Trim tool. Beneath the monitor window, drag the start and end bars inward to shorten a clip.

The next step



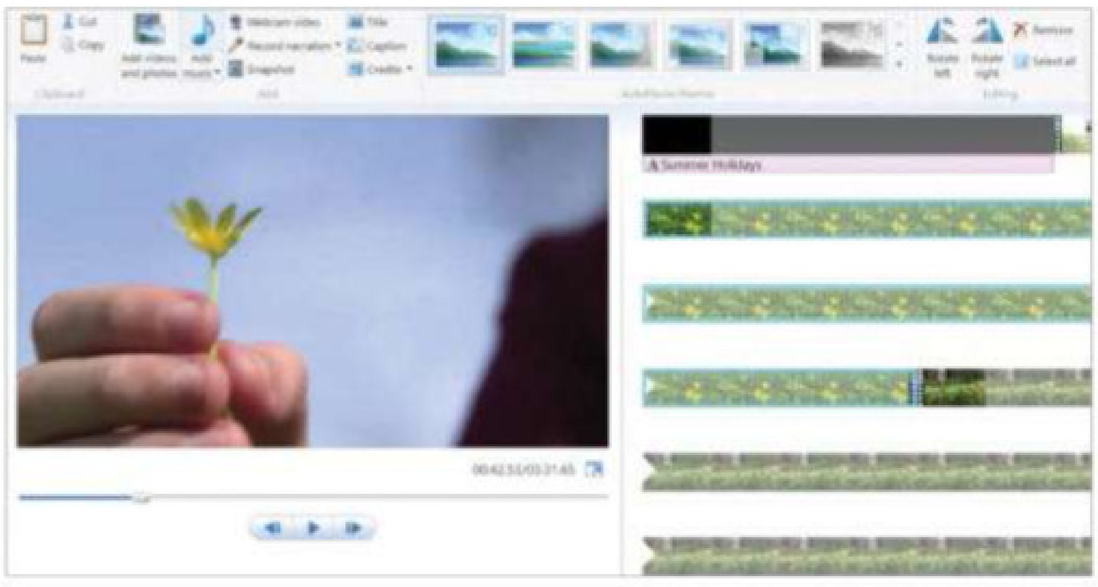
07: Add titles

Set the playhead to the beginning of your movie and click Home in the toolbar, then click Title to add a title card.



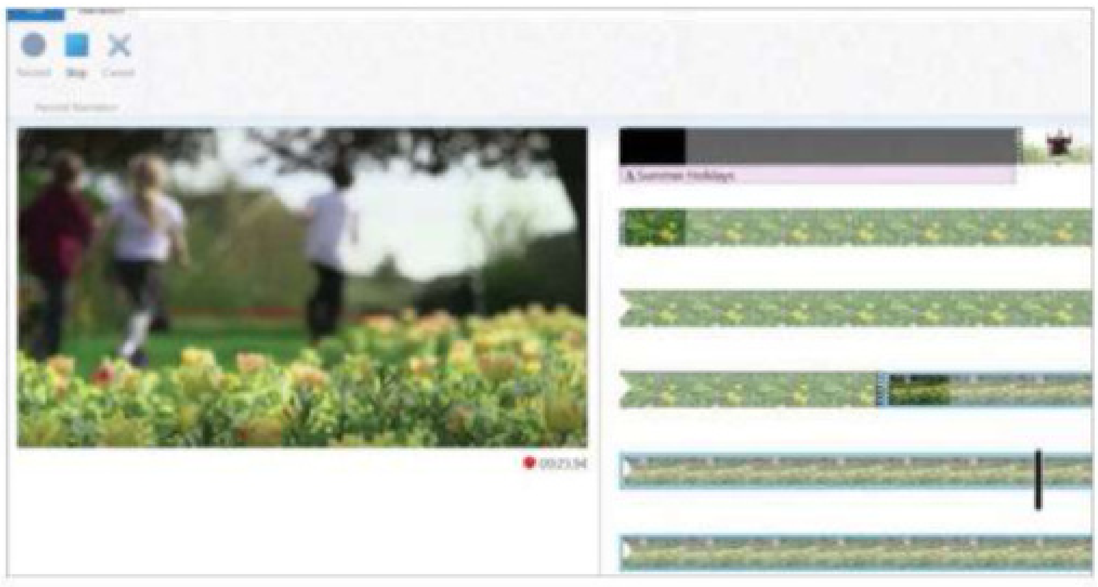
08: Modify your title

Add the title you want then in the toolbar select a font, colour and duration, as well as a starting transition for the title.



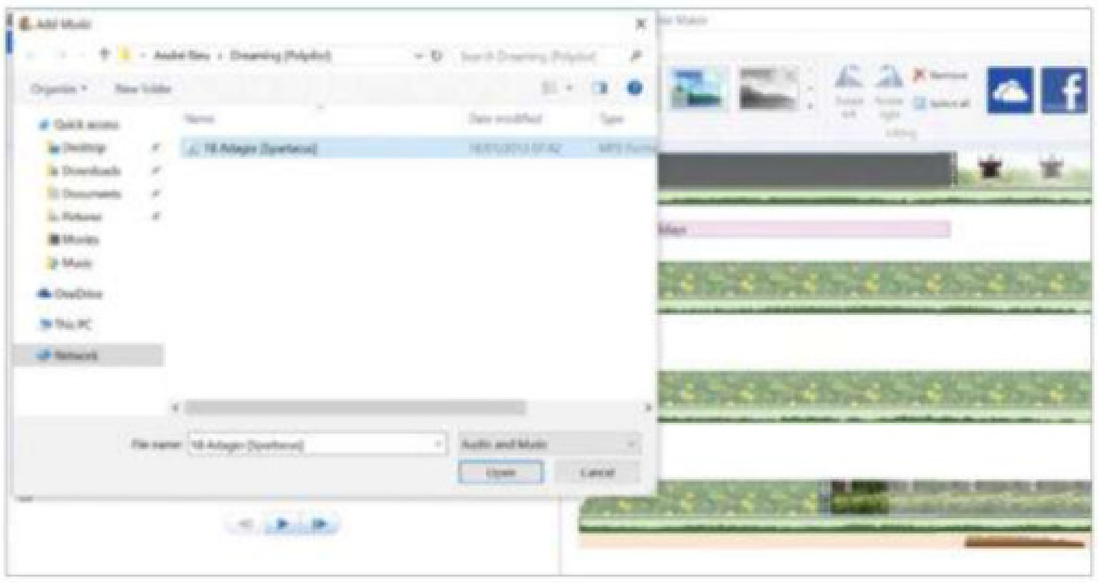
09: Add audio

In the Home tab you'll also be able to add music, narration and audio to a movie. Added audio will appear underneath the thumbnails.



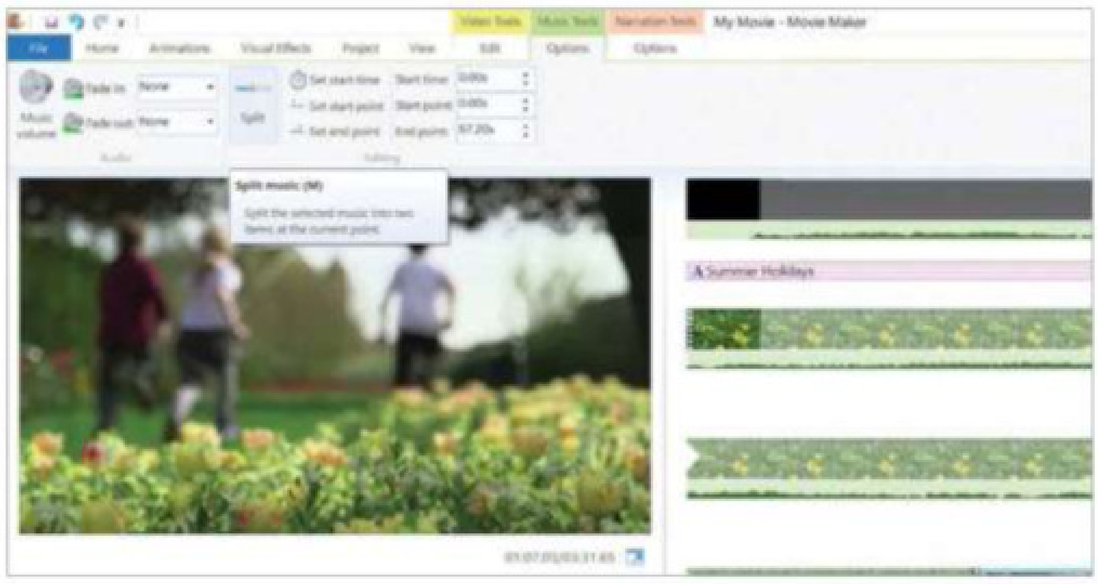
10: Record narration

Under the home tab select Record Narration. Hit the record button and the video will begin playing while you record a narration over it.



11: Add music

Click 'Add Music' and browse for an audio track. Select it and click Open. The track will be added starting where the playhead rests.



12: Edit audio

Move the playhead to a position you want to split the audio at. Double-click the audio and click Split.

StoreMags

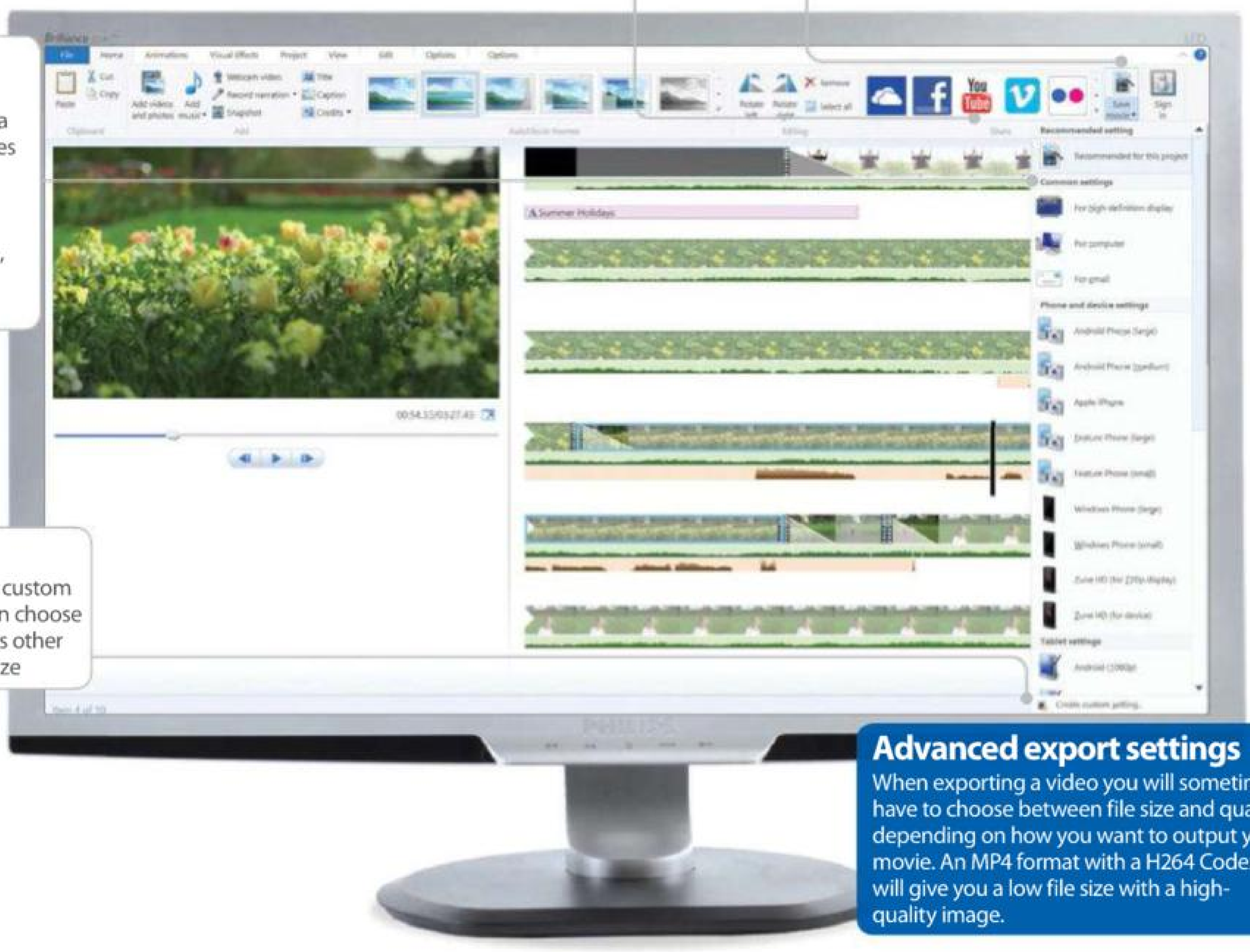
Export settings

Exporting in Windows Movie Maker

Instant upload
Click on any of the icons that represent online streaming services to log in to an account and upload your video directly to the internet

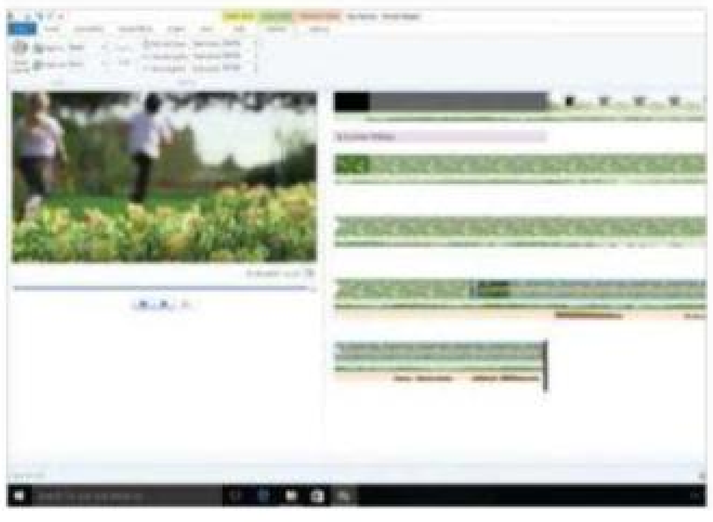
Save Movie options
Click here to display advanced export options for your movie. By default movies will be exported in a high-quality MP4 format

Export options
Browse through the subheadings to find a category that matches what you want to output your movie to. This can include exporting for iPhone, Android, tablets, TVs and more



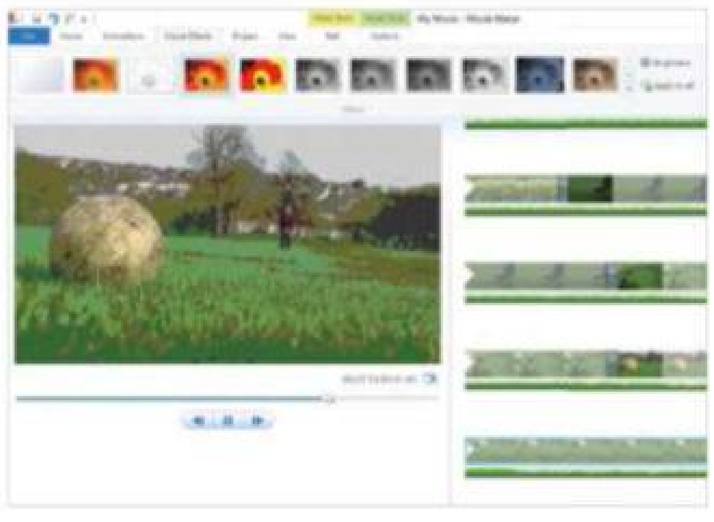
Custom export
Click here to set up a custom export where you can choose a file format as well as other options such as file size

Advanced export settings
When exporting a video you will sometimes have to choose between file size and quality, depending on how you want to output your movie. An MP4 format with a H264 Codex will give you a low file size with a high-quality image.



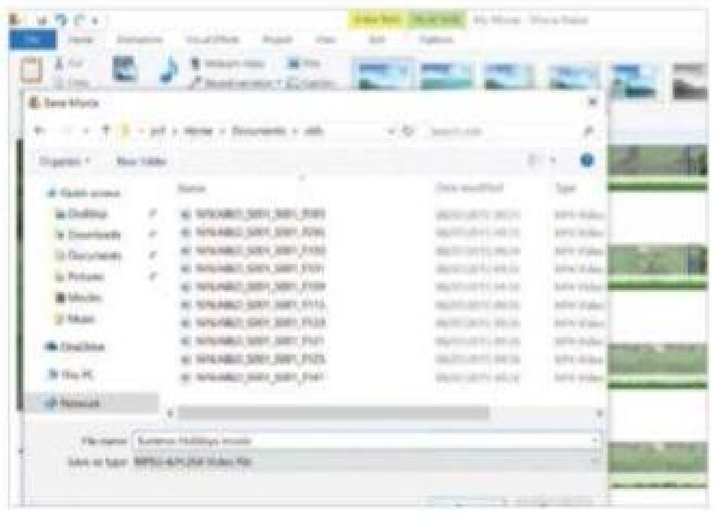
13: Remove split clips

Once a clip has been split you can select the section you don't want and press Delete to remove it from the timeline.



14: Add effects

Click on the Effects tab in the toolbar. With a clip or clips selected, click on an effect to apply it to the selection.



15: Export your movie

Under the Home tab click 'Save Movie', title your movie and click Save to export it as a viewable and shareable video file.

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Utilise the integrated Xbox app

Like it or not, Xbox Live is now an integral part of the Windows 10 infrastructure, and it lets you play across PC and Xbox One machines

In 2001, Microsoft diversified from its traditional Windows OS and released a games console. However, it was only when its Xbox Live Gold service launched in 2002 (a paid-for subscription service) that it truly transformed the way people played. Now you could play games with individuals across the globe, without needing to be sitting next to them.

However, unlike on the consoles, Microsoft is offering a subscription-free Xbox Live service on Windows 10, which is integrated within the OS and its dedicated Xbox App. On top of this the Xbox One is also getting Windows 10. This means you will be able to play cross-play games (ones that pit PCs against consoles) and you even have the ability to stream games from the Xbox One to your Windows 10 tablet or PC. Even if you don't own an Xbox One, there are plenty of features that PC owners can use, as we'll show you.

You'll need a Microsoft account, but you can log in with a separate Xbox account via the app's Settings option (logout/log back in) if you have one.

"You can stream Xbox One games to your PC via the Xbox App"

Download clips

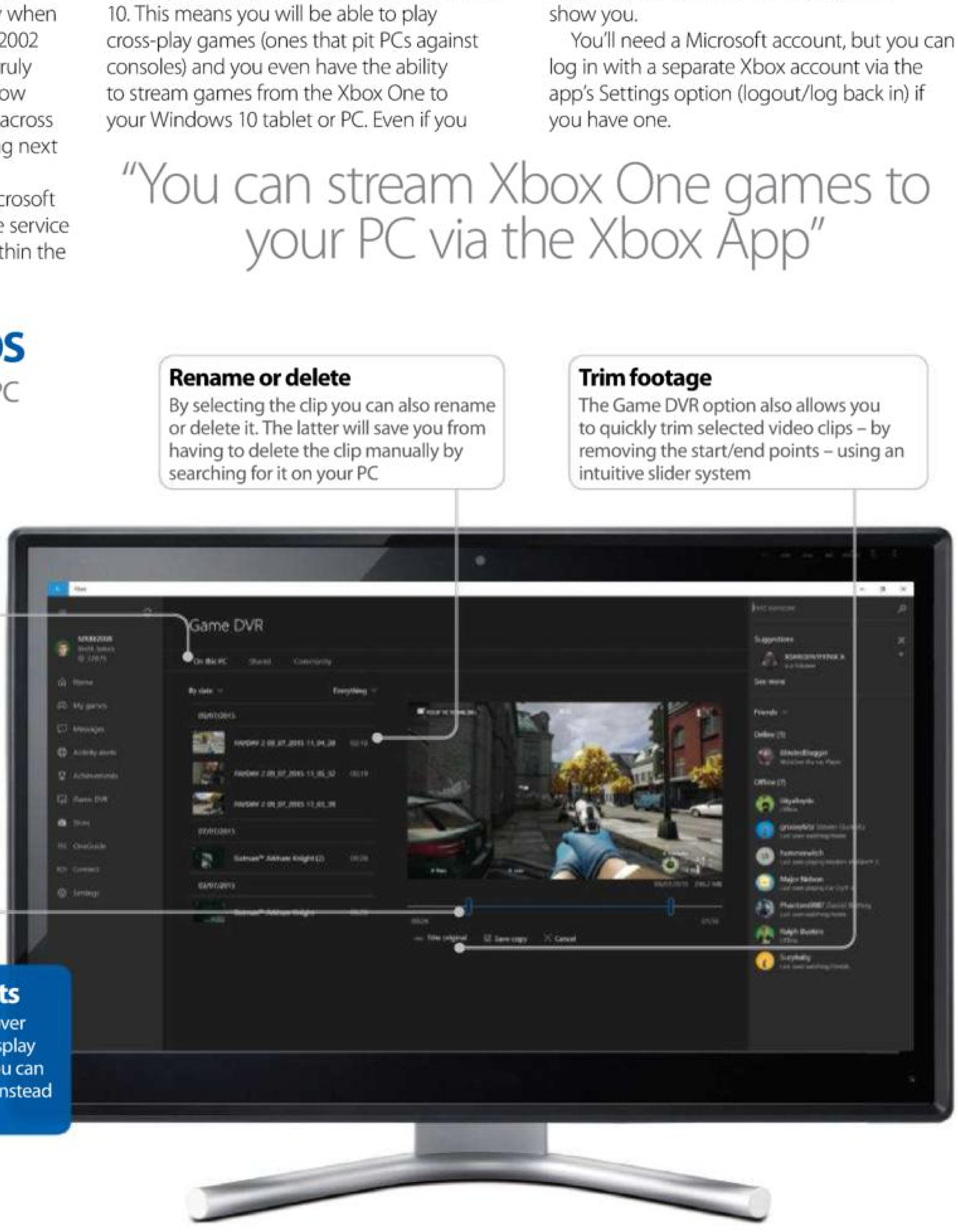
You can view clips on your PC

Rename or delete
By selecting the clip you can also rename or delete it. The latter will save you from having to delete the clip manually by searching for it on your PC

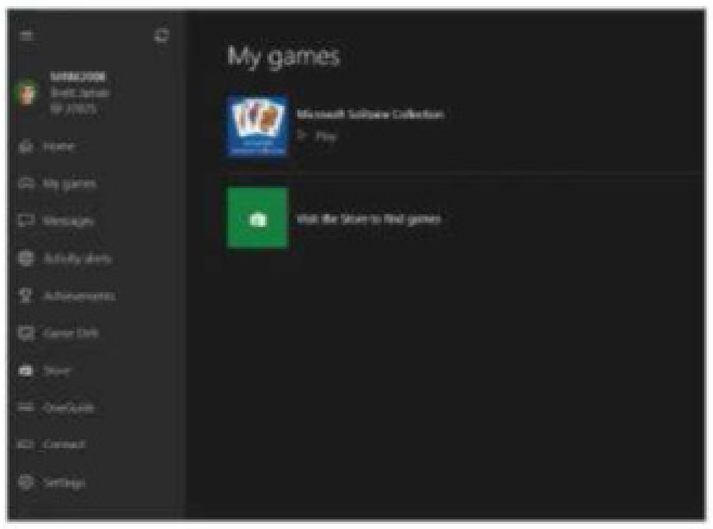
Trim footage
The Game DVR option also allows you to quickly trim selected video clips – by removing the start/end points – using an intuitive slider system

Open the folder
After the clip has been downloaded you can use the 'On this PC' tab and Open folder option to view the clip in File Explorer

Play and slide
After your gaming clips (videos) are recorded you can play them back and use the slider to adjust the start position

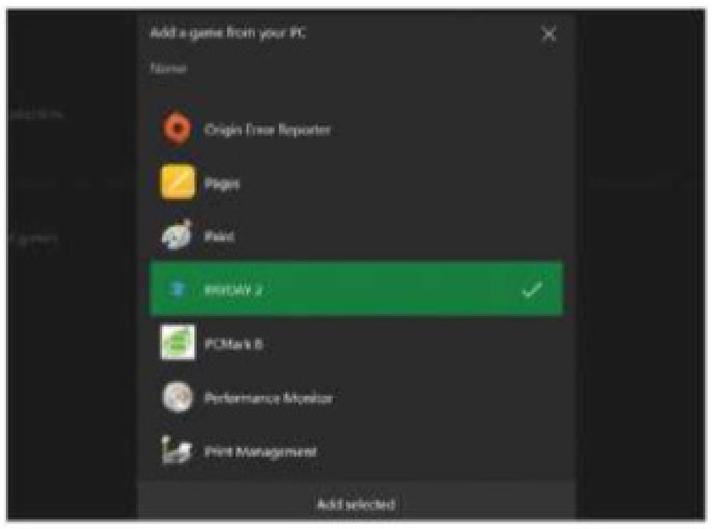


The importance of shortcuts
When you bring up the game bar and hover your mouse over the icon(s) it will also display the corresponding Windows shortcut. You can use these directly to perform a function instead of bringing up the game bar all the time.



01: Add games

From the Xbox App, select the My games option via the left menu. Next choose 'Add a game from your PC'.



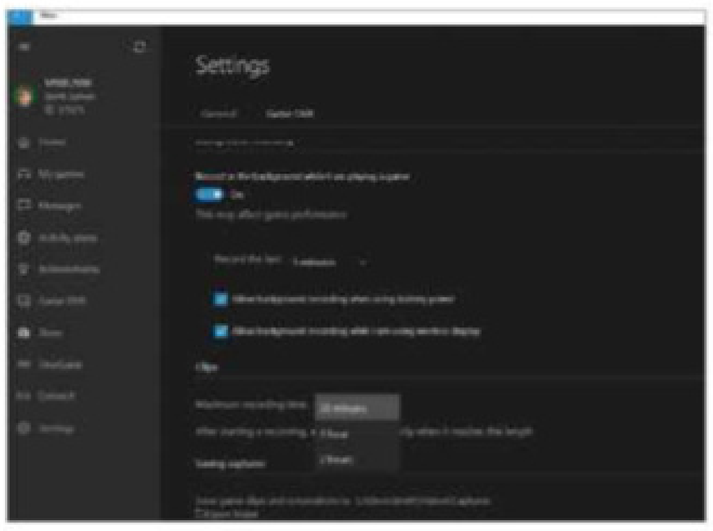
02: Select a game

A list of games/apps will appear. Select the games you want to add (keep clicking to select more) and then choose Add selected.



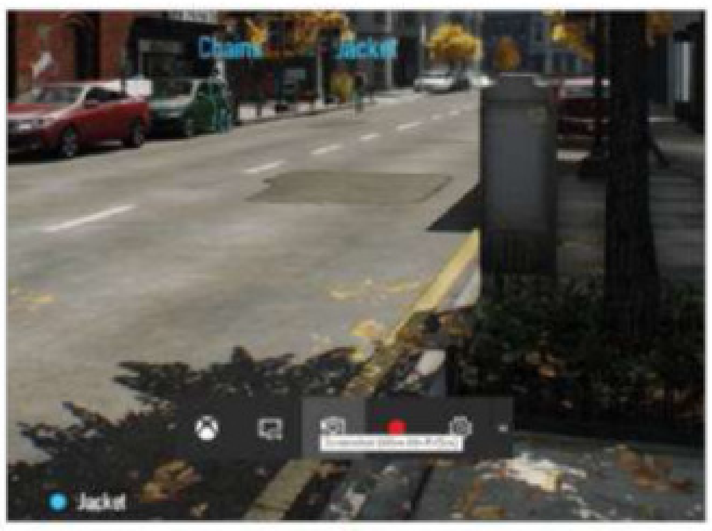
03: Go to Game DVR

Select the Settings menu option – found via the left panel – and choose the Game DVR tab at the top. Toggle this to On.



04: Set recording options

From the resulting screen you can set recording options. However, make a note of the top 'Game bar' Windows shortcut.



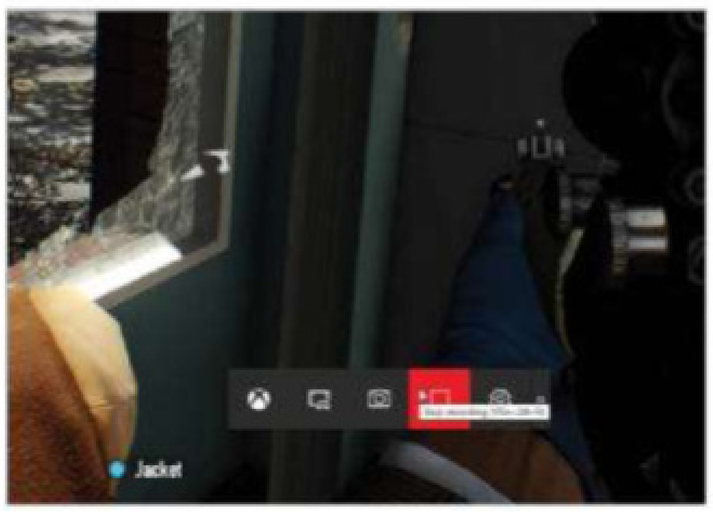
05: Take a screenshot

Launch a game from My games. Press the game bar shortcut (Win + G simultaneously). Pick the middle icon to take a screenshot.



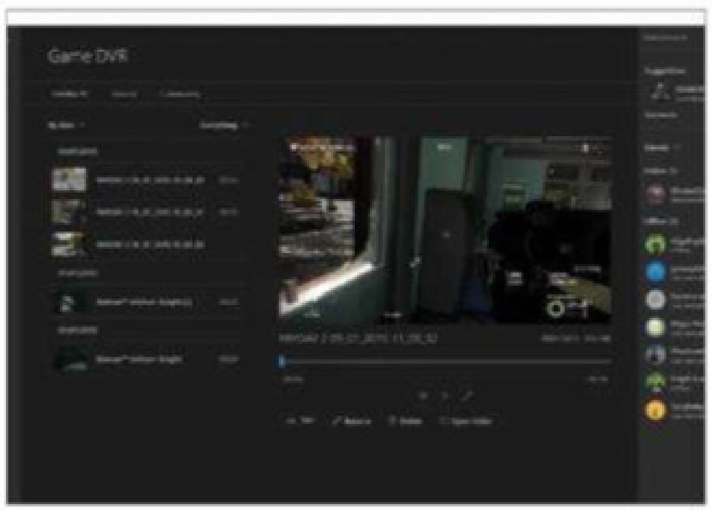
06: Capture gameplay

Alternatively bring up the game bar and choose the first 'Record that' icon to capture gameplay for your set amount of minutes.



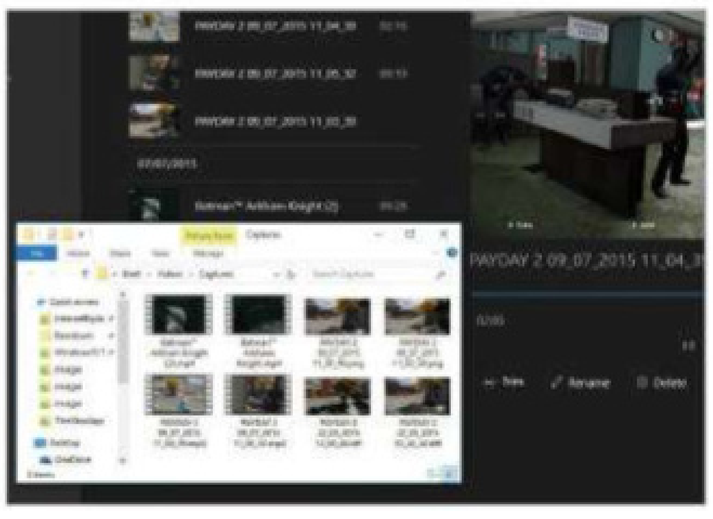
07: Record for longer

Via the game bar you can also press the large record icon to start longer recordings. Press the button again to stop it.



08: Access recordings

Now head to the Xbox App, select Game DVR and choose the On this PC tab to access recordings and screenshots.



09: View your footage

Next click on a thumbnail to view the screenshot or video. To play the latter just click on the corresponding play icon.

Download new media

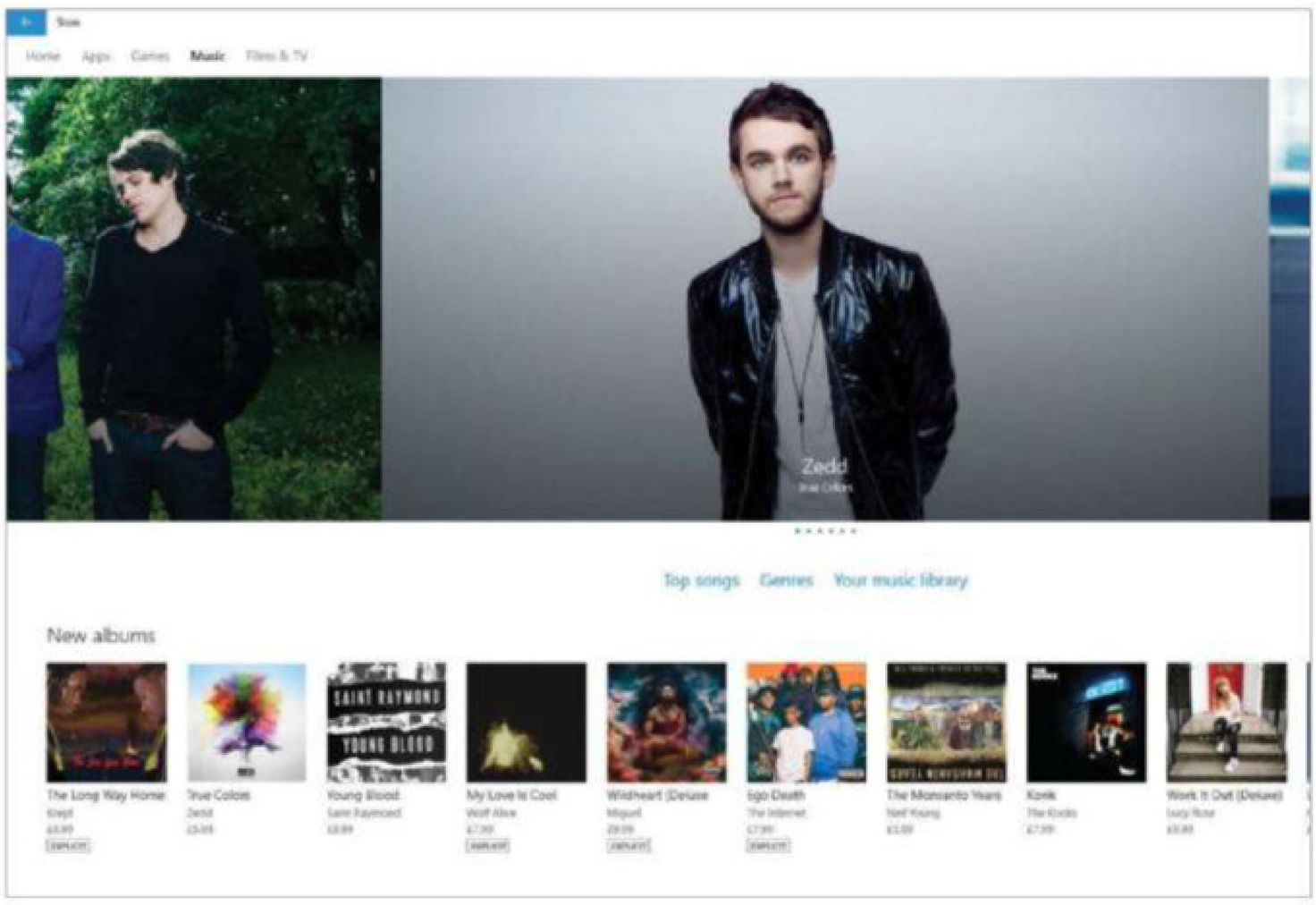
Take a look at how you can download your favourite music from the Windows Store

We have already covered a basic overview of the interface and features of the new Windows Store, as well as how to download apps. Here, our core focus is on downloading new media, and by this we mean music. Rather than covering Film and TV as well, focusing on the music side of things will tie in nicely with the 'Add music to your library' guide that's on the following pages, which focuses on the new Groove Music app.

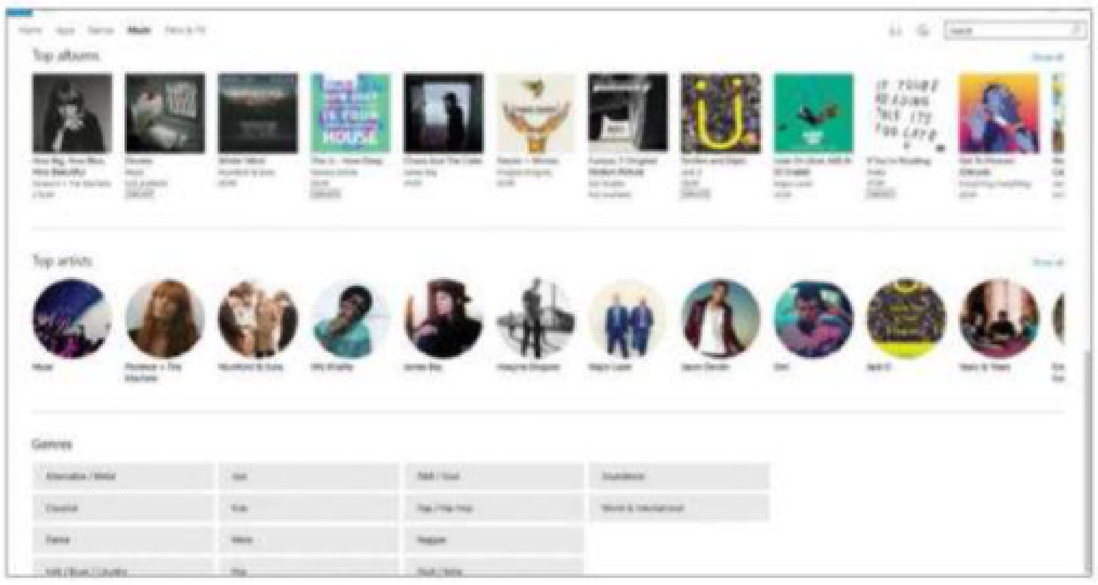
We'll mostly showcase the Music section of the Store, and how easy it is to find your preferred music. It is equally easy to navigate through films and TV shows too.

On top of this we will look at how to preview music before purchasing (which is a system used on all the popular music clients such as iTunes and Amazon Music). Of course, the process of buying singles or albums will also be covered.

Like most of the services and apps running on Windows 10, we recommend that you log in with your Microsoft account, as this will allow you to purchase music and take full advantage of what the Store has to offer.

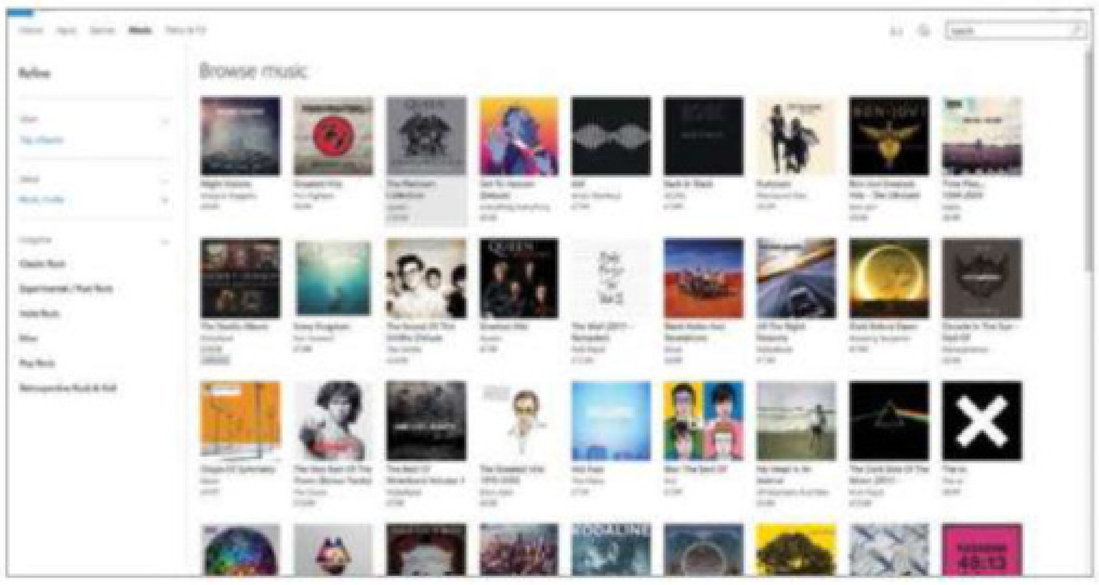


"The album or individual tracks can be previewed for a number of seconds"



01: Browse for music

Launch the Windows Store and click the dedicated Music tab at the top. You can then browse for music by either scrolling up/down the page or left/right across the page. However, for now, click on the Show All option next to Top Albums.



02: Browse by genre

In the next section you'll be able to whittle your selection down by clicking on a Genre option from the left pane. For example, choose Rock/Indie. This will present more choices, broken down into your favourite class of music. Pick an album by clicking on a thumbnail.

Browse the interface

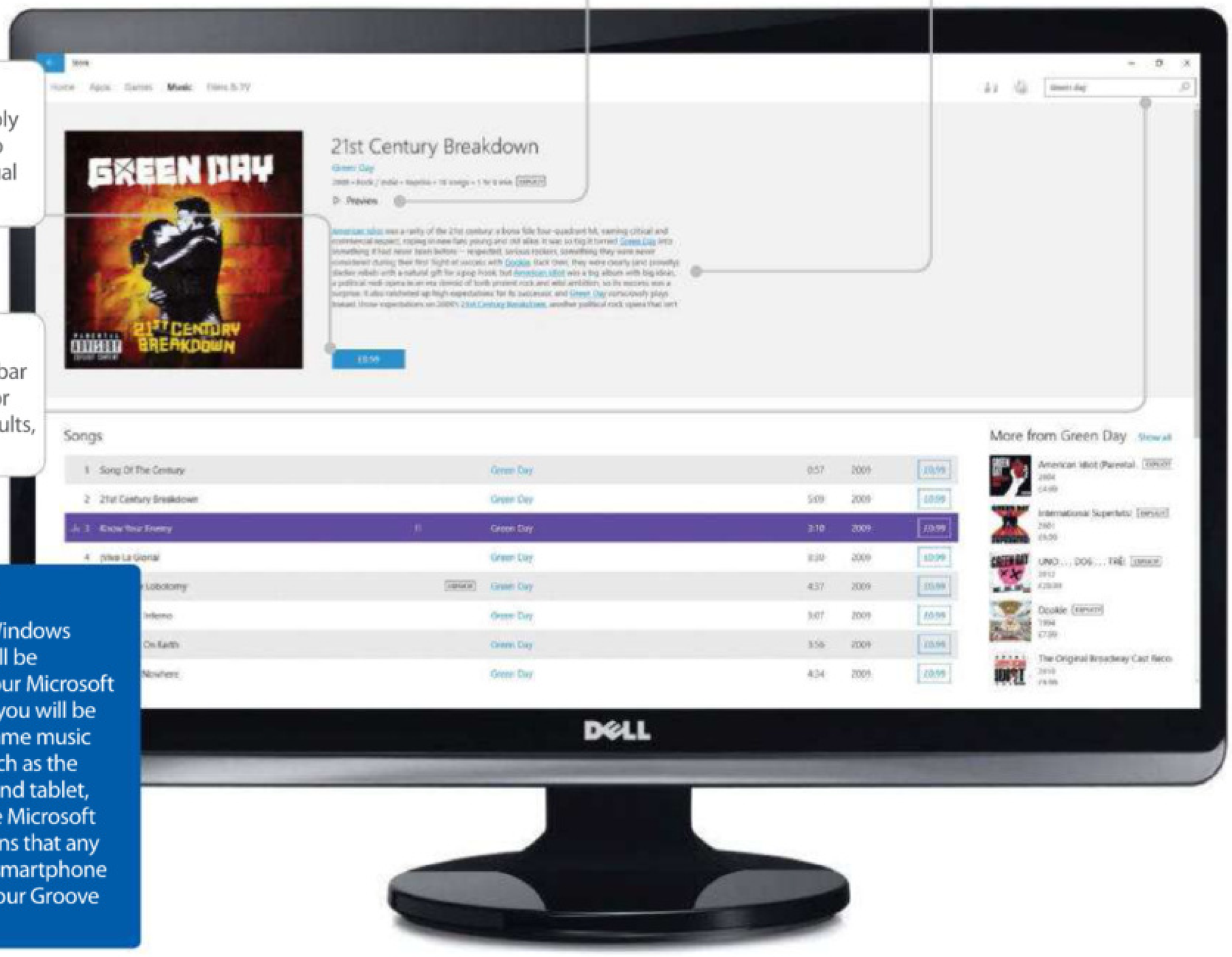
Purchasing music is straightforward via the Windows Store

Preview music
The album or individual tracks can be previewed for a number of seconds by clicking on the play icon next to the album art or track name

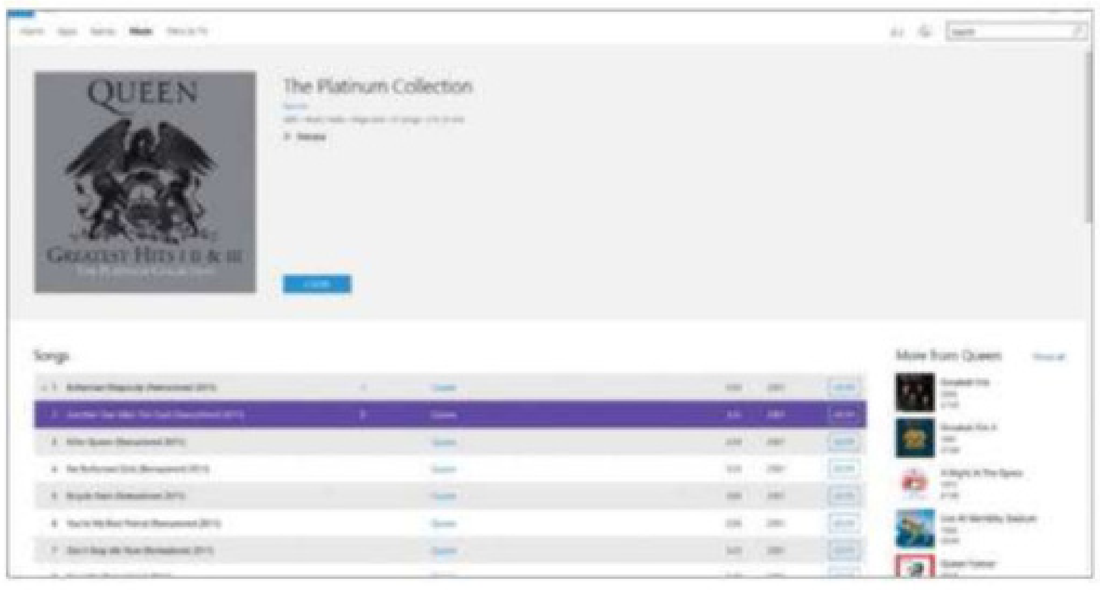
More from the band
To the bottom right of the album or music singles, you can find a section that will provide you with more choices from a particular band/artist

Click to buy
You can purchase music by simply clicking on the price icon next to either the album title or individual music tracks

Search bar
You can also use the top search bar to look for music from an artist or band. This will usually gleam results, which you can refine further

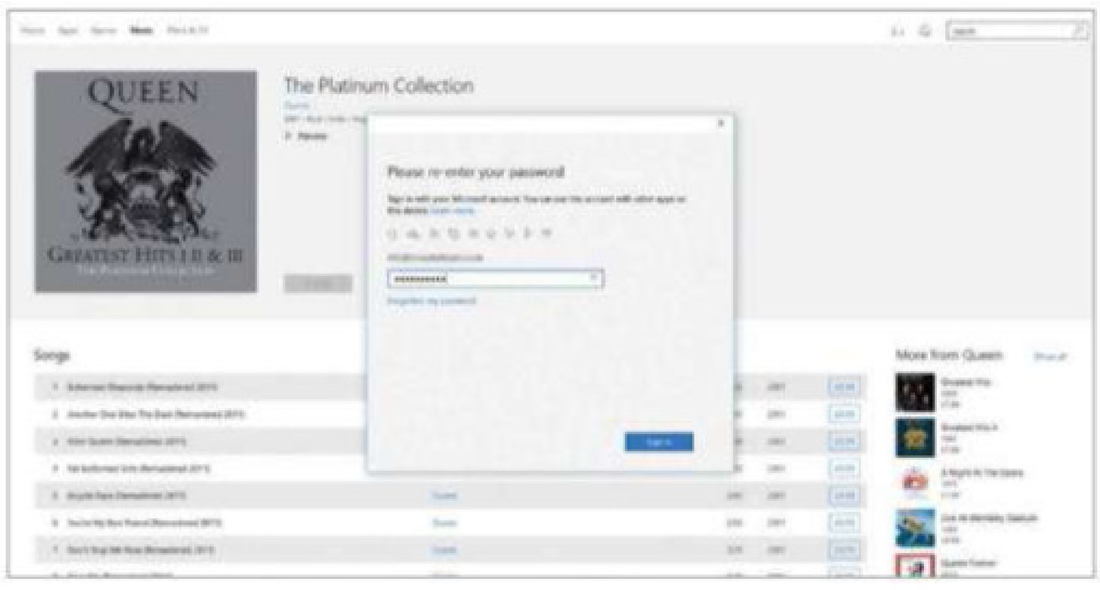


Play on other devices
If you purchase music from the Windows Store on your desktop PC, you will be associating that purchase with your Microsoft account. What this means is that you will be able to download and play the same music on other Windows 10 devices, such as the Xbox One and Windows phone and tablet, as long as you sign in to the same Microsoft account. Vice versa, this also means that any music that is purchased on your smartphone can be downloaded straight to your Groove Music app.



03: Preview songs

With the album loaded you can click on the Preview button under the album title to hear a selection of the tracks. Alternatively, use your mouse and hover over an individual track. A play button will appear next to the song title. Click on it to hear a preview.



04: Purchase music

Either click on the price icon below the album title (to purchase the whole album) or click on individual track prices via the list beneath. It will then ask you to log in to your Microsoft account. Follow the instructions to purchase. The music will start to download.

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Add music to your library

In this guide we quickly showcase how to add music to your Groove Music app's library

With Windows 10, Microsoft has released the new Groove Music app. You can download and use it for free, but you also have access to an optional subscription-based service called Groove Music Pass. Similar to Spotify, the pass will allow you to stream or download (offline playback) from millions of tracks for the life of the subscription.

This guide focuses on the other ways of getting your music into your library, rather than looking at the pass.

One great feature is the ability to tap into your free online cloud-based storage service, OneDrive, which has been updated to support music. You can copy and paste music into the OneDrive folder from your computer or onto the OneDrive wesbite at **onedrive.com**. Once transferred/uploaded, the music will be accessible on any device, as long as it's logged in to the same Microsoft account We recommend that you use the Groove app with a Microsoft and OneDrive account already set up.

In this tutorial, we will showcase how to tap in to the OneDrive account and also how to change the app's default folder location for adding music. By default, the app pulls all music from the standard music folder automatically, so don't be surprised if you have loads of albums/playlists waiting for you from the get go – after all, iTunes uses the same folder!

Note that the Groove Music app supports the following file formats: MP3, M4A (AAC) and WMA.

Your music library

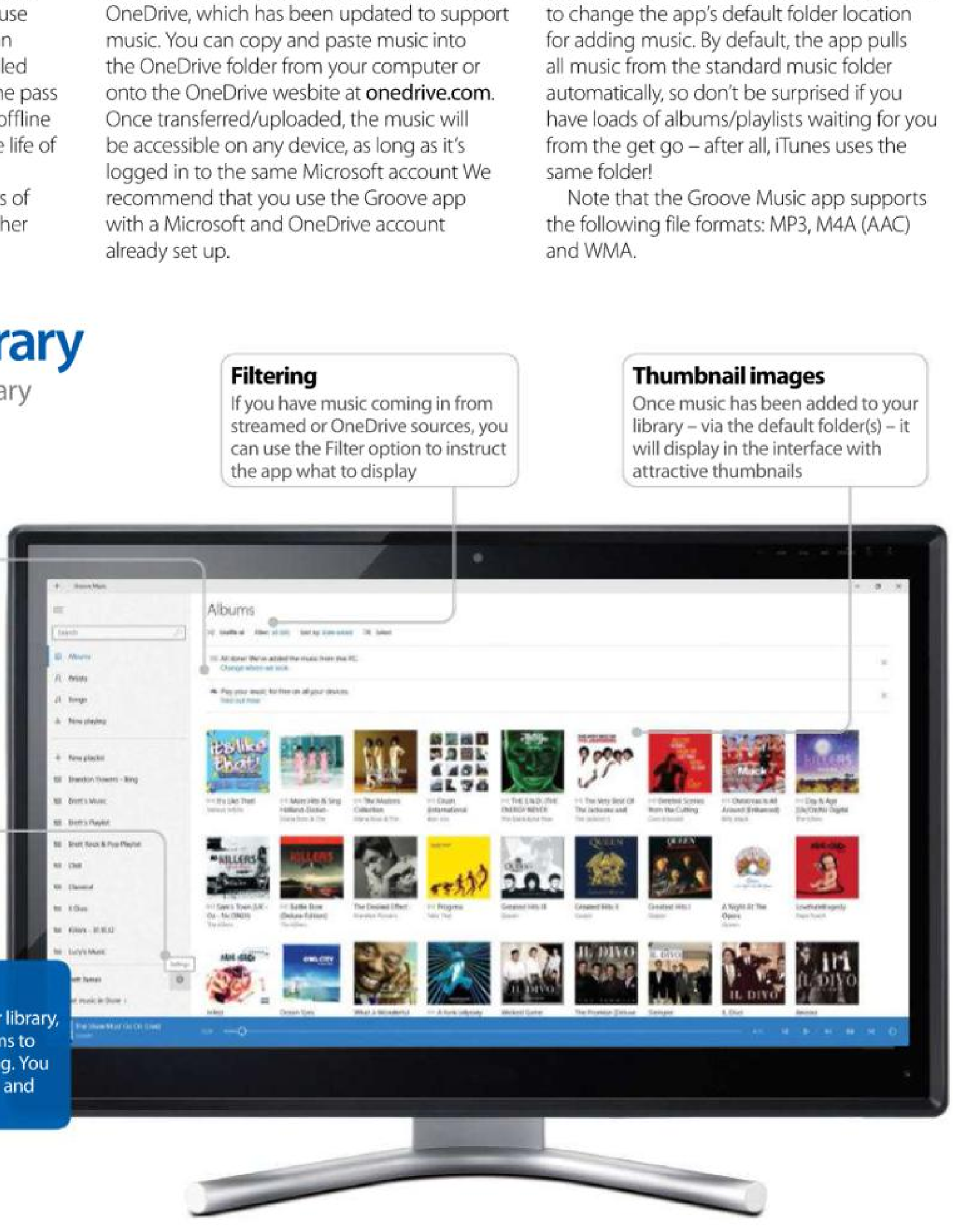
Take a look at the music library

Filtering
If you have music coming in from streamed or OneDrive sources, you can use the Filter option to instruct the app what to display

Thumbnail images
Once music has been added to your library – via the default folder(s) – it will display in the interface with attractive thumbnails

Notification and actions
Notifications can also display in the app's interface, and usually they will provide useful info or shortcuts to setting adjustments

Settings
The Settings menu is where you can adjust the default folder location and choose options, such as restore missing album art

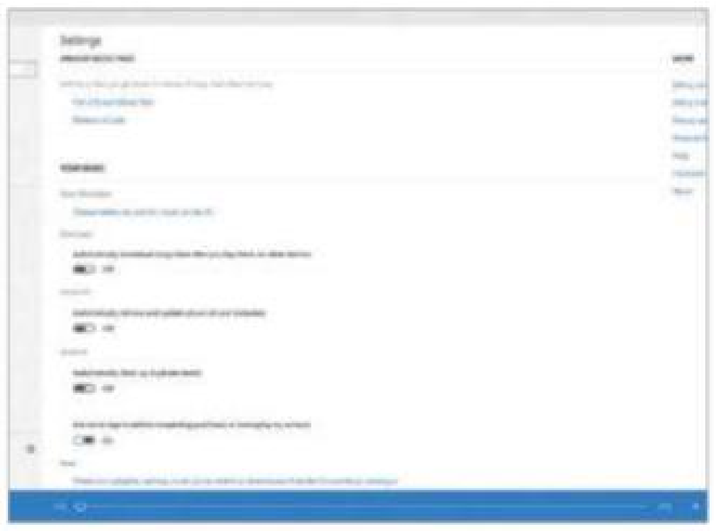


Pin to Start
Once you have added your music to your library, a useful feature is the ability to add albums to the Windows Start menu for faster playing. You simply right click on an album thumbnail and choose 'Pin to Start'.



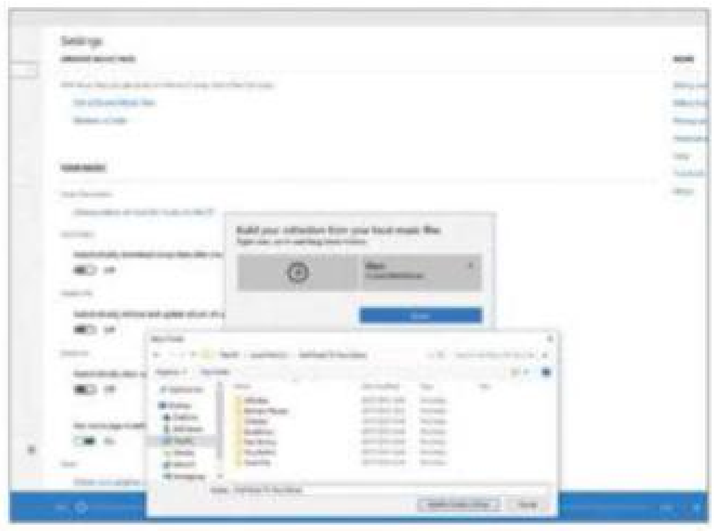
01: Log in to your account

Launch Groove Music and click the top-left menu icon to expand it. Choose Sign In and then log in to your Microsoft account.



02: Change folder location

Click on the Settings icon and from the options click on 'Choose where we look for music on this PC'.



03: Add a folder

Click on the '+' icon. Navigate through the left panel options with your mouse to a folder you want the app to scan for music.



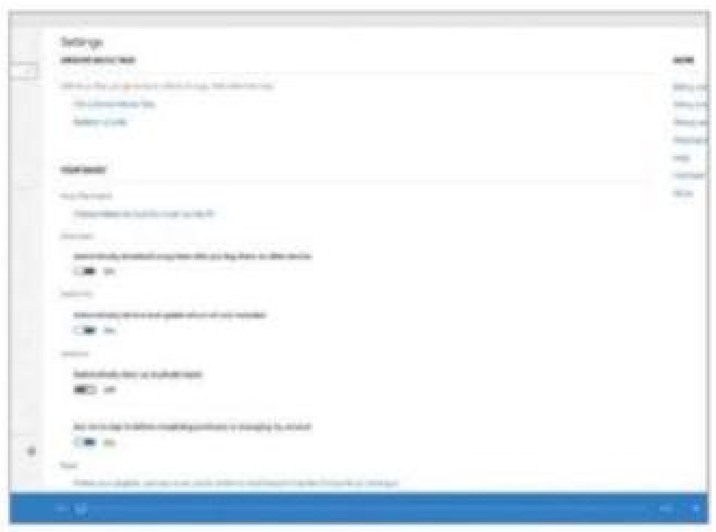
04: Remove a folder

Select the folder and click 'Add this folder to Music'. Remove the default location by clicking the 'x' in the corner. Select Done.



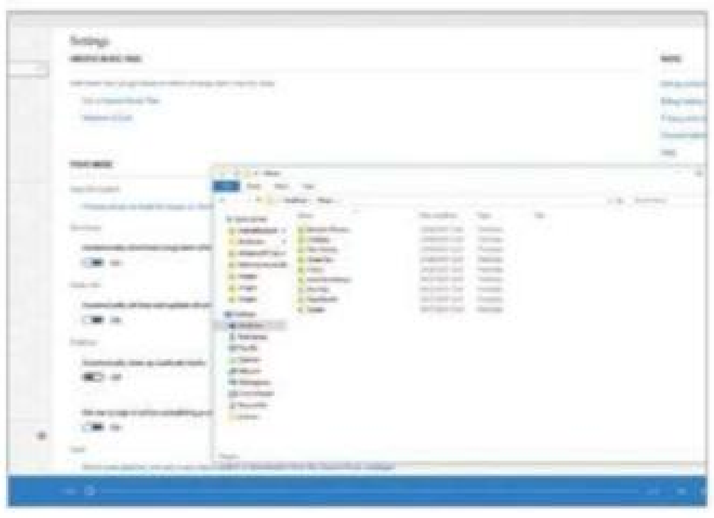
05: Download from device

In Settings, toggle the 'Automatically download songs…' option to On to pull over purchases from other devices.



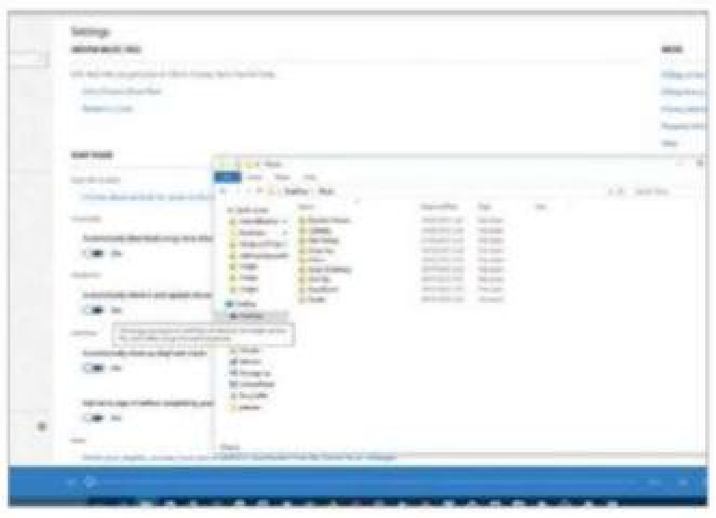
06: Restore album art

Look under the Media Info header and toggle this option to On to allow the app to restore any missing album art automatically.



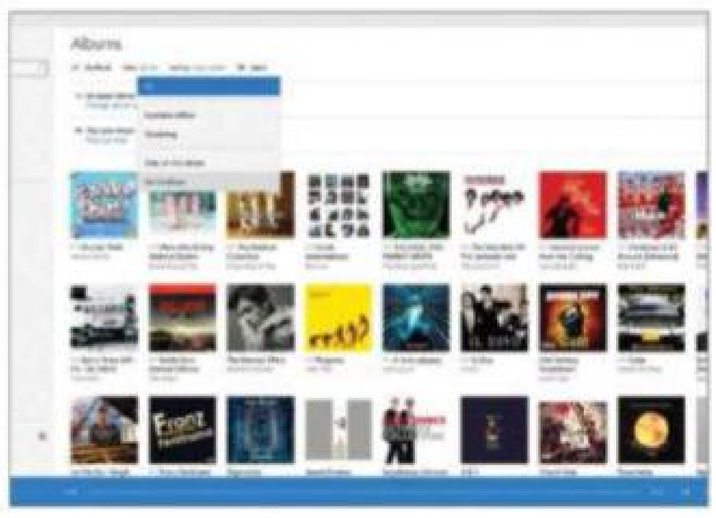
07: Add to OneDrive

Use Windows 10's File Explorer to locate the OneDrive>Music folder. Here, copy/paste your music so other devices can access it.



08: Remove duplicates

While music uploads, toggle the 'Automatically clean up duplicate tracks' option to On in Settings under OneDrive.



09: Filter music

Click on Albums via the top-left panel. Use the Filter option to set what music source will display in the app.

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Make the most of the new version of Microsoft Word

Microsoft has stripped away all of the complexity to make Word easier to use than ever before

Microsoft Word is a legendary piece of software, and in the latest version Microsoft has concentrated heavily on making sure that all of the features are easily accessible and as efficient as possible. The software feels smoother to use than ever before and you only need to access the extra features when absolutely necessary.

As with all software that is given a new update, and in particular titles that you have used for many years, there will inevitably be a learning curve. You will notice that the biggest change in the latest version is the ability to read your document in a variety of ways, and you really can check every single pixel to ensure that your work looks as good as it reads. The powerful nature of the software has been cleverly hidden behind a basic interface, and the end result is an app that you will enjoy using whenever you need to create a new document. In this tutorial we will show you just how to get more from Word.

"Ensure that your work looks as good as it reads"

The beauty of Word

Word now works consistently over devices

Unobtrusive menus

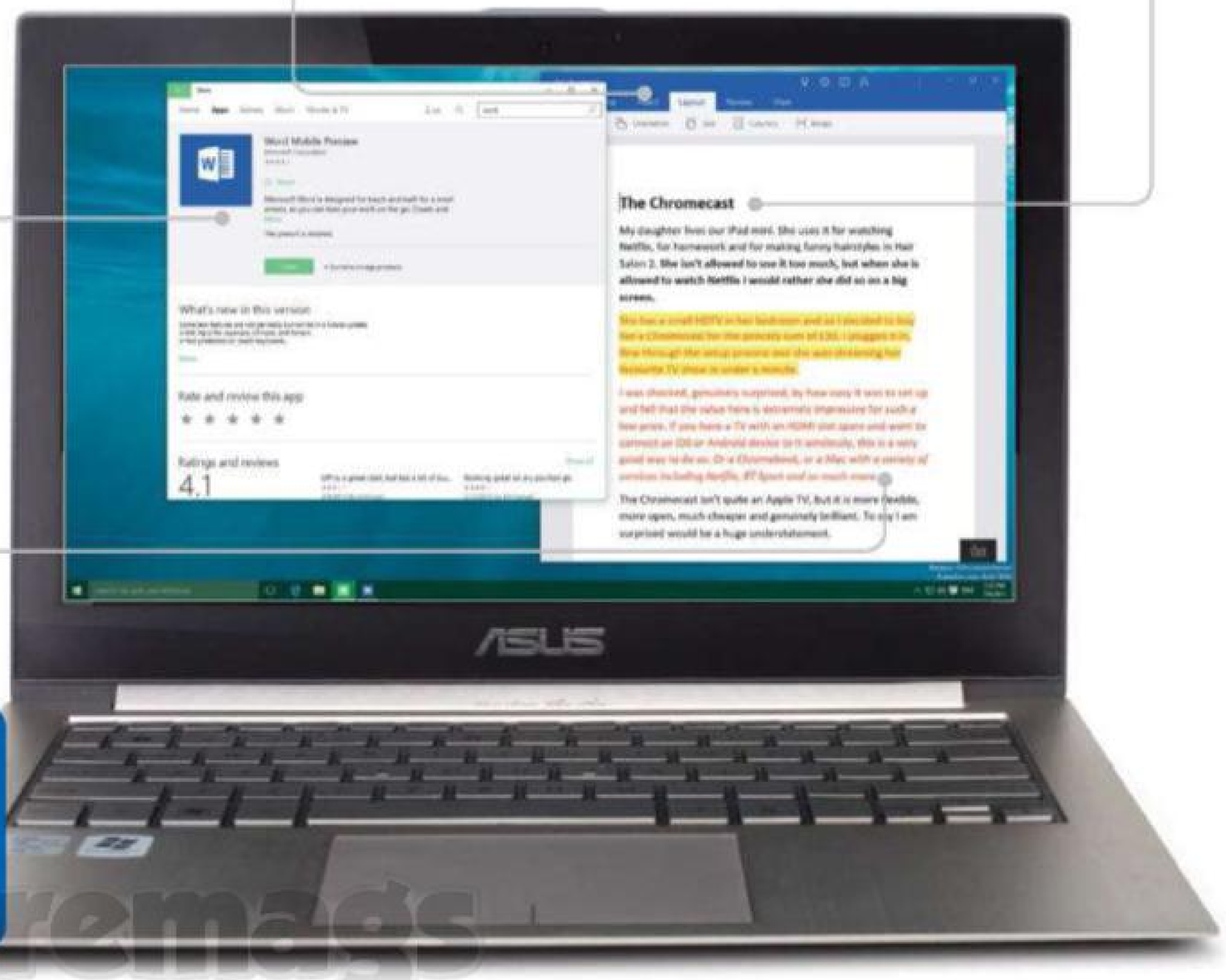
The menus and options are cleverly hidden away and will only come in to your focus when you actually start using them

Time to focus

You will always be able to focus on the subject matter of what you are writing. Never before has Word felt so much like a real piece of paper

Just one app

When you download Word on a tablet, PC or phone, it will work very similarly on all of your devices. Consistency is key in the latest update of the software



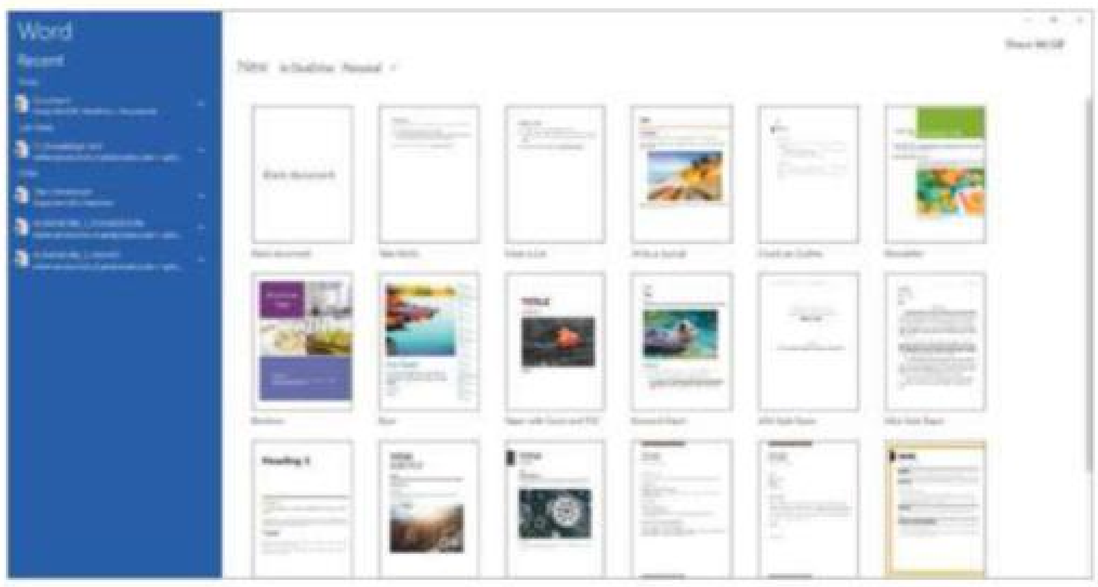
Every single change

Whether you change the formatting, colours or orientation of your text, all of your changes will be precisely displayed within the clean interface

Mobile or desktop

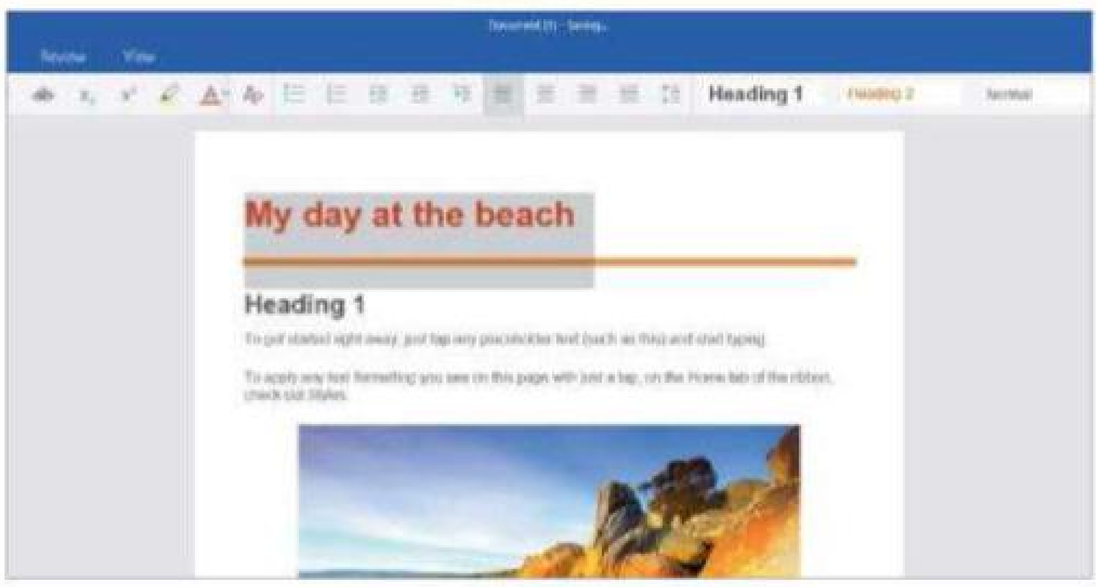
The mobile version of Word is designed for touch screens, but works exceptionally well on full desktop PCs thanks to the simplicity of the interface. We would advise to try the mobile version first as it still contains the major features.

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01: Choose a template

When you first open Word and select New, you will see a selection of useful templates to work with. Select any one to start.



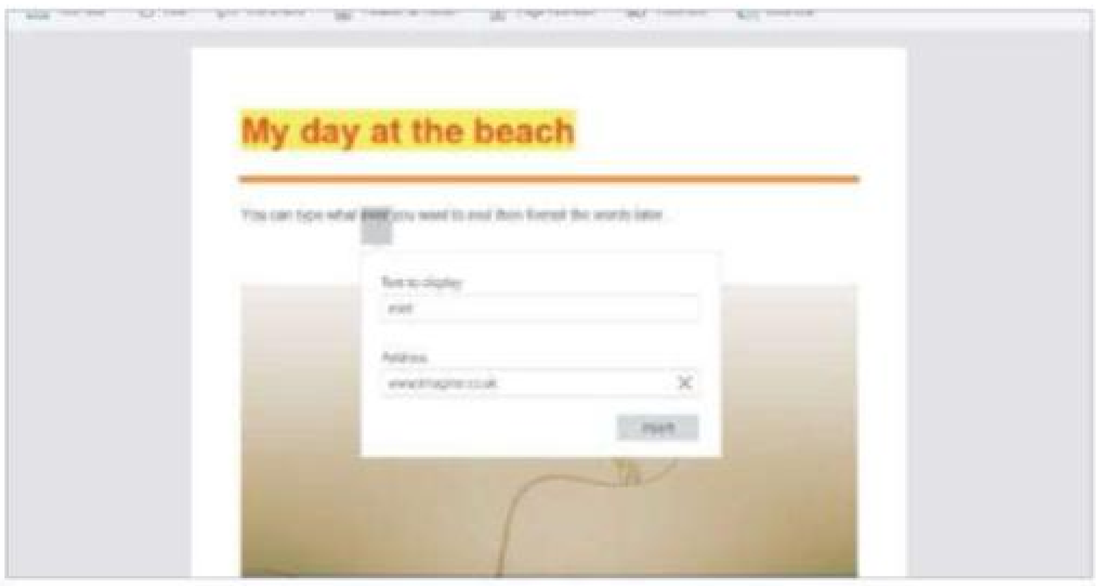
02: Amend the sections

Each template includes some useful advice for each visible section, which will get you off to a flying start. You can change any section.



03: Insert images

Click the Insert option at the top and then choose Pictures. Now select one from your computer and then drag the edges to resize.



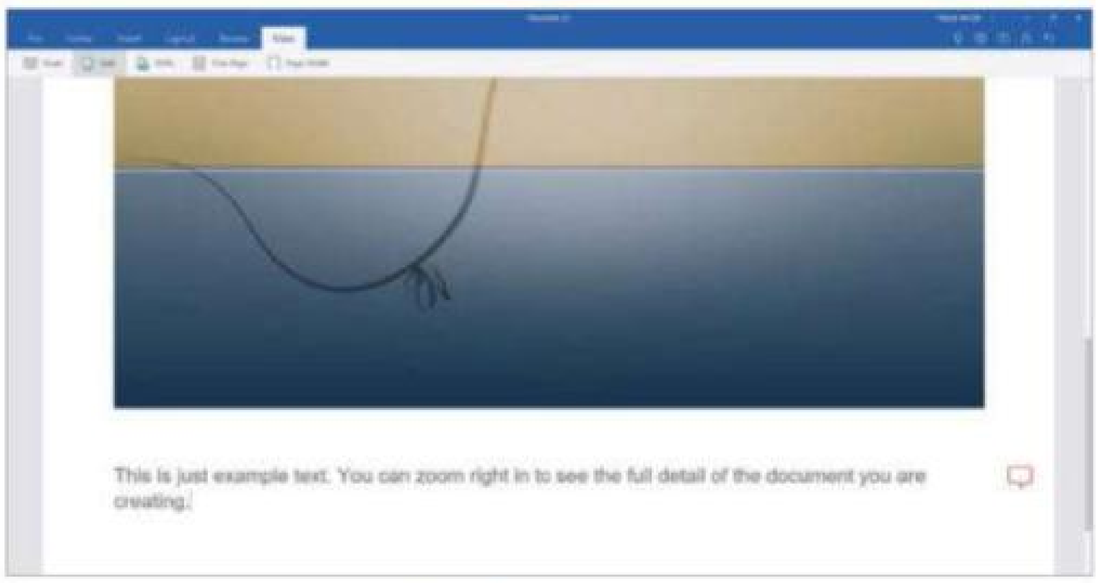
04: Add hyperlinks

To link to a web page from any word, select it and choose Insert>Link, and then type in a web address. It's so simple.



05: Insert comments

Use the same procedure by selecting Insert>Comment to add your own notes as you progress through a very long document.

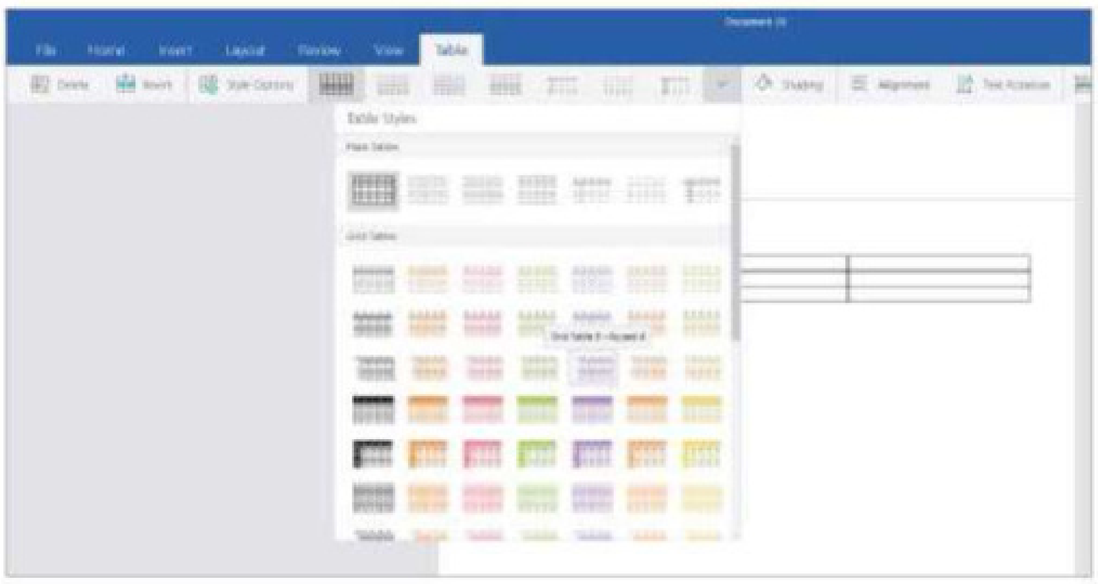


06: See every pixel

You can zoom in using View>Page Width to see every part of your document in great detail. It really does help a lot.

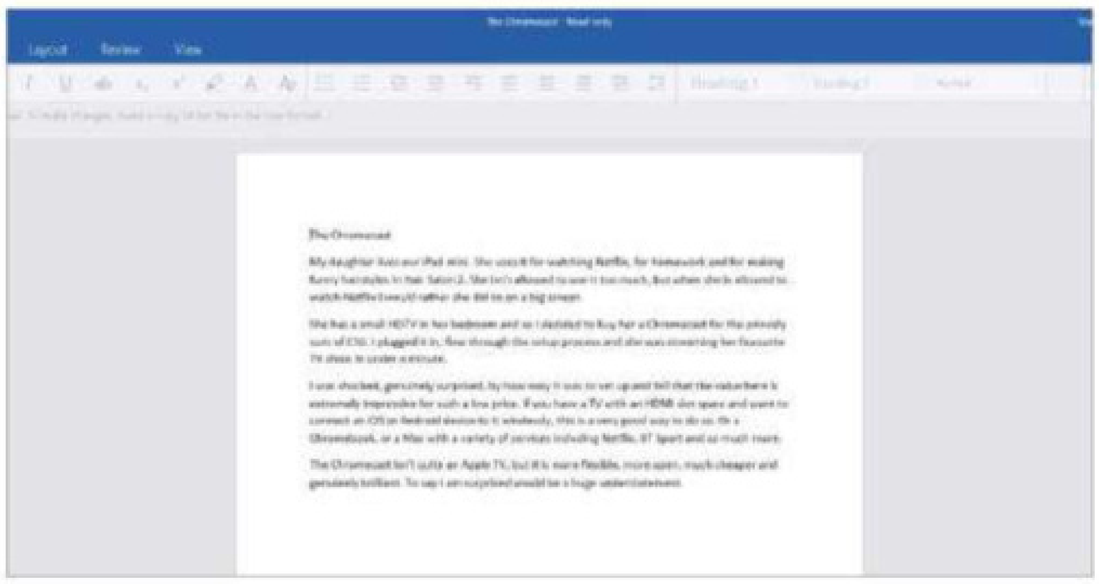
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The next step



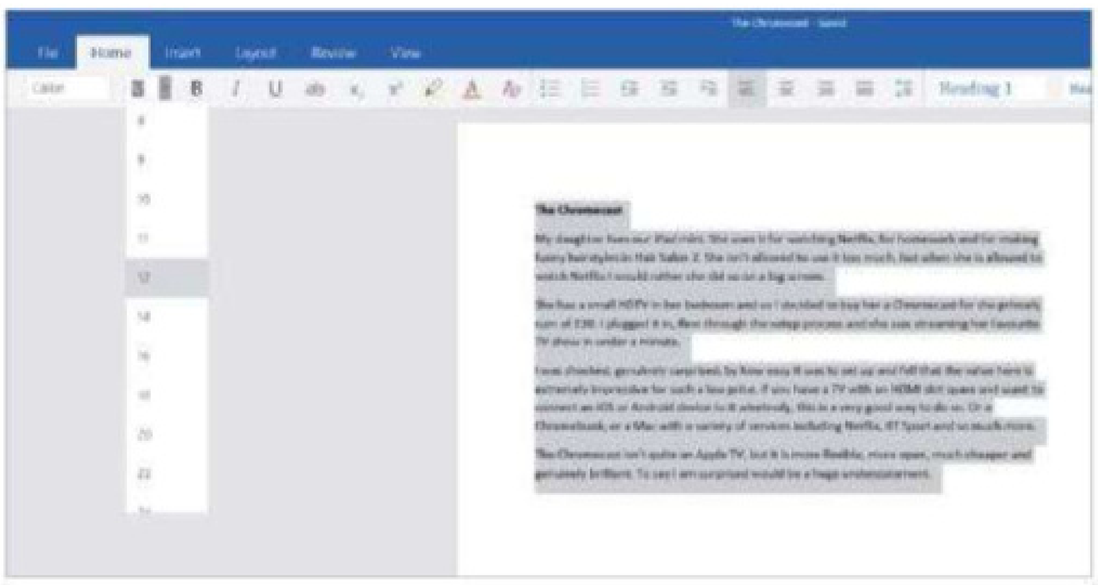
07: Create tables

You can insert tables if you wish by using Insert>Table. This lets you create great-looking professional documents in seconds.



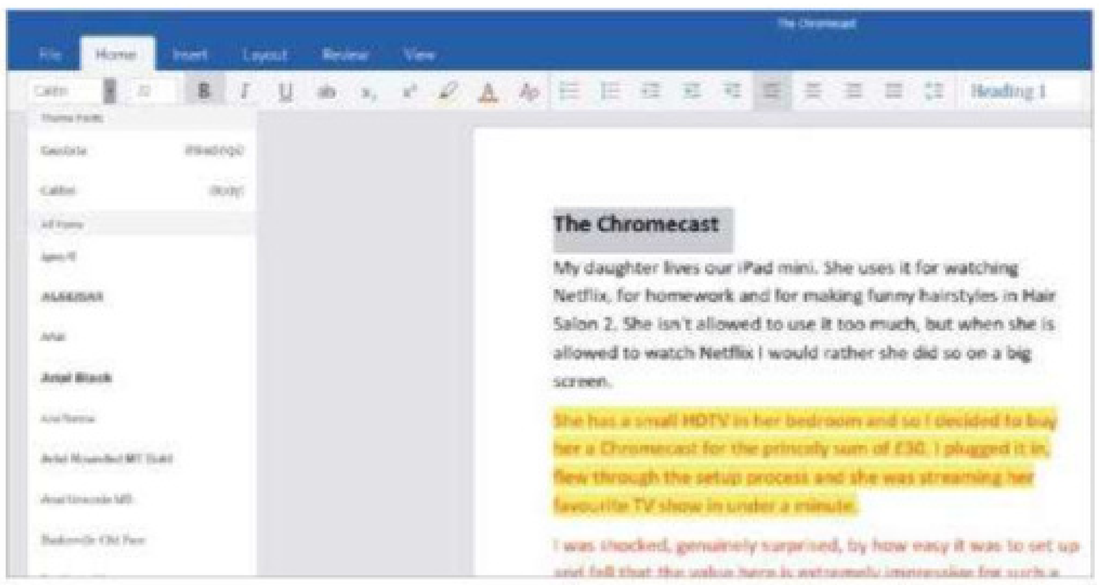
08: Leave formatting until last

The best way to start is to simply type and leave the formatting for afterwards. Gather your thoughts then do the fancy stuff after.



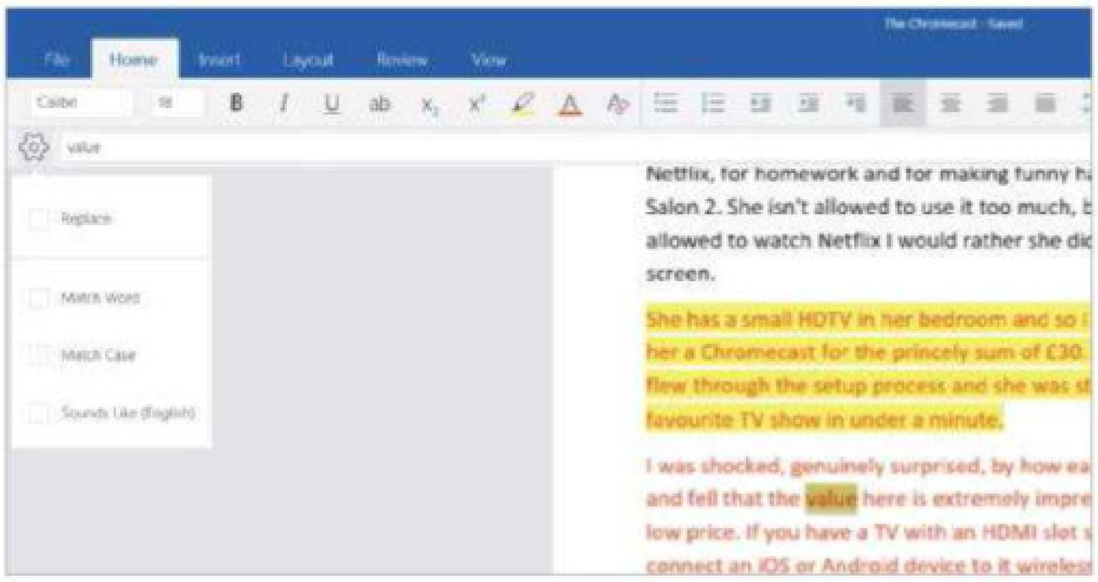
09: Adjust the text size

Select any text with the mouse or your finger and then click Home followed by the number to increase or decrease the text size.



10: Change the fonts

Click within the font name box to see the available list. You can now experiment to see which one looks best in your document.



11: Add colours and highlights

You can experiment with colours and highlights to add personality to your document. The icons at the top show what is available.



12: Count your words

Click Review>Word Count to see the word and character counts with and without spaces. This also works for selected text only.

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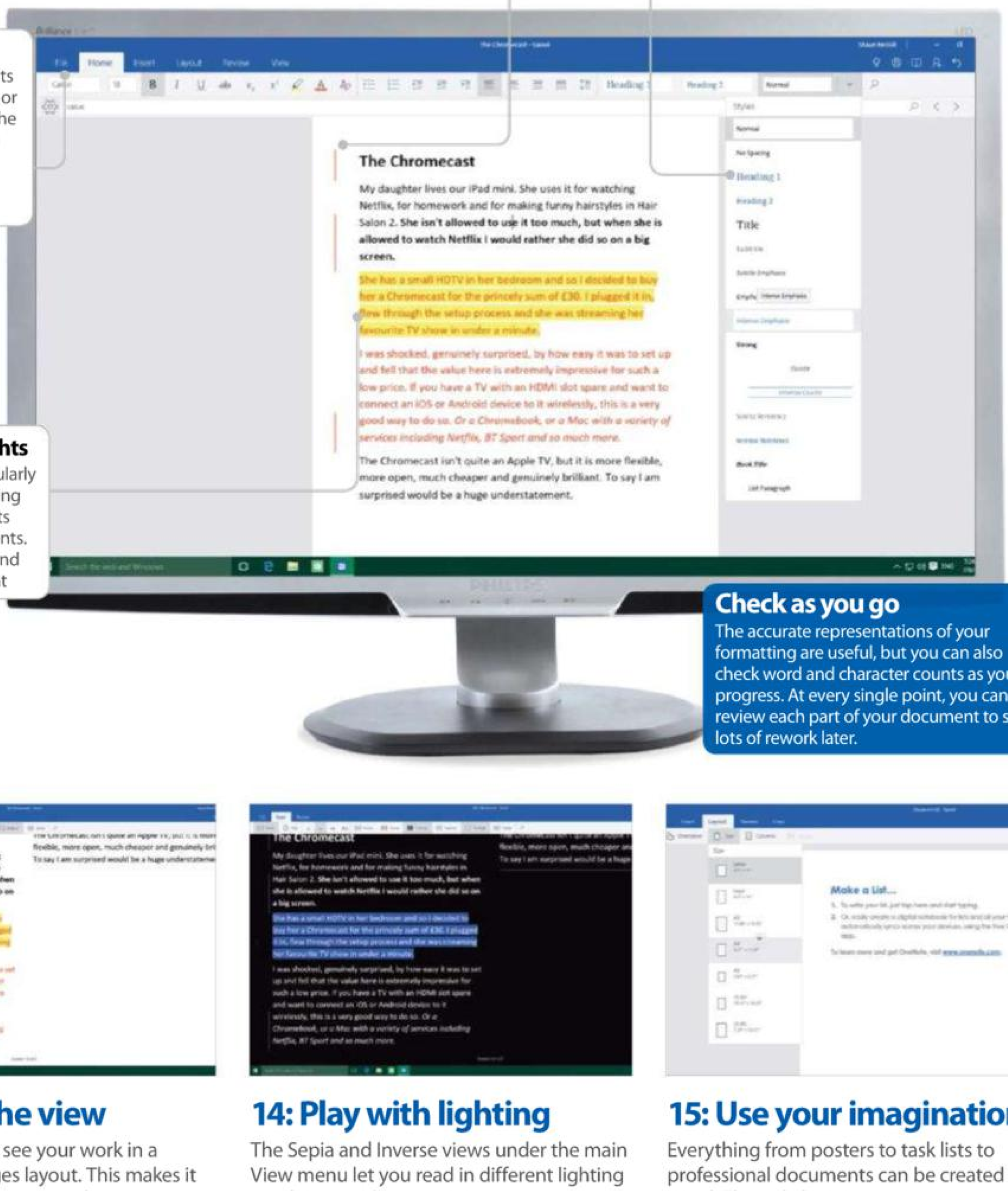
Build and review your work

Visual cues works perfectly in Word

Track your changes
Any changes you make will be marked with a small bar to the left if you turn the feature on. This lets you move back in time at any point

Traditional formatting
Headings, titles, subtitles and so much more are easily accessible at any time if you prefer to produce your documents using traditional styling

Your Word files
Your Word documents can be stored online or on your device and the process for choosing which is very easy. Using both options adds more security



Obvious highlights
Highlights are particularly useful if you are dealing with educational texts or very long documents. They can be added and removed in an instant

Check as you go
The accurate representations of your formatting are useful, but you can also check word and character counts as you progress. At every single point, you can review each part of your document to save lots of rework later.

13: Adjust the view

Click View>Read to see your work in a traditional two-pages layout. This makes it much easier to analyse your document.

14: Play with lighting

The Sepia and Inverse views under the main View menu let you read in different lighting conditions without straining your eyes.

15: Use your imagination

Everything from posters to task lists to professional documents can be created in Word. The only limit is your imagination.

Complete difficult tasks with Microsoft Excel

Excel is a beast of an app and one that lets you complete complex tasks while still being logical and easy to use

Perhaps more than any other software, Microsoft Excel dominates the area in which it resides. If you need to create a spreadsheet, Excel is the solution for millions of people and is now practically a standard. You will struggle to find a better program for your charting and table needs.

Building complexity in a simple interface is difficult, but here we have a brilliant example which will suit both beginners and experienced spreadsheet users. As we show you some of the most important features, you may feel that it is all very easy to use, but our main advice would be to spend time investigating all that it can offer as your needs grow in complexity. It is flexible enough to let you reach your preferred level and complete enough to let you reach for the stars as your experience increases. The potential uses for Excel are completely unlimited and to view is as a solution which only deals with tables of numbers would be to miss out on the available flexibility.

"The potential uses for Excel are completely unlimited"

Number, colours and graphs

A logical spreadsheet interface throughout

Automatic graphs

You can create professional-looking graphs simply by selecting a table of data and making some minor tweaks to the visuals

Mind-reading help

The help available in Excel uses the spreadsheet you are working on to guess what you need help with. It is extremely clever and informative

Formulas for everything

Don't be scared by some of the formulas available. They are designed to cater for specialist tasks as well as every day needs

Numbers are important

At the heart of any spreadsheet will be the numbers that you input and the formats you assign to them. It won't take long to learn how



Excel everywhere

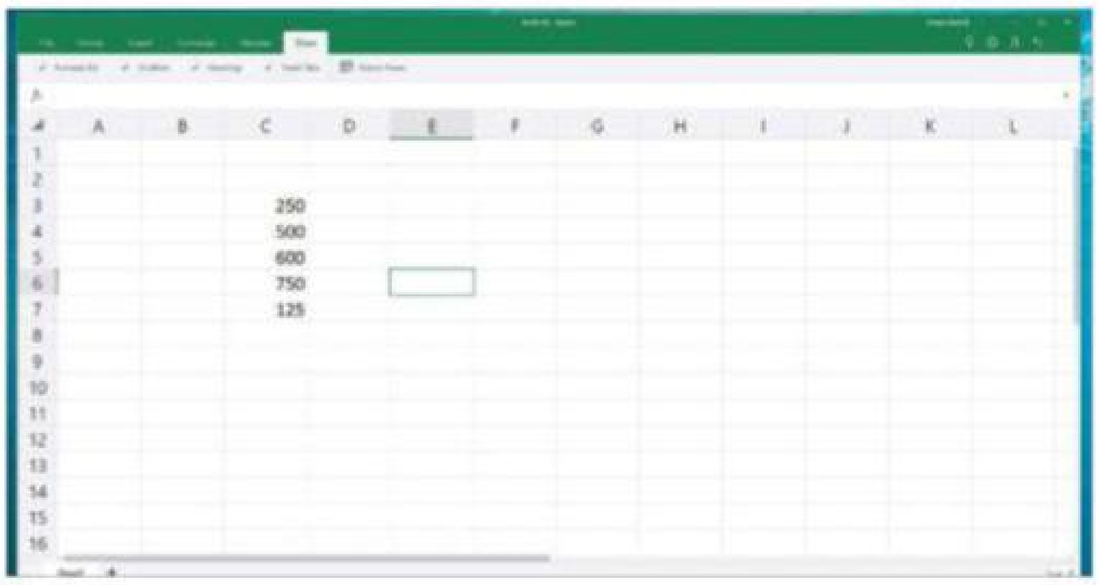
The latest version of Excel is available on a Windows PC, tablet and phone plus the iPhone and Android phones. You can even use it on a Mac so you will have no excuse not be organised and up to date all of the time.

Storemags



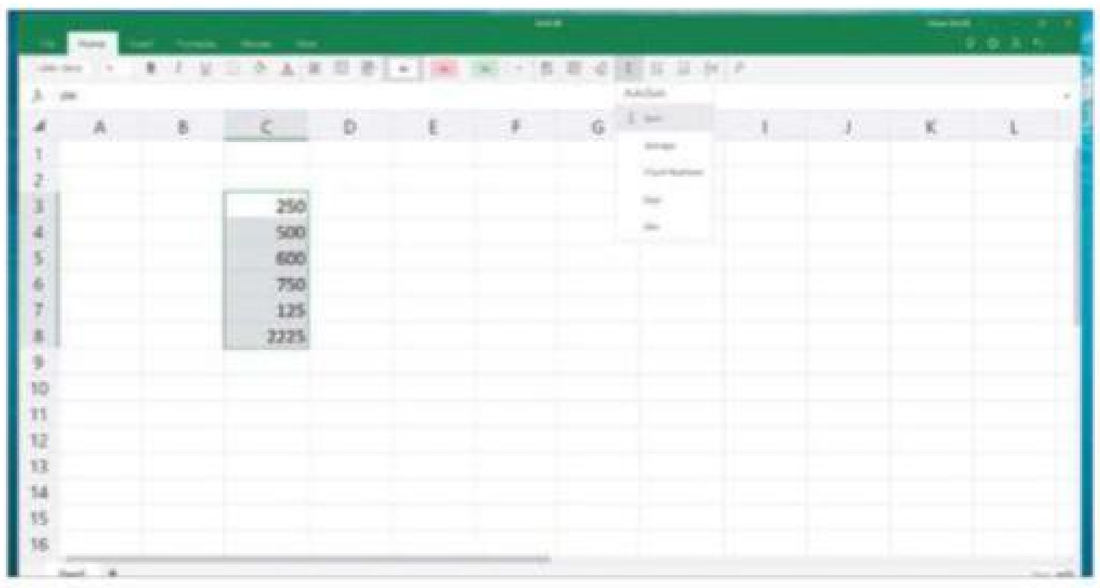
01: Go for blanks

When you first open Excel, double-click the Blank Workbook to begin. It will show a simple grid with no data on it at all.



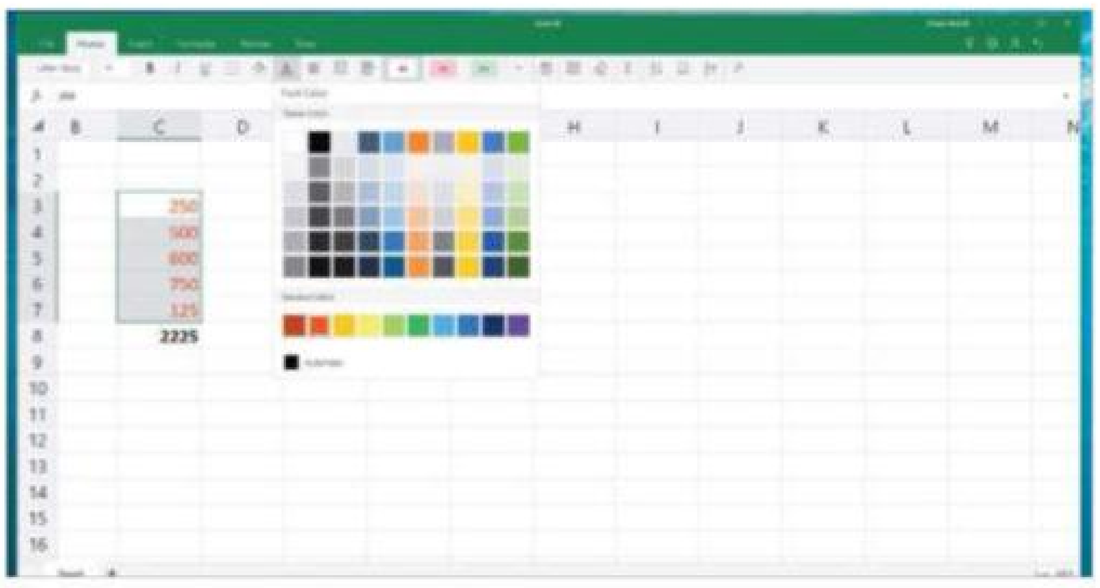
02: Input some data

Enter some numbers in a column anywhere in the sheet to get started. You can now do a lot with this simple example.



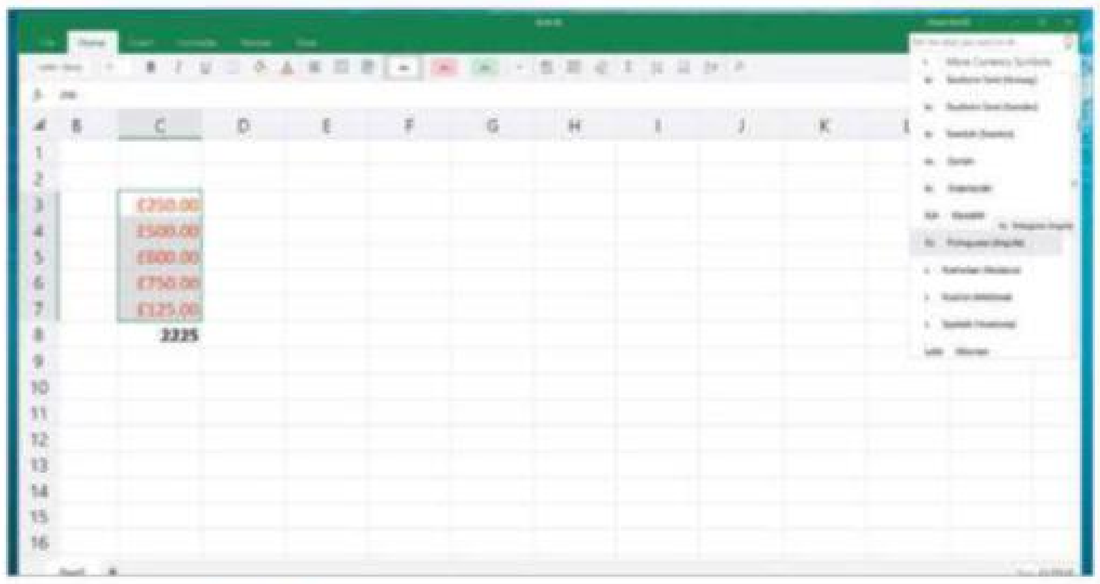
03: An automated sum

Select all of the numbers and the cell below them, and then click the icon shown. Click Sum and they will be added up immediately.



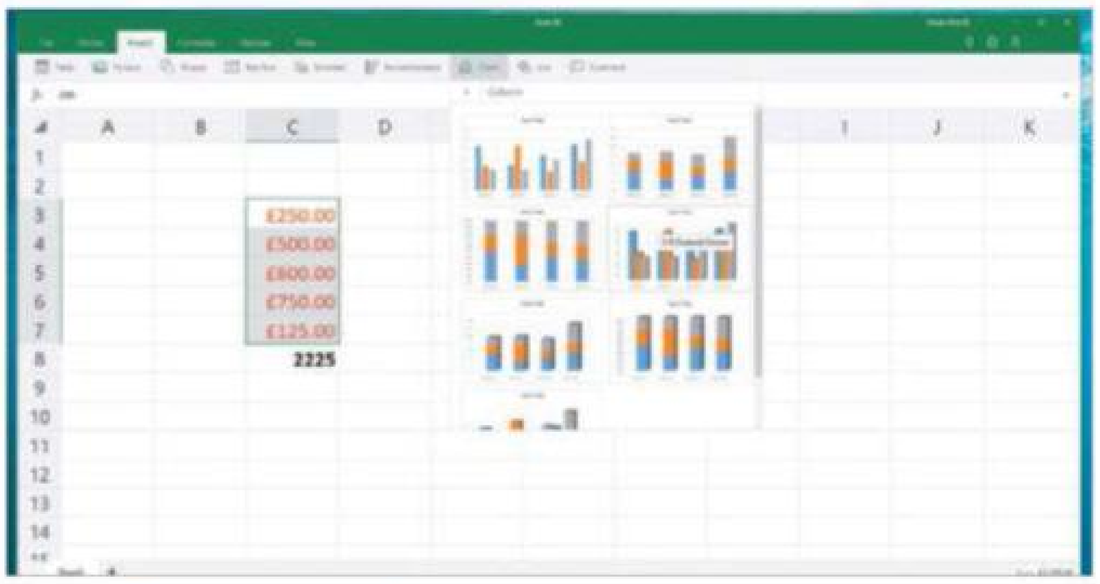
04: Format the cells

You can now use the icons at the top to change the colour of the numbers in the cells or to add formatting such as bold and italics.



05: Deal with currencies

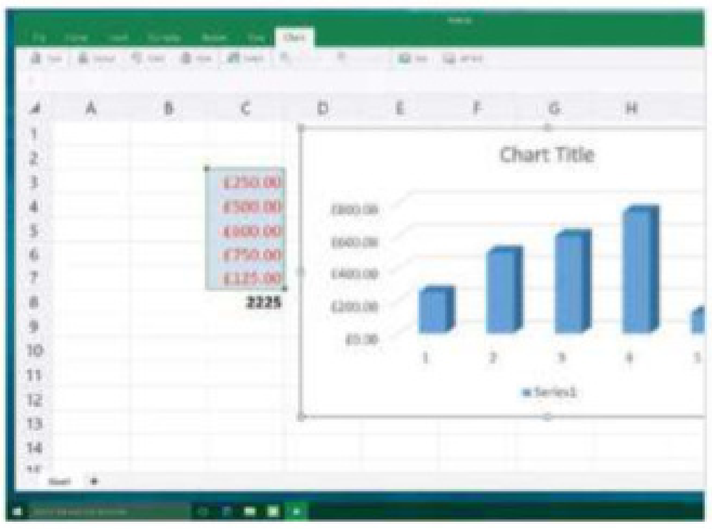
Select some cells and click the lightbulb icon. Type 'Currency' and then select the currency you want to assign to the selected numbers.



06: Choose a chart

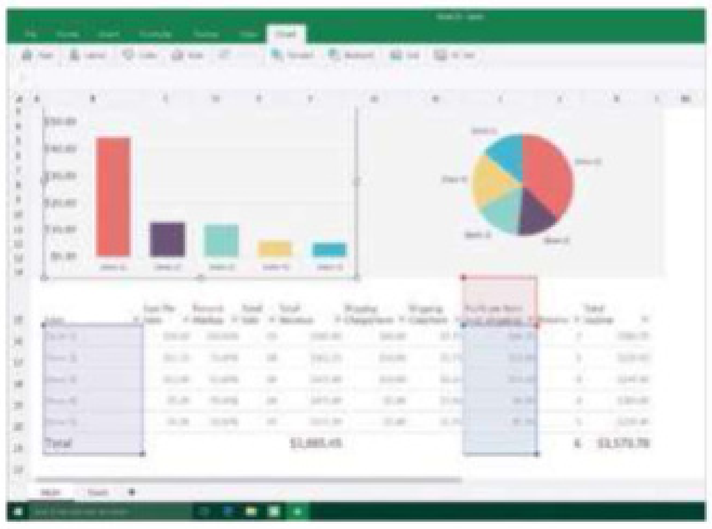
With the cells highlighted, click Insert and then Chart. Now select any of the charts by clicking the thumbnail image.

The next step



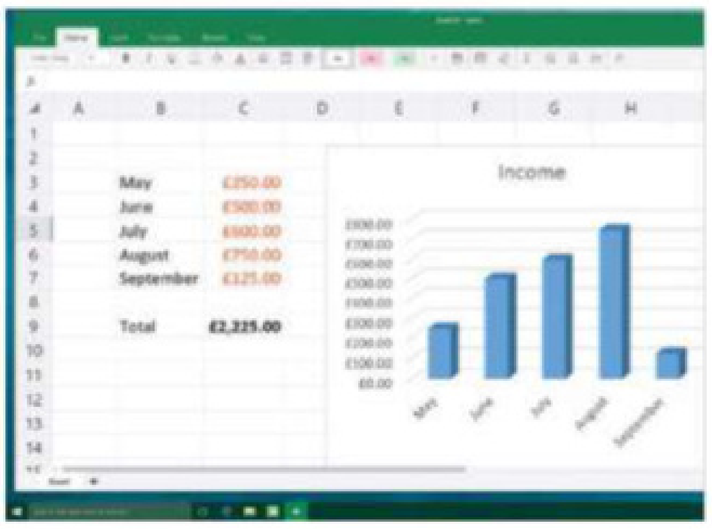
07: An automated chart

The chart will automatically use the data in the selected cells to populate your chart. The end results is very professional.



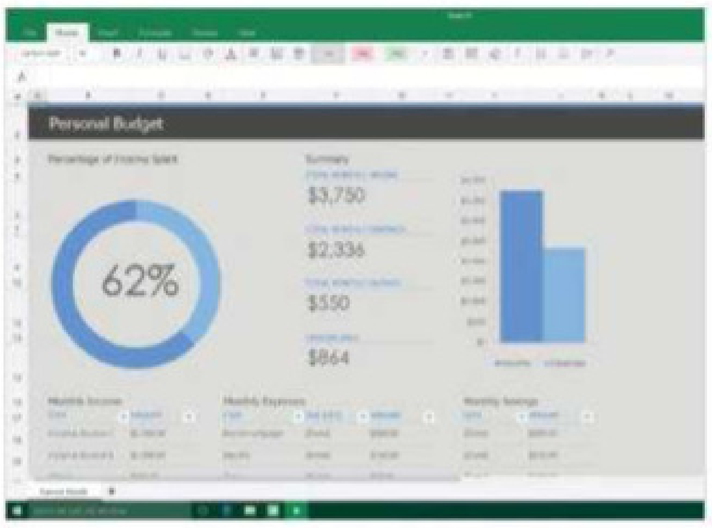
08: See the data

When you click a graph, you will see the data it has been built from highlighted. Edit the data and the graph will change too.



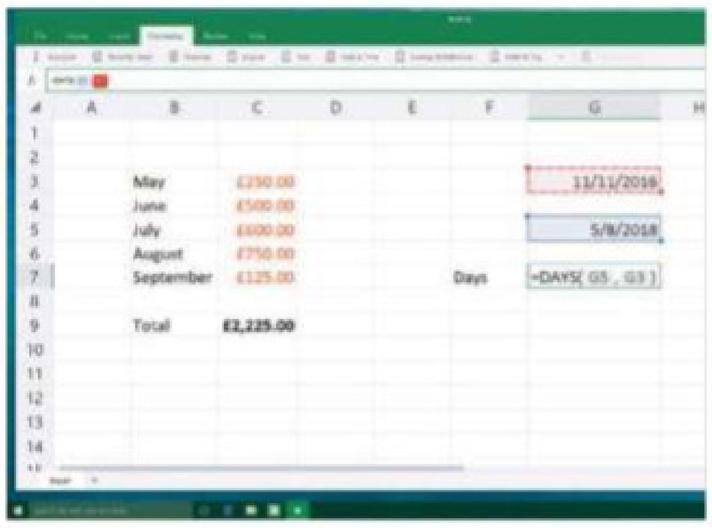
09: Add some meaning

If you highlight descriptions as well as numbers before inserting a chart, they will be included to add meaning to the data.



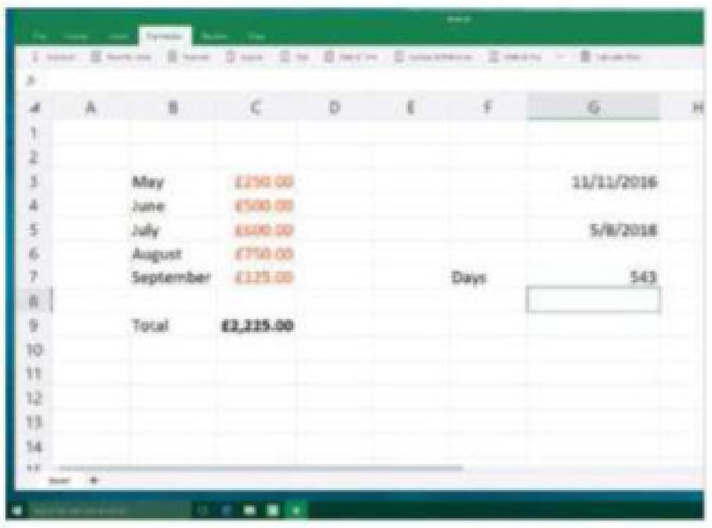
10: An example template

You can now explore some of the more complex templates such as Personal Budget. Graphs can help make sense of the data.



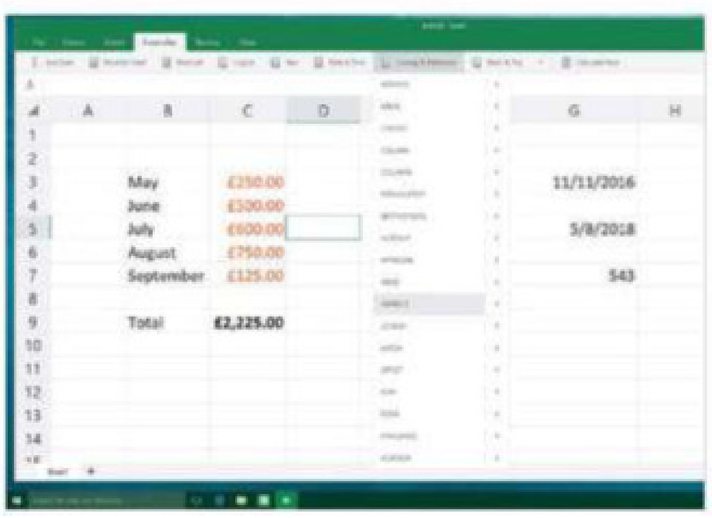
11: Deal with days

Calculating times and dates is easy. Enter two dates into your spreadsheet and then click Formulas>Date & Time>Days.



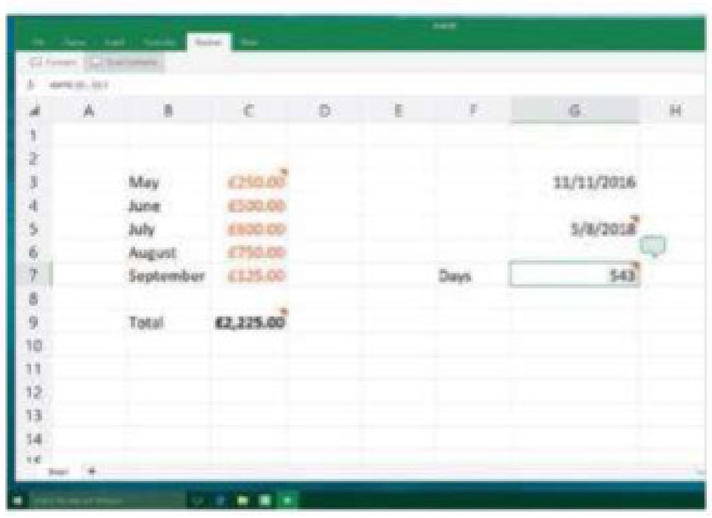
12: Start and end

Click the starting date cell and then the ending date cell as requested, and you will be show the number of days between them.



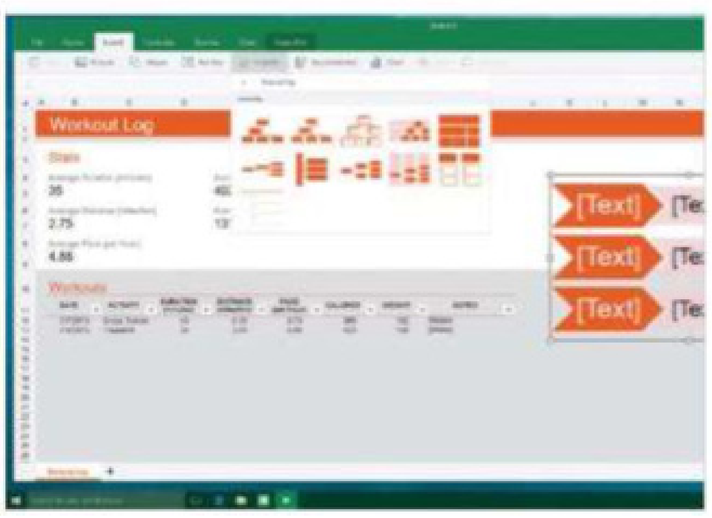
13: Use formulas

If you have a need to deal with specialist formulas, it's likely that everything you need will be available under the Formulas tab.



14: Clear comments

Clicking Review followed by Comment when a cell is highlighted lets you add a quick note, shown by a small red triangle.



15: Use SmartArt

SmartArt is available in the Insert menu and can be used to add visual flair to the data that you have included in your spreadsheet.

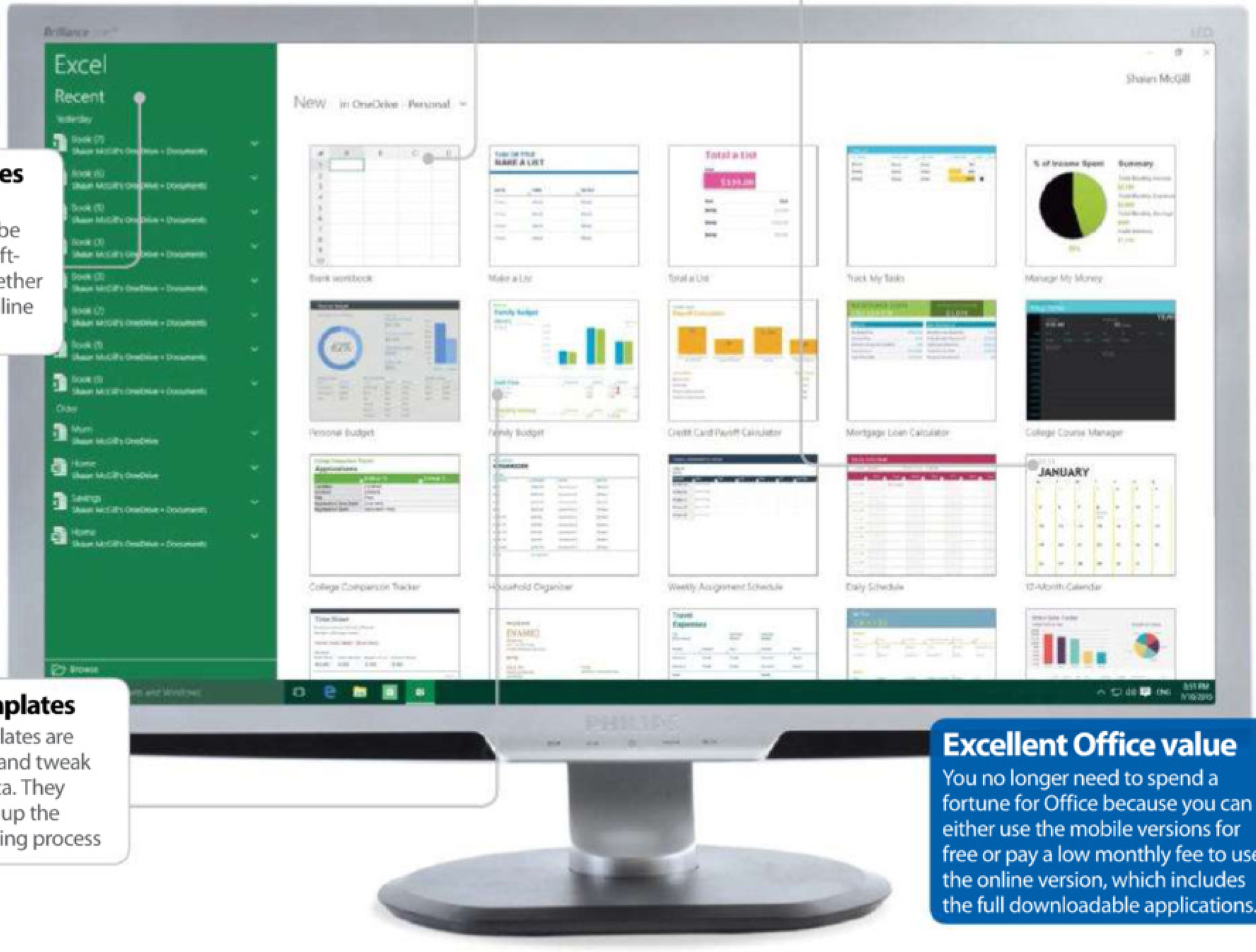
Uses and storage

You can use Excel for anything

A blank sheet
It is advisable to start off by working with a blank spreadsheet. This will let you get to grips with the basic features within Excel

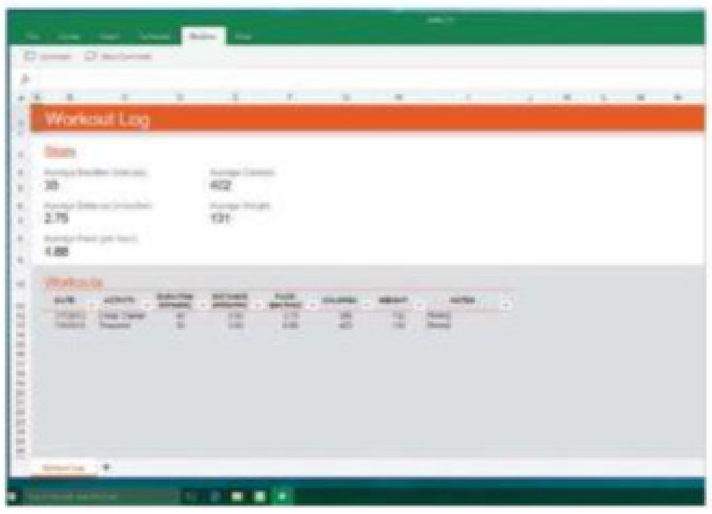
Multiple uses
Everything from calendars to timetables to home finances can be managed in Excel. You can also download example templates from many sources online

Your recent files
All of your recent spreadsheets will be displayed in the left-hand column, whether they are stored online or on your device



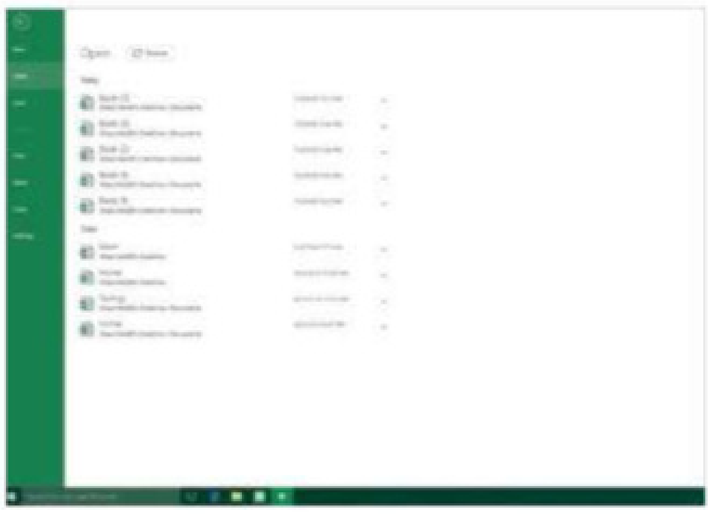
Pre-made templates
Many useful templates are available to open and tweak with your own data. They can greatly speed up the spreadsheet building process

Excellent Office value
You no longer need to spend a fortune for Office because you can either use the mobile versions for free or pay a low monthly fee to use the online version, which includes the full downloadable applications.



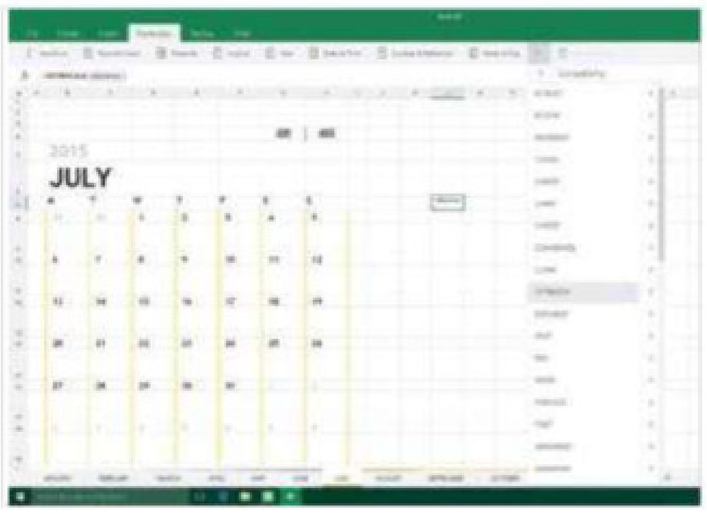
16: Sheets anywhere

Your created spreadsheets will display with all calculations and formatting intact no matter what device you view them on.



17: Save on exit

If you close a spreadsheet at any time, the last position should be saved automatically to ensure you never lose any of your work.



18: Alternative uses

The Calendar template highlights just how diverse spreadsheets can be. They can be used to calculate dates as well as numbers.

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Create sophisticated presentations in minutes

Presentations can be fun to build, and the end results will surprise you time after time

It used to be that creating presentations felt like a chore. Adding images and text required a certain level of knowledge before you even started and the more complex the presentation became, the harder it was to handle.

PowerPoint today has been designed to let you work on a blank canvas and all of the tools included are as easy to use as possible. We will take you through the creation of a simple presentation and also touch on the more sophisticated features. The focus on ease of use and the fact that the content you are creating always dominates the visuals are what makes PowerPoint so usable today, but some knowledge is useful to get you started.

Whether you want to create a flyer or need to walk through a process for work, PowerPoint will help you build a new presentation. It will also help you when you are actually presenting, thanks to some clever tools that only you can see.

"PowerPoint is designed to let you work on a blank canvas"

You can see it all

Presentations are displayed in real-time

See your changes

Every change you make and every word you type is displayed within the main screen so that you can see exactly how it will look in the final presentation

The hard work

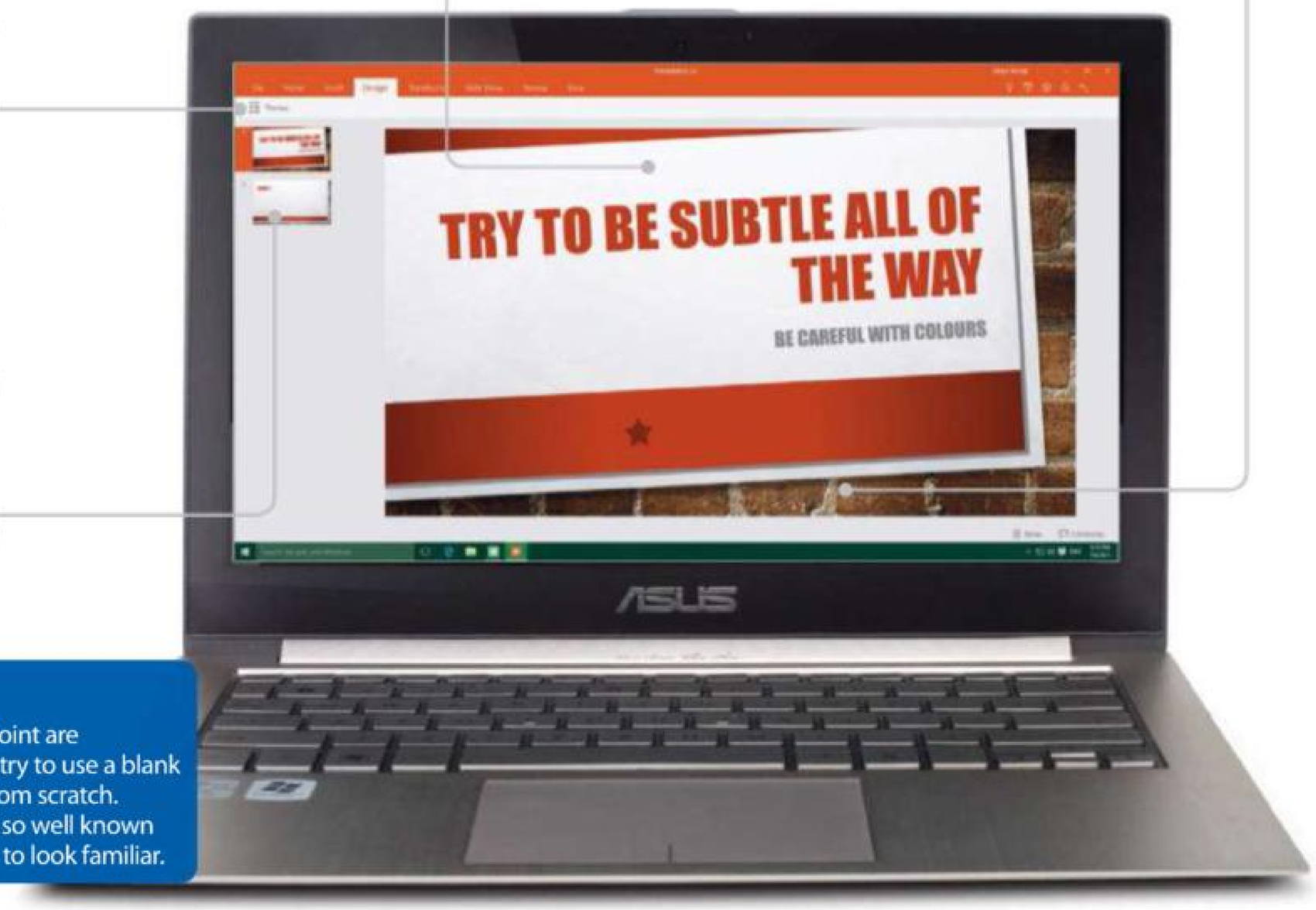
If time is a problem, let the included templates do much of the hard work for you. You may be surprised at how professional they look

Useful themes

Don't be afraid to experiment with the included themes. They are very subtle and can change all of your presentation components with just one click

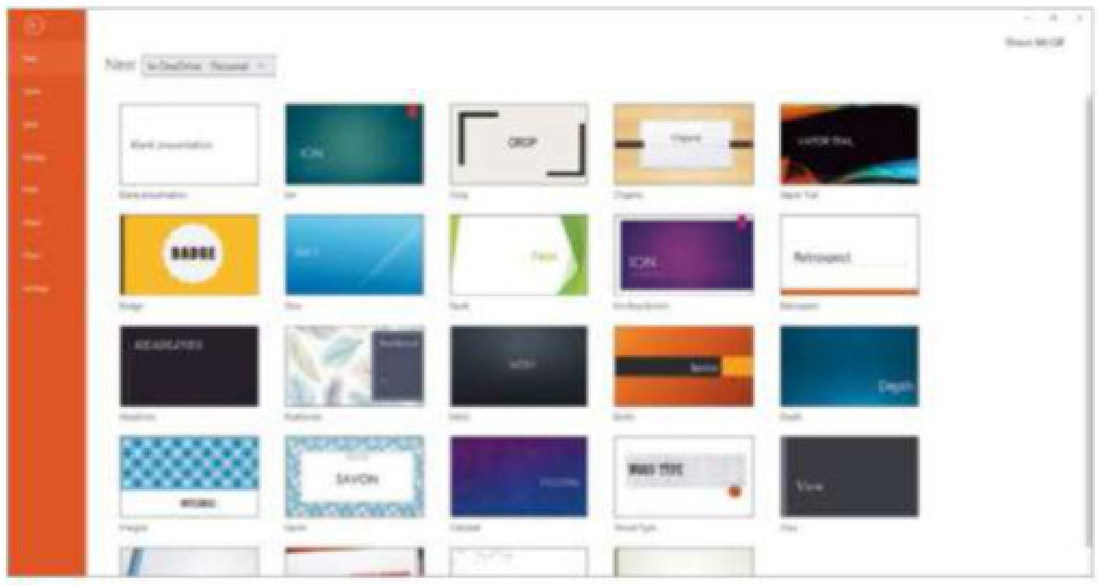
Dealing with slides

You can add and remove slides in this column. Also, moving them within the group simply requires clicking and holding each one



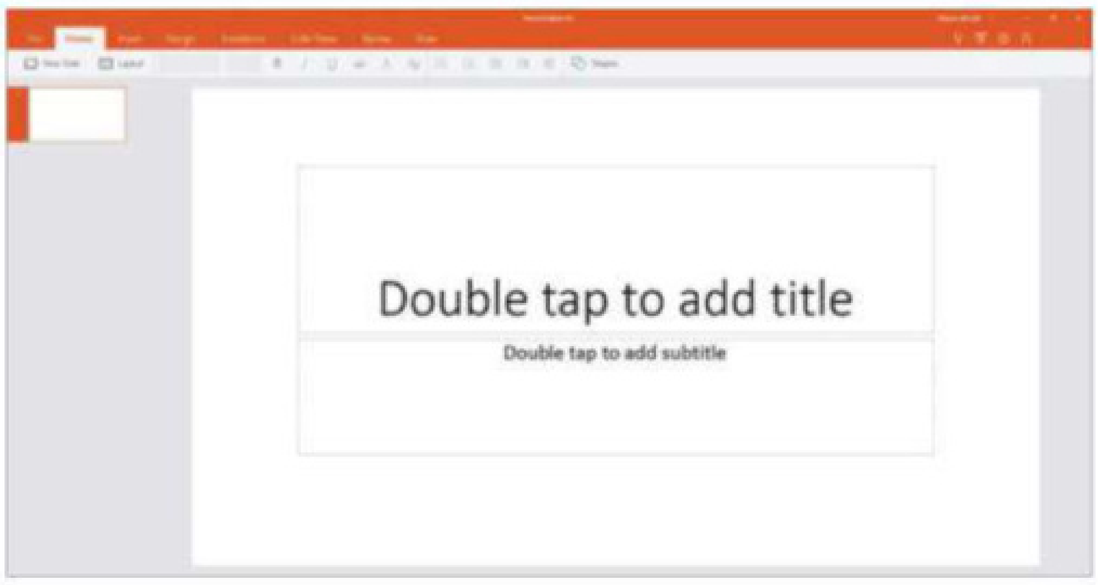
Try to be original

The themes and templates in PowerPoint are extremely useful, but where possible try to use a blank template and create a presentation from scratch. Originality is key within an app that is so well known because the templates will soon start to look familiar.



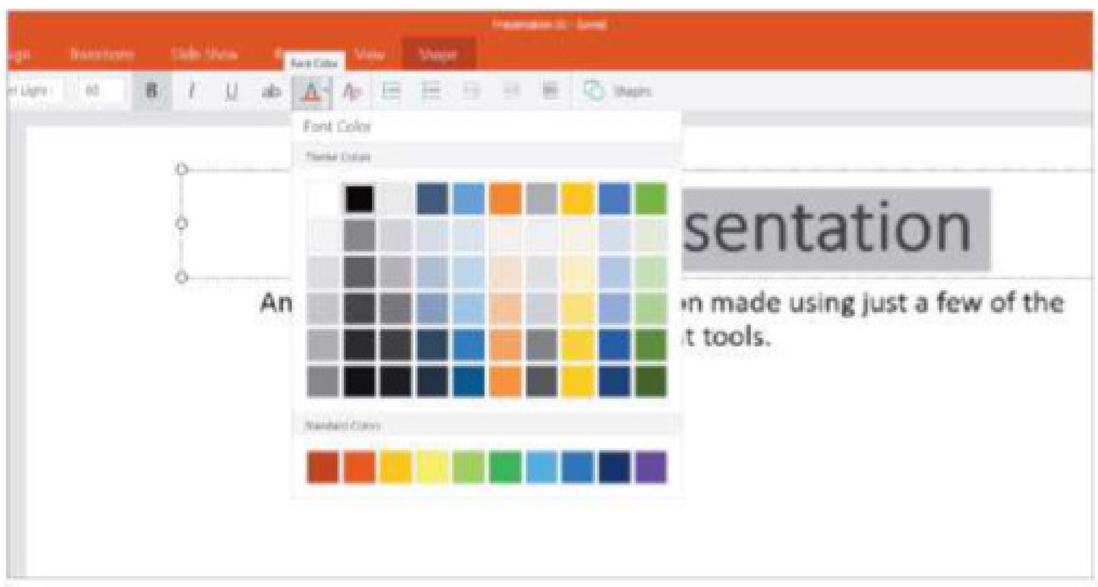
01: Start simple

Click New and you will see a selection of templates appear. Choose the Blank Template and you will be presented with a blank screen.



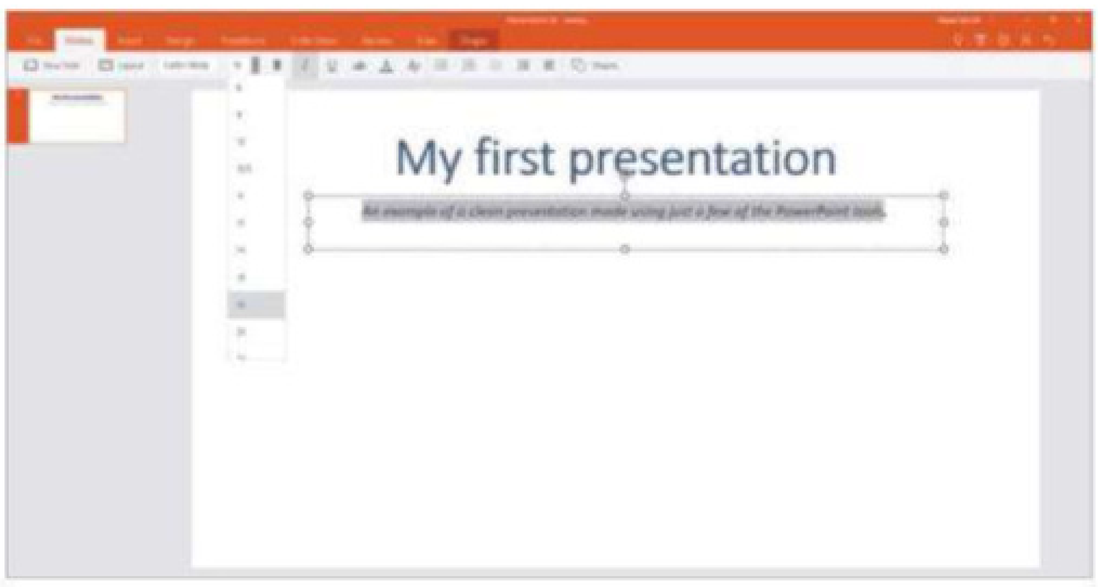
02: Obvious cues

Some very obvious instructions are included in the two main boxes. So, double-click each and enter some text of your choice.



03: Format the text

Select the text you have just added and, with the Home tab selected, change the colour of the text of the size accordingly.



04: Take your time

Spend some time experimenting with the changes until the text looks exactly as you want it to. Select the text box to move it.



05: Try a theme

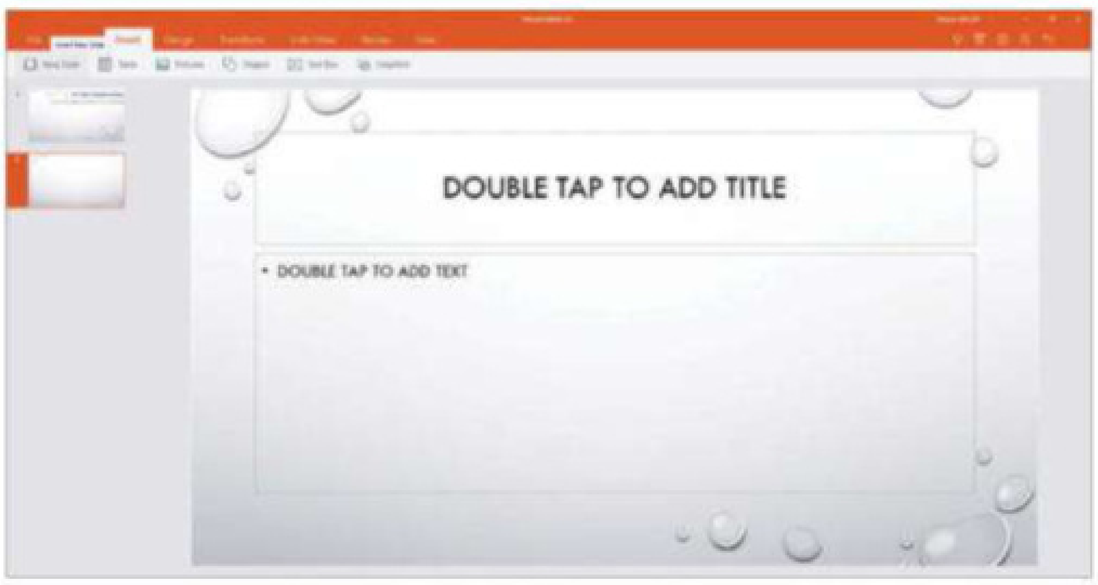
Click the Themes icon and select one from the grid. Try to look for something that complements the subject matter.



06: Shrink those boxes

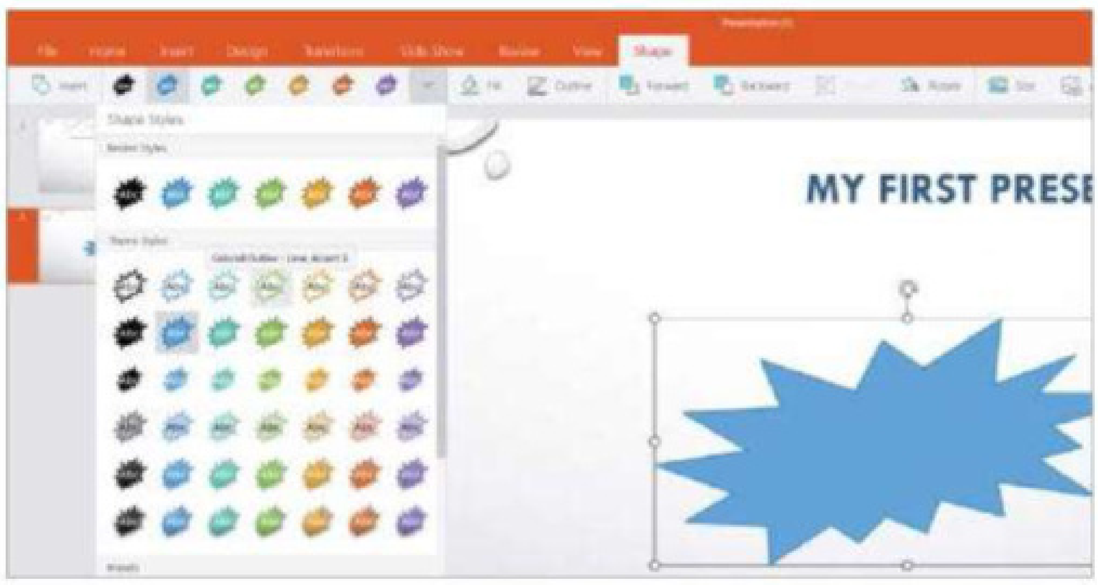
When dealing with text over backgrounds, you will want to shrink the text boxes so that the text fills up the entire area.

The next step



07: Add a slide

Click Insert followed by New Slide to bring up a new blank slide to work on. It will be displayed in the left-hand column.



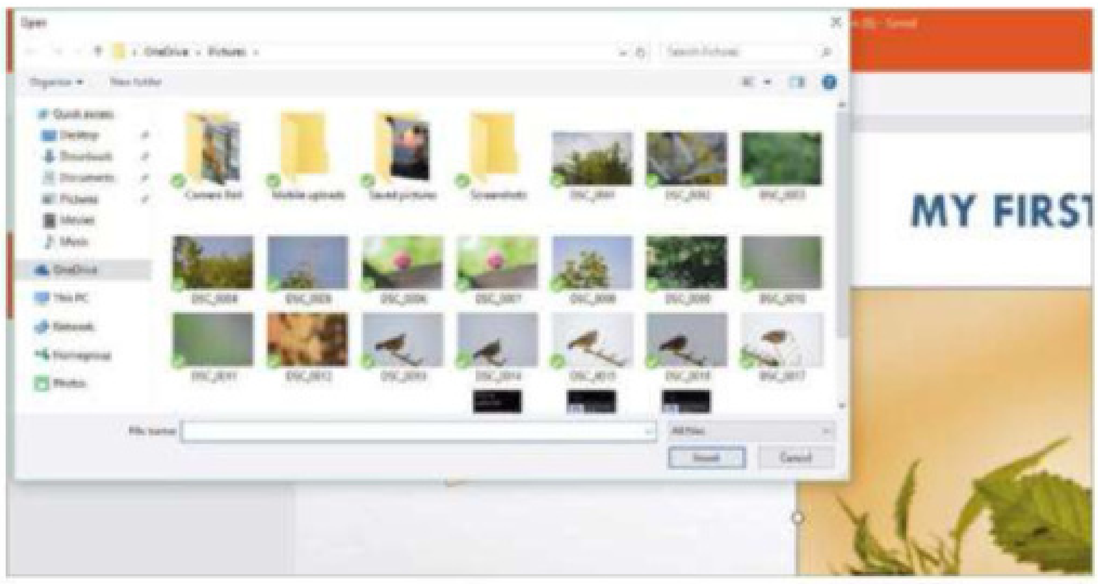
08: Add some shapes

You can now use the Insert option to include a shape in your slide. Take note of the colour options in the top bar.



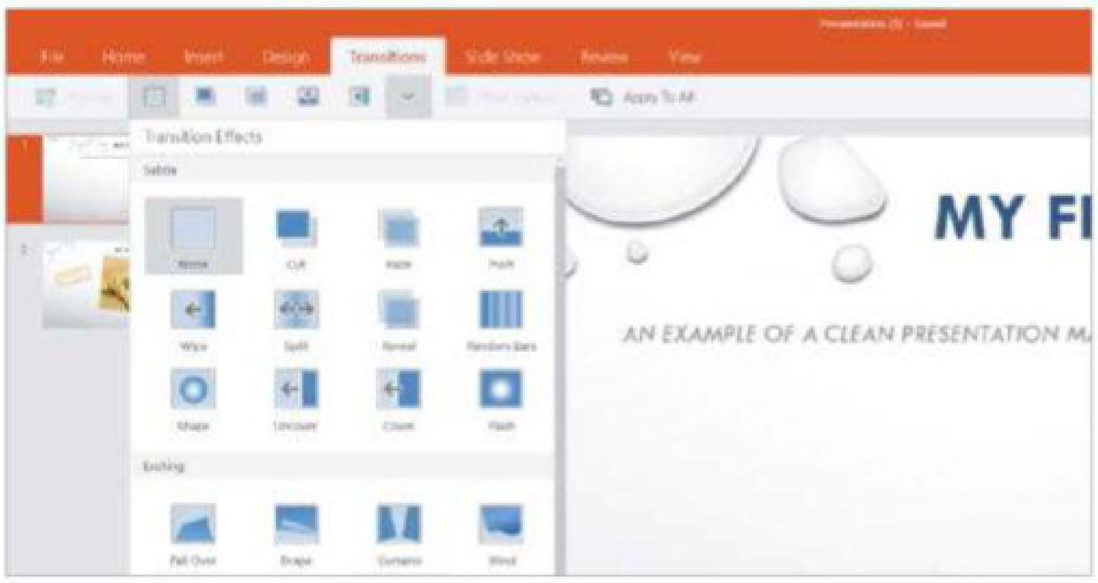
09: Spin around

No matter what you insert in your slide, look for the hook icon and drag it to change the angle of the object in question.



10: Insert a picture

When you select Insert followed by Pictures a dialogue will appear to let you select a saved image from your device.



11: Dealing with transitions

When you click the Transitions tab, you will be given many options. Try to use one that is not too dynamic, or stick with none.



12: Add some notes

The View option lets you add notes to each slide which come in handy if you need to physically present your work.

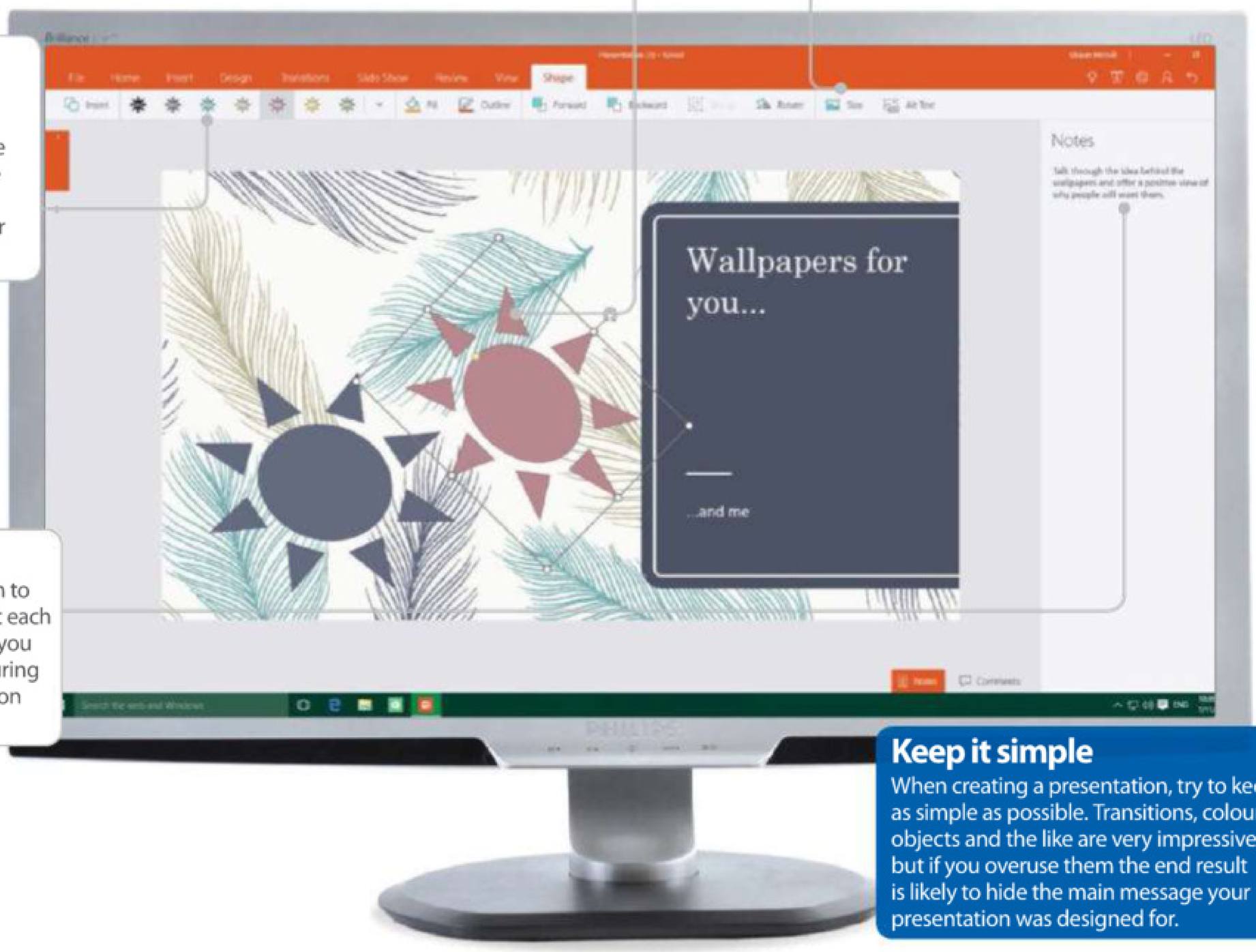
The extra PowerPoint features

PowerPoint helps you at every step

It's completely customisable
Every object you insert in to a slide can be customised in a variety of ways by simply clicking it. It's like moving objects in the real world

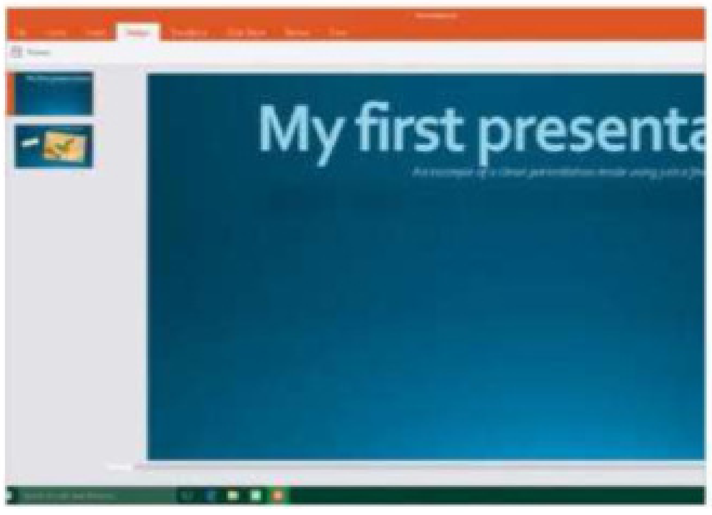
Pop-up menus
When you choose a feature, often a new menu will appear dedicated to what you are working on at the time – a very clever touch

Colour choices
Many of the built-in object colours can be changed with one click. The options are designed to fit the overall theme of your slide design



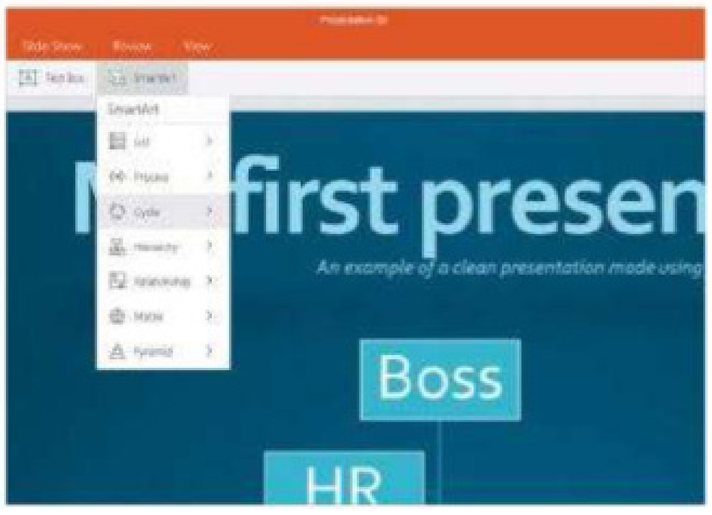
Handy notes
Notes let you confirm to yourself exactly what each slide represents and you can also use them during the actual presentation process as a prompt

Keep it simple
When creating a presentation, try to keep it as simple as possible. Transitions, colourful objects and the like are very impressive, but if you overuse them the end result is likely to hide the main message your presentation was designed for.



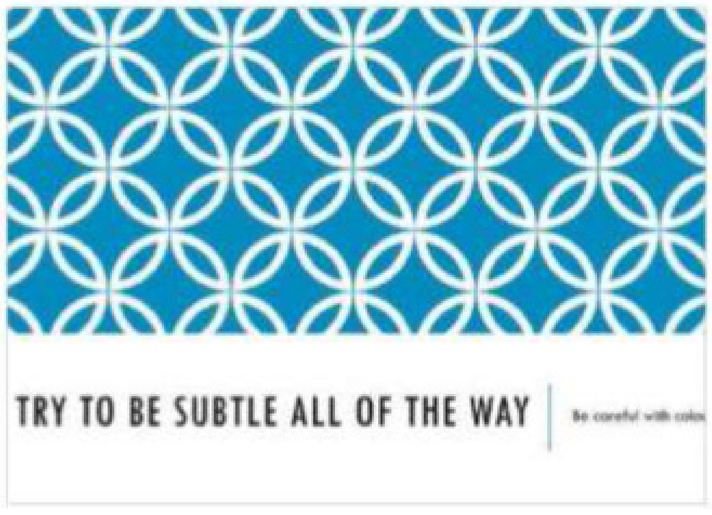
13: Experiment a little

When you have your content completed, you can now experiment with new themes and colours to see which ones work best.



14: Insert some SmartArt

The SmartArt feature will automate much of the content you want to include and adds much professionalism to the end result.



15: Be consistent

If you can stick with just one theme, the end result will look and feel much more consistent. Try to always be subtle.

Essential apps





Essential Windows Apps

Get the most out of your Windows 10 PC with these must-have apps

Every modern computer operating system worth its salt comes with a built-in online app store these days, and Windows 10 is no exception. The excellent Windows Store that takes pride of place in your Start Menu is ready to take you gently by the hand and lead you through an exciting and enticing assortment of apps spread around 20 different categories. You can download them to your computer (in a lot of cases completely free of charge) and enjoy them for a multitude of different purposes.

In this feature we carefully go through each category in the Windows Store and hand-pick five of the very best apps to help you get the most out of your PC. As you will soon discover, there most definitely is something for everyone and buying and downloading the apps is a quick and easy process that involves setting up a payment method and clicking on the price. Whether you're looking to use your Windows 10 system for gaming, entertainment or even as an educational tool, there's sure to be several apps out there for you. Now, let's roll out the software…

Essential apps

5 essential apps

Kindle

Developer: AMZN Mobile

The app provides an extensive online bookstore and some effective tools to help you read on your PC, bookmark pages, make notes and change the display. Cloud syncing means your collection is always available and you can pick up on your PC where you left off on your smartphone.

OverDrive – Library eBooks & Audiobooks

Developer: OverDrive, Inc

Through this app, OverDrive delivers a online library service through which you can borrow ebooks and audiobooks. It also features a neat reading interface that has all of the options you need to personalise your reading experience.

Comix

Developer: ObjectSpaces

If you're a big comic book fan, and you're looking to read some of the best, older comics that you just can't find, or the new releases you can't get to the shops to get, then this is the perfect app for you, offering comics in multiple formats for your enjoyment.

Free Books – 23,469 Classics to go

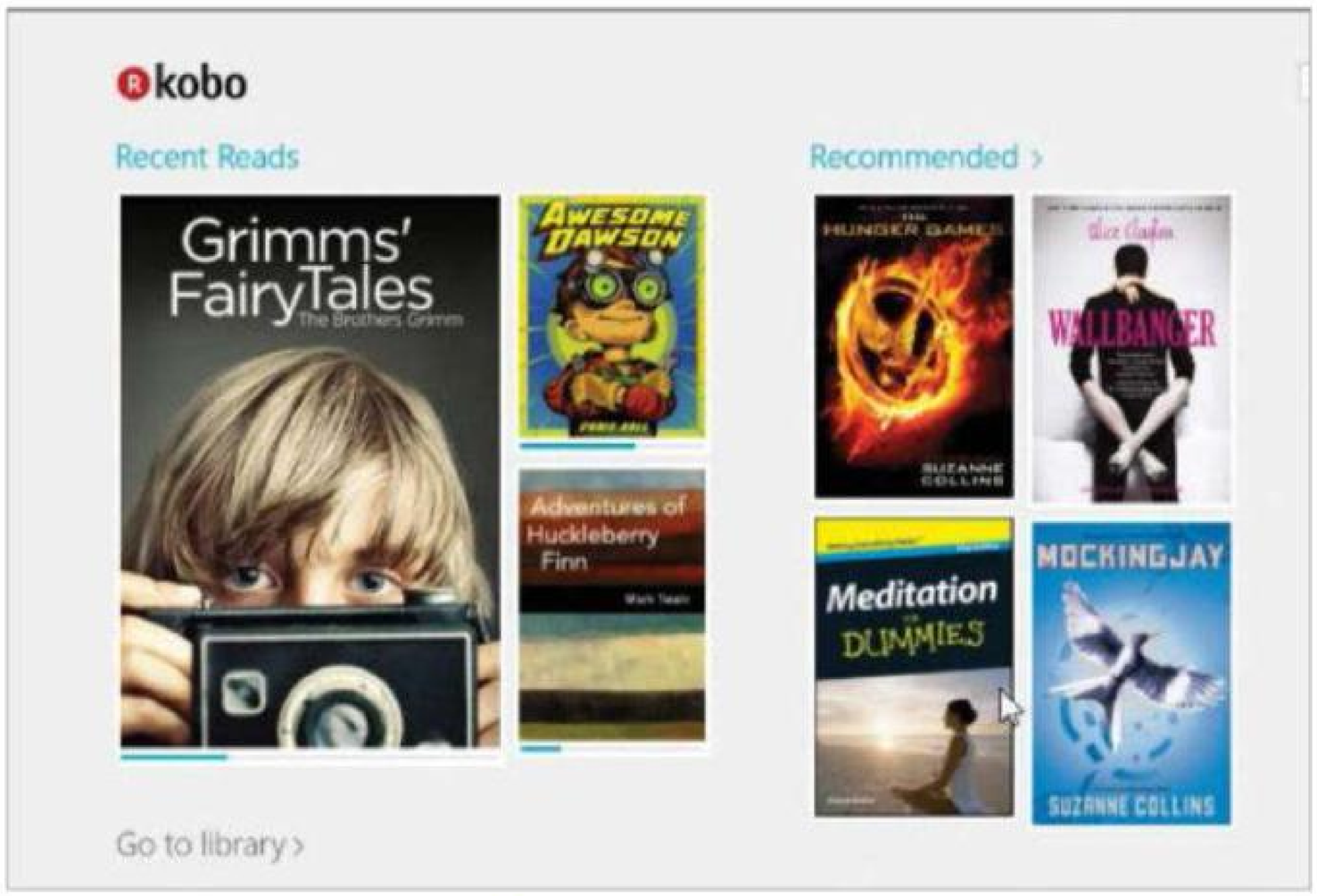
Developer: App Force One LLC

This app provides the gateway through which you can discover or get re-acquainted with thousands of classic novels, plays and other great works of literature. All of the books can be downloaded and read through an intuitive interface packed with options.

Kobo Books

Developer: Kobo Inc

The Kobo app provides a huge amount of digital content. There are over four million e-publications to download and enjoy, as well as over a million free books. There is plenty of content for kids too with comics and childrens' classics.



You'll never be stuck for new reading material thanks to the Kobo app…

Books & Reference

Read digital books and reference guides on your PC

Slowly but surely, folks are ditching their old-hat paperbacks and making the leap to digital eBooks – and why not? The benefits are plain to see – you can browse and purchase new books on the move, you can carry your entire book collection around with you everywhere and it helps protect the trees that otherwise would have been felled to make the paper. What's more, eReaders come packed with options that allow you to personalise your reading experience by changing the font, the colour of the page and the brightness of the screen. You can also bookmark as many pages as you want, add your own notes and get all of your settings synced across devices so that you can start reading on one device and then continue on another later on.

Here we introduce some of the best eReader apps in Windows Store, as well as other cool apps and reference tools that you can download to your computer.

"You can carry your entire book collection around with you everywhere"



Borrow new ebooks through the OverDrive app



Your own virtual comicbook store…

storemags

Business

Improve your productivity with apps

The Business category in the Windows Store throws up a very broad range of apps that can assist you in your working life. These include numerous cloud storage services, most of which offer up to 5GB of cloud storage absolutely free, so sign up to as many as you can to utilise the services to transfer your files and share them with other people to collaborate on.

You will also discover various news apps that cater specifically for the business market.

Then there are task management apps to help ensure that every day in the office is a productive one, along with apps to help you search for a new job if you fancy a change in career or are just desperate for employment of any kind.

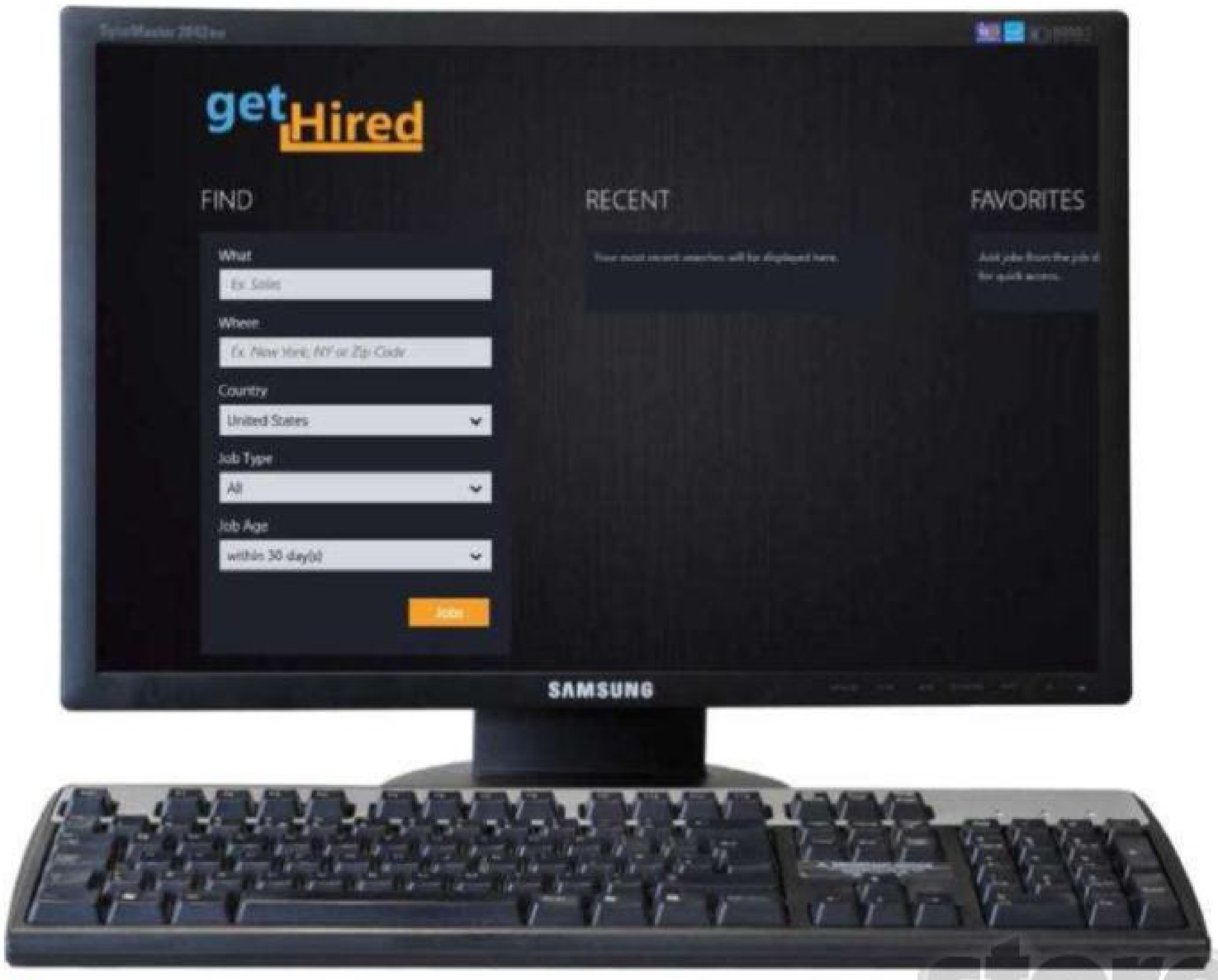
So, whatever your business is, take time to trawl this section of the Store and you'll undoubtedly find a cluster of cool apps to help you climb a rung or two up the employment ladder.



■ Convert your money into any currency in the world



■ Chaos Control is a task manager for driven pros



■ Enter your job criteria and getHired will do all of the legwork for you

5 essential apps

Currency Rates Converter

Developer: Kirsanov

This app converts money into any world currency. Enter the amount, then scroll through the long list of currencies to choose one. Your most-used currencies are stored and the exchange rates can be updated at any time. Ideal for those doing business abroad or importing items.

Task Manager Free

Developer: Delaire Damien

This is a simple task management app that makes it easy for you to monitor and stay on top of your to-do lists and appointments. A simple interface makes it easy to track your productivity and will ensure you never miss an important meeting again.

getHired

Developer: AppSplice

Enter data, such as the type of job you're after and your local postcode, and the app will trawl all of the job sites and relay all of the roles that match your criteria. It takes a lot of the legwork out of job hunting, giving you more time to polish your covering letter for the application.

Chaos Control

Developer: Tarasov Mobile

This task management app is based around David Allen's theory of GTD (Getting Things Done) that is aimed to bring the best out of entrepreneurs and creative professionals. It features seamless cloud sync across all platforms and a tidy interface for monitoring your goals.

Box

Developer: Box, Inc

This cloud computing service provides 5GB of free storage space and makes it easy to access and edit your files and share content quickly and conveniently with your work colleagues. With so many cloud services on offer, why not use them all?

storemags.com

Education

Learn new things with educational apps

Why not learn something new today? Or why not seek out the tools to help inspire and teach other people? This is the beauty of the Windows Store – you can find all of the tools you need to learn new skills and capture the imagination of other people. For example, you can explore the outer reaches of our Solar System without ever stepping outside, you can paint a masterpiece without getting paint on the floor, or you can look up and learn the meanings of new words without losing your train of thought. But that's merely the tip of the gigantic iceberg because there are also apps to help you compose flashcards, apps that make complex sums seem easy and even apps to make getting around your PC much easier. Better still, many of these brain-enhancing apps are totally free, so there really is no excuse not to open your mind to these gems.

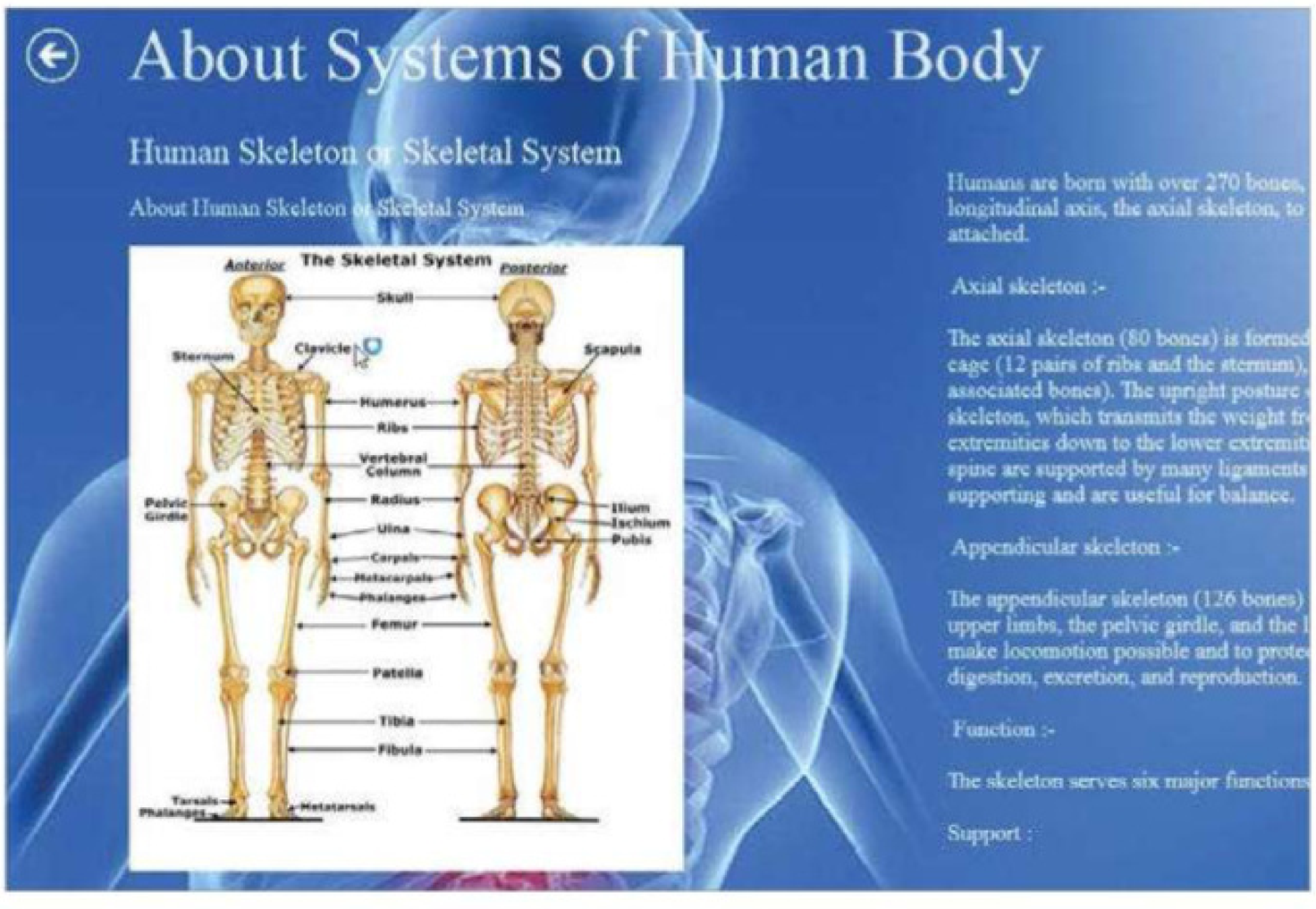


■ Explore the wonders of the universe on your desktop



■ Kids will be enchanted by the effects and features

"All of the tools you need to learn new skills and capture the imagination of others"



■ Learn about the processes that determine how we function with Systems Of Human Body

5 essential apps

Star Chart

Developer: Escape Velocity

Explore the heavens and click on stars to find out more. You can also enjoy tours of all of the planets and see eye-popping views of our universe. The amount of detail is staggering and although it lacks the wow-factor of similar apps for phones, this is still an impressive free offering.

Paint Sparkles Draw

Developer: TabTale

Apps such as this take the mess and stress out of painting. A wide selection of colours, brushes and colouring tools are supplied, while there's an enchanting sparkle effect as paint is applied. Kids of all ages will be able to unleash their inner creativity with this must-have freebie.

Systems Of Human Body

Developer: HiFi Aptech bapu

This app provides an impressive research tool for helping you understand how we live and function. Through in-depth information and illustrations you can learn about about digestion, blood circulation, reproduction and much more.

Math Games

Developer: Jujuba Software

Learning is made fun with this simple app. Through the intuitive interface you can configure which operations you wish to practice – from addition, subtraction, multiplication and division – and set time and error limits for kids to adhere to. The more they get right, the more problems will be made available.

iMath

Developer: SoonLearning.com

This app is designed to help children under the age of 12 learn basic maths and improve their understanding and skillset. With a wide range of simple and engaging games, this provides hours of covert learning masquerading as enjoyment.



Stream a vast range of movies and TV shows with Netflix

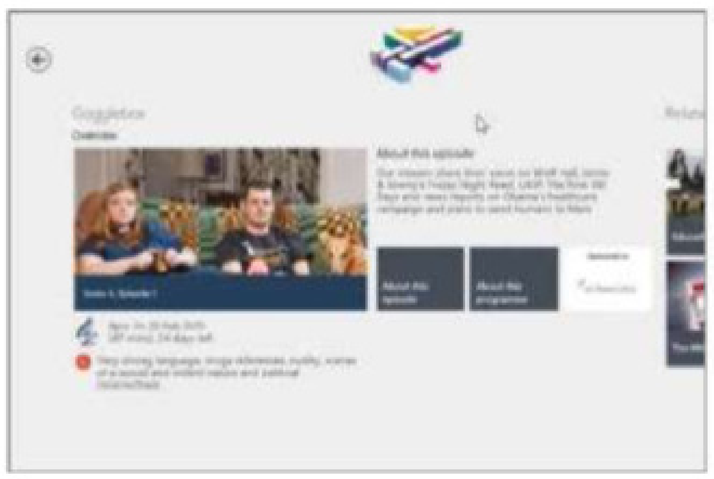
"This is certainly one of the more varied sections in the Windows Store"

Entertainment

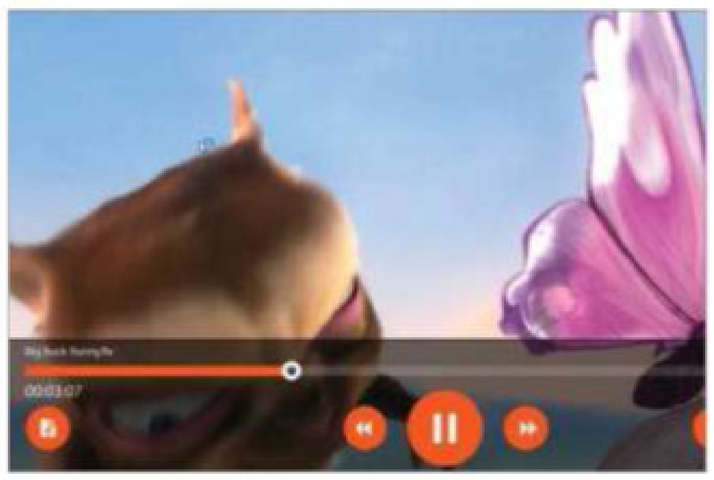
Forget work – let these apps entertain you

It's not all work, work, work you know!
Your Windows 10 PC is also a perfectly able entertainment system that you can use to watch HD movies, stream live TV and generally kick back, relax and have fun with. The Entertainment section of the Windows Store is full of curiosities to keep you enthralled, such as sophisticated painting apps, apps to give your desktop a seasonal theme and apps to help fuel your hobbies. The Entertainment section of the Store is also packed full of great free apps to help keep the kids entertained while you attend to other things.

This is certainly one of the more varied sections in the Store, which throws all manner of random and obscure apps together, and is a great place to shop for curiosities to help you leave the office well behind.



Enjoy the best of Channel 4 on your PC



Watch all types of video format with FLV Player

5 essential apps

All 4

Developer: Channel Four Television Corp

This is the catch-up app and viewing portal for Channel 4 and it is rammed full of quality content to enjoy, including the latest programmes from the preview few weeks and box sets of some of the classics. It's worth downloading for Gogglebox alone but there is much to enjoy.

Now TV

Developer: British Sky Broadcasting Ltd

This service lets you watch Sky TV content on demand, which is handy if you only want to watch one show without having to splash out for a full subscription. You can also get 24 hour access to your favourite Sky stations, such as Sports, to enjoy a one-off televised match.

FLV Player

Developer: Ice Cube Soft

This app is equipped to play FLV, F4V, MKV, VOB, MPG, SWF and MP4, amongst others, thanks to embedded video and audio codecs. It also comes with many of the modern perks, such as remembering the last files that you played and keeping track of the point you watched up to so that you can carry on watching.

Meme-Generator

Developer: Naveen CS

Unless you've been living under a rock for the last couple of years, you should have noticed that memes are all the range. And with the help of the Meme Generator, you can create your own to share with your friends.

Netflix

Developer: Netflix

If you are a Netflix subscriber then this app allows you to log into your account and watch streamed movies and TV shows on your PC. The Netflix service has grown in stature over the past year or so and now boasts some cracking products to view on demand.

Essential apps

Finance

Keep track of money matters

In our current dour economic climate, careful budgeting matters more than ever and so apps that can help you better manage your finances virtually pay for themselves.

In this section of the Windows Store you can find apps that deliver up-to-the-minute financial news, apps for internet banking, apps to convert currencies and apps to help you monitor your stocks and shares.

As you will soon discover, though, the majority of the apps on offer are designed to help you get your finances in order, monitor your incomings and outgoings, and set yourself budgets to ensure that you stay safely in the black.

As is always the case, many of the best apps are completely free or at least present the most essential features for free (requiring paid-for upgrades to unlock additional content) so you can grab yourself a bargain, which is the first step towards getting your bank account in order.



Monitor your cash with Money Watcher



Stay on top of your finances with Spending Tracker



Start earning Bitcoins through your PC



Convert more than 150 different global currencies

5 essential apps

Spending Tracker

Developer:
MH Riley

With an intuitive interface, this app lets you quickly log your incomings and outgoings, then track them over time. It provides all the tools you need to stay on top of your finances. Extra features, such as Dropbox backups and the option to export transactions, require an upgrade to the paid-for Pro version.

Easy Mortgage Calculator

Developer:
Surly Industries LLC

If you are thinking about getting on the property ladder and need to make quick-fire calculations to work out how much you need to borrow, over what time period and at what interest rates then this app allows you to do just that. It also features mortgage rates which are updated on a daily basis.

Currency Converter +

Developer:
Bessonov Kirill

This app provides a convenient currency converter that supports nearly 150 monetary units and major precious metals. Get the current rates and view their history and charts. You can also prioritise the order of the items displayed and share the content. If you deal with global currencies, this free app is a must-have.

Bitcoin Miner

Developer:
GroupFabric

Through this app you can let your computer make you money in the form of Bitcoins, which can then be exchanged for real-world currency. Bitcoin miners perform complex calculations known as hashes and each hash has a chance of yielding Bitcoins. Best used in conjunction with a pool, this app could make you money.

Money Watcher

Developer:
Ecsolvo Technologies

This app makes it easy to monitor your financial incomings and outgoings, manage all of your expenses and create budgets. Every penny that you track can be easily categorised and added to your expenses and all of the files that you create can be easily exported to other apps, such as Excel. An efficient accounting app.

Food & Dining

Serving up tasty treats for the kitchen

You only have to switch on your television to realise how popular cookery is these days, with kitchen programmes dominating the schedules, top chefs enjoying celebrity status and whole channels dedicated to cooking good food. The fact of the matter is that absolutely anyone can cook and the Windows Store is stacked full of apps to inspire you to get creative in the kitchen, regardless of whether you're an expert or a beginner.

There is certainly no shortage of recipe apps that provide ingredient lists and simple step-by-step instructions to help you through every stage of the process and these extend to all styles of cooking – very helpful if you're using a Windows 10 tablet.

There are also apps dedicated to sweet treats, healthy menus, and exciting and exotic tipples – with or without alcohol.

Many of these apps also come with videos that make it even easier to rustle up what is being prepared on screen – just make sure you don't spill any of the ingredients on your keyboard or screen!



■ Rustle up healthy, alcohol-free tipples with this handy app

5 essential apps

So CookBook

Developer: Slow Sense

Browse over 300,000 delicious recipes from a range of sources and pick dishes by categories such as starters, main courses, etc. All the recipes can be easily printed or shared and the interface is easy to use – just enter keywords and possible matches will be relayed in seconds.

Epicurious

Developer: Conde Nast

This offers a fast track to the award-winning food site **epicurious.com** and allows you to search over 30,000 professionally created recipes from top chefs. You can save favourites and share them with friends, as well as read recipe reviews from fellow Epicurious members.

My Kitchen Diary

Developer: ModernApp Technologies

Through a simple, yet stylish interface, this app lets you take notes of all your favourite recipes to store in one place and helps you plan out your meals for the week, prepare your grocery list and share your top tips and dishes with your friends and family.

Alcohol-Free Drink Recipes

Developer: Caplottier

If you're off the sauce or just fancy a healthier alternative then this app provides over 200 alcohol-free drink recipes to suit all tastes. A simple interface lets you browse by keyword or category and you can save your favourite recipes to refer back to quickly and easily whenever you need to.

Cookbook for Kids

Developer: Calicowind

If you want to entice your kids into the kitchen and open their minds to cooking and preparing food then this app provides a selection of simple recipes to help them get started. There are several sections to pick recipes from and they range from cakes to fruit smoothies – delicious.



■ Search for culinary inspiration through CookBook



■ Get your kids inspired to cook with Cookbook for Kids

storemags.com

Essential apps

Storemags

5 essential apps

Longbow
Developer:
Driftwood Software



This simple game invites you to hit several targets from varying distances. You have to take into consideration the wind direction and speed as well as the distance when aiming your bow and the only real goal is to beat your previous high score. To add variety, there are a few locations and you even get to shoot on horseback.

Hill Climb Racing
Developer:
Fingersoft



The simple aim is to get as far as possible in a 4x4. The only control is via the acceleration and braking pedals: you have to quickly learn when best to use these in order to keep your vehicle horizontal on the curvy terrain. You're set challenges and there are coins to grab for upgrades, plus fuel to keep going.

Modern Combat 5: Blackout
Developer:
Gameloft



Intense first-person shooting action very much from the Call Of Duty mould, Modern Combat makes for a cracking multiplayer experience and also boasts a fairly decent single-player mode. With stunning visuals and a satisfying sense of action, you'll come away clenched of teeth and pumping the air.

Fruit Ninja
Developer:
Halfbrick Studios Pty Ltd



If you want to be able to chop fruit and fast, then *Fruit Ninja* is definitely the game for you. Simple in concept and in play, all you have to do is swipe at the fruit that appears on your screen and it cuts in half. You get scored for your speed. But be careful of the bombs, they'll put an explosively swift end to your game play.

Six Guns
Developer:
Gameloft SA



This third-person shooter tosses you into a huge Wild West world whereby you can undertake missions, play against your friends or just casually explore the land filling gringos with lead. The graphics look crisp and enticing and the gameplay cleverly mixes up puzzles and all-out shooting action to great effect. It absorbs hours though!



Hill Climb Racing is much harder than it looks…

Games

Play around with these apps

Forget the latest blockbusters – there is enough gaming gold in the Windows Store to keep even the most avid of gamers engrossed for weeks on end. Whether it's puzzle games, physics-orientated games or level-grinding role-playing games, there really is something for everyone and a lot of it is free to download and play. Often the only downside to free apps is the inclusion of pop-up ads, but you can try most games out with a free version that may exclude a lot of the content and then upgrade to the paid-for version later on. If you're hot on your Xbox Achievements then game apps you buy through the Store often throw up accolades to add to your score – perfect if all of the TVs in the house are being used. So explore the free and paid-for game sections and you'll undoubtedly find some bargains to help you to while away a week or two.



Can you defy the elements and get it in the gold?



Become a fruit ninja with this addictive game



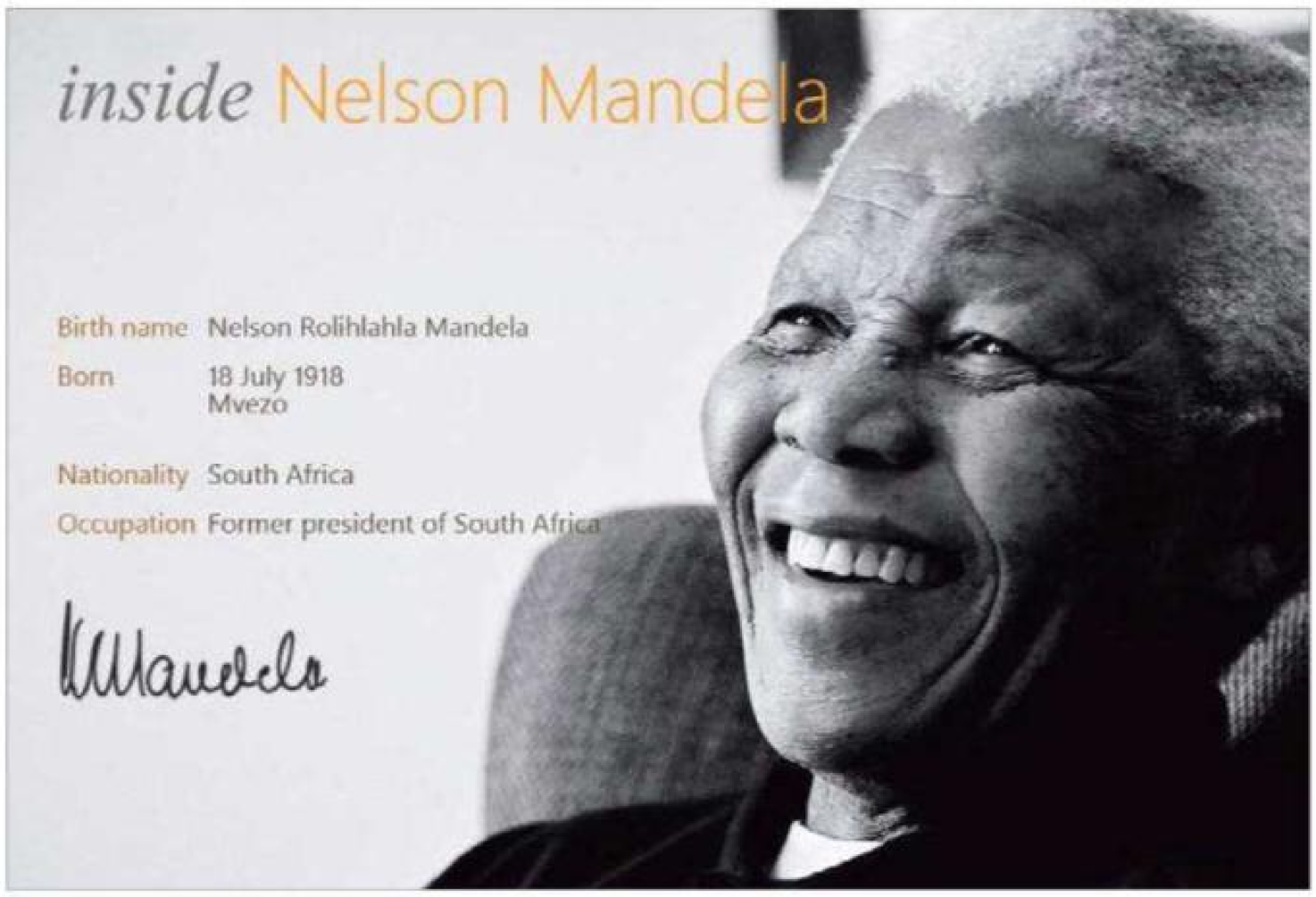
Be king of the wild frontier in Six Guns

storemags.com

Government

A strange section full of surprises

This is by far the most curious of all of the Windows Store sections. Mainly US-centric, the Government section throws up a variety of apps that range from teaching you the US Constitution and the Bill of Rights to telling who's on the FBI's Most Wanted list. There is also a real-time tracker for the world's population (you'll be alarmed at how quickly it clocks up new arrivals before your eyes, to such an extent that you can almost feel the Earth's crust creaking!) and plenty of armed forces apps that teach you about the work that the Navy and the Air Force carry out across the world. You will also find apps dedicated to significant politicians such as Nelson Mandela and Barack Obama, as well as party policies and environmental issues. So while you probably won't come to this section looking for anything in particular, you'll be surprised what you discover.



Learn about the legend with Inside Nelson Mandela

"Mainly US-centric, the Government section throws up a variety of apps"



See which presidents charmed which states



Get into Europe with the EU app

5 essential apps

U.S. Presidential Elections

Developer: Silver Dollar Software

This app tracks the past two decades of presidential elections. Explore complete state-level data for the popular and electoral totals via an interactive map. There isn't much else to it, but the app is easy to use and a handy reference tool for those interested in US politics.

Inside Nelson Mandela

Developer: Mpondo Ndamase

With the recent passing of South Africa's first black president, this app provides an insight into the life of the legend, charting his early years, his political career and more. Aside from bios and news feeds, it also offers an assortment of Mandela quotes and some desktop wallpapers.

EU

Developer: Ferro

This app provides a decent info source for matters relating to the European Union. All major topics are covered, such as politics and economy and it's all well presented through a tidy interface. If you have even the slightest interest in the EU then this app is well worth checking out.

Stuff they don't want you to know

Developer: Paubus

Though pulling its content from **howstuffworks.com**, this app is nevertheless an intriguing playground for conspiracy theorists that is packed full of thought-provoking content across a wide range of topics. It's just a shame that the presentation is severely lacking.

Amy Field Manuals

Developer: TechSeed LLC

Through this app you can browse, download and read through a collection of over 300 official and public US Army Field Manuals that cover a wide range of topics such as survival, medicine, combat operations, weapon systems and military intelligence.

Essential apps

5 essential apps

Active Life
Developer:
Antara Software

You can use this one-stop solution for all your health monitoring needs. Create a profile for each member of your family and track their diet, exercise and medication. For specialised needs – such as to monitor blood, glucose, weight and blood pressure – you can activate the relevant tracker.

Active Fitness
Developer:
Summit Data Corp

This fitness, health and activities tracking app doubles as a social network. The real beauty is that you can import and export data to other fitness apps such as Strava and RunKeeper. Develop your own personal training plans, share your activities and track your progress on leaderboards.

Improve Brain Power
Developer:
Chaithanyaa

While this app won't help you train your brain, it does provide an insight into the type of food you should eat to help give your brain power a boost. All of the more beneficial food types can be found via the main menu; click on one to find out more about its benefits.

Sleep Bug
Developer:
Panzertax

If you need a little ambient noise to help you relax and get a good night's sleep, this app provides 24 different scenes and 83 sound effects. You can enable and disable sounds within a scene to suit your needs, to get the perfect ambient combination to ease you into a slumber.

Essential Anatomy 3
Developer:
3D4Medical

If you want to know what makes up the human body then this app will blow your mind. Boasting the latest 3D technology, this app lets you take a tour of your skeletal structure, muscles, connective tissue, veins, arteries, nerves and much more besides.

Health & Fitness

Improve your well-being

With the excess of the Eighties and the self-indulgence of the Nineties distant memories, getting fit and staying in shape is undoubtedly the new rock 'n' roll and the Windows Store is full of apps to help you drastically alter your lifestyle and craft yourself a brand new body. The clear majority of apps available in this section focus on workouts and provide all of the information, guidance and, in some cases, videos to help you plan out a fitness regime and have fun sticking to it. And it's not just your body that is catered for either, with plenty of apps available that help you sharpen your mind by eating right and getting a good night's sleep. If you intend to make this the year that you kick those bad habits, you'll find all of the motivators you'll ever need here.

"The clear majority of apps available in this section focus on workouts"



Set the scene for your perfect night's sleep



Find out what foods stimulate your brain…



Develop your own fitness plans and challenge others to undertake them with Active Fitness

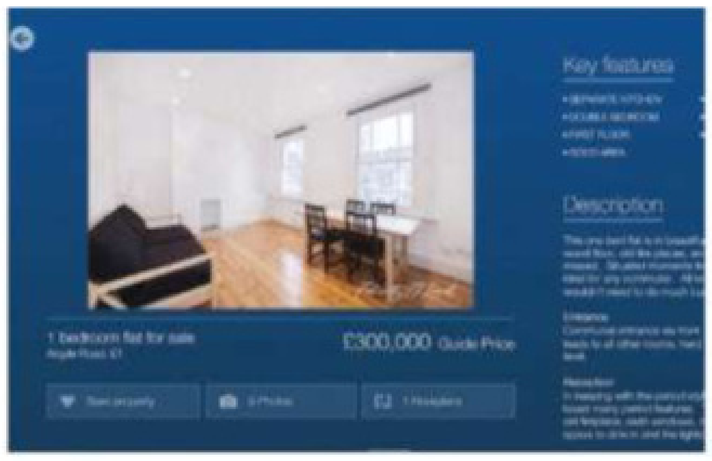


Get all the benefits of a real log fire except for the shovelling of ash (and the heat)

Lifestyle

A wide range of apps to explore

Seeing as most of the apps in the Windows Store undoubtedly enhance your lifestyle in some way, what can you possibly expect to find in this section of the Store? Whatever it is you're thinking of, it probably won't include burning fireplace simulators, personal makeover apps and the teachings of Bruce Lee. What you'll no doubt be expecting are endless journal-writing and horoscope apps. Well, they're certainly all here in abundance, but the point we're making is that there are plenty of unexpected apps to discover here too, such as ones to help you read palms and learn about various breeds of dog. It's an eclectic mix and you will really have to trawl through a lot of junk to unearth the true gems, but we can help to give you a head start by outlining five of the best lifestyle-related apps right here.



Find your dream home with Rightmove



Store your precious moments with Story of My Life

"It's an eclectic mix and you will really have to trawl through a lot of junk to unearth the true gems"

5 essential apps

Story of My Life

Developer:
CyberPhone

This app provides a simple interface into which you can write your memoirs. Add extra substance to your words by attaching photos and video. You can password-protect your journals and search for significant entries. More features, such as cloud syncing, are promised with forthcoming updates.

Burning Fireplace

Developer:
Inphonite

This log fire simulator is just that: a moving, crackling indoor fireplace that can be used to enhance the mood as the winter nights draw in. So while you can't toast marshmallows on it, this can still provide the missing vital ingredient during those cosy nights in on the sofa.

Sleep Tracker

Developer:
Vakrilov

If you're obsessed about getting a good night's sleep, this app lets you keep track of how much you're getting and observe patterns. It provides tools to view daily, weekly and monthly stats and entering info is quick and easy. You can even rate your sleep out of five to track how the duration affects the quality.

Rightmove Property Tracker

Developer:
Rightmove Group Ltd

If you are wanting to get into the market for a new abode then the Rightmove app lets you search through thousands of properties to help you find your dream home. You can check out photos, see what amenities are in the local area and even browse a floorplan to get a feel for the size.

Digital Nightstand

Developer:
227 Studios

Don't want to waste your money on a alarm clock that takes up a socket or runs out of batteries? Well this app allows you to use your device as exactly what it says on the tin, a digital nightstand. Check the time, set alarms, and even get weather updates without any effort whatsoever.

Music & Videos

Listen to music and make your own

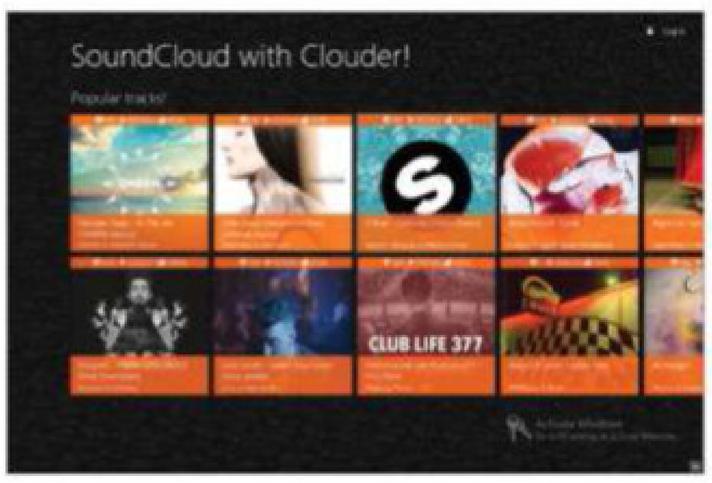
There are some supreme music-related apps available in the Windows Store that can deliver exactly what your eyes or ears crave within seconds. Old favourites such as VEVO, TuneIn Radio and Shazam are present and correct (and still highly recommended by us), but what about actually making music? Through apps you can turn your PC into a virtual guitar, keyboard or a fully functioning recording studio or DJ mixing booth and let your sonic creativity flourish. The possibilities are endless as there are a wide range of paid-for and free apps to help you explore and discover new music and get those strange noises in your head recorded and mixed into Ibiza's next dance craze (perhaps). If it's the enjoyment rather than the creation of music that your crave, though, then you'll find an endless array of apps through which you can enjoy all of the latest pop videos.



■ Get new playlists with 8tracks



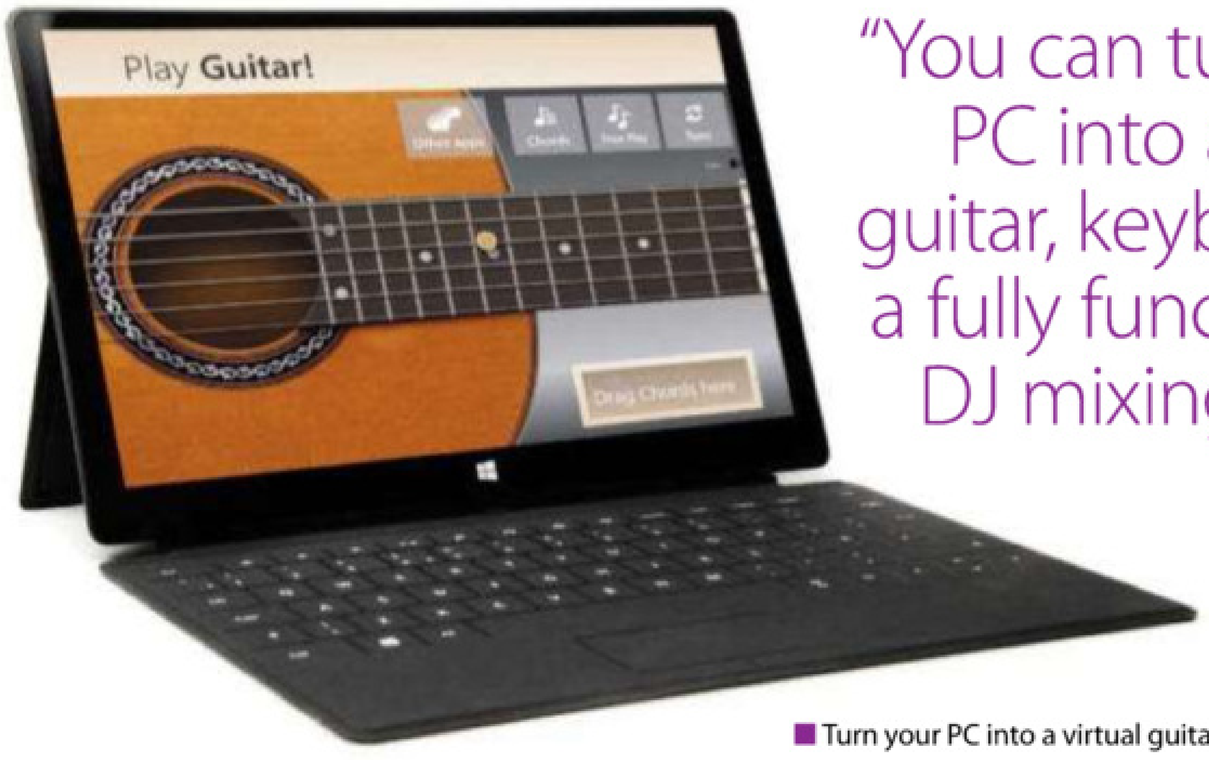
■ TuneIn Radio lets you listen to whatever you want



■ Explore great new music through Clouder!



■ Discover new music through Shazam's service



■ Turn your PC into a virtual guitar and get strumming

"You can turn your PC into a virtual guitar, keyboard or a fully functioning DJ mixing booth"

5 essential apps

8tracks Radio

Developer: 8tracks

Need a new playlist? Not sure where to start? 8tracks has over a million playlists ready and set to go for you to chose from depending on your mood or situation. Going to the gym? They have a playlist for that. There's no adverts so you can listen uninterrupted for hours.

TuneIn Radio

Developer: TuneIn

Listen to music, sports and news from every corner of the globe. With over 60,000 radio stations and two million on-demand programs, you simply search for what you want to listen to and the app will toss out a range of possibilities that can be instantly streamed to your computer.

Clouder!

Developer: Nicollet Fabien

This app allows you to browse and play thousands of tracks from the popular SoundCloud service. Whatever your musical preferences you'll find a variety of music on offer and plenty of exclusive tracks from some of the world's best artists. Dive in and start exploring.

Play Guitar!

Developer: Davilovick

This app turns your PC into a virtual guitar that you can strum and shape chords on, just like a real one. It's a good reference tool for getting used to the various notes on the fretboard and although it's obviously not a patch on a real guitar, it still provides plenty of enjoyment.

Shazam

Developer: Shazam Entertainment

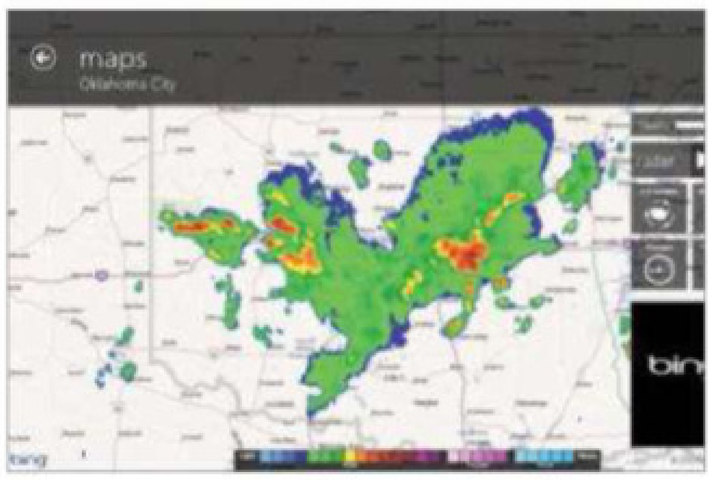
Shazam makes it easy to discover new music. If a tune is playing in the background, click on 'Touch to Shazam' and within seconds the app will identify the song and artist and provide options to buy it, share it, watch the video and get the lyrics. Modern-day witchcraft!

News & Weather

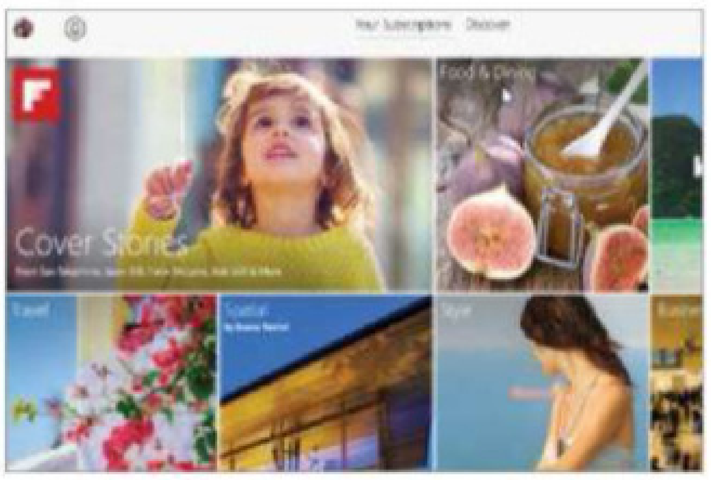
Keep on top of current affairs and forecasts

Whether it's current affairs or specialist news, you can get it beamed straight to your desktop through a rich assortment of apps available from the News & Weather section. This cuts out the need to fire up Internet Explorer and then navigate to your chosen news source – you simply launch the app from your Start screen and the news will be up before you can even flick the kettle on. As the name suggests, this section of the Store also features an impressive assortment of weather apps. These provide new and imaginative ways of delivering reports and forecasts for your local area as well as other at-a-glance information that could prove useful in determining how you dress to go out on a particular day.

Here are our favourite News & Weather apps, at least two of which will ensure you are never ill-prepared for a downpour ever again!



■ Get the weather delivered to your desktop



■ Flipboard presents your personal news digest



■ If you want unbiased news then sniff out TheOnion



■ Get the latest news delivered straight to your desktop

"This section of the Store also features an impressive assortment of weather apps"



■ The WeatherBug delivers accurate weather reports

5 essential apps

The Weather Channel

Developer: The Weather Channel

Over 200 meteorologists and ultra-local TruPoint technology ensure accurate weather reports. Tiles are provided that sit on your Start screen to present the essential info, but much more detail is available when you click to launch the app. It's still free and improving all the time.

Flipboard

Developer: Flipboard

This app has been around for ages and steadily grown in popularity. It draws in content from your favouirte news sources and social networks and presents it as an attractive digital magazine for you to dip into and browse whenever the fancy takes you. Well worth a flick through.

The Onion

Developer: The Onion

If you wish to read unabridged news, The Onion will no doubt already be on your news radar. This app provides access to the last bastion of unbiased, reliable and definitive news within an interface that has all of the charm of a classic British broadsheet.

Sky News

Developer: British Sky Broadcasting

This tidy app brings you the latest breaking news and top stories together with live Sky News TV to provide a well-rounded perspective of what's going on in the world. The interface is suitably loud and brash, but there is certainly no knocking the content.

WeatherBug

Developer: WeatherBug

With access to the largest global network of real-time weather sensors to get the most accurate info available, WeatherBug is ideal for getting detailed reports and forecasts. You can also save locations that you regularly frequent to find out what the conditions currently are.

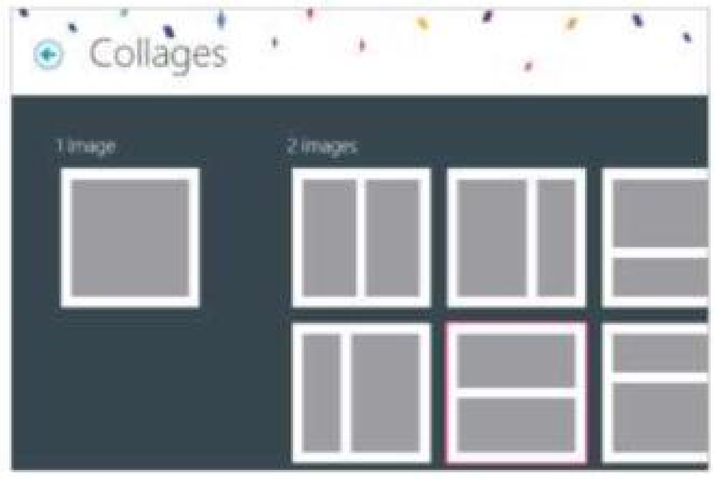
Essential apps



Tweak your pictures to perfect with Fotor's simple set of editing tools



Make your photos fabulous with Adobe's editing tools



Arrange your images into attractive collages

Photo

Create and edit stunning pictures

With the advent of smartphones with built-in high-resolution cameras, everyone fancies themselves as the next big duke in the world of photography. However, scrolling through your camera rolls will no doubt reveal the odd less-than-perfect pic that is in need of some urgent doctoring if it is to saved at all. Enter the Photo section of the Windows Store. Here you will be spoilt for choice with a wide array of photo-editing apps that you can use to straighten and crop images, balance the colours, reduce red-eye and much more besides. You will also find apps to present your pictures in attractive collages before sharing them with other people, and apps that provide varied selections of filters that you can apply to give them a particular look. The options are endless, as is the fun you will have pimping your pictures and showing them off to an admiring audience.



Sort through stunning Bing images

5 essential apps

Fotor

Developer: Chengdu Everimaging Science

This easy-to-use suite provides a surprisingly powerful set of editing tools to help you enhance your photos and apply a wide range of effects and borders to make them stand out. For a free app, this is certainly one of the best packages out there for casual snappers.

Adobe Revel

Developer: Adobe Systems Inc

This app provides a private place whereby you can view and share your photos and videos with friends and family. Through a simple interface you can create a group library that other people can contribute to and you can monitor the activity and get notifications for new posts.

Adobe Photoshop Express

Developer: Adobe Systems

Editing photos has never been so fun, fast and cool. Via its flashy interface you can crop, straighten, rotate and flip your photos, remove red-eye, auto-fix the colour levels, adjust the brightness and exposure, and tweak the contrast and clarity to make your pictures perfect.

Phototastic

Developer: Thumbmunkeys

If you want to give your photos some extra lift then this app helps you create fantastic-looking collages of your best images to display them in new and imaginative ways. With over 100 collage templates to choose from, you will find something here to suit all occasions.

Daily Beautiful Pictures

Developer: Hongsong Li

If you wish to start the day inspired, this app will help. It automatically downloads beautiful background images from Bing straight to your machine, which you can then set as wallpapers. The offerings are incredible and there are hundreds to browse through.

storemags.com

5 essential apps

Dropbox
Developer:
Dropbox

This app for the popular cloud service enables you to access all your files, upload and download them, as well as rename, move and preview them. If you have a lot of stuff stored in Dropbox, the built-in search engine helps you find what you want quickly by entering keywords.

Evernote Touch
Developer:
Evernote

Evernote helps you remember things across all of your devices. For example, write a note or reminder on your phone (via its Evernote app) and then access it through this app on your PC. Everything is auto-synced and pretty much anything can be added, including pictures and files.

OneNote
Developer:
Microsoft Corp

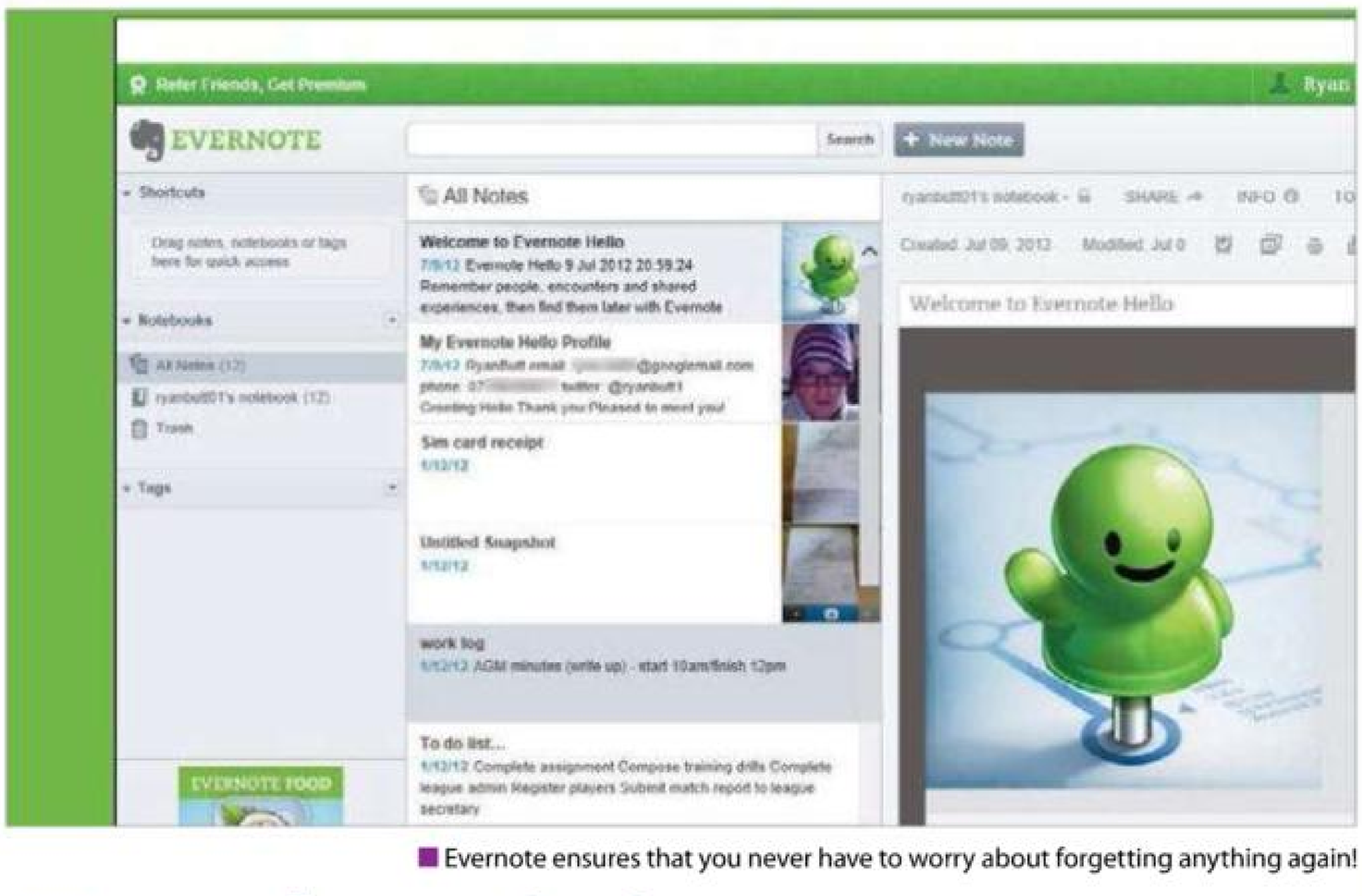
This is a very versatile note-taking app into which you can record pretty much anything. You can make lists, draw and write, take pictures, scan documents and whiteboards and more. You can also 'share' content to the app, ensuring that no important thoughts are lost.

Sticky Tiles
Developer:
Mirmit Kavaiya

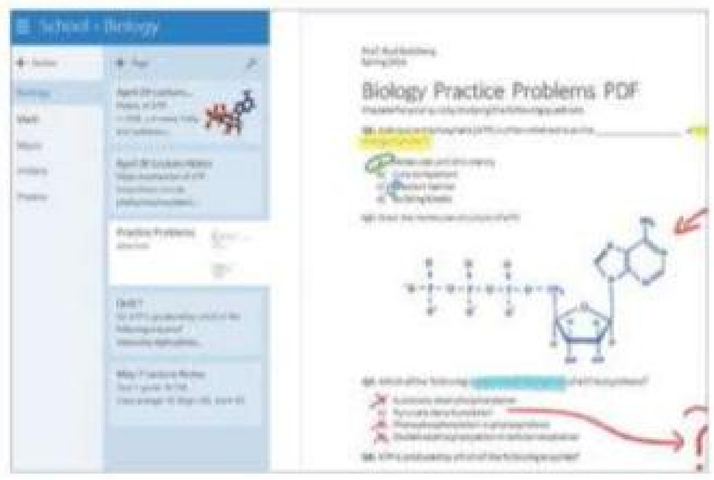
This useful app lets you stick notes, to-do lists and reminders to your Start screen so that they're always there to remind you of the important things you need to do. Like your standard Start screen tiles there are two sizes to choose from and plenty of colours to jazz them up.

Alarm Clock HD
Developer:
Antara Software

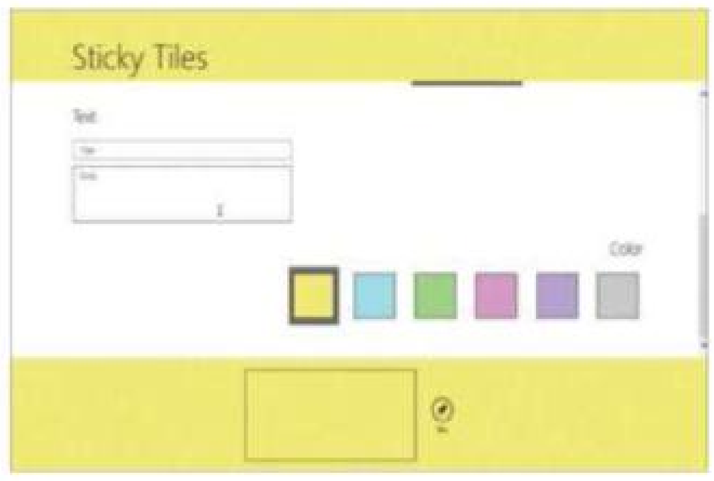
If you want your PC to double up as an alarm clock or you just need to set yourself alerts then this free app is more can capable. The display also features a barrage of useful information such as exchange rates and the current weather.



■ Evernote ensures that you never have to worry about forgetting anything again!



■ Get your thoughts down with OneNote



■ Stay organised with Sticky Tiles



■ Get alerts and essential info delivered to your phone

Productivity

Improve your workflow and efficiency

Productivity is an area where we can all improve in our working lives and there is certainly no excuse for slacking off as far as some of the offerings in this section of the Windows Store are concerned. The main theme in the Productivity section tends to be cloud storage services that you can access through the respective app; set up an account quickly and easily, then upload your files to free allocated storage space in order to share them with colleagues for group collaboration purposes. But that's not all, because you will also find handy utility apps that can help you out in virtually every area of your work and enable you to motor through your working day. To get you started, we have even picked out a useful app to help you get to grips with Windows 10 and learn some shortcuts.

5 essential apps

Bitdefender Insight

Developer: Bitdefender

Bitdefender Insight delivers a wide variety of security news so that you can stay up to date. If you use any of Bitdefender's antivirus solutions on your PC, this app lets you see the current security status and run tasks such as scan, update and fix important issues detected on your computer.

Password Padlock

Developer: GkcSoft

Manage all your passwords securely in this app, which encrypts them all (using AES-256) with one master password. It also lets you back up and restore encrypted passwords to OneDrive and helps you to create new ones. This is a very useful app to aid your online security.

LastPass

Developer: Lastpass

The password and data management service offered by LastPass stores all of your logins securely so you can access accounts and services from anywhere. It lets you auto-fill logins and view your stored sites and notes in an easy-to-search vault. All the info you store is also synced to the cloud.

Total Virus Scanner

Developer: Alota Solution

This app is an online file scanner that is designed to give you a heads-up as to whether any of your files are affected by forms of malware (such as viruses, Trojans or worms). Any undesired content will be flagged up but be aware that this app doesn't cure the files.

Motion Capture

Developer: YTL

If you want to use your webcam as a security camera then this handy app not only allows you to do that, but also allows you to set sensitivity controls so that your camera starts recording whenever there is motion, however slight. Great for extra security piece of mind in the house.

Security

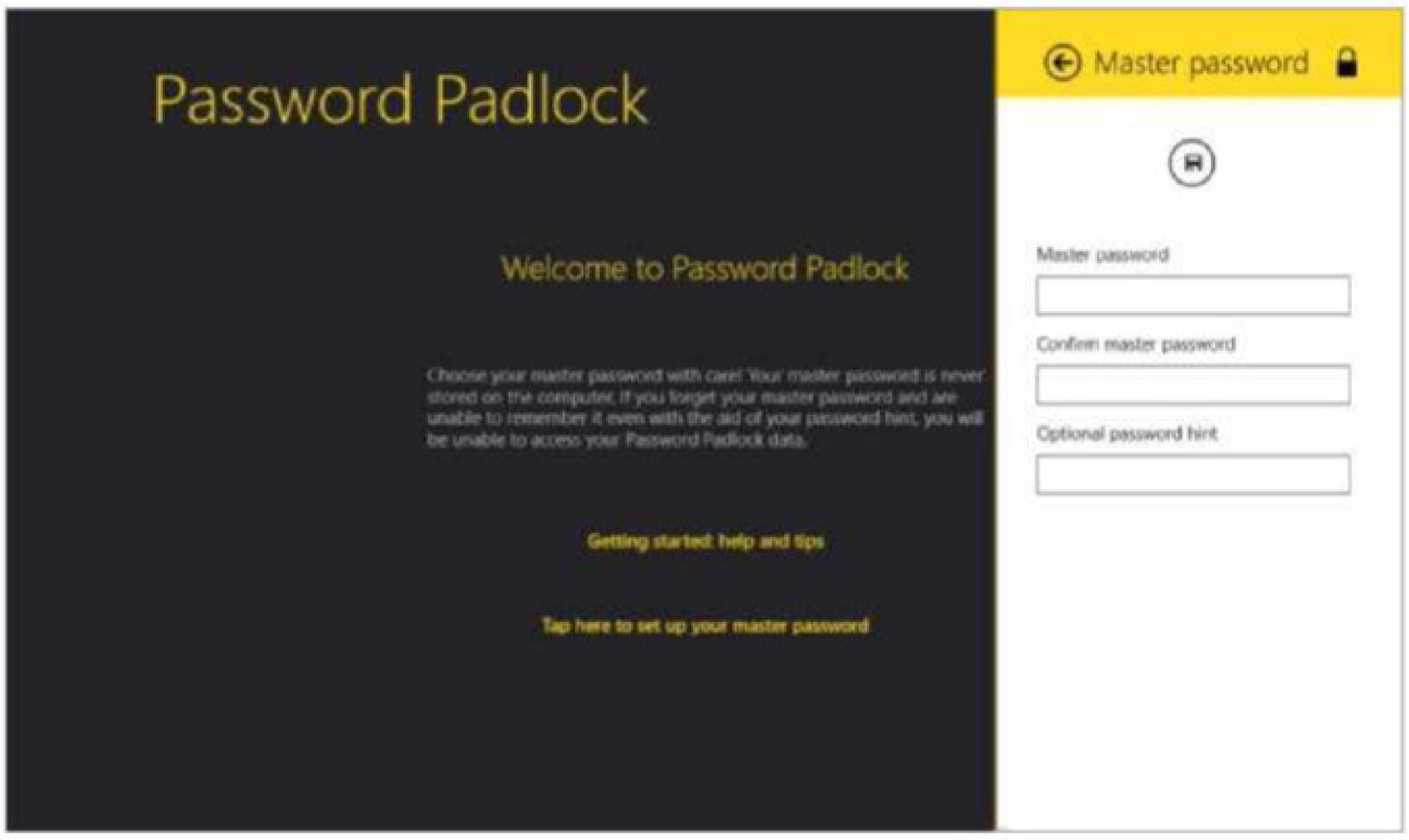
Keep your computer safe

Security has always been a big issue with PCs, since they are vulnerable to all manner of malicious malware. Fortunately, there are hundreds of ways to protect your computer and all of your important files, as well as secure all of your passwords to make your machine completely unhackable.

There are even apps that patrol your social networks to ensure that nothing malicious is making it from Facebook or Twitter onto your machine. A little diligence can go a long way to preserving the well-being of your computer, so make sure that you take time out to shop around in this section and find the right app that meets your security requirements – there are certainly enough to choose from.

As always, five of our favourites are highlighted in the essential apps section.

"There are hundreds of ways to protect your machine and all of your important files, as well as secure all of your passwords to make your machine completely unhackable"



Manage and encrypt your essential passwords and back them up for safekeeping



Store your information securely in one place



Scan your files with Total Virus Scanner

Shopping

Shop online and get the best deals

It may be the dreaded death knell to the high street stores, but the fact is that online shopping is quicker, easier and often a lot more painless than braving the elements and the queues when shopping for essentials and gifts. Big hitters such as Amazon and eBay are made to feel right at home on your PC with staggering apps that make the shopping experience an absolute breeze, and long forgotten service directories such as Yellow Pages are also finding a new lease of life thanks to slick operating systems that bypass the conventional 'Google It' method of sourcing contact details and information in your local area.

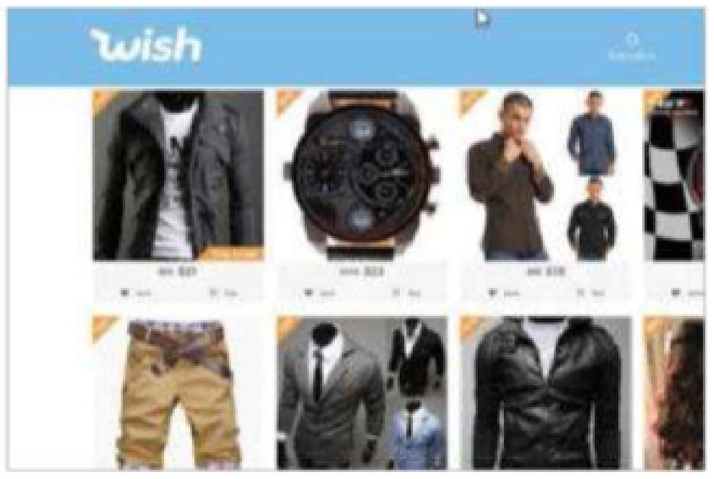
So while we may miss the chirpy banter of actually engaging with other human beings when buying things, online shopping is taken to the next level through Windows 10 – and there's no way we're going back!



Access the Amazon store through your PC and shop with confidence



Grab yourself a bargain thanks to eBay's interface



Get cheap items through the Wish app



Get the best deals on Amazon products with Orchid

5 essential apps

Amazon

Developer:
Amazon.com

This app allows you to browse the expansive Amazon online store for products, search for items by keyword, compare prices across products, read customer reviews, share products with friends and, of course, make quick and easy purchases. It makes shopping online a stress-free experience and is a great distraction.

eBay

Developer:
eBay, Inc

eBay helps people to flog unwanted items, grab some bargains and even create their own online shops. This app makes it easy to shop and search for items, make bids and purchases and manage your account. The eye-catching interface helps you to find exactly what you want with ease and it also offers daily deals to highlight price reductions.

Wish – Shopping Made Fun

Developer:
ContextLogic Inc

If you're all about the bargains then this app is a good way to discover items that are trending and get them considerably cheaper than you pay in the high street. Make sure you check the reviews of the products you're interested in to gauge the quality, but potentially this could save you a fortune.

Orchid

Developer:
Orchid Studio

If you use Amazon then this app is a fine accompaniment that tracks the prices of products on Amazon and provides alerts when they are reduced. This could help shave pounds off the amount you pay out for the products you have been coveting for a while. It includes email and Twitter notifications so you'll never miss out.

Deals

Developer:
Wild Lion Software

If you're looking for a bargain then the Deals app lets you browse through all the best new deals on Amazon and Newegg. A simple interface lets you customise the categories to suit your needs and you can get notifications on when new deals come up in your areas of interest. Easy to use and essential for those who want things for less.

Essential apps

5 essential apps

InstaPic
Developer:
APP LYF

This is the only fully-featured Instagram client for Windows 10 and includes all of the features you would see in Instagram, such as the option to sign in or register for the service, edit (with a range of filters) and upload images, leave comments and follow fellow Instagram users.

IM+ Instant Messenger
Developer:
Shape GmbH

IM+ is essentially a one-stop messaging app through which you can chat to friends on all of your social networks. It supports Facebook, Skype, Yahoo!, Google+, AOL and lots more and makes it quick and easy to communicate with all your friends in one app.

Twitter
Developer:
Twitter Inc

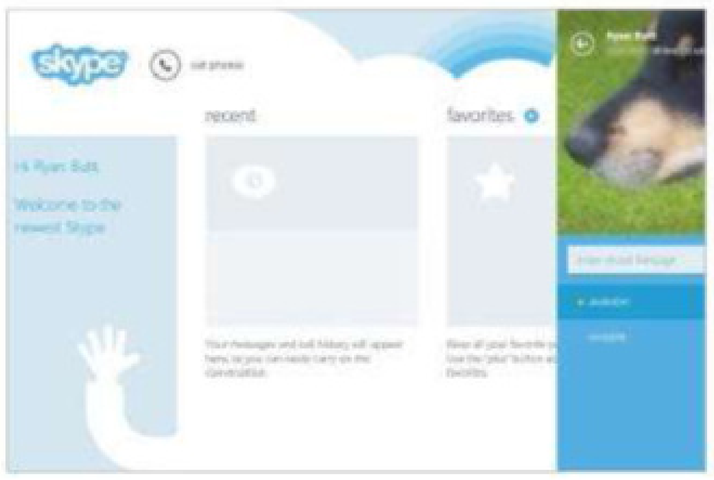
Twitter lets you follow the rich and famous, plug your own projects and more. You can share pictures, chat, and post links and comments through a simple interface. The latest update supports multiple accounts, making it easy to switch between your personal and work accounts, for example.

Skype
Developer:
Skype

By allowing you to chat face to face with your friends and family from the other side of the planet, there really is no reason to be without the Skype app. Once you sign in, Skype runs constantly in the background, ensuring that you are ready to receive calls in an instant.

Facebook
Developer:
Facebook, Inc

This app provides a convenient way to access and monitor your Facebook account without having to go through the web browser. It boasts the same layout and features as the popular tablet versions of the app and you can also chat freely with your friends through the interface.



■ Communicate as if the other person's in the same room



■ Keeping up with your friends is easier than ever…

"Post comments, share images and other assorted media, and chat with your friends and family for free"

Social

Get networking with friends

Social networks are a great way to stay in touch with friends, relatives or colleagues online and keep you in a social loop even if you are unable to meet up in person. Most social networks enable you to post comments, share images and other assorted media, and chat with your friends and family for free, so they're often worth investing time in. Obviously, a certain degree of care must be taken when signing up to social networks to configure your settings so as to protect personal information and privacy, but by and large, if used correctly, then social networking apps can be fun places to inhabit.

Here we have outlined the main must-have social networking apps to install on your PC, including the big hitters like Facebook, Twitter and Skype – but there are plenty of free and paid-for alternatives available that may suit your needs better, so be sure to fully explore what's out there before committing.



■ IM+ makes it easy to message contacts on all your social networks

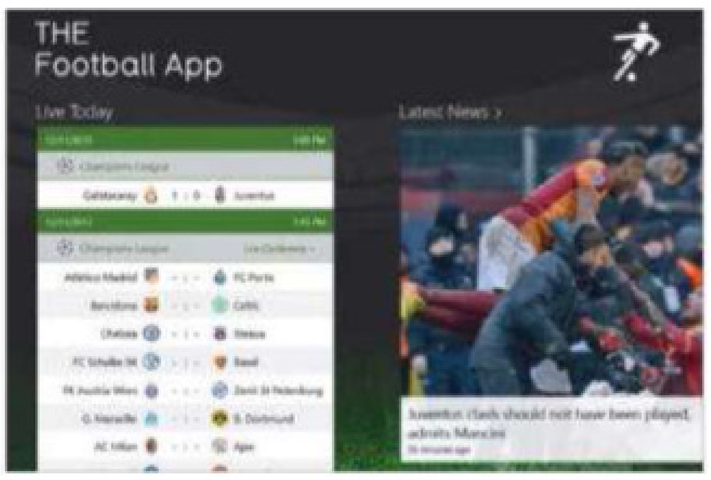
Sport

Keep up with the scores and more

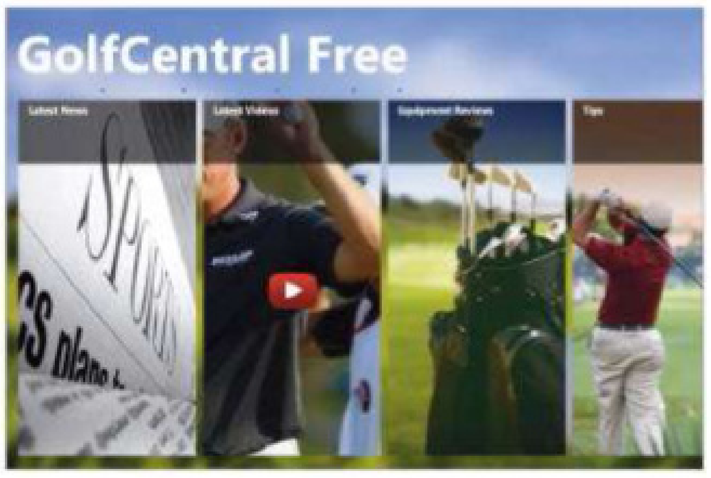
Like the news apps, there are a great many apps available that focus on sports and beam all of the latest scores and stats straight to your desktop with the minimum of fuss. Although the majority of these apps tend to focus on American sports, a little searching will throw out must-have apps for any sport you'd care to mention. And they aren't just all about news and scores either.

There are also coaching apps that can help you improve your golf swing. Then there are apps that review all of the latest products in your preferred sport so you can make an informed decision on what make of football boots to buy next.

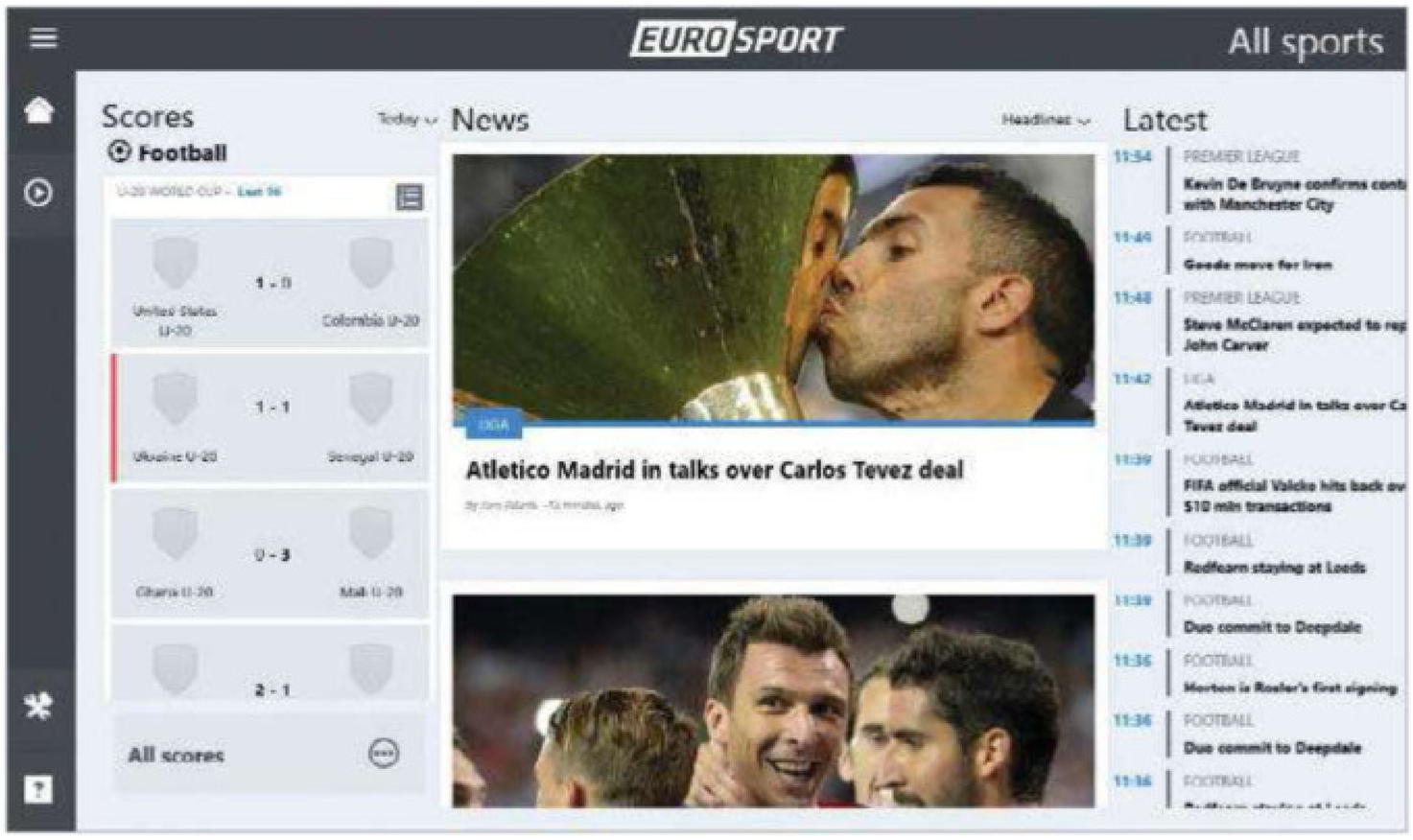
So, for active sports players or armchair fans, the Store has something for everyone, from gridiron to golf and basketball to bowls.



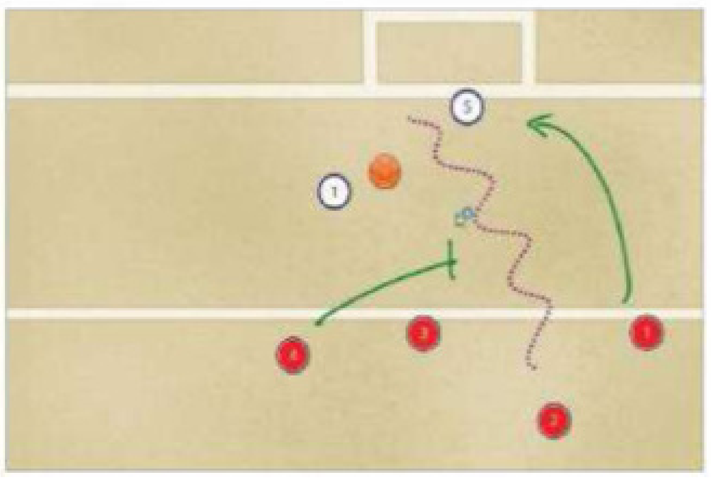
THE Football App lives up to its cocky name…



Get news, videos, buying advice and more



The Eurosport App is packed full of insightful content for sports fans to devour



Get your point across with CoachPro

5 essential apps

Eurosport.com

Developer:
Eurosport SAS

This app provides a handy one-stop for your daily fix of sports news. It comes packed with features, all the latest scores as and when they happen and all of the results across a wide range of sports as they come in. The interface is clean and accessible and the content is updated through the day.

OneFootball

Developer:
Motain GmbH

Previously known as THE Football App, This excellent app covers all the major European leagues and international competitions. With videos, tables, squad lists and detailed player info, as well as live match stats and commentary, it's a professionally created love letter to the beautiful game.

Cricket Live Score

Developer:
Sanka Bulathgama

Although some cricket fans may want to forget recent scores, this app tugs back your interest like an excited child. Its simple score relay system can sit on your desktop and provide ticker-taped scores as they occur. It lacks pizzazz but delivers the info you crave.

GolfCentral Free

Developer:
Kyle Smith Software

This app helps you keep up to date with the world of professional golf, watch the latest videos and get plenty of tips and advice on how to improve your own swing. It also provides expert reviews on the latest equipment and showcases the best golfing resorts.

CoachPro

Developer:
JPlusCorporation

This app provides all of the tools you need to get your point across to your team. Applicable to a wide range of sports thanks to the themed backgrounds, you can effortlessly draw your plays onscreen and even animate the plays so that your players can see how things could play out.

Essential apps

5 essential apps

01 Sticky Notes 8

Developer:
Marco Rinaldi

Stick as many notes as you want and move them freely around the screen with this app. You can select the colour of the note and even pin it to your Start screen, lock it, share it with others and more. Your notes are also synced with your OneDrive to ensure that they are always close at hand when you need them.

02 Recorder One

Developer: IPT International Technologies

This app serves as a professional voice recorder that is ideal for recording meetings, lectures and personal notes. Once it's set up, just click on the large button to start recording immediately. All your audio notes are listed on the left – click one to play it – and there is no limit on the duration of recordings.

03 Calculator2

Developer:
Richard Walters

This brilliant free app includes five calculators: Basic, Scientific, Programmer, Currency Converter and Unit Converter. The large buttons ensure quick, error-free input, while scientific functions, constants, memory items and more are contained in lists that are just one click away. It's all very easy to use.

04 Network Speed Test

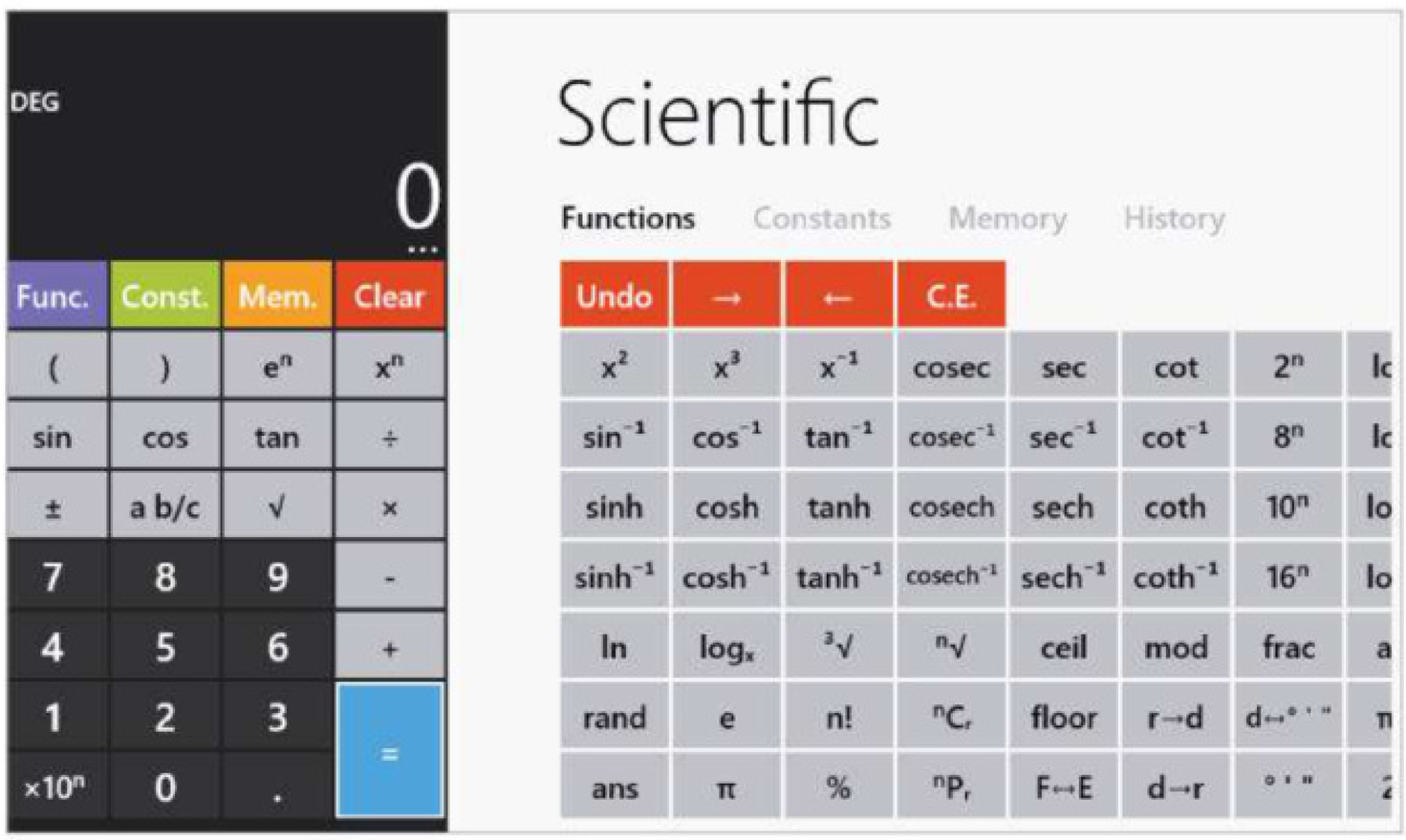
Developer:
Microsoft Research

If you want to know exactly how fast your internet connection is then this app will run a test and tell you just that. This is particularly useful in determining whether you're getting what you pay for from your service provider and to highlight any problems that may have arisen on the line.

05 Calculator X8

Developer:
Gergely Orosz

If you feel the need to add a calculator app to your desktop then this one if definitely worth a look. It provides an extensive array of features for normal or scientific requirements and you can switch themes to make it look cool and attractive. It's certainly one of the best Windows calculator apps we've seen.



■ Perform simple or highly complex calculations with this essential download

"The Tools section is the place to find all manner of odds and sods that can serve a purpose in your life"

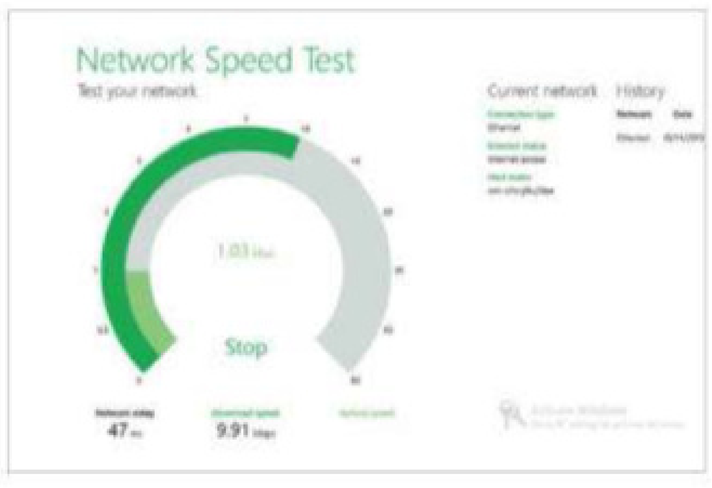


■ Calculator X8 is another clever app worth checking out

Utilities & Tools

All manner of useful apps

Perhaps not so much a toolbox, more a disorganised drawer in the sideboard where everything without a natural home is chucked, the Tools section of the Windows Store is the place to find all manner of odds and sods that can serve a purpose in your life. As you can see from the ones we've selected here, they include note-taking apps into which you can jot down whatever you want and pin it to your desktop, voice-recording apps through which you can record dictations, and calculators that can perform even the most complex of tasks in a sniff. Also featured are apps that help you monitor your internet connection speed to determine if you are getting the broadband speeds that you are paying for or to throw up any undetected problems on the line.



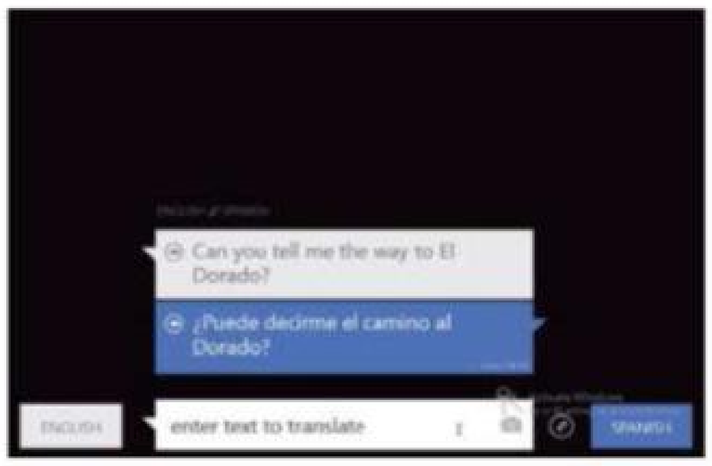
■ Make sure you're getting the speeds you pay for

StoreMags.com

Travel

Everything you need for your trip

Everyone likes to ditch the office in favour of sun-baked beaches and you will find plenty of apps in the Travel section of the Windows Store to help you get there and get the most out of your time abroad. Apps such as TripAdvisor help you plan ahead and get hotel and restaurant recommendations from your fellow travellers, whereas apps such as SkyScanner help you compare the prices of flights to get the best possible deal. All of the stress associated with organising holidays is eradicated because after you find the cheapest tickets and accommodation, you can then go on and book it all straight from the respective app. Of course, once you are away, there are also plenty of apps to help you converse with the locals and work out how much money you are going to be spending.



■ Translate text or camera feeds with Bing Translator



■ Get train info with the National Rail Enquiries app

"All of the stress associated with organising holidays is eradicated"



■ Get the best deals on your flights with the essential SkyScanner app

5 essential apps

01 Translator

Developer: Microsoft

Simply type in the text you want to translate, or even point at it using your PC's webcam, and let the app work its magic. It supports 40 languages and if you take your laptop out and about, you can translate menus, foreign signs and newspapers. It even works when you're offline.

02 SkyScanner

Developer: SkyScanner

SkyScanner searches the routes of over 1,000 airlines to find the lowest prices. When you find the perfect deal, you can order the tickets in-app or, if you're too busy at the moment, email the flight details to yourself to book later. A very useful free app that could save you hundreds!

03 TripAdvisor Hotels Flights Restaurants

Developer: TripAdvisor

If planning a holiday or a short stay away, this app is a must-have. It enables you to scout ahead and check out the hotels and restaurants and see how they have fared with fellow users. You can also compare prices to get the best deals.

04 Skype WiFi

Developer: Skype

If you are out and about and need to Skype a friend or work colleague urgently then this app helps you get online by seeking out public Wi-Fi hotspots that you can access to make your calls. You can pay for everything through Skype Credit, so connecting is nice and easy.

05 National Rail Enquiries

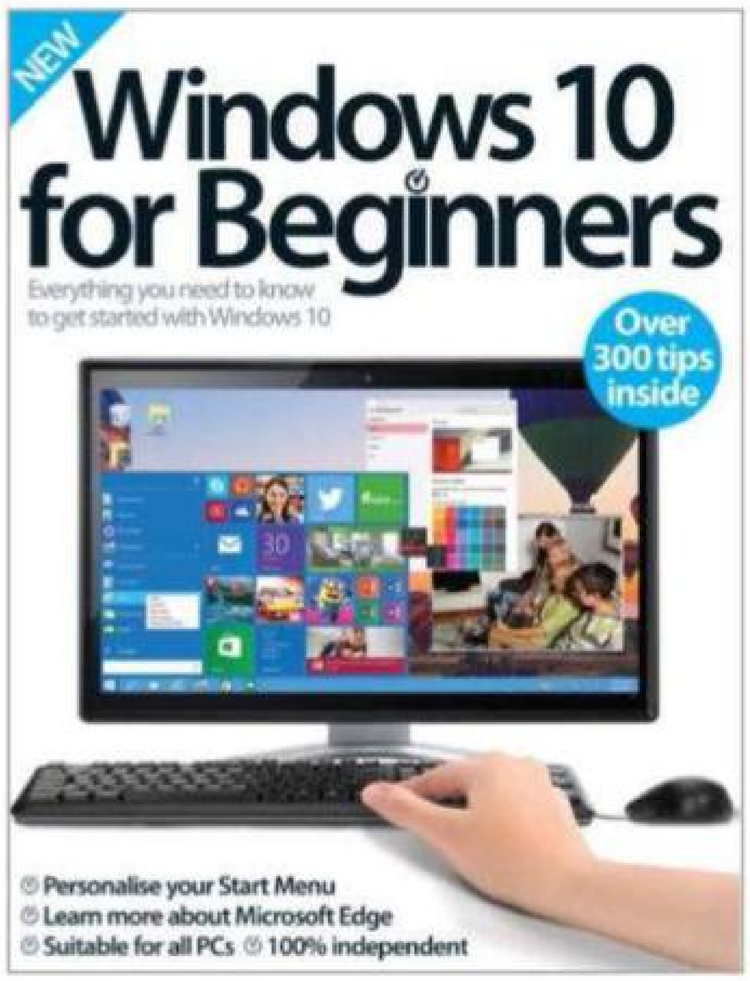
Developer: Train Information Services Ltd

This app provides a quick and easy way to find train routes, book tickets and generally pan every aspect of your rail commute. The interface is easy to use and the timetable informaiton is regularly updated to keep you informed on any possible delays to your journey.

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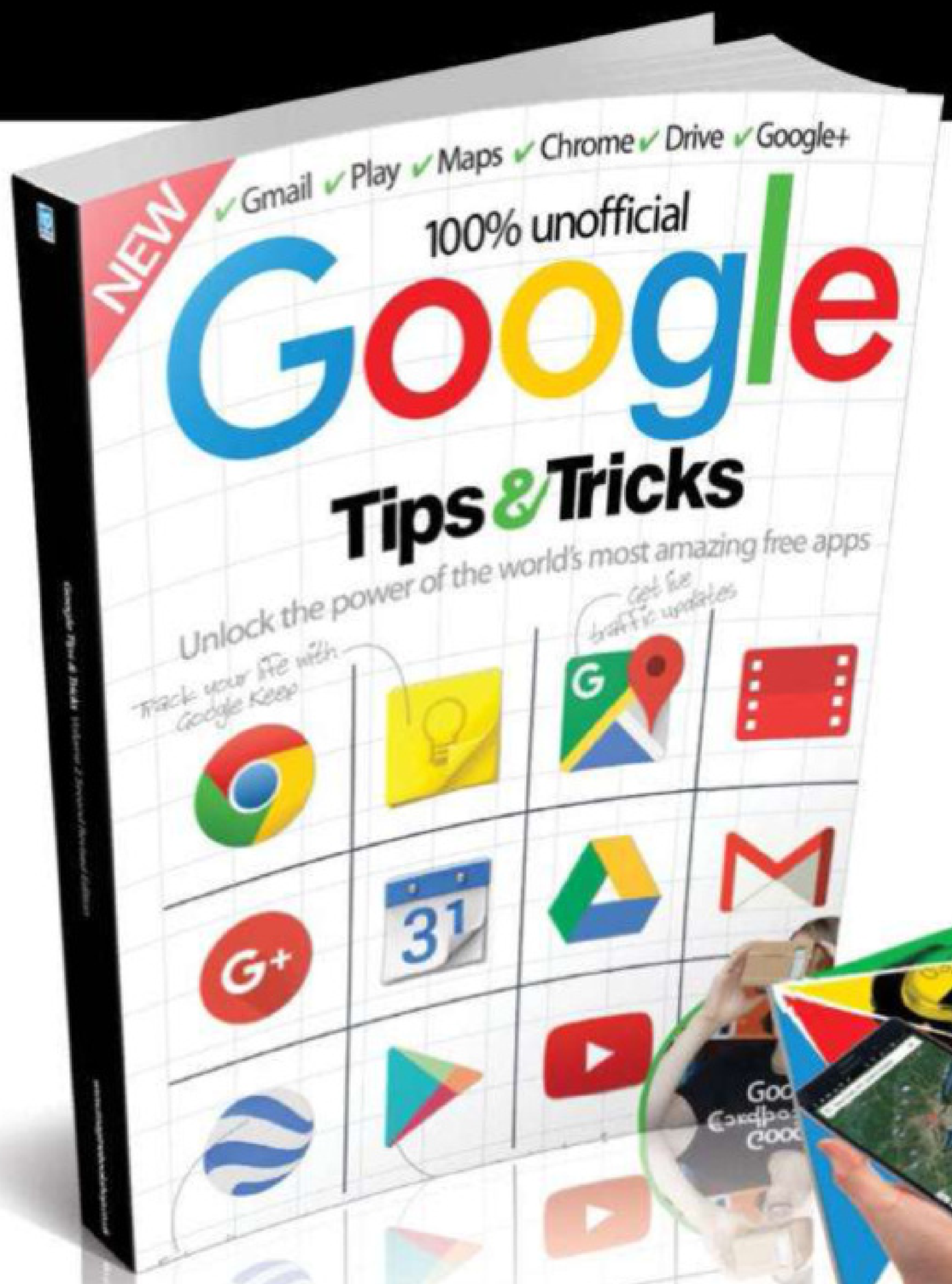
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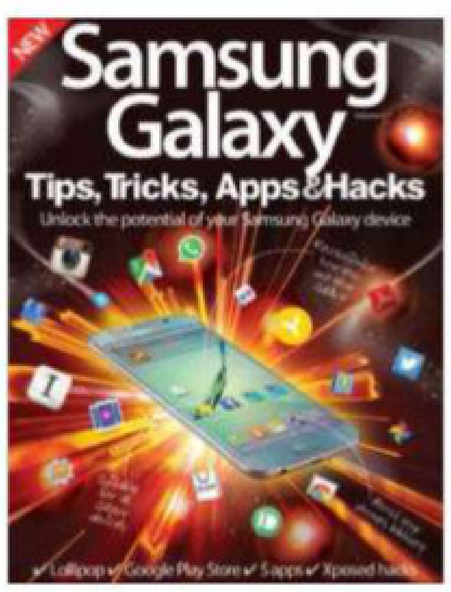


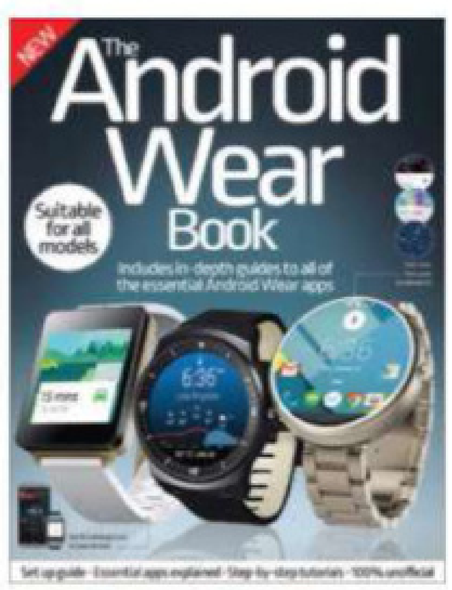
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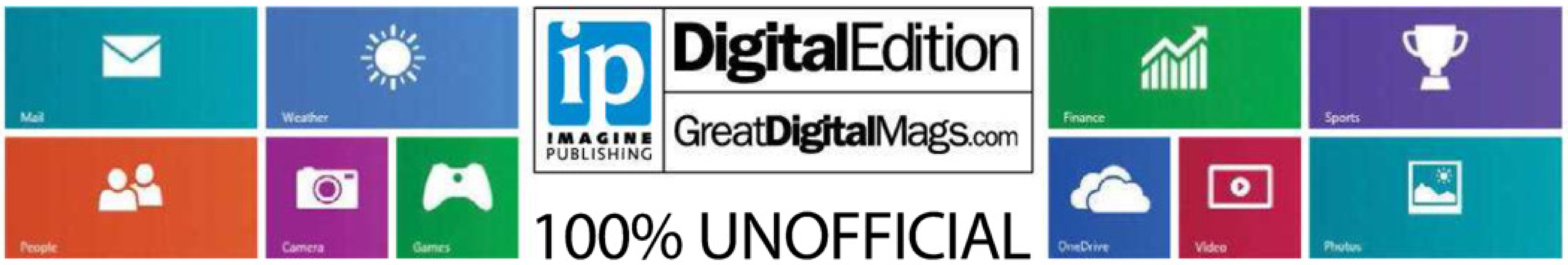


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