

Windows

10

How to Solve **99** of the
Biggest Problems
in **10 minutes**

**2 FREE
BONUSES!**

Advanced Tips and Tricks
Top Keyboard Shortcuts Cheat Sheet

B Chi Publishing

Windows 10

HOW TO SOLVE 99 OF THE BIGGEST PROBLEMS IN 10 MINUTES

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HOW TO USE IT FOR YOUR MAXIMUM BENEFIT

This book has been organized in such a way to make it as easy as possible for you to find the information you're looking for. Thus, there are two tables of contents.

The first one represents an overview of the entire book, while the second one offers a more detailed view of the information you'll learn in these pages.

You'll notice that the second table of contents is much longer and this is because it not only presents chapter and section titles, but also short summaries of the information you'll find under each heading. Furthermore, each entry is a link so you can click on the heading or summary and be taken to that precise point in the book.

Our goal was to make it as easy as possible for you to find the information you're looking for. So, whether you want to read the book from start to finish, or you want to find a particular piece of information quickly, we've done our best to make sure you can. Hopefully, we've achieved our goal and you'll find navigating this book easy and convenient to find the information you're looking for.

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Free Bonus 1: Advanced Tips and Tricks for Windows 10

Free Bonus 2: Top Keyboard Shortcuts Cheat Sheet for Windows 10

Special Note from Author

Introduction: What You'll Learn in This E-book

The goal of this e-book is to be a comprehensive resource for Windows 10. Whether you are a beginner or a seasoned pro when it comes to Windows, this e-book will provide you with all the information you need to install and customize Windows 10 to your needs, as well as numerous tips and tricks on how to make the most out of Microsoft's new operating system.

This e-book has been designed to be a reference book, which means that you can read through it in order if you so choose, or you can refer to the Table of Contents to find precisely what you need, without having to flip through the entire book to find the nugget of information you need.

We'll be covering everything from the new features Windows 10 offers and how to install the new operating system to how to customize your experience and a series of tips and tricks to increase productivity and efficiency.

So, if you've never installed or upgraded Windows before, this e-book is for you. If you've never taken the time to customize your operating system but would like to make the most out of Windows 10, this e-book is for you. Even if you are an experienced and/or professional Windows user who's played around with previous renditions of this OS, this e-book is still for you.

Some of the topics we'll cover in this e-book include:

- Windows 10 Tips and Tricks
- Answers to Common Questions and Problems
- How to Navigate the Start Menu and Accounts
- The New Folder System in Windows 10
- Customizing Windows 10
- Troubleshooting
- Learn to Use the New Virtual Desktops
- Tracking and Optimizing System Performance
- And much more...

So, without further ado, let's dive into Windows 10.

[Answers to The Most Common Questions and Problems](#)

Here's a quick summary of what you'll learn in this chapter:

- **What's the difference between Windows 10 Home and Windows 10 Pro?**
 - o *Summary: Windows Home is for personal use, and Windows 10 Pro is for professionals and businesses.*
- **Is Windows 10 really free?**
 - o *Summary: Yes, Windows 10 really is free for some people but only until 29 July, 2016.*
- **Is Windows 10 really the last version of Windows?**
 - o *Summary: Windows 10 will be continuously upgraded in the background, instead of major releases hitting the market every few years.*
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 - o *Summary: Via auto-upgrade, by visiting the Windows upgrade page or by purchasing a license or new machine.*
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- **Can I use all Windows 10 features on my PC if it meets the minimum hardware requirements?**
 - o *Summary: Certain features require specialized hardware.*
- **Do I have to upgrade?**
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- **Should I upgrade?**
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- **What version of Windows 10 will I get as a free upgrade?**
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- **How long does it take to upgrade?**
 - o *Summary: Up to an hour, depending on your hardware and internet connection.*
- **Will my settings, files and programs migrate during the upgrade?**
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- **Can I do a fresh install of Windows 10?**

- o *Summary: Yes, but you must upgrade first.*

- **Why is my ISO image not working?**

- o *Summary: Damaged or corrupted media and/or hardware problems.*

- **What does that error code mean?**

- o *Summary: There are hundreds of error codes and just as many problems. Try searching online for a solution.*

- **Why can't I activate Windows 10?**

- o *Summary: If you're upgrading from a legitimate copy of Windows 7 or 8.1, it's just a temporary problem.*

- **Can I downgrade back to Windows 7 or Windows 8.1?**

- o *Summary: Yes, but only within the first 30 days, otherwise you have to do a complete reinstall.*

- **Does Windows 10 report back to Microsoft?**

- o *Summary: Yes, but you can prevent much of it through privacy settings.*

- **Can I switch off Windows Update?**

- o *Summary: No, you can't, but you can protect against buggy updates by creating a Restore Point.*

- **Why are my files opening in the wrong apps?**

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- **What can I do if some of my hardware isn't working?**

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- o *Summary: Reboot, but also disable WiFi Sense as it might result in a more stable connection*

- **Why can't I see subfolders in the Mail app?**

- o Summary: The Windows 10 Mail app doesn't have subfolders.*

- **Why can't I play DVDs?**

- o Summary: Windows 10 doesn't include a DVD player app.*

What's the difference between Windows 10 Home and Windows 10 Pro?

Summary: Windows Home is for personal use, and Windows 10 Pro is for professionals and businesses.

Windows 10 Home has been designed for personal, home use, just as the name implies. It will come with all the main features available in Windows 10, but it lacks a range of options available for professionals and businesses.

Windows 10 Pro is targeted at businesses and comes with the standard Windows 10 features but also things such as Hyper-V for the creation and management of virtual machines, improved device and app management, business data protection and extra cloud technologies.

It also includes the Windows Update for Business option, which allows companies to decide when to install updates and new features, unlike home users, who will have to accept updates and features as they are rolled out.

Is Windows 10 really free?

Summary: Yes, Windows 10 really is free for some people but only until 29 July, 2016.

There has been a lot of debate over whether Windows 10 really is free, with many skeptics pointing out that Microsoft rarely ever gives anything away, especially an operating system. So, if you've been wondering whether you can get Windows 10 for free, the answer is yes and no.

If you have a legitimate copy of Windows 7 or Windows 8/8.1, then yes, you can get a free upgrade to Windows 10. The reason Microsoft is doing this is because they want to speed up adoption of the new operating system and convince veterans to move to Windows 10 so they can provide a more seamless experience, including with the provision of new apps and technologies.

However, if you have an older version of Windows, such as XP or Vista, then you are out of luck and will have to purchase a copy of Windows 10. Likewise, if you purchase a new machine, you'll also have to buy a copy of Windows 10. In some cases, though, it might be cheaper to purchase Windows 7 or Windows 8/8.1 and then get the free upgrade. The caveat is that Windows 10 will only be available for free until the 29th of July, 2016.

If you're worried that you might have to pay in the future, there's no need. Microsoft has said that anyone who obtains a free upgrade to Windows 10 will have it for free, for the supported lifetime of your device. There will be no subscriptions or additional costs in the future, and you'll still get all the updates and new features.

Is Windows 10 really the last version of Windows?

Summary: Windows 10 will be continuously upgraded in the background, instead of major releases hitting the market every few years.

Microsoft stated that Windows 10 will be the last version of the operating system. No, this doesn't mean Microsoft is closing up shop. Instead, they are adopting Google's model with Chrome and Apple's model with iOS in that Windows will be constantly upgraded in the background with new features. So, instead of the Microsoft team working for three years on a new version of the OS and then releasing it to market, updates and new features will be implemented as soon as they become available. Essentially, Windows 10 will be continuously evolving and improving, without you having to go out and buy a new version of the OS.

How do I get Windows 10?

Summary: Via auto-upgrade, by visiting the Windows upgrade page or by purchasing a license or new machine.

If you have a legitimate Windows 7 or Windows 8/8.1 on your machine, you should have been asked whether you wanted to reserve a copy of Windows 10 for upgrade when released. If you said yes, then the files would have downloaded onto your machine when the OS became available and you should have been prompted to upgrade.

If this didn't happen, though, or you missed the balloon asking you incessantly if you want to upgrade, you needn't worry. All you have to do is visit the [Windows upgrade page](#) and download the installer tool by clicking the Get started button.

On the other hand, if you don't have the right version of Windows or are using some other operating system, then you'll need to purchase a copy of the software, either directly or if you're buying a new machine.

Will my computer run Windows 10?

Summary: If you're running Windows 7 or Windows 8/8.1 and performance is good, then yes.

Whether or not your computer will run Windows 10 is a difficult question to answer without knowing your hardware specifications. Generally, though, if you are running Windows 7 or Windows 8/8.1 on hardware that isn't too old and the operating system is performing well, you shouldn't have a problem with Windows 10. On the other hand, if you're system is having a tough time running Windows 7, jumping to Windows 10 is not a good idea because the experience will be even more sluggish.

For a more accurate and technical answer, Microsoft provides specifications for the minimum hardware requirements, which are:

- Processor: 1 GHz or faster processor or SoC
- RAM: 1 GB for 32-bit or 2 GB for 64-bit
- Hard disk space: 16 GB for 32-bit OS or 20 GB for 64-bit OS
- Graphics Card: DirectX 9 or later with WDDM 1.0 driver

- Display: 1024x600

Can I use all Windows 10 features on my PC if it meets the minimum hardware requirements?

Summary: Certain features require specialized hardware.

Most Windows 10 features will be available on all devices, but there are certain features that need special hardware. For example, an infrared camera for facial/iris recognition and/or a fingerprint reader are necessary for Windows Hello to work. Furthermore, the number of apps you can have on screen will depend upon the resolution of your screen, while touch interaction will require a touchscreen.

Do I have to upgrade?

Summary: Not if you don't want to.

While Microsoft may be pushing Windows 10 quite aggressively, if you don't want to upgrade, you don't have to. Of course, since it is free for most people, it might be worth it.

Should I upgrade?

Summary: It's probably a good idea.

Windows 10 has made some serious advancements over Windows 8 and provides a great update to Windows 8, so unless you have major issues, like your machine can't run Windows 10 or you can't get drivers for a specific piece of hardware you absolutely need to use for your job or some other important task on a regular basis, then upgrading is a good idea.

If you wait too long, you'll miss out on the free upgrade, which would be a waste. Windows 10 is a great and stable operating system, so it's definitely worth switching.

What version of Windows 10 will I get as a free upgrade?

Summary: It depends on what you already have installed.

If you have Windows 7 Home Basic, Windows 7 Home Premium, Windows 7 Starter, Windows 8.1 or Windows 8.1 with Bing, then your system will automatically upgrade to Windows 10 Home. If you are running Windows 7 Ultimate, Windows 7 Professional or Windows 8.1 Pro, then your machine will be upgraded to Windows 10 Pro. Windows 10 Enterprise is not part of the free upgrade, meaning you'll have to purchase a license if that's the version of the operating system you want.

How long does it take to upgrade?

Summary: Up to an hour, depending on your hardware and internet connection.

Microsoft says upgrading to Windows 10 can take between 20 minutes and an hour, depending on your hardware and internet connection. If you have a poor connection, it could take longer than an hour, though.

Will my settings, files and programs migrate during the upgrade?

Summary: Files will migrate, but some settings and programs might not.

Most applications, files and settings will migrate when you upgrade, but some apps and settings might not. When you upgrade, the *Get Windows 10* app will prompt you to remove some programs and settings that may cause issue with the upgrade, which means these programs won't migrate.

Will my current antivirus still work?

Summary: There's a good chance that it won't.

Microsoft recommends that you get an antivirus that's compatible with Windows 10, which implies that there's a good chance your current antivirus won't work. The good news is that the upgrading process will either remove your antivirus completely if it's not compatible and activate Windows Defender, or if it is compatible, Windows 10 will upgrade it to the latest version.

Can I do a fresh install of Windows 10?

Summary: Yes, but you must upgrade first.

If you want to do a fresh install of Windows 10 (i.e. clean out your computer and install Windows 10 from scratch), you can but you must first upgrade your existing Windows 7 or Windows 8.1 to Windows 10. You can't do a fresh install and use your Windows 7 or Windows 8.1 key right out of the gate.

Upgrading then cleaning everything out and then running the installer again might sound convoluted, and it is, but Microsoft says there's a good reason behind it. When you upgrade your machine, the configuration of your hardware is registered with Microsoft, basically saying that it is a legitimate machine, which is how you'll authenticate the new installation of Windows 10. It might seem annoying, but you only have to do it once and then you can reinstall Windows 10 as often as you like without having to worry about activating it again.

Why is my ISO image not working?

Summary: Damaged or corrupted media and/or hardware problems.

If you burned a Windows 10 installation disc or made a bootable USB drive and it doesn't seem to be working, there's a possibility that the media is damaged or has been corrupted, which will result in a damaged installation or complete installation failure. In this case, your only real solution is to create another disc or bootable USB device and that might mean installing an older version of Windows first.

If you keep experiencing problems, it could be the result of a hardware issue, such as a defective DVD burner or a bad USB drive. Try to use a different USB drive, if possible, or an external DVD writer.

What does that error code mean?

Summary: There are hundreds of error codes and just as many problems. Try searching online for a solution.

You might encounter an error code during the installation of Windows 10. The problem is that there are hundreds of error codes and just as many problems, which makes it difficult to cover every possibility. Your best bet is to write down the error code and search online to see if anyone else has experienced the same problem and maybe find a solution.

If you can't find any reliable information regarding your problem, try the following:

- Unplug any additional peripheral devices from your computer. Desktops should only have a monitor, mouse and keyboard attached, while laptops should only have the power cord plugged in.
- Disconnect any internal hardware that's not necessary, such as secondary hard drives, stand-alone graphics and sound cards (only if your motherboard has an integrated graphics card), disc drives, extensions connected to PCI ports and so on.
- If you've chosen to keep your old apps and you get an error code, try removing as many unnecessary programs as possible. Anti-virus programs as well as drivers for game controllers and other devices tend to create the most problems.
- The last option is to do a fresh install of Windows 10, meaning that you remove all programs and keep only your personal files. This will mean selecting *Custom: Install Windows only*, instead of *Upgrade*.

Why can't I activate Windows 10?

Summary: If you're upgrading from a legitimate copy of Windows 7 or 8.1, it's just a temporary problem.

Once installed, Windows 10 should activate automatically, but, of course, there have been instances where activation has failed. If you are upgrading from a legitimate copy of Windows 7 or 8.1, then this is most likely just a temporary problem that will solve itself. In the meantime, you can still use Windows 10, but you won't be able to customize it at all.

If the problem doesn't sort itself out in a few days, then you'll have to get in touch with Microsoft.

Can I downgrade back to Windows 7 or Windows 8.1?

Summary: Yes, but only within the first 30 days, otherwise you have to do a complete reinstall.

If you decide you really don't like Windows 10 and want to go back to Windows 7 or Windows 8.1, you can certainly do so. Either use the rollback option to revert to your previous version of Windows or wipe your system completely and do a fresh install, using your original key.

The caveat is that you can only downgrade within the first 30 days. After 30 days, the rollback files stored on your computer are deleted, so you can't downgrade without a complete reinstall. After 30 days, you can reinstall an older version of Windows, but you'll have to do it clean. Interestingly enough, even if you downgrade, you can still go back to Windows 10 as the upgrade secured your license permanently.

Does Windows 10 report back to Microsoft?

Summary: Yes, but you can prevent much of it through privacy settings.

Windows has always reported in some shape or form back to Microsoft, but Windows 10 takes it an entirely new level. It's designed to better integrate the online and local computer experiences in such a way that it can provide Microsoft with more information. Now, this might sound like a Big Brother scenario, but it's nothing new as most other companies do the same, such as Google with their integrated suite of tools.

The good news is that you can limit the amount of reporting that goes on with the help of the privacy settings. You'll have to dig for them but don't worry, because we've got you covered. We'll show you exactly where to find your privacy settings and how to customize them to your own needs and preferences.

Can I switch off Windows Update?

Summary: No, you can't, but you can protect against buggy updates by creating a Restore Point.

Microsoft has made it so you can't pick and choose which updates to install. Even Pro users can only delay the updates, at most. Otherwise, all updates are automatically delivered and installed, which can be problematic since Windows Updates can contain bugs. The only way to protect yourself against bugged updates is by enabling System Protection (use the search box to find it), which will create a Restore Point before every update. Thus, if you have issues with an update, you can revert to a previous version.

Why are my files opening in the wrong apps?

Summary: Your customized file associations may not have migrated.

If you had customized file associations in your previous version of Windows, i.e. you set certain files to open in certain programs that weren't the default versions, these changes might not have carried over. This means you'll have to recreate those associations, but it's not difficult at all. Simply right-click on the file you are having trouble with, choose **Open with** and in the menu that appears, select **Choose another app**. Select the app you want to use by default from the menu that opens, then tick the box next to **Always use this app**. Click **OK** to make the new association permanent.

What can I do if some of my hardware isn't working?

Summary: Install the latest drivers from the manufacturer.

Generally, Windows 10 will warn you during installation if any of your hardware is incompatible. However, if this didn't happen but something still isn't working, your best option is to install the latest drivers from the manufacturer. If you can't find Windows 10 versions yet, try installing the Windows 8 version of the drivers as this has worked in some cases. If it still doesn't work, search online to see if someone else has experienced the same problem and if there's a solution.

Should I worry about WiFi Sense?

Summary: WiFi Sense is only available to contacts, but it can easily be disabled so there's no need to worry.

WiFi Sense is a new feature in Windows 10 that shares your internet connection automatically via Wi-Fi. It only works from people in your contact list and not strangers, but if you're worried about it, you can disable it easily.

Just go to Start > Settings > Network & Internet. Make sure Wi-Fi is selected in the menu on the left hand side of the screen. Then, click on Manage Wi-Fi settings, which appears at the bottom of the list of available networks in the right pane. A new window will open up with a series of settings. To disable Wi-Fi Sense, you'll have to untick all the boxes under **For networks I select, share them with my**.

Where can I find my favorites in Edge?

Summary: You have to import them.

Edge is a huge improvement over Internet Explorer. It's simple, easy to use and quick, which is exactly what you want from a browser. If you can't find your favorites though, simply click on the ... button to open the menu. Click on **Settings**, then **Import favorites from another browser** and select the browser you want to import the settings from. Finally, click **Import**.

Alternatively, click on the **Hubs** button (the button with the three horizontal lines stacked on top of each other), select the **Favorites** (the star) tab and then click on **Import Favorites**. Another menu will slide in, allowing you to choose the browser to import your favorites from. Once you've ticked the appropriate boxes, click **Import**.

Why is Chrome acting crazy?

Summary: Chrome may have some compatibility issues with Windows 10 until Google solves the issues.

People have been experiencing quite a few problems with their Chrome browsers, including slow-downs when carrying out highly intensive tasks like video streaming. Unfortunately, there's not much you can do except wait for Google to get with the program and fix the issues. In the meantime, disable all your extensions as this might help to a certain degree.

What can I do about connectivity issues?

Summary: Reboot, but also disable WiFi Sense as it might result in a more stable connection.

Some people have experienced connectivity issues with Windows 10 in that their Wi-Fi cuts out and will not reconnect. This is actually a relatively common issue with all Windows versions and the only solution is to reboot your computer.

In some cases, disabling Wi-Fi sharing (i.e. WiFi Sense) has resulted in a more stable connection, but this is just anecdotal evidence with no verification. If you want to give it a go, follow the instructions [here](#).

Why can't I see subfolders in the Mail app?

Summary: The Windows 10 Mail app doesn't have subfolders.

The one area where Windows 8.1 excels over Windows 10 is in the Mail app. The new Mail app that comes bundled with Windows 10 won't let you create subfolders, so even if you have them in your webmail account, you won't be able to see them in the Mail app.

Why can't I play DVDs?

Summary: Windows 10 doesn't include a DVD player app.

Windows 10 doesn't have an integrated DVD player app, but if you upgraded from Windows 7 Home Premium, Windows 7 Professional, Windows 7 Ultimate, Windows 8 with Windows Media Center or Windows 8.1 with Windows Media Center, you'll be able to download it from the Windows Store for free. Otherwise, it will cost you, but you might be better off installing VLC, which is free and works great, as users haven't been impressed with Microsoft's offering.

Chapter 1 - Windows 10: New Features & Improvements

A look at the new features and improvements Windows 10 brings to the table.

Here's a quick summary of what you'll learn in this chapter:

- **Universal Apps**

- o *Universal apps provide cross-functionality across all your devices for a seamless experience*

- **A New Interface**

- o *The new Windows 10 interface combines the best of Windows 7 and Windows 8/8.1 features*

- **Desktop: The Focus Is Back Where It Should Be**

- o *Microsoft's focus has shifted back to the desktop, providing a more flexible option that will please everyone*

- **Start Menu: A Closer Look**

- o *The Start button is back and features a customizable menu that combines traditional and modern features*

- **Cortana: The Voice Assistance**

- o *Cortana is the digital personal assistant designed to make interacting with your computer easier and more fluid*

- **One Settings Menu**

- o *All settings have been centralized in a single menu akin to the Windows 7 Control Panel*

- **Continuum**

- o *One look and experience across all your devices*

- **Microsoft Edge Browser**

- o *The new leaner, faster browser that replaces Internet Explorer*

- **Microsoft HoloLens**

- o *Bringing holograms to life, Microsoft HoloLens is the future of the user experience*

- **Device Lockdown: Kiosk View**

- o *Lock your device but still use it to perform a simple task*

- **Device Guard**

- o *Additional protection from hackers*

- **Provisioning Packages**

- o *Configure multiple devices at once*

- **Microsoft Passport/Windows Hello**

- o *New secure authentication system*

It might seem incredible, but as of 2015, we've had Windows for three decades. The operating system has gone through multiple versions, some better than others, because, let's be honest, some weren't quite as popular or well thought out. However, over it all, one thing Windows has always done is to bring something new to the market, in some shape or form, redefining the way we interact with our computers.

Windows 10 is no different in the sense that it does bring quite a few new features to the table, but also revitalizes and reintroduces some favorites. This new iteration of the popular OS has been designed with the modern user in mind as it is meant to be used across all your devices, from your PC to your mobile, thus allowing you to move seamlessly from one device to another.

We find a host of new features in Windows 10, but Microsoft has also made it clear that they listen to their users and have, therefore, brought back certain features Windows 8 excluded, which didn't go over so well with consumers. Yes, you guessed it, among other things, the Start button is back and you are no longer forced to use the Start screen.

Another interesting aspect of Windows 10 is that, now, users are encouraged to customize their operating systems, which wasn't the case before. Windows used to ship with specific settings and most people preferred to stay away from them. Now, though, the emphasis is placed on a personalized experience, allowing users to take advantage of a variety of features, including virtual desktops, a new internet browser, a variety of desktop features and much more.

So, let's take a tour through Windows 10 and see what's new and improved.

Universal Apps

Universal apps provide cross-functionality across all your devices for a seamless experience

As previously mentioned, Windows 10 has been designed to run seamlessly across all your devices, which means that the same apps will be used on your desktop, tablet, Xbox One and smartphone.

A number of new apps have been incorporated into Windows 10, while existing ones have received a facelift. Among other new apps, there's Photos, which features a series of new editing tools, and a new version of Outlook in the improved Office suite, which relies on Word's engine for email creation.

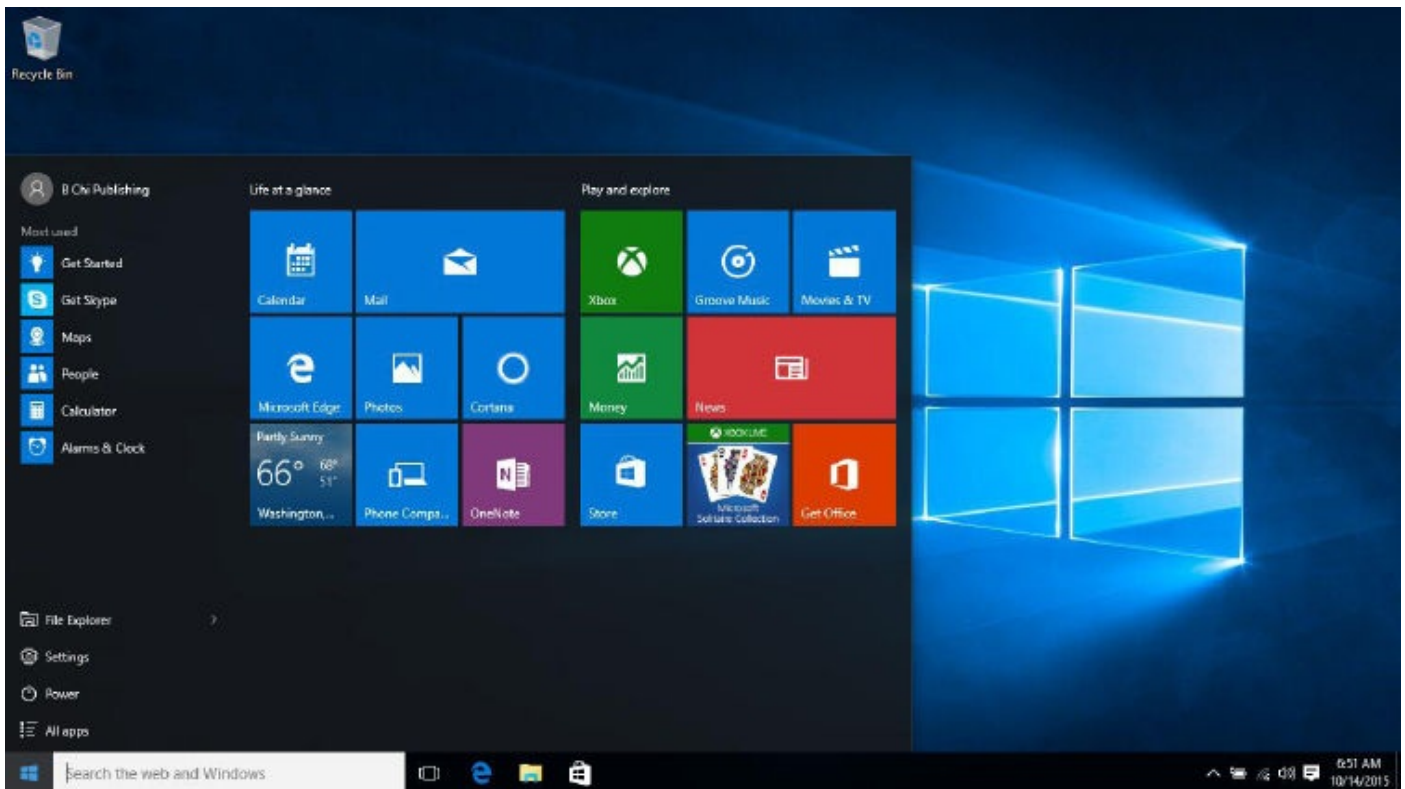
The main advantage these universal apps offer is that you can save a file on your PC and then open it on your laptop, tablet or smartphone and continue working on it from where you left off. Files can be transferred via OneDrive, Microsoft's free cloud storage, or more traditionally, using a data cable, a memory card or a USB storage device.

A New Interface

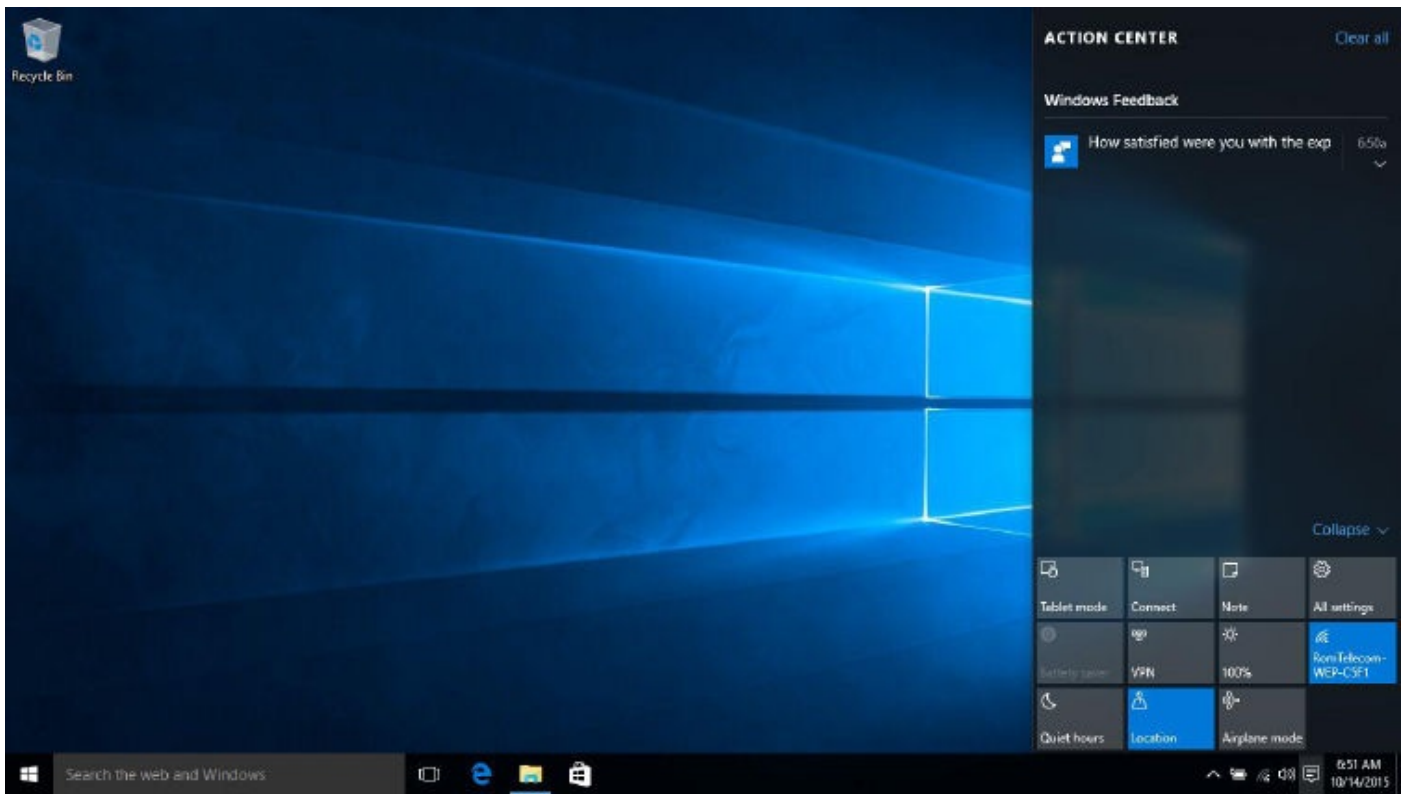
The new Windows 10 interface combines the best of Windows 7 and Windows 8/8.1 features

Windows 8 forced users to change their approach to interacting with the operating system completely thanks to the Start screen, the sliding Charms bar and apps that launched full-screen, whether you wanted them to or not. Thankfully, Microsoft has fixed their blunder in Windows 10. Now, we have a desktop designed to help the average person use their device more effectively. But you don't need to worry, because nothing has been sacrificed in terms of the tablet or touchscreen experience. They're both absolutely great.

So, among other things, the Start button has returned. Everyone missed it and everyone made a point to let Microsoft know. Thankfully, they listened, because it's back. However, they've made improvements. The new Start menu has kept all the positives of Windows 8 but also incorporates additional features that make it so much easier to use, such as an integrated search system that makes it much easier to find what you are looking for.



A new Notifications panel provides you with all the relevant information at a glance, and Task View along with multiple desktops make it easier for you to create different setups according to your needs, such as one for work and one for entertainment, and then switch between them as you like.



Clearly, Windows 10 is much more adaptable to the user. In other words, whatever your style of work or play, you can now adapt your operating system accordingly, making life easier and you more efficient.

Desktop: The Focus Is Back Where It Should Be

Microsoft's focus has shifted back to the desktop, providing a more flexible option that will please everyone

Windows 8 tried to shift focus from the desktop to the Start screen, which many users found irritating, to say the least. This shift is curious considering that Windows pioneered the concept of the desktop, which has become one of the most familiar ways for people to interact with their computers. Thankfully, Microsoft caught on to the mistake they made and have now placed the focus back on the desktop, which is exactly where it should be.

Windows 10 makes it easy for users to customize their wallpapers and populate their screens with as many shortcuts as they like. The task bar sits beneath, where it has always been.

The Start button and associated menu is back. Now, however, it combines Live Tiles with the standard menu we're all so used to. The Start menu also includes an integrated search function, which was one of the few positive aspects of the Start screen in Windows 8. It also offers new features, such as integration with the Cortana voice assistant so you can perform tasks and conduct searches vocally, as well as an Action Center, which provides all the notifications you need.

Apps have also experienced a facelift in the sense that they are no longer as intrusive. Instead of filling your screen, Metro apps, as they are now called, are windowed and can be resized, which makes them much easier to use.

You can also create a number of virtual desktops, which can be used to extend the

workspace and streamline your workflow. Along with the new Edge browser as well as Xbox Live connectivity designed to offer excellent performance online, the new desktop is a powerful tool indeed.

Start Menu: A Closer Look

The Start button is back and features a customizable menu that combines traditional and modern features

When Windows 8 removed the Start menu and replaced it with the Start screen, many long-time users were displeased. People were so used to clicking in the lower left corner of their screens to access and launch programs that the new Start screen made life much more difficult and certainly more unpleasant. Windows 10, though, has brought the Start menu back and put it right where it belongs, in the left corner of the taskbar.

Furthermore, the Start menu is now much more flexible in terms of functionality but also behavior. Thus, while the default menu incorporates traditional desktop apps and places, it also has Live Tiles, which emulate some of the favorites from Windows 8. The important part, though, is that Live Tiles can be switched off and Metro apps can be uninned so that you can have a completely traditional Start menu, if that is your choice.

If you did like the Start screen, though, don't worry because you have the option of setting the new menu in such a way that it appears full-screen. In other words, the new menu caters to all users, whether you prefer the traditional Start menu, the newer Start screen or a hybrid of the two.

Other customization options include color settings and a dedicated properties checklist to allow you to pin the most important locations on your system to the menu for easy access.



As you can see, the left area of the Start menu features the most popular places, system

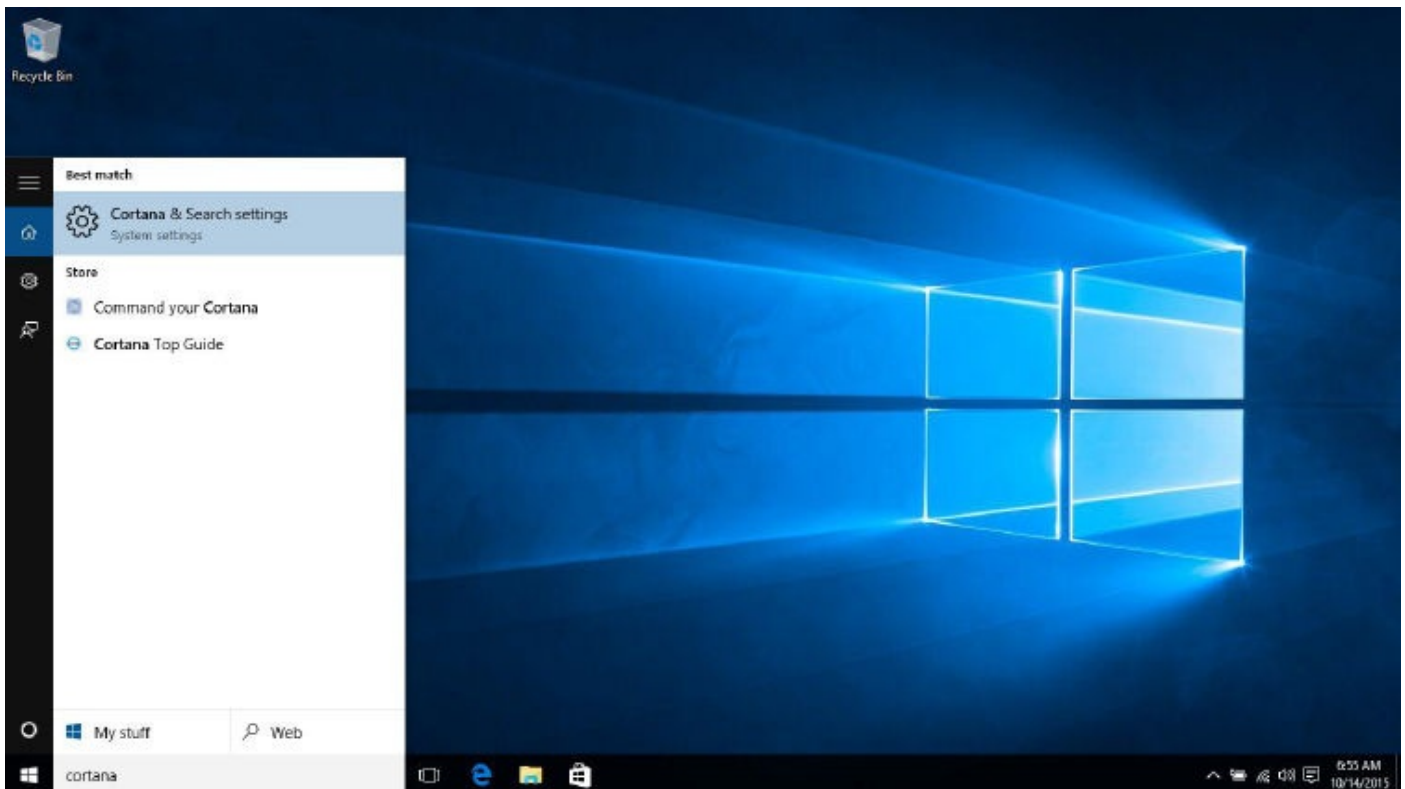
locations and apps, with a list of apps below it, just like the traditional menu. The search bar at the bottom of the menu allows you to look for apps, folders, as well as documents. However, it also allows you to run an app directly from the bar.

The power button, which also features Sleep, Restart and Shut Down functions, has been returned to the top of the menu. Last, but certainly not least, the right side of the menu is dedicated to Live Tiles and Metro apps. You can pin your favorite apps or create Live Tiles with shortcuts to wherever you need them. And if you want to rearrange them, it's not a problem since you can simply click and drag.

Cortana: The Voice Assistance

Cortana is the digital personal assistant designed to make interacting with your computer easier and more fluid

Cortana is the smart personal assistant from Microsoft and was first introduced in Windows Phone 8.1 as a response to Apple's Siri. Cortana was designed to respond to natural commands that were spoken or typed. Now, this personal assistant has been brought to the desktop thanks to Windows 10.



Accessing it is a matter of using the search bar on the task bar or of using the command “Hey Cortana”. You can then use it to search your PC for apps, files or folders, or to create calendar reminders and send emails, among many other functions.

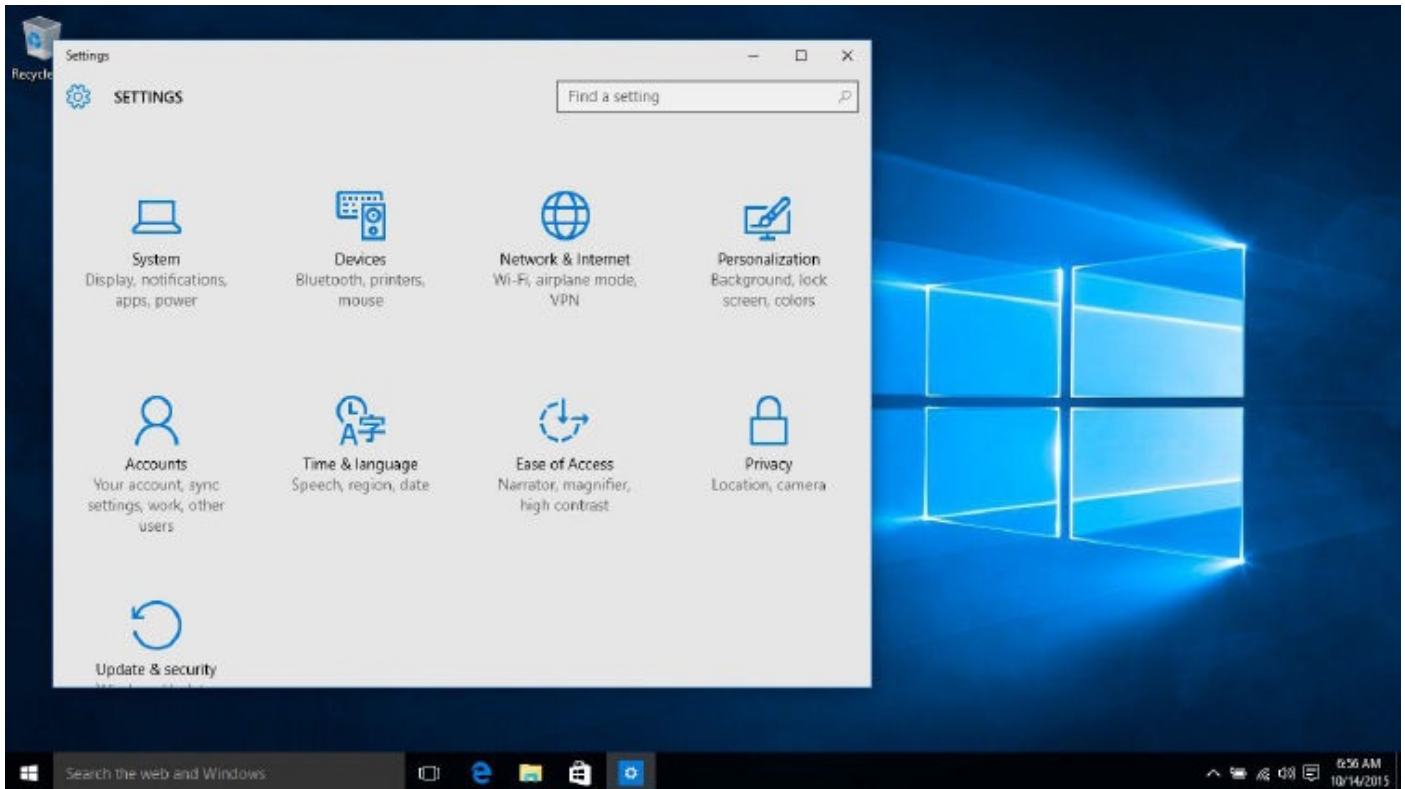
Employing the same search technology as Bing, Cortana allows you to request sports scores and weather reports, as well as letting you conduct web searches using the same natural language you would use when asking a friend. If you use the program this way and teach it about your habits, what interests you and so on and so forth, it learns and becomes more aware of your preferences.

Cortana can be set to greet you by name, it can be trained or it can be turned off completely if you so choose. Thus, it really is very close to being a true personal assistant.

[One Settings Menu](#)

[All settings have been centralized in a single menu akin to the Windows 7 Control Panel](#)

Windows 8/8.1 featured a Settings and Control panel that was fragmented and difficult to use. Windows 10, instead, brings back a single settings menu akin to the Control Panel of Windows 7, which can easily be accessed from the Start menu.



The menu allows you to make all the system changes you need, including changing privacy settings, setting up or changing internet connects, personalizing your screen, creating or modifying accounts, setting your time zone and language, and much more.

[Continuum](#)

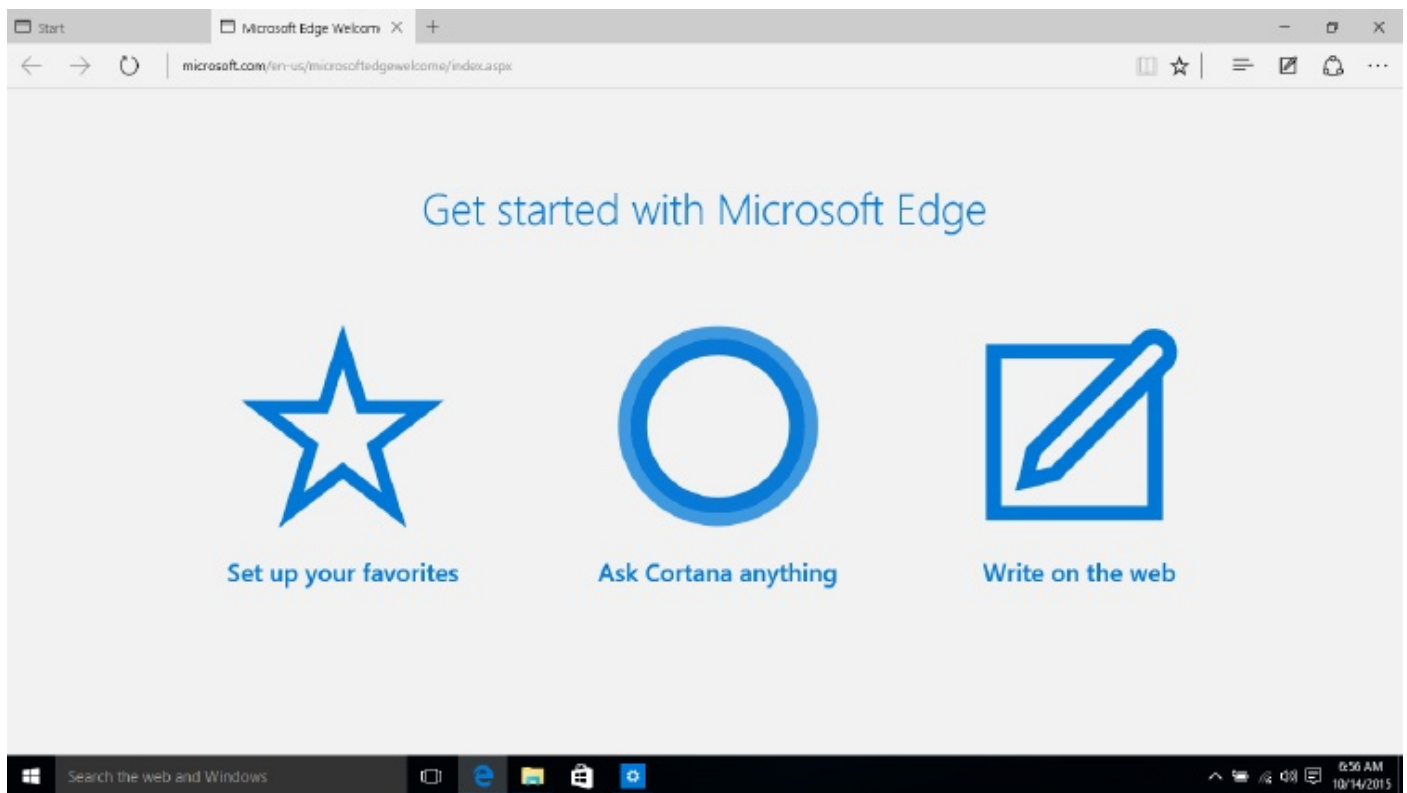
[One look and experience across all your devices](#)

Continuum allows users to personalize the way content is displayed, thus creating a seamless, unified experience across all devices. In other words, if you want your tablet to feature the same look as your desktop, Continuum will allow you to achieve this. Likewise, if you want a tablet look on your desktop with tiles and more, you can do it thanks to Continuum.

[Microsoft Edge Browser](#)

[The new leaner, faster browser that replaces Internet Explorer](#)

Windows 10 introduces Edge, a web browser that has been designed to be leaner and faster, as well as more stable. It emulates the more popular browsers, such as Chrome, Safari and Opera.



Thus, Edge incorporates more secure web extensions over traditional technologies like ActiveX. It is also completely integrated with various Microsoft services and apps such as Web Note, Cortana, OneDrive and Reading View. In other words, you can make annotations, highlight text or use Cortana to run web searches vocally.

Since there still are sites out there that need traditional technologies to display properly, Windows 10 hasn't completely said good-bye to Internet Explorer. Thus, you'll still be able to use Internet Explorer 11 if that's your choice.

Microsoft HoloLens

Bringing holograms to life, Microsoft HoloLens is the future of the user experience

Microsoft HoloLens is proof that Microsoft continues to innovate and redefine the user experience. HoloLens is Microsoft's answer to augmented reality and uses wireless goggles to bring 3D holograms to life in the real world. These glasses are capable of rendering holographic images of everything from games to general apps. They track the movements of your head to map a virtual world in your living space.

Microsoft has stated that the goggle will be released in the near future and they will offer an entirely new way for people to interact in work and play with their computers.

Device Lockdown: Kiosk View

Lock your device but still use it to perform a simple task

Device Lockdown is a new feature in Windows 10 that allows you to lock your system down and create a special kiosk view account, which you can use to perform a specific task. When the device is logged in on that specific account, it will only show the app you've selected in the settings.

So, for example, you could put out tablets throughout a store for customers to fill out

questionnaires without worrying they'll be going through other apps or playing with the tablets instead of filling out questionnaires.

Device Guard

Additional protection from hackers

Windows 10 provides an additional level of security through Device Guard, which has been designed to protect your system from malicious code and software used by hackers to access your devices. It features a host of security features that will only allow trusted applications to run.

Device Guard also protects the operating system's kernel from being manipulated, which means that even if someone does manage to take control of the kernel, they can't do any damage to your system because they won't be able to run any malicious code.

Provisioning Packages

Configure multiple devices at once

Provisioning packages make it easy for you to configure multiple devices at once, without having to do each one individually. Thus, you configure one device, such as your PC, and then transfer those settings to as many devices as you like via email, SD card, network or USB.

With provisioning packages, you can save any customizations you made to the settings, including apps, Wi-Fi connections, certificates, security restrictions, desktop layout and more.

Microsoft Passport

New secure authentication system

Microsoft Passport is Windows' new authentication system, which offers two options. You can either authenticate your account via Windows Hello, which involves using a biometric recognition device like a camera or a finger reader to log in using a face, fingerprint or iris scan, or via a PIN, which involves a two-step verification process.

Chapter 2 - Should You Upgrade? Pros and Cons of Upgrading to Windows 10

The advantages and disadvantages of upgrading to Windows 10 so you can make an informed decision.

Here's a quick summary of what you'll learn in this chapter:

The pros and cons of upgrading to Windows 10.

Pros	Cons
Improved User Experience <i>The advanced features in Windows 10 provide a better user experience.</i>	Software Compatibility <i>Not all apps are compatible with Windows 10.</i>
More Support <i>Microsoft will be providing support over a longer period.</i>	Bugs and Problems <i>New Windows releases always have bugs and issues that could negatively affect how your system runs.</i>
Improved Gaming Experience <i>Windows 10 comes with DirectX 12, which provides a significant improvement in game performance.</i>	Not That Many Universal Apps <i>The Windows Store is a bit barren in terms of universal apps at the moment.</i>
Greater Degree of Protection for Your System <i>Security updates are installed automatically, improving the protection of your system.</i>	
Seamless Multitasking <i>Improved ability to multitask thanks to quadrants.</i>	
The Start Menu Is Back <i>Improved convenience thanks to the return of the Start menu</i>	

While Windows 10 represents a significant improvement compared to earlier versions of the operating system, it's important that you make a fully informed decision whether or not you should upgrade, which is why you need to be aware of the pros and cons associated with this upgrade.

Pros of a Windows 10 Upgrade

Here are the pros of upgrading to Windows 10:

Improved User Experience

The advanced features in Windows 10 provide a better user experience.

We looked at the various new features (and some resurrected ones) in the previous section,

and these features work together to create a much better user experience than previous renditions of the operating system.

For example, Cortana makes it easier to perform numerous tasks, while the ability to customize the operating system improves productivity. System administrators will also have an easier time thanks to the ability to configure multiple devices in one go. Furthermore, Continuum, along with universal apps, lead to a consistent experience across all devices. The advanced security features alone should be reason enough for everyone to upgrade.

More Support

Microsoft will be providing support over a longer period.

Windows 10 will continue to evolve, with Microsoft providing support forever. Windows 10 will be the last version of the OS in the sense that all upgrades and new features will be rolled out as they are developed. And you'll receive this support and these upgrades indefinitely.

Improved Gaming Experience

Windows 10 comes with DirectX 12, which provides a significant improvement in game performance.

Previous version of Windows will not be able to run DirectX 12, which provides a 30 to 40% improvement in game performance. Furthermore, you'll also be able to stream games from Xbox One consoles, and you can take full advantage of these games because Xbox One controllers also work with Windows 10.

Greater Degree of Protection for Your System

Security updates are installed automatically, improving the protection of your system.

Unlike other version of Windows where you had to use the Windows Update feature to install security patches, all security updates are now installed automatically. This means your system will always be secure and will provide a much better level of protection against hackers.

Seamless Multitasking

Improved ability to multitask thanks to quadrants.

Windows 10 makes multitasking much easier because you can create quadrants on the screen, which you can switch between simply by clicking on the quadrant you need. You don't have to fiddle with window resizing, overlap issues or any other tedious problems you experienced with previous renditions of the operating system. Simply create quadrants, which are like individual desktops on the same screen.

The Start Menu Is Back

Improved convenience thanks to the return of the Start menu

The Start Menu is very useful because it allows you to quickly access files and documents,

as well as applications. Windows 8/8.1 did away with the Start Menu, which, many say, is the main reason for the poor sales performance of Windows 8.1. In any case, now the Start Menu is back and it's better than ever, as we detailed [here](#).

Cons of Upgrading to Windows 10

Here are the cons of upgrading Windows 10:

Software Compatibility

Not all apps are compatible with Windows 10.

The main problem with Windows 10 is that it doesn't support every app that runs on Windows 7 or Windows 8.1. Furthermore, the Advanced Data Guard security permits only trusted and secure apps to run.

Though many apps can be run in compatibility mode, not all apps will work like this. But don't worry because the Get Windows 10 app will let you check for compatibility issues with your system, installed programs and peripherals.

Bugs and Problems

New Windows releases always have bugs and issues that could negatively affect how your system runs.

A new release of an OS is bound to have bugs and problems, which will later be resolved. Microsoft has done its best to fix the bugs, but there still may be minor problems that could impact your system's performance. Furthermore, the forced automatic updates could cause problems if they are bugged, with the only solution being to roll back to a Restore Point before the update.

Not That Many Universal Apps

The Windows Store is a bit barren in terms of universal apps at the moment.

Like with any new system, the Windows Store is rather barren when it comes to universal apps. Just like the Android and the iTunes stores were when they were first launched. This means that it might be a while before you can really take advantage of universal apps.

Chapter 3 - The 9 Editions of Windows 10

The different editions of Windows 10 and what they can do.

Here's a quick summary of what you'll learn in this chapter:

The different editions of Windows 10 and their features to help you decide which option is best for your needs, which are, at a glance, as follows:

- **Windows 10 Home Edition**

- o Windows 10 Home Edition is for personal use.

- **Windows 10 Pro Edition**

- o Windows 10 Pro is for small businesses and professionals.

- **Windows 10 Enterprise Edition**

- o Windows 10 Enterprise is the most stable and secure version of the operating system designed for large corporations.

- **Windows 10 Enterprise 2015 LTSC Edition**

- o Windows 10 Enterprise 2015 LTSC offers greater control over updates.

- **Windows 10 Education Edition**

- o Windows 10 Education is designed to be used in schools, colleges and universities.

- **Windows 10 Mobile Edition**

- o Windows 10 Mobile is designed to work on smartphones and tablets.

- **Windows 10 Mobile Enterprise Edition**

- o Windows 10 Mobile Enterprise is designed for IT-based businesses of all sizes.

- **Windows 10 IoT (Internet of Things) Core Edition**

- o Windows 10 IoT (Internet of Things) operates relatively simple equipment such as POS devices.

- **Windows 10 N and KN Editions**

- o Windows 10 N and KN are leaner versions of the OS that don't include media apps.

Windows 10 Home Edition

Windows 10 Home Edition is for personal use.

Windows 10 Home is designed specifically for the regular consumer and comes with features such as:

- Continuum

- Cortana
- Microsoft Edge
- Virtual Desktops
- Windows Hello
- Microsoft Account Mobile device management
- Hardware Device Encryption

The 32-bit version of Windows 10 Home edition can support up to 4 GB RAM, while the 64-bit version goes up to 128 GB.

Windows 10 Pro Edition

Windows 10 Pro is for small businesses and professionals.

Targeted at small businesses and professional users, Windows 10 Pro comes with all the features of Home, as well as:

- BitLocker
- Domain join and Group Policy Management
- Assigned Access 8.1
- Current Branch for Business (CBB)
- Enterprise Data Protection
- Hyper-V
- Enterprise Mode Internet Explorer (EMIE)
- Microsoft Azure Active Directory
- Private Catalog
- Remote Desktop
- Windows Update for Business (permits delays of updates)

Windows 10 Enterprise Edition

Windows 10 Enterprise is the most stable and secure version of the operating system designed for large corporations.

Designed for major corporations and organizations that need a higher level of control and more security features than the average user, Windows 10 Enterprise builds on Windows 10 Pro with the following features:

- BranchCache
- AppLocker
- Credential Guard
- DirectAccess

- Device Guard
- Start Screen Control with Group Policy
- Windows To Go
- User experience control and lockdown

Windows 10 Enterprise 2015 LTSC Edition

Windows 10 Enterprise 2015 LTSC offers greater control over updates.

This version is, basically, Windows 10 Enterprise, but it's a version that offers a greater level of control over updates and was designed for corporate clients. In other words, businesses can opt to delay updates until all the bugs and kinks have been worked out.

Windows 10 Education Edition

Windows 10 Education is designed to be used in schools, colleges and universities.

Designed for use in educational institutions, Windows 10 Education comes with all the great features available in Windows 10 Enterprise, with the major difference being the licensing agreement. Thus, this version of the operating system will be offered under the Microsoft Academic Volume License.

Windows 10 Mobile Edition

Windows 10 Mobile is designed to work on smartphones and tablets.

As can be deduced from the name, Windows 10 Mobile has been designed to run on mobile devices such as smartphones and tablets. It is pretty much the mobile version of Windows 10 Home and includes all the latter's features, minus Virtual Desktops.

Windows 10 Mobile Enterprise Edition

Windows 10 Mobile Enterprise is designed for IT-based businesses of all sizes.

This version of the operating system has been designed with the IT-based business in mind that might need a greater number of features and a higher level of control for their mobile operating systems. Thus, Windows 10 Mobile Enterprise comes with all the features of Windows 10 Mobile plus ones similar to Windows 10 Enterprise, except that they've been streamlined to work on mobile devices.

Windows 10 IoT (Internet of Things) Core Edition

Windows 10 IoT (Internet of Things) operates relatively simple equipment such as POS devices.

Windows 10 IoT (Internet of Things) is similar to the Windows CE operating system used in Embedded Systems such as those found in consumer and medical equipment, and has been designed to work on various devices with a small footprint such as POS units, PDA/Pocket PC Phone editions and kiosks.

Windows 10 N and KN Editions

Windows 10 N and KN are leaner versions of the OS that don't include media apps.

A slightly leaner version of Windows 10 has been released in the European Union, Switzerland and South Korea. These versions don't have media apps such as Windows Media Player and Camera. However, there is the option of downloading these apps free of charge from Microsoft's website.

Chapter 4 - To Upgrade or to Do a Fresh Install of Windows 10?

Doing a fresh install means better performance, but upgrading is easier and faster.

Here's a quick summary of what you'll learn in this chapter:

Deciding between an upgrade or a fresh install of Windows 10 is a matter of knowing the benefits and drawbacks of each, because they both have their advantages and disadvantages.

The tables below offer the pros and cons at a glance of each approach:

Pros	
Upgrade	Fresh Installation
The easiest way to install Windows 10	No bloatware
	No old programs, registry files or other unneeded software or files
	Best possible performance

Cons	
Upgrade	Fresh Installation
Some programs might not work	Require a little more knowledge
Everything will still be there	More unwieldy
Viruses, spyware or other malicious code won't be removed	More time-consuming
Poorer performance	
Process is more complicated in the background, which means more opportunities for something to go wrong	

The Pros and Cons of an Upgrade

Upgrading to Windows 10 means that the older version of the operating system will be overwritten with the new one, which means all your files, settings and programs will be kept. It's **the easiest way to install Windows 10** on your machine, especially if you have little to no experience with computers, because there's not much else to do. Unfortunately, that's pretty much the only benefit.

In terms of disadvantages, there are quite a few. And they all stem precisely from the fact that your system keeps all your old files, settings and programs.

Firstly, **some of your programs might not work**, which means you'll have to uninstall them and then reinstall newer versions, if they are available.

Secondly, **everything** you ever installed and all your old files, registry entries, temporary files, broken links and so on **will still be there**. You'll have a bunch of junk on your computer, plus a ton of things you don't use anymore and have probably forgotten are

there anyway.

Thirdly, any **viruses, spyware or other malicious code** on your computer before the upgrade **will still be on your machine**.

All this combined will lead to **poorer performance** from your machine, a fact that multiple studies have proven to be true.

There's also the issue of the **process being more complicated in the background**. While it's easier for the user, there's a lot more going on "under the hood" as the system tries to maintain all files, settings and programs, which means there are **more opportunities for something to go wrong**.

The Pros and Cons of a Fresh Installation of Windows 10

As you might expect, the pros and cons of a fresh installation are pretty much the opposite of an upgrade. Thus, the drawbacks are:

- It will be **more difficult** and will **require a little more knowledge** than an upgrade;
- Microsoft has made the entire process even **more unwieldy**, because you have to upgrade to Windows 10 first if you want to take advantage of the free offer, and only then can you do a fresh install or your license key won't work;
- **More time-consuming** simply because you have to go back and install all your programs and shift all your files back from the backup you created.

Now, the last drawback can also be considered a benefit because you'll only **install programs you actually need** and it will present a great opportunity to go through all those old files and figure out what you want to keep and what you can delete – it's like spring cleaning your house, except your computer is the target. Other benefits include:

- **No bloatware** (software you don't want or need on your computer that just takes up space and slows your machine down);
- No old programs, registry files or other unneeded software or files – everything that's there is **brand new** and is supposed to be there;
- The **best possible performance** because everything is fresh.

Recommendation

Do a fresh install if performance might be an issue. Go with an upgrade if you aren't sure whether or not you'll keep Windows 10.

Our recommendation is to do a fresh install, if you are worried about performance. We've provided a step-by-step guide on doing a fresh install of the operating system, and though it might require more time, it's definitely worth it in terms of performance.

However, if you're not sure you'll be keeping Windows 10, then just go with the upgrade because you'll be able to downgrade within 30 days, which is easier than doing a fresh install of an operating system. If you then decide to keep Windows 10, we still recommend you do a clean installation, even if it might sound daunting.

Chapter 5 - How to Upgrade to Windows 10

A step-by-step guide to upgrading to Windows 10

Here's a quick summary of what you'll learn in this chapter:

The steps involved in upgrading to Windows 10.

- *Step 1: Create a Backup of Your Files*
- *Step 2: Begin Installation*
- *Step 3: Setup Checks Your Machine*
- *Step 4: Confirmation*
- *Step 5: Make a Cup of Coffee*
- *Step 6: Check Progress*
- *Step 7: Hello Windows 10!*
- *Step 8: Click on Use Express Settings*
- *Step 9: Select the Default Settings and Apps*
- *Step 10: Poke Around*
- *Step 11: Go to Chapter 7*

Upgrading to Windows 10 is relatively simple. You can do so via Windows Update, which will automatically download the new operating system and then ask if you wish to install it. If you are reading this before the 29th of July, 2016, and are already running a legitimate version of Windows 7 or Windows 8/8.1 on your machine, then this is probably the best option because you can get Windows 10 for free and it's a relatively simple process to upgrade.

Another way you can upgrade is to use a DVD, which you can create by downloading a disc image of Windows 10 (usually a file with an ISO extension). Once you've downloaded the file, right click on it and select Burn disc image. This will write the file to a DVD using your machine's DVD writer. You can also purchase a DVD if you so choose.

Incidentally, creating a DVD is a necessary step if you wish to do a fresh install of Windows 10, but we'll discuss that a little later.

Now, let's get on with upgrading to Windows 10.

Step 1: Create a Backup of Your Files

Before you upgrade to Windows 10, you should create a backup of your files. You can back your files up in the cloud or by using local storage, such as a USB drive or an external hard drive. Regardless of which option you choose, you need to BACKUP your files. If something goes wrong, you could lose all your files, so better safe than sorry.

Step 2: Begin Installation

The first step is to use Windows Update (or this [link](#) to download the media creation tool choosing 32-bit or 64-bit depending on the version you are using now) or to run setup.exe from a Windows DVD to begin installation. Make sure to tick the option to download and install updates during installation.

Step 3: Setup Checks Your Machine

Before the installation/upgrade begins, setup will check whether or not your machine can run the OS. If it can't, a message will appear with the reason.

Step 4: Confirmation

At this point, setup will ask you if you are ready to install. This is pretty much the last time you can back out if you've changed your mind. If you still want to go ahead, then click **Install**.

Step 5: Make a Cup of Coffee

At this point, Windows 10 will begin to install, which can be slightly boring. Okay, very boring unless you enjoy watching paint dry. So, we recommend you grab a cup of coffee.

Step 6: Check Progress

While you're getting that coffee, don't wander off too far because you'll need to check the progress of the installation every now and then to ensure it hasn't stalled.

Step 7: Hello Windows 10!

Since you're upgrading your Windows, your user account already exists so you can just click Next.

Step 8: Click on Use Express Settings

The **Get going fast** screen will offer you a Customize settings option, but you should ignore it and click on **Use express settings** instead.

Step 9: Select the Default Settings and Apps

During this next step, you'll be selecting the default settings for photos and browsing the web. There's also a setting that will let you select your own default apps, which is pretty hard to see but can be useful if you tend to use other programs than those that come bundled with Windows, like using VLC to play video files, for example.

Step 10: Poke Around

All your settings, programs and files have migrated to Windows 10 now and the desktop will at last show up. Now it's time to poke around and see what's what.

Step 11: Setting Up and Customizing Your Windows

After you've sufficiently satisfied your "what does this button do?" phase, you can now get down to setting up Windows 10 and customizing it to suit your needs, which means going through Chapters 7 and 8.

Chapter 6 - How to Do a Fresh Install of Windows 10

Two step-by-step guides to performing a semi-clean (easier) and a true clean (more complex) install of Windows 10.

Here's a quick summary of what you'll learn in this chapter:

How to perform a semi-clean installation of Windows 10 and a true clean installation of the operating system.

To perform a **semi-clean installation**, the steps at a glance are as follows:

- *Step 1: Create a Backup of Your Files*
- *Step 2: Download Media Creation Tool*
- *Step 3: Upgrade this PC now*
- *Step 4: Wait for the Download*
- *Step 5: Change what to keep*
- *Step 6: Select what to keep*
- *Step 7: Confirm*
- *Step 8: Grab a Cup of Coffee*
- *Step 9: Hello Windows 10!*
- *Step 10: Enjoy Your Fresh Installation of Windows 10*
- *Step 11: Setting Up and Customizing Your Windows*

Here's an overview of the steps involved in **installing Windows 10 from scratch**.

- *Step 1: Create a Backup of Your Files*
- *Step 2: Upgrade to Windows 10 First to Get It for Free Pre-July 29th, 2016*
- *Step 3: Check If Windows 10 Is Activated*
- *Step 4: Get Your Product Key*
- *Step 5: Create Bootable Installation Media*
- *Step 6: Change the BIOS / Access the Boot Menu*
- *Step 7: Start the Installation*
- *Step 8: Choose the Partition Where Windows Will Be Installed*
- *Step 9: Grab Some Popcorn While Windows 10 Installs*
- *Step 10: Hello Windows 10!*
- *Step 11: Setting Up and Customizing Your Windows*

Performing a fresh install of Windows 10 is slightly more complicated, but not so complicated that you can't do it, so don't worry. It is time-consuming, though, so you

shouldn't start the process five minutes before you need to get to your doctor's appointment.

Now, it's important to mention that there are actually two ways to do a clean install of Windows 10. One of them is more like a semi-clean installation, which is definitely quicker than a true clean install. We've provided step-by-step instructions for both options but our recommendation is that you go with the true clean install if you feel up to it. If you're not sure or comfortable with things like partitions, then stick with option one.

The Semi-Clean Install

The best option for those who aren't too familiar with computers.

A semi-clean installation is easier than a true clean installation and is the better option for those who aren't all too familiar with computers. It's a matter of changing a single setting during a regular upgrade. The steps are as follows:

Step 1: Create a Backup of Your Files

Yes, we repeat this ad nauseum throughout the whole book, but that's because this step is critical, especially when doing a semi-clean or true clean installation. All your files, settings and programs **will be deleted** so if you don't have a backup, you won't be able to recover them.

Step 2: Download Media Creation Tool

Go to [Microsoft's website](#) and download the media creation tool like for a regular upgrade. Select either the 32-bit or 64-bit operating system, depending on what you have installed. Once the download has completed, click Run.

Step 3: Upgrade this PC now

A screen will appear with two options, namely Upgrade this PC now and Create installation media for another PC. The second option would be used if you were doing a true clean install. However, in this case, pick Upgrade this PC now and click Next.

Step 4: Wait for the Download

At this point, the tool will download all the files you need and prepare your computer for installation. It will ask you whether you want to Download and install updates (recommended) or wait until later. Click Download and install updates then hit Next.

Step 5: Change what to keep

After it's done downloading updates, the Ready to install screen will appear. Here you'll see Install Windows 10 Pro with a checkmark in front of it and Keep personal files and apps, also with a checkmark in front of it. Beneath that is a small link that says Change what to keep, which you'll have to click. This option gives you the closest thing to a clean install without actually performing one.

Step 6: Select what to keep

On the Choose what to keep screen, you have three options:

- Keep personal files and apps – the default option
- Keep personal files only
- Nothing

Now, for a clean install, you need to select Nothing, but this means you need to be absolutely sure you've backed up all your information because it will wipe everything on your primary partition. You could go with Keep personal files only, but that would pretty much negate the benefits of a clean install. Click Next.

Step 7: Confirm

It will now check for updates again, then the Ready to install screen will appear again to confirm you want to go ahead with the installation. Click Next.

Step 8: Grab a Cup of Coffee

Windows 10 will start to install, which will involve restarting your computer a few times. You have time to grab a cup of coffee, but like before, don't wander off for too long. It can take up to 30 minutes, but if you have a lot of files and apps, it could take longer.

Step 9: Hello Windows 10!

Now, you'll see a configuration screen where you'll be selecting your home country, your language, keyboard and time zone. Click Next. On the following screen, select Use express settings. You can customize things later. Click Next.

Microsoft will ask you to create an account. You can create a new account or you can use your existing account. Create a local account with a password and then click next.

Step 10: Enjoy Your Fresh Installation of Windows 10

The desktop will load and you'll see it's nice and clean with no apps or old files or anything.

Step 11: Setting Up and Customizing Your Windows

Now, it's time to set up Windows 10 and customize it, so it's time to skip to Chapters 7 and 8.

The True Clean Install

A step-by-step guide for the somewhat more knowledgeable computer user.

While the semi-clean install is enough for most people, if you know enough about computers that the word partition doesn't scare you and you want to do a true clean install, here's how you can do it.

Step 1: Create a Backup of Your Files

With a true fresh install, it's even more important to back up your files because one of the things that will happen during this process is that everything on your operating system's

partition (C:\ for most people) will be removed. So, you can either move everything to another partition on your hard drive or, preferably, to a completely separate device like a USB stick or an external hard drive.

A PARTITION IS A DIVISION OF YOUR HARD DRIVE. SO, WHEN YOU SEE DRIVES C:/ AND D:/ ON YOUR COMPUTER BUT YOU ONLY HAVE ONE PHYSICAL HARD DRIVE, THOSE ARE PARTITIONS. IT'S A GOOD RULE TO HAVE AT LEAST TWO PARTITIONS SO YOU CAN KEEP YOUR OPERATING SYSTEM SEPARATE FROM YOUR OTHER FILES TO IMPROVE PERFORMANCE.

Step 2: Upgrade to Windows 10 First to Get It for Free Pre-July 29th, 2016

If you have Windows 7 or Windows 8/8.1 and you are reading this e-book before July 29th, 2016, then you'll first have to upgrade to Windows 10 before you can do a fresh install. At least if you want to get it for free. It's annoying and might seem like an unnecessary step but, unfortunately, this is how Microsoft has designed their licensing system. What happens is that when Windows 10 upgrades, it takes a snapshot of your machine and license key, and then registers your machine with Microsoft, ensuring that Windows 10 will always be free on that specific machine, no matter how many times you reinstall.

Of course, Microsoft could have just created a system whereby your Windows 7 or Windows 8/8.1 key could be inputted, but they didn't. So, if you want to get Windows 10 for free, you'll have to upgrade first, which means going back to Chapter 5 and going through all those steps.

If you're reading this book after the 29th of July, 2016, or aren't running Windows 7 or Windows 8/8.1 on your computer (or not legitimate ones), and have purchased Windows 10, you can forget everything in this step and skip ahead to Step 5.

Step 3: Check If Windows 10 Is Activated

Before you do anything else, make sure that your copy of Windows 10 is activated. Go to Settings > Update & Security > Activation. Now, have a look and make sure that Windows shows up as being activated. Don't try to perform a fresh install until you see **Windows is activated**.

Step 4: Get Your Product Key

This is a just-in-case step, i.e. just in case something goes wrong and Windows 10 refuses to activate after a clean install. In this step, you are going to recover your product key, which your machine's specific hardware configuration was issued when you updated and therefore registered your machine with Microsoft.

To do this, you'll have to download a small utility like [Magical Jelly Bean's Product KeyFinder](#) or [ProduKey](#). Magical Jelly Bean provides instructions on how to run the utility and obtain your CD key right on the download page. Once you have the key, write it down and keep it safe. Now that you have the key, you can enter it when prompted and avoid any activation issues that could be caused by a clean install.

Step 5: Create Bootable Installation Media

For this step, you'll need a USB or a blank DVD. You'll have to download the media creation tool from [Microsoft's website](#), choosing the same version as the one you are using now, either 32-bit or 64-bit. Once it has downloaded, run the tool.

You'll be prompted to either Upgrade this PC now or to **Create installation media for another PC**. Select the latter. The wizard will then guide you through creating installation media for your PC.

Step 6: Change the BIOS / Access the Boot Menu

Before you start installation, you might need to make a small change in your BIOS settings if you have a slightly older machine. Your computer usually boots from your hard drive, but now we want it to boot from the DVD or USB, which might require a small change in settings.

So, restart your computer and press the right key to access the BIOS. The key varies from one computer to another. You'll see which key you have to press during the boot process. Look for something like **Press to enter setup** or **Press F2 to access the BIOS**.

Once you're in the BIOS, you'll find the Boot option menu. It could be right at the top of the screen under a tab called Boot, or you might have to search through a number of tabs to find it. To navigate the BIOS, you'll have to use the arrow keys, and to make a selection, you'll have to press Enter.

Once you've found the **Boot Order** screen, you'll need to change the order of the boot devices, putting the installation media first. Use the arrow keys to navigate through the options, and hit Enter when you've found the right one. If you're using a USB, keep in mind that there's a chance your BIOS won't give you the option to boot from USB so to be safe connect it before you start.

When you're done, find the **Save & Exit** screen. Choose **Save Changes and Reset**. Your computer will restart and boot from the installation media, which means your clean install of Windows 10 can start, so go to the next step.

If you have a newer machine with UEFI firmware instead of BIOS (one that came preloaded with Windows 8/8.1 for example), you'll have to change the boot options from inside Windows. Go to **Settings** in the Charm menu. Click on **Power** at the bottom of the new menu. Press and hold the **Shift** key and Click restart. Your computer will reboot and show you the boot options menu, where you select Use a device and from there choose the media you'll be using.

Step 7: Start the Installation

Your computer should now be showing you the Windows 10 setup screen. First, select your language, time, currency format and input method, then click Next. Click the Install Now button. A screen will come up prompting you for your Windows 10 key.

Normally, you wouldn't have to enter anything and you could just skip ahead and Windows 10 should automatically activate. However, if you want to be certain nothing will go wrong, simply enter the key you recovered earlier using Magical Jelly Bean's

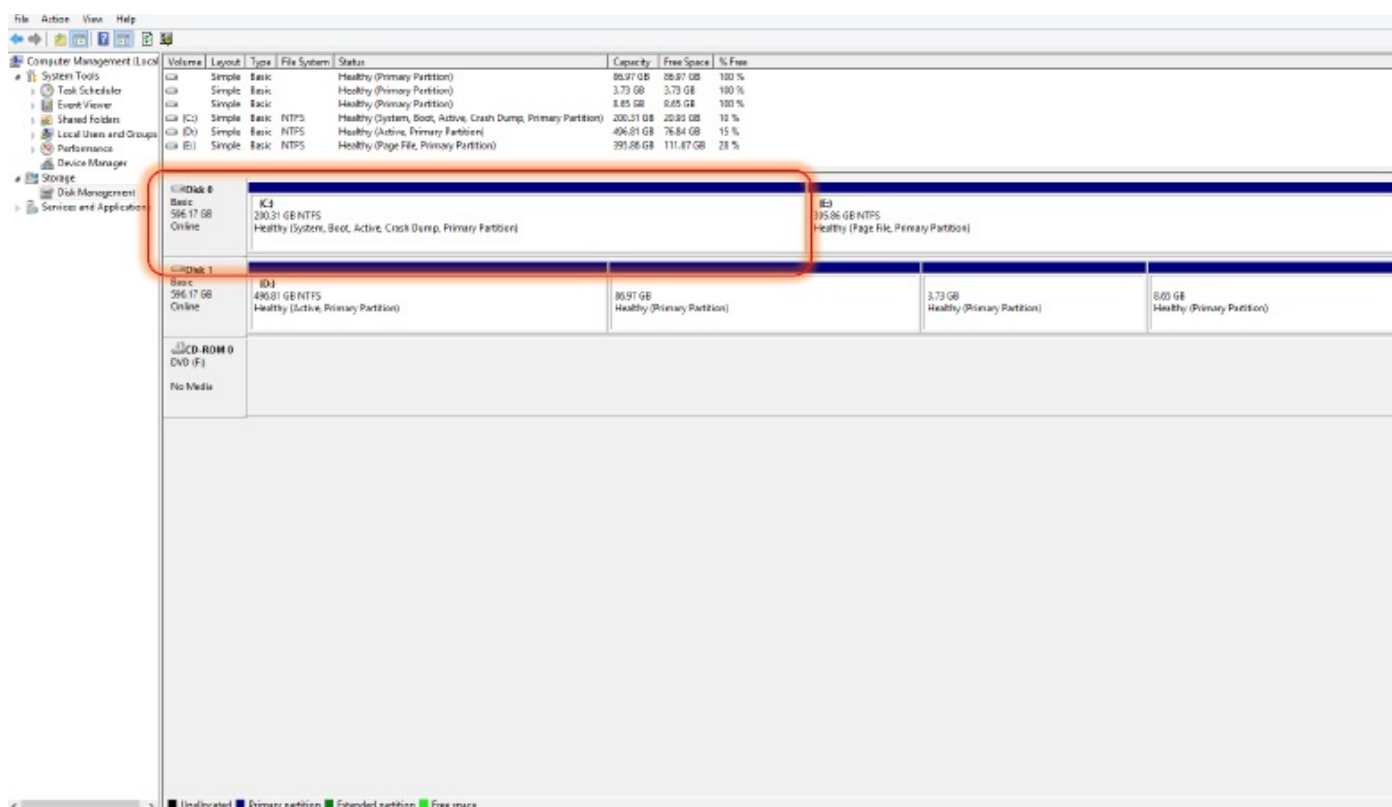
Product KeyFinder or ProduKey.

Read and accept the software license. Now, a screen will come up asking you whether you want to Upgrade: install Windows and keep files, settings and applications or Custom: Install Windows only (advanced). For a clean install, you have to select **Custom: Install Windows only**.

Step 8: Choose the Partition Where Windows Will Be Installed

A screen will appear asking you where you want to install Windows. You'll also see a series of partitions, if you already had an operating system installed. They'll be labelled Drive 0, Drive 1 and so on. You'll need to format the partition you want to install Windows 10 on, which should be your main partition.

TO FIND OUT WHICH PARTITION YOU NEED TO INSTALL ON, BEFORE BEGINNING THE PROCESS, GO TO THE COMPUTER MANAGEMENT SCREEN, BY RIGHT CLICKING ON MY COMPUTER OR PC IN THE START MENU/SCREEN AND SELECTING MANAGE. THIS WILL OPEN UP THE COMPUTER MANAGEMENT SCREEN. SELECT DISK MANAGEMENT IN THE MENU ON THE LEFT AND A LIST OF ALL YOUR DRIVES WILL APPEAR. YOU WANT TO LOOK FOR C:\, WHICH SHOULD APPEAR AT THE TOP OF THE LIST, AS YOU CAN SEE BELOW. THE DETAILS SHOW THAT ON THIS COMPUTER C:\ IS ON DISK 0 AND THAT IT'S 200.31 GB, WHICH IS THE DRIVE YOU WANT TO SELECT IN THE LIST OF PARTITIONS TO INSTALL ON.



So, select the Drive that corresponds to C:\ and click the Format icon. It will begin to format the drive. Once it's done, click Next.

Step 9: Grab Some Popcorn While Windows 10 Installs

From the point forward, the installation will proceed just as if you were upgrading or doing a semi-clean install, which means all you can really do is wait. So, grab some

popcorn, sit back and let Windows do its thing.

Step 10: Hello Windows 10!

Follow the instructions in Step 10 of the semi-clean installation, i.e. select Use express settings, create or use an existing account, and create a local account with a password. Hit Next and enjoy your squeaky clean installation of Windows 10.

Step 11: Setting Up and Customizing Your Windows

Go to Chapters 7 and 8 to set up and customize Windows 10 for your needs.

Chapter 7 - How to Set Up Windows 10

Setting up Windows 10 so you can start using it.

Here's a quick summary of what you'll learn in this chapter:

- **Connect to the Internet**
 - *Connecting to the Internet is the critical first step.*
- **An In-depth Look at the New User Interface**
 - *A look at how to work with and customize the Start Menu, the Taskbar and the new Shortcut Menu.*
- **Getting to Know the Desktop Screen**
 - *Setting up your desktop to suit your tastes.*
- **Cortana**
 - *Getting to know and training your personal assistant.*
- **A Look at the New Log-In Screen**
 - *The new sign-in process in Windows 10 works with keyboard & mouse but also touchscreen.*
- **A Closer Look at Accounts**
 - *An overview of the two types of accounts Windows 10 supports.*
- **Tablet Mode**
 - *How to switch between tiled tablet view and the desktop view of Windows 7.*
- **Using Task View**
 - *Improve your productivity by multitasking with Task View*

Connect to the Internet

Connecting to the Internet is the critical first step.

Nowadays, having access to the Internet is essential, which is why connecting is the first step on the agenda. Now, if you have a wired network, i.e. you plug a cable into the back of your computer to connect to the Internet, then Windows 10 will set up the network automatically and you can connect immediately.

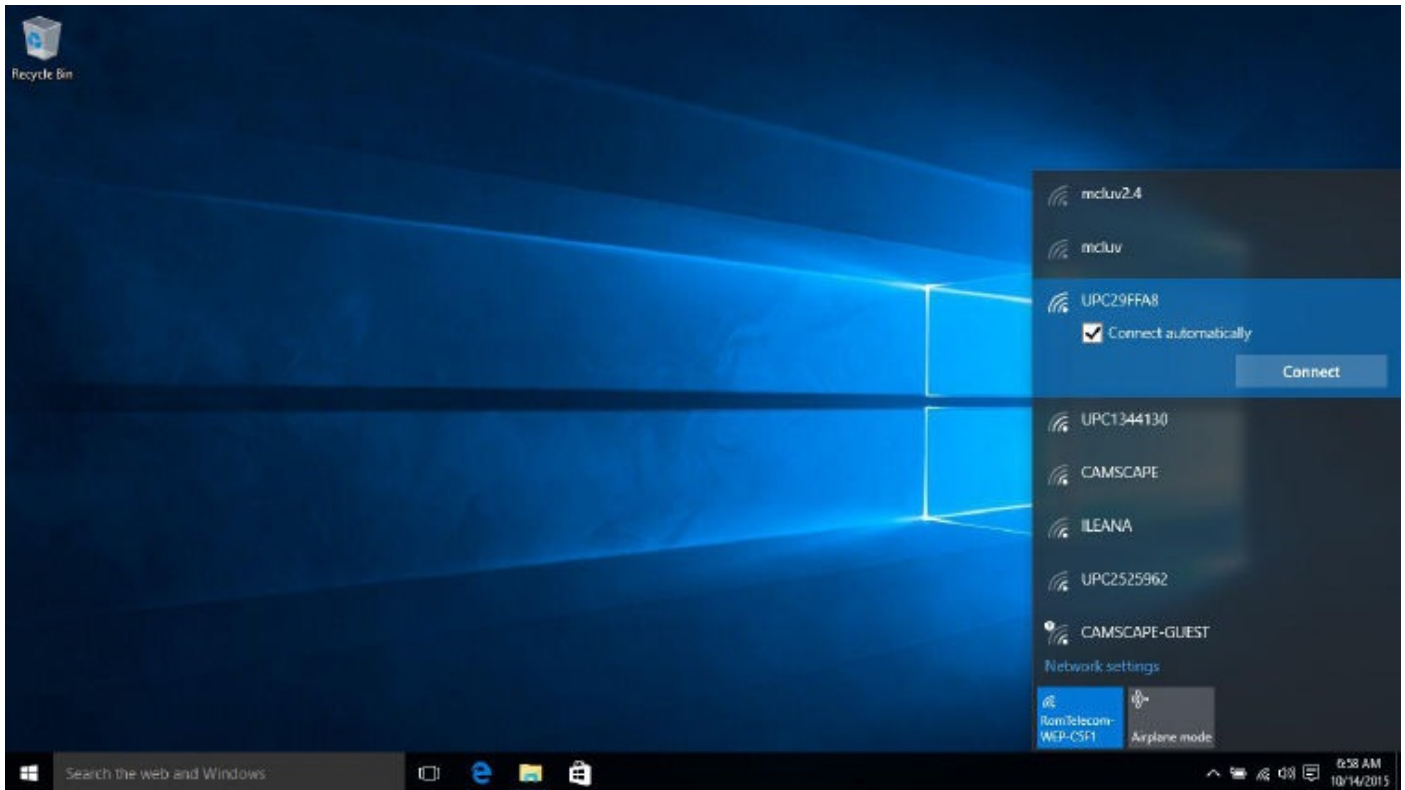
However, if you have a wireless network at home, you might have to take a few extra steps, though not many. Windows 10 will automatically search for wireless networks, and it might show your home network but also every other network it can detect in the area, such as your neighbors, so you have to be careful when you choose a network. If you can't connect, it might be because you selected the wrong network or entered your password incorrectly.

Step 1: Check the networks

Go to the right side of the taskbar and click on the wireless networks icon to bring up a list of networks your computer can detect. Wait until they all load.

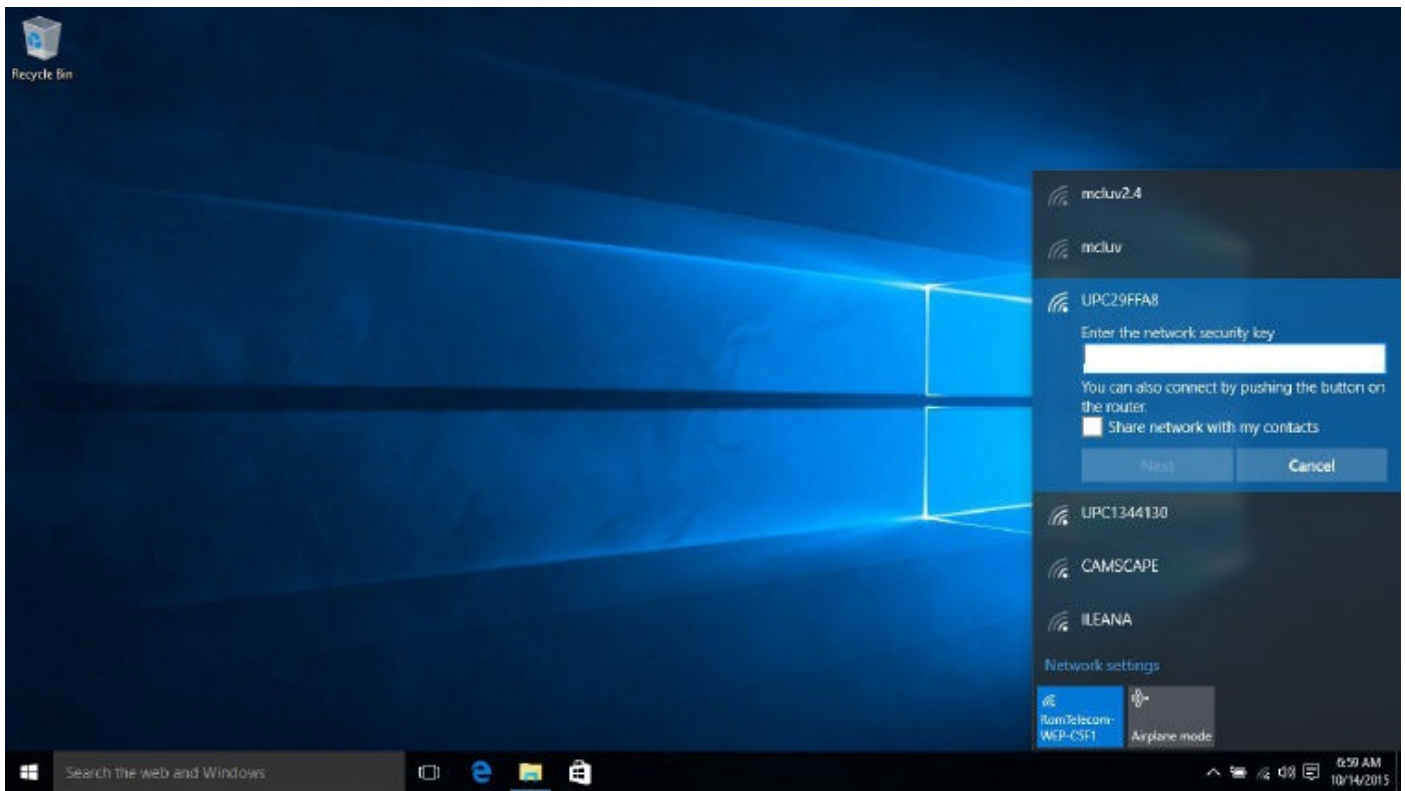
Step 2: Choose the network

There might be more than one network in the list, so make sure you select the one you want to connect to. An option will appear below the network that asks if you want to Connect automatically. Tick this box if it's your home or work network that you use constantly. Then click on the Connect button.



Step 3: Enter your password

If your network is encrypted, you'll be prompted to enter your password so you can access it. The system will ask for a network security key, which is your password. So, enter the password and click Next.



Step 4: Browse the Internet

You should now be able to fire up your browser and surf online.

An In-depth Look at the New User Interface

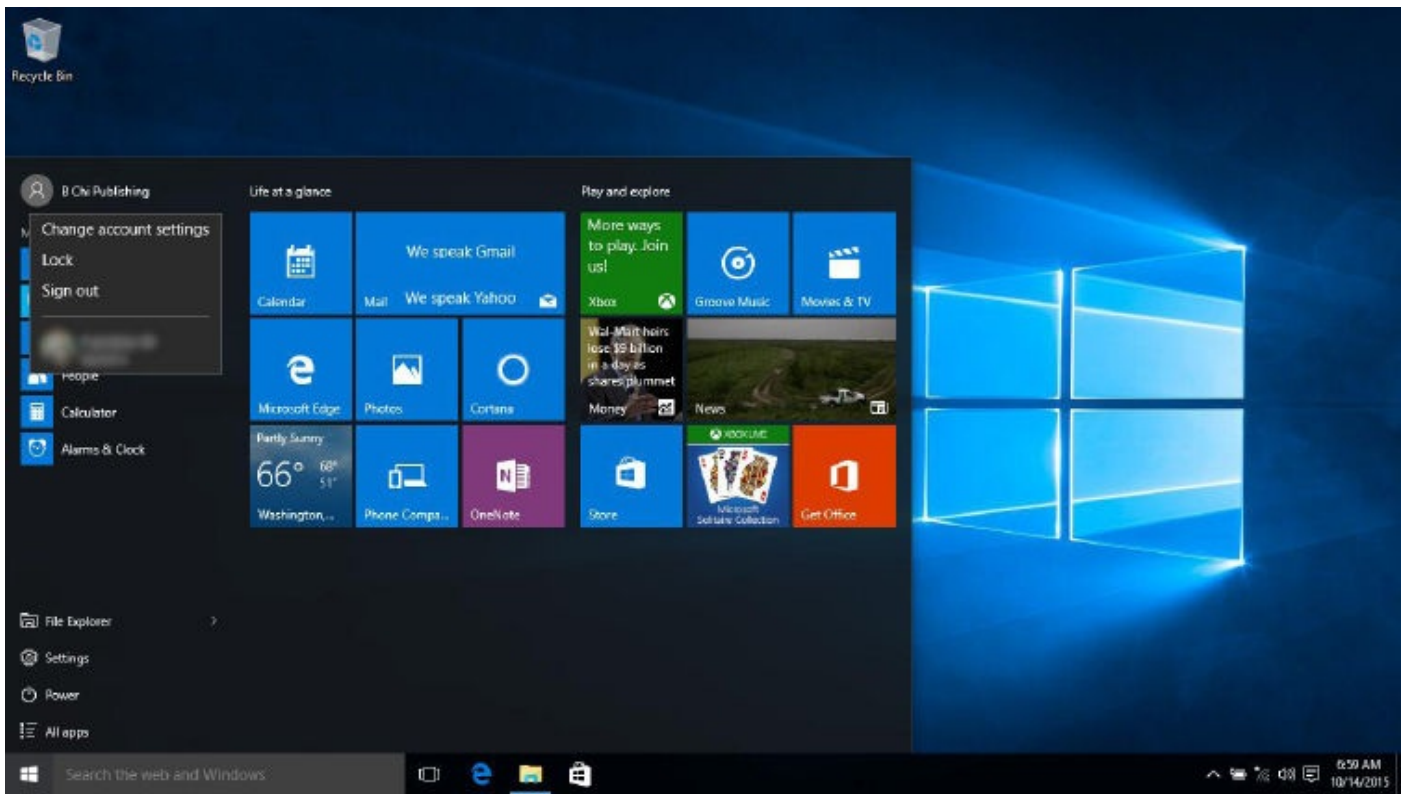
A look at how to work with and customize the Start Menu, the Taskbar and the new Shortcut Menu.

While we've already had a look at the new user interface, it's time to delve a little deeper.

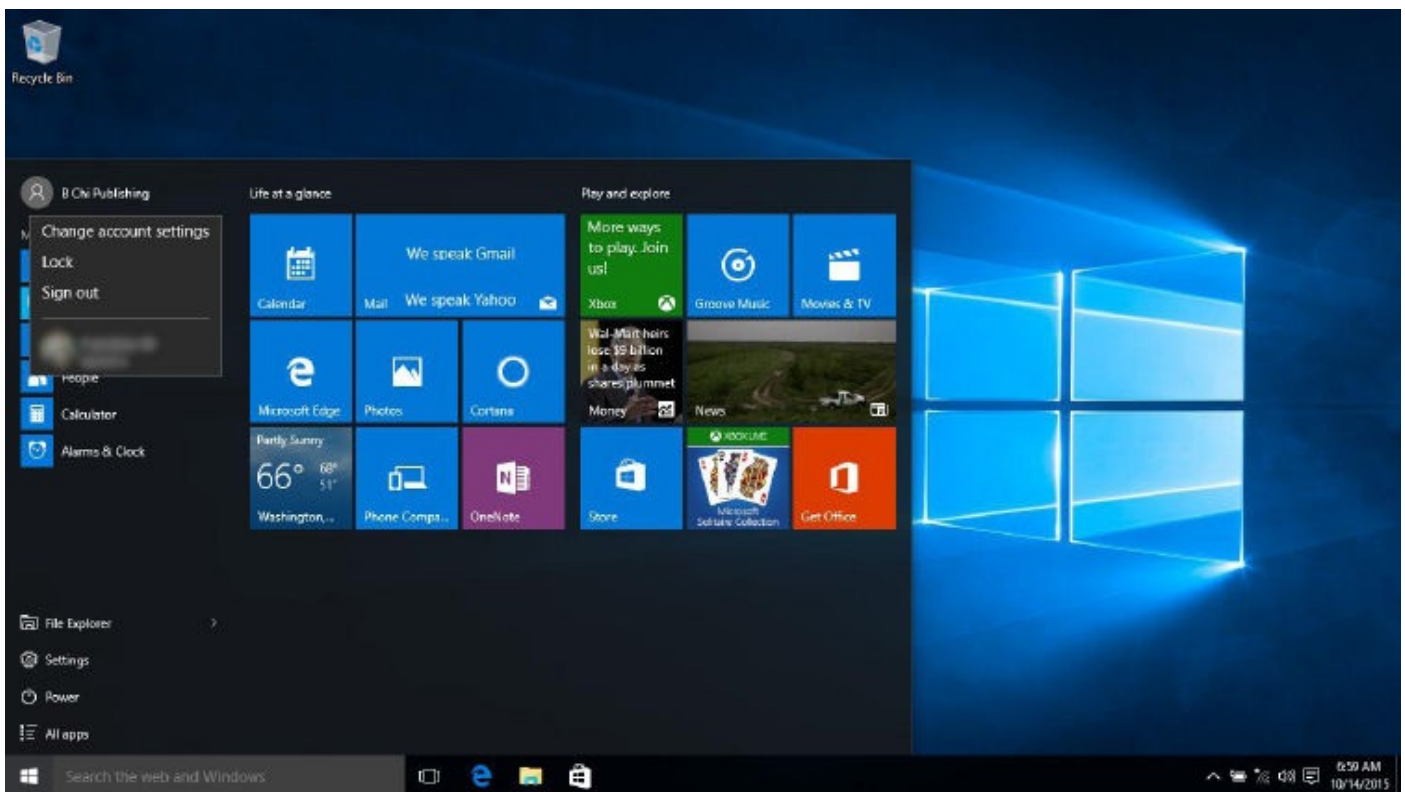
The Start Menu

So, the Start Menu is back. It has a slightly new look, but it does pretty much the same thing as it did in Windows 7 and previous versions.

Clicking on the Start button in the bottom left corner will bring up a panel that has a number of features. At the top, you have the name of the user account that's currently logged in. To change accounts settings, lock the screen while you're away from your computer or sign out of your account, click on the icon next to the username.



Below the username, you have the Most Used list, which can consist of files and apps. Some might have chevrons next to them and if you click those chevrons, you'll get the same sub-menu as if you right clicked on the app in the taskbar.



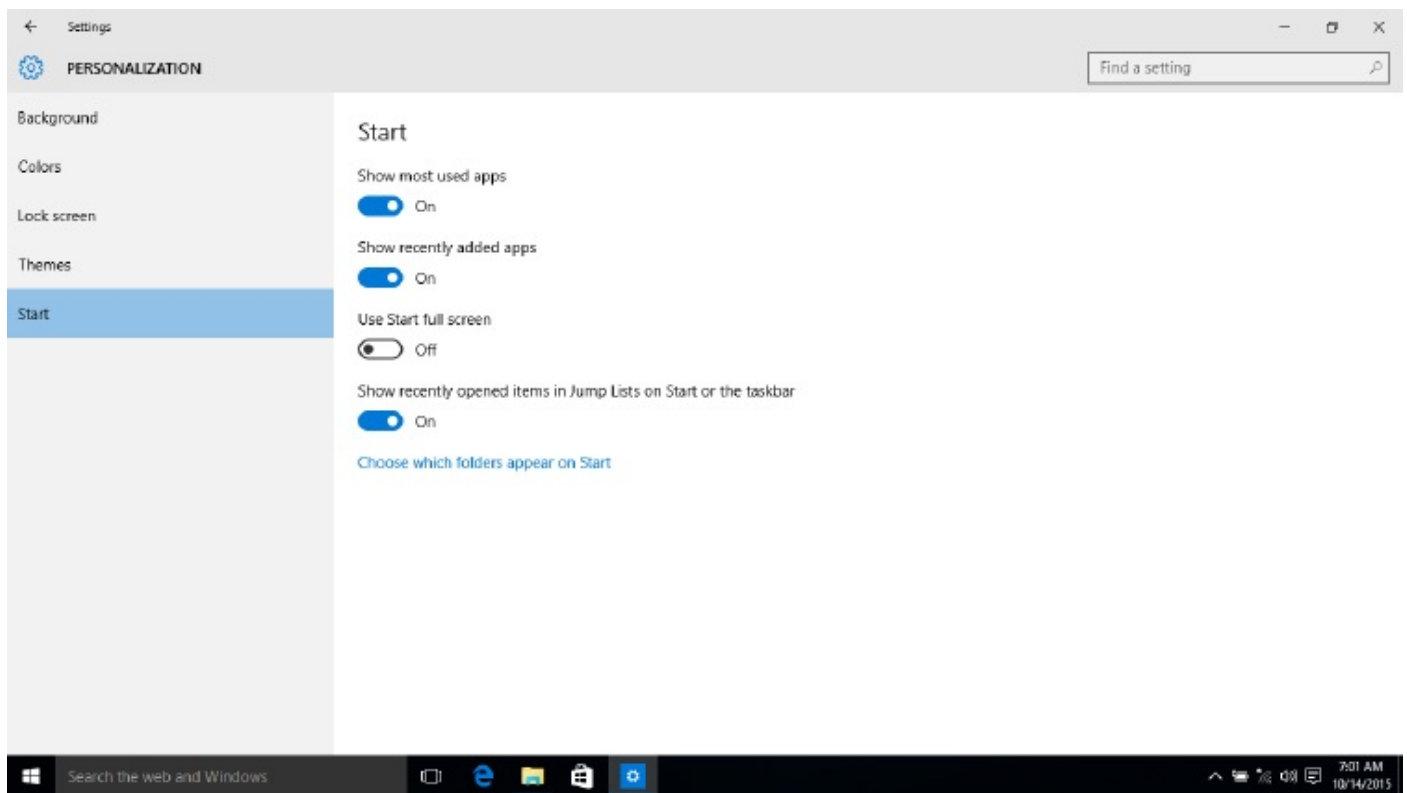
Under the Most Used list is a series of shortcuts to the various features you're likely to use every day, such as File Explorer, Settings, and Power. At the very bottom is a link called All Apps, which will show you a full list of all your installed apps.



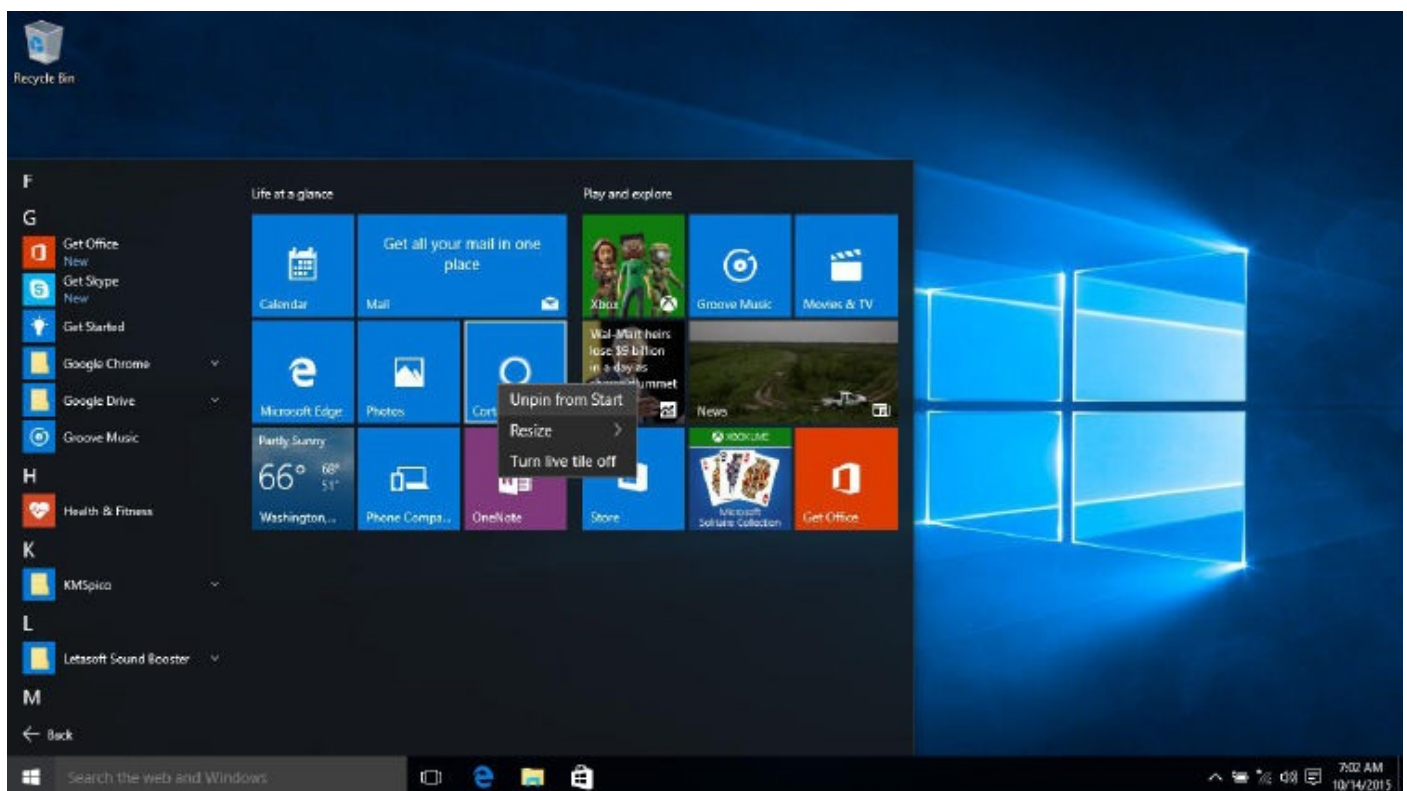
On the right side of the menu, you'll find Live Tiles, which have been migrated over from Windows 8. These offer live update or information specific to various application. When you click on a tile, it will launch the full app. They are arranged in categories, but you can rearrange them by clicking and dragging the tiles. You can also add or remove Live Tiles from the Start menu, and they can also be resized.

If you wish to **resize** the Start Menu and turn it into a Start Screen like in Windows 8/8.1 do the following:

- Click on **Settings** in the **Start Menu**
- Choose **Personalization** (you can also access this menu by right clicking on the desktop)
- Click on the **Start** tab
- Check or **Uncheck Use Start Full Screen**



To add an application to the Start Menu, click the Start button, followed by All Apps. Find the app you want to add, right click on it and choose Pin to Start.



To position the Live Tile of the app you added, click and drag it to move it where you want it. Don't worry about space because the Start menu will automatically adjust its size depending on the number of apps you add or remove.

To keep things organized, you can create app groups. When new Live Tiles are added, the first one is automatically added into a new group, with subsequent ones added to the same group. You can drag and drop tiles to different groups and you can rename a group by

clicking the icon with two lines that appears above the tile and to the right when you hover over the new Live Tile.

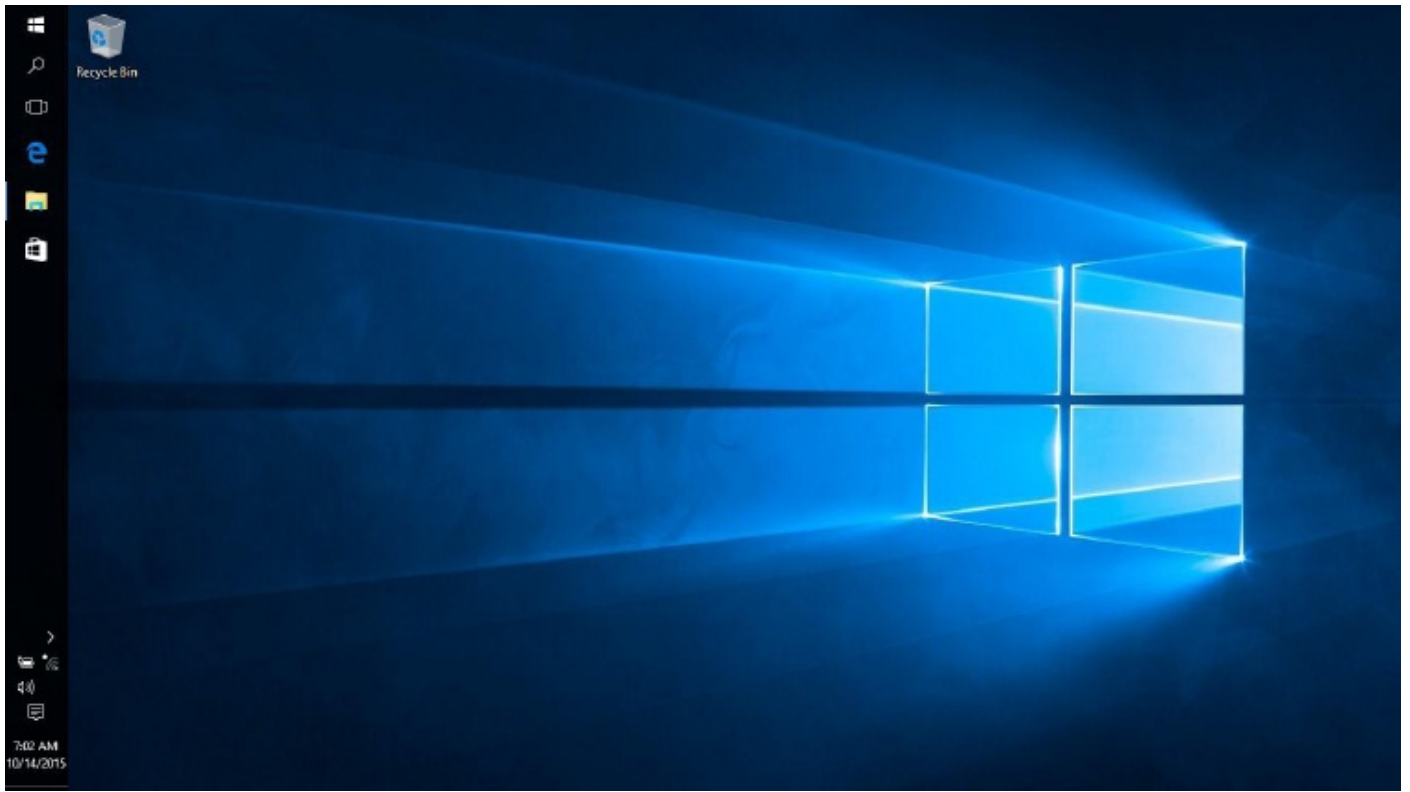
If you want to remove an app from the Start menu, simply right click on the Live Tile, and select Unpin from Start.



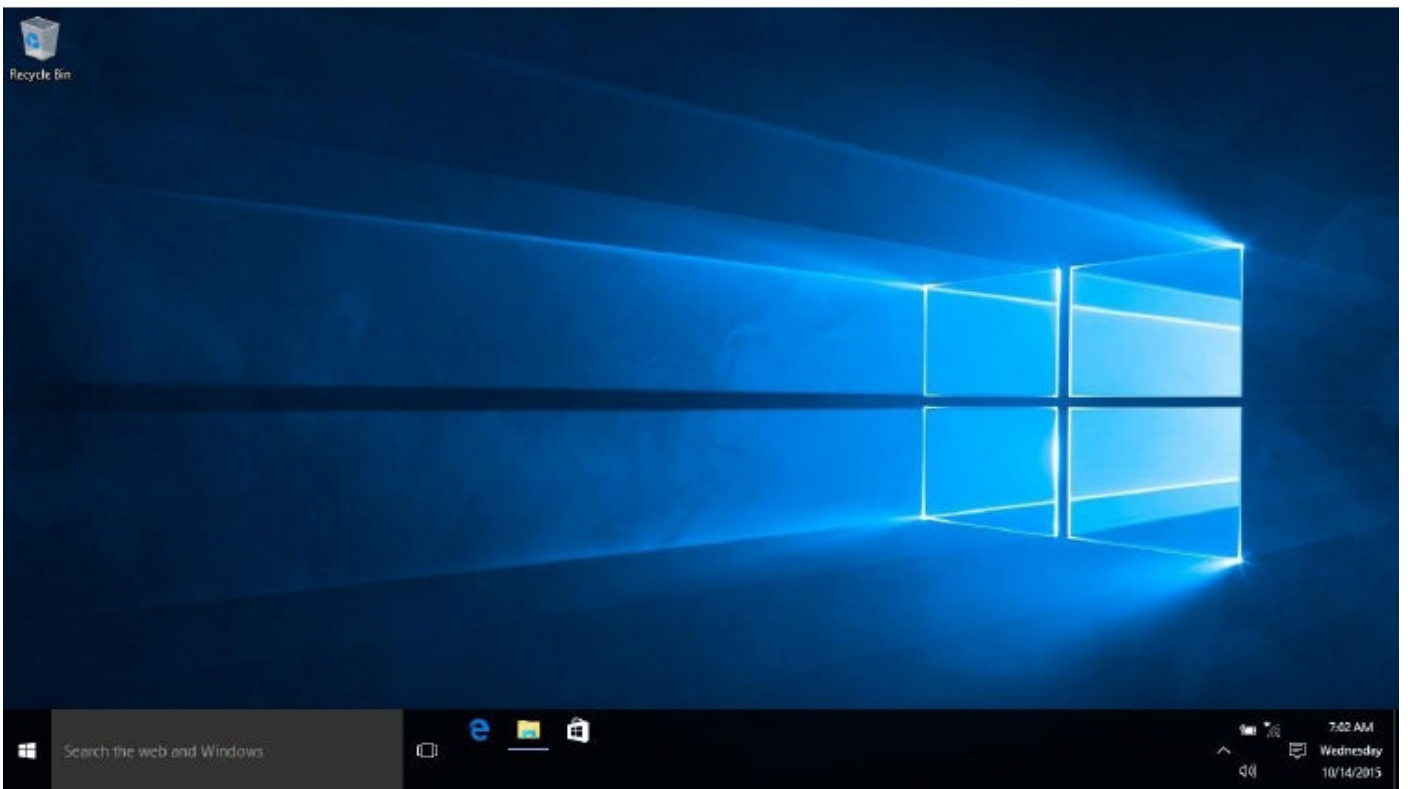
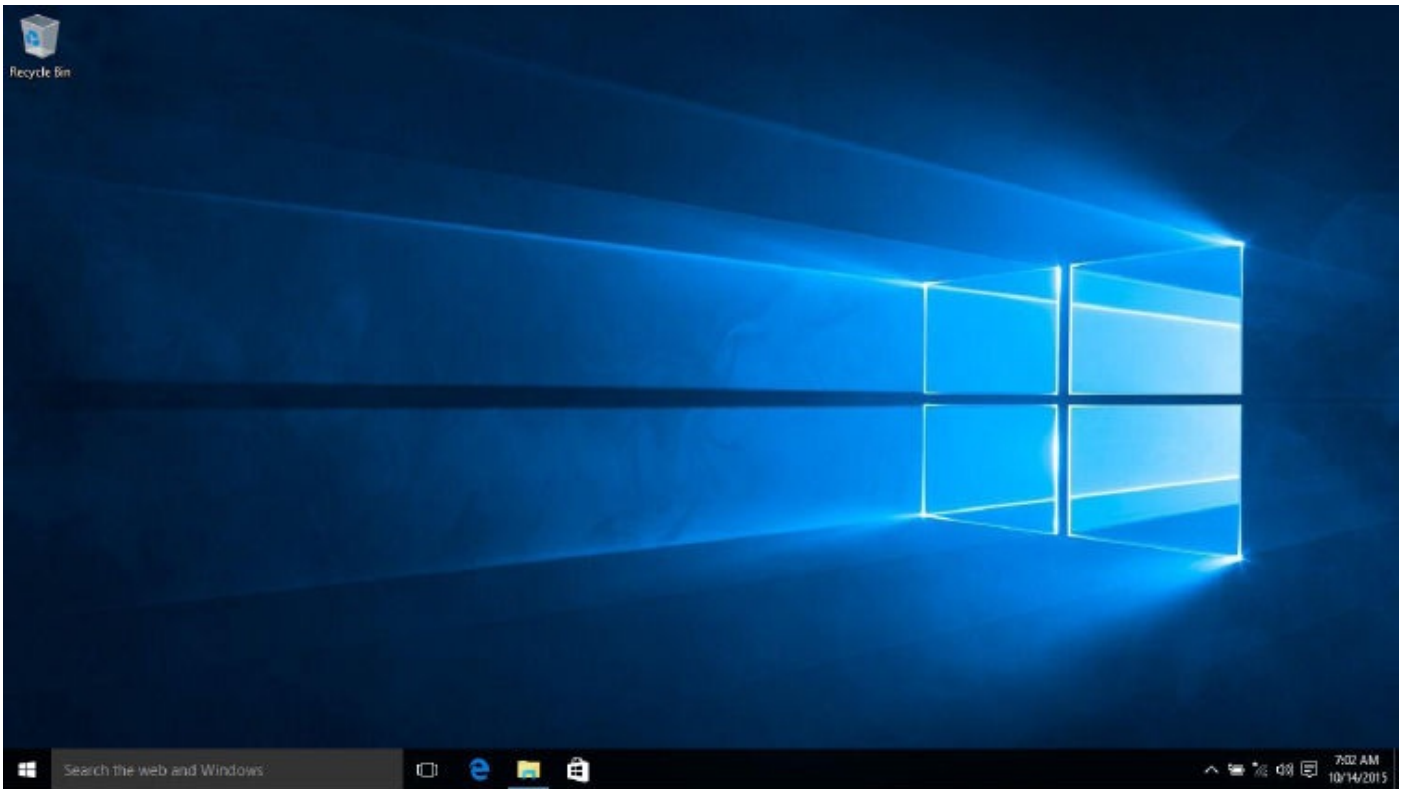
[The Taskbar](#)

Windows 10's taskbar is the same as other versions of Windows. You can add icons to the taskbar by clicking on icons in the Start Menu, Windows Explorer or the desktop and dragging them to the Taskbar. Or you can right click on an icon and select Pin to Taskbar.

If you wish to move the taskbar, hover your mouse over an empty portion of the taskbar, press and hold the left mouse button and drag it around the screen. You can lock the taskbar in place by right clicking on a blank area and clicking Properties in the menu that appears. Go to the Taskbar tab and check the Lock the Taskbar option.

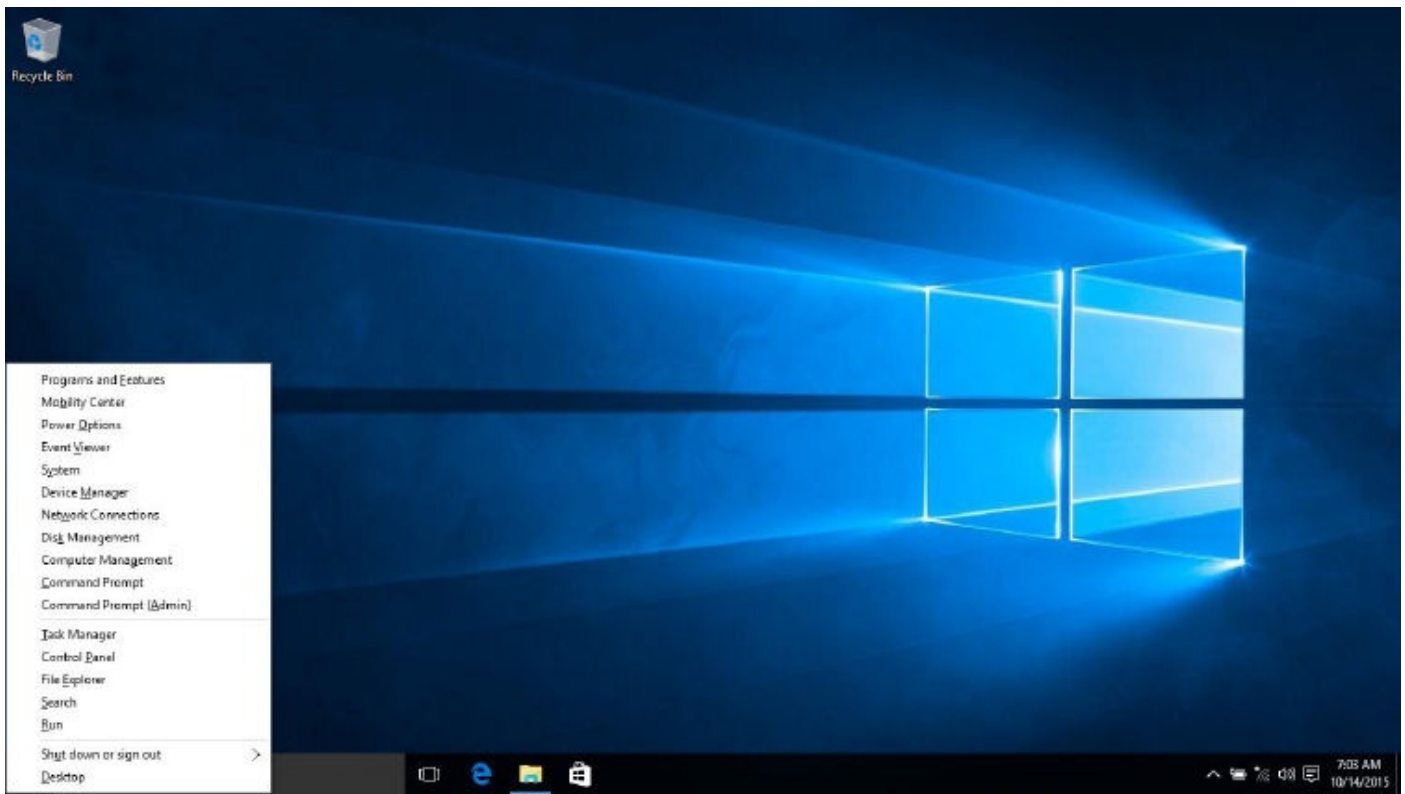


To resize the taskbar, hover your mouse over the top edge of the taskbar until the pointer changes to a double-headed arrow. Press the left mouse button and drag it up or down to resize it.



[The Shortcut Menu](#)

Windows 10 has a Shortcut Menu, which you can access by right clicking on the Start Menu or by pressing the **Windows key and X**.



This menu includes a number of essential tools such as Explorer, Search, Control Panel and Run. You can also perform a Shut Down, reset, log off or put the computer in sleep mode.

To log out faster, simply press the **Windows key and L**.

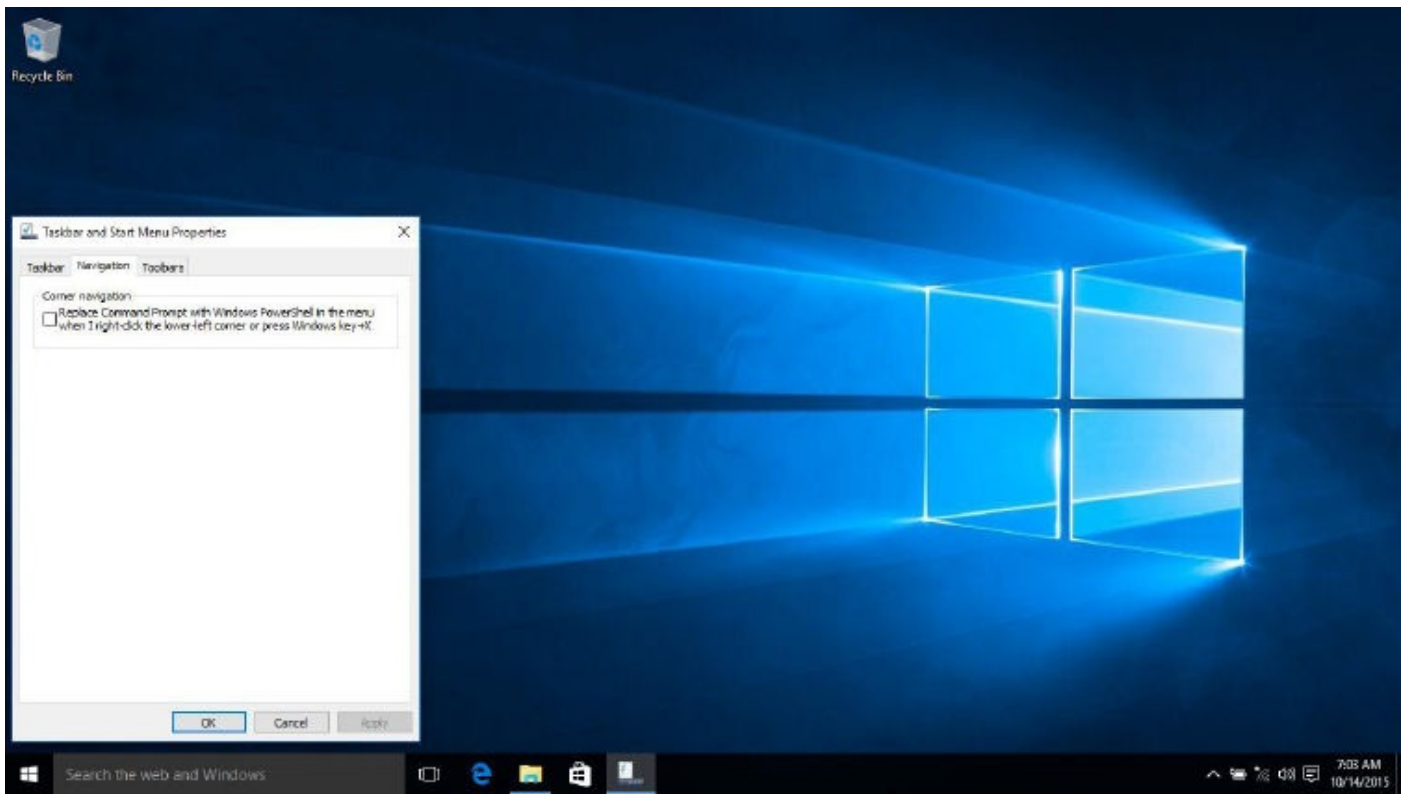
To change the Shortcut Menu's options with custom ones, follow these steps:

Step 1: Right click on the taskbar and select Properties

Step 2: Choose the Navigation tab in the dialog box that appears

Step 3: Choose Replace Command Prompt with Windows PowerShell

Step 4: Click OK.



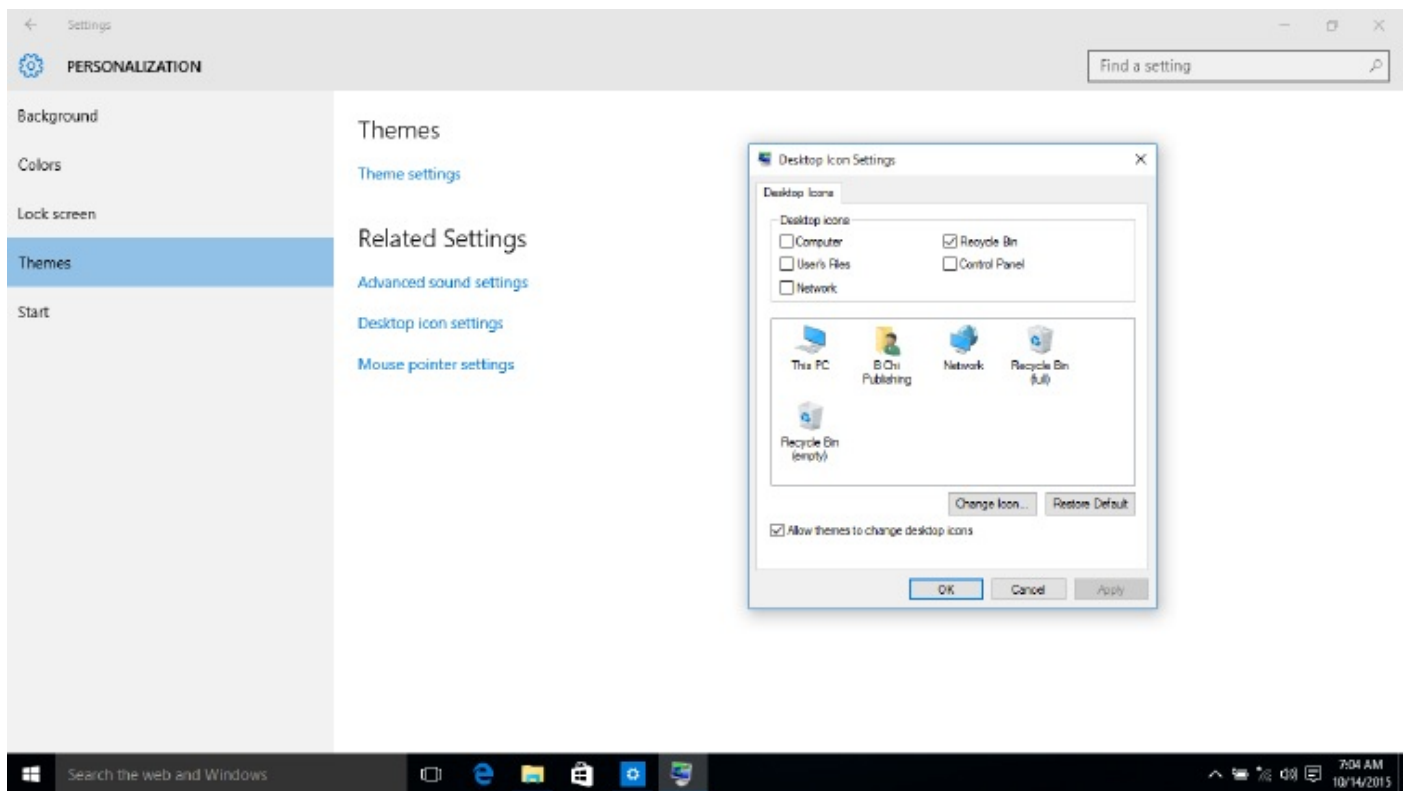
Getting to Know the Desktop Screen

Setting up your desktop to suit your tastes.

The desktop in Windows 10 permits you to add, remove or hide icons and arrange open windows on your screen. You can add icons by:

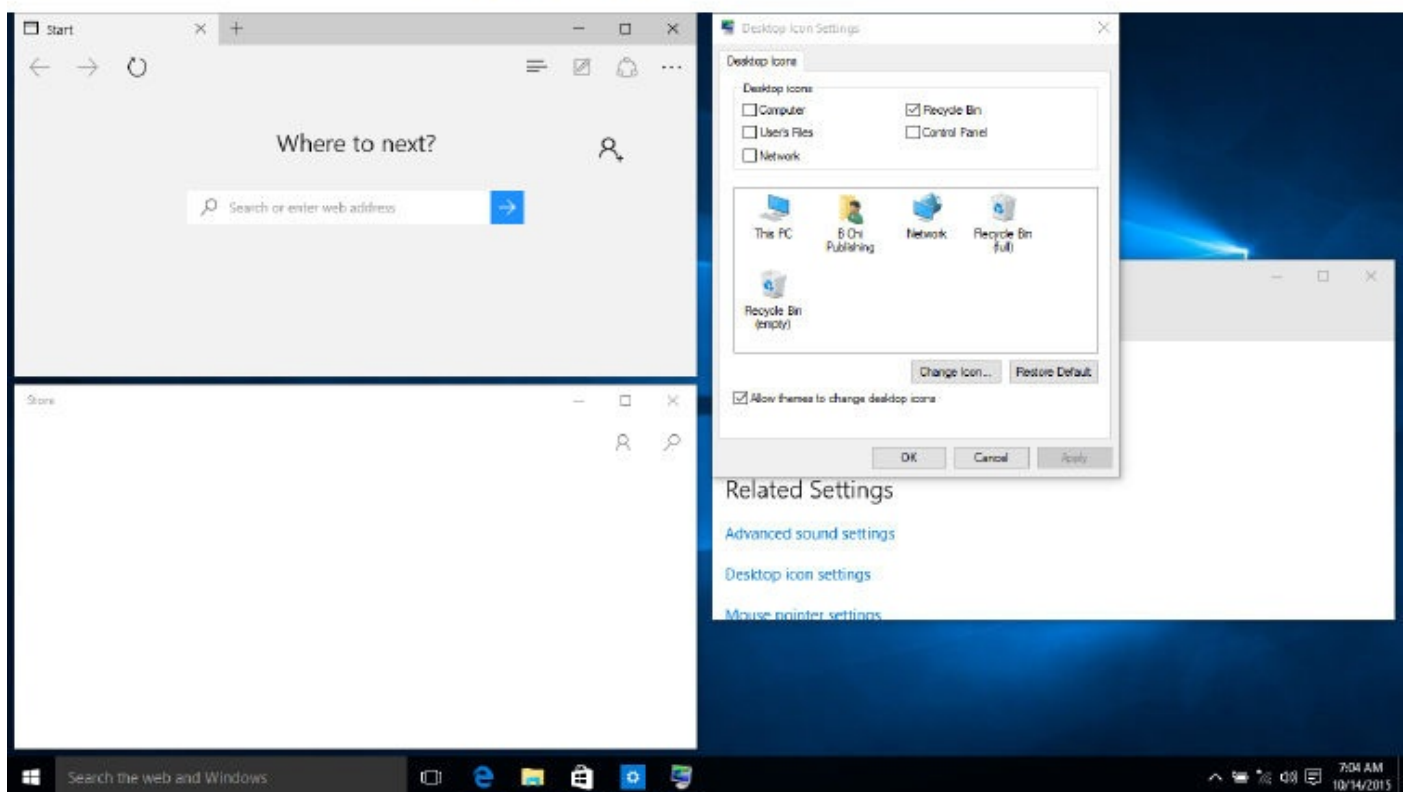
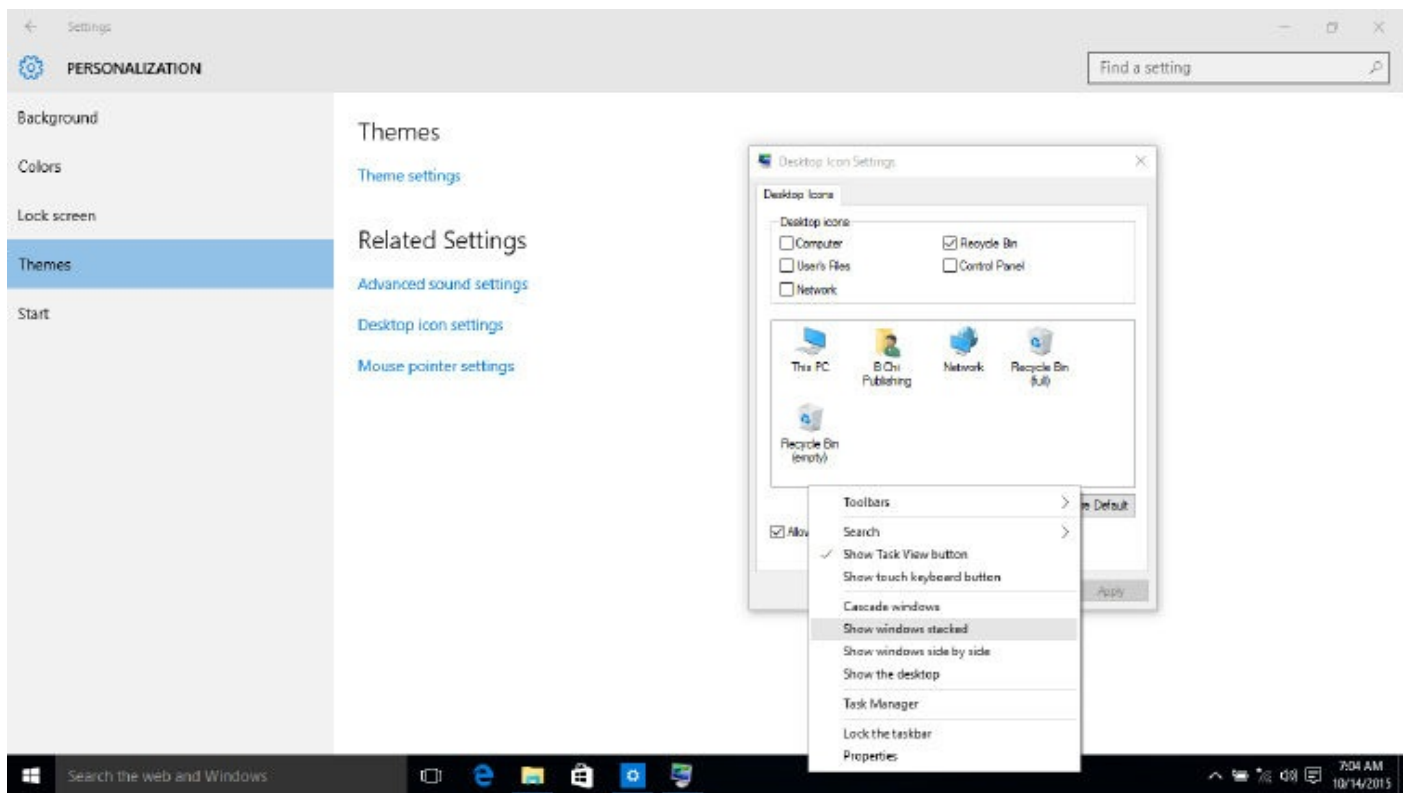
- Dragging them from File Explorer and dropping the on to the desktop;
- Right clicking an icon in File Explorer, then Send to, and then Desktop (Create Shortcut)
- Right clicking on the desktop, selecting New > Shortcut in the menu that appears. Navigate to the location of the icon you want to add, select it, then click Next. Add the name of the shortcut and click OK.

You can also add, remove and change the icons of folders such as My Computer, Recycle Bin, User Documents, Control Panel and Network.



To do this, right click on the desktop and select Personalization. Select Themes, followed by Desktop Icon Settings under Related Settings. You can now change the look of these basic icons.

Arranging open windows on the desktop is also quite simple. Right click on a blank area of the taskbar and select Cascade windows, Show windows stacked, or show windows side by side.



To restore your open windows, right click on a blank area of the taskbar and click Undo.

[Cortana](#)

[Getting to know and training your personal assistant.](#)

It's time to set up Cortana, your digital personal assistant. Some of the things Cortana will help you do include:

- Setting reminders and alerts
- Scheduling events and appointments

- Searching for files and folders
- Finding and playing songs
- Opening apps and programs
- Showing you trending topics
- Taking notes
- Writing emails
- Telling jokes
- Other administrative tasks.

It's quite easy to use Cortana once you've trained the program and set it up. Follow the steps below to train and configure Cortana.

Step 1: Initial Setup

Click on the search area of the taskbar. This will bring Cortana up, which will ask for more information. The more information you provide, the more effective Cortana will be.

Step 2: Fine Tuning the Options

You'll have to use Cortana's Notebook to fine tune the information the program has on you. To open the notebook, click on the hamburger menu (three stacked horizontal lines) on the left and select Notebook.

The About Me section will allow you to set favorite locations and what Cortana will call you. To create a favorite location, search for its address and give it a name, like Home or Work. Cortana will associate your name with that location.

You can also connect third party apps with Cortana in the Connected Accounts section. So far, Cortana supports integration only with Office 365, but more apps will join this list in the future.

The Settings menu allows you to disable Cortana. Here you can also set it so that Cortana will appear on the screen when you say "Hey Cortana. You can also enable or disable the Bing Safe Search option, manage what information is stored in the cloud and permit Cortana to monitor your information.

Step 3: Start Using Cortana

After you've set Cortana up to your liking, you can use the program for a wide range of tasks and activities. Note that Cortana is cloud-based, which means your settings will migrate to your Windows Phone and Tablet.

What Can I Do With Cortana?

For a comprehensive list of what you can do with Cortana, simply ask it "What can you do?"

Here's a quick look at some of the things you can do with Cortana:

- Search – this is the basic function of the program, namely to search for files and folders on your computer, on the Web, in the Windows Store or in your OneDrive.
- Set reminders
- View Notifications
- Locate and Play Music
- Open files
- Show information such as weather, news, sport scores, etc.
- Have fun – you can ask Cortana all sorts of things by selecting the Lets Chat option. Some of the things you can request of Cortana include:
 - o Surprise me
 - o Sing me a song
 - o Tell me a joke
 - o What does Cortana mean?
 - o What do you think of Siri?
 - o Who is your creator?

Cortana will provide you with answers to more than 60 entertaining questions.

[A Look at the New Log-In Screen](#)

[The new sign-in process in Windows 10 works with keyboard & mouse but also touchscreen.](#)

When Windows 10 starts up or wakes up from sleep mode, you'll see a preview screen. Press any key, click a mouse button or swipe on the screen to get to the log in screen.

Windows 10 requires you to sign in by default, and the way you sign in will depend on whether your system is independent or part of a network. Some of the log-in options include:

- Pin – you can log in using a PIN, which can be a sequence of 4 or more numbers.
- Password – this is the traditional way of logging into Windows. The password must be at least 8 characters long.
- Picture password – You can also log in by using a specific gesture on top of a photo. For example, drawing a line between two objects or drawing a circle around a specific area of the photo. This, of course, is only available for touchscreens.
- Windows Hello – this is a more advanced option where you can use a biometric scan to log in, which means authenticating via fingerprint, eye or face scan. You'll need additional equipment to do this, though.

Note that using a password is the default option to sign in. You can add more options via the Settings menu, where you can set and change the PIN, establish the picture password

or do both to log into Windows.

A Closer Look at Accounts

An overview of the two types of accounts Windows 10 supports.

On Windows 10, you can have two types of accounts, namely local accounts and domain accounts. If your computer is part of a network, you'll log in with a local account, whereas if you are part of a network, you'll log in with a domain account.

A domain account is designed to join a remote network and permits you to access various resources and files, whereas a local account is designed to work just on one machine, without network access. Everything in a local account is hosted on your machine and not on a network.

There are two types of domain accounts:

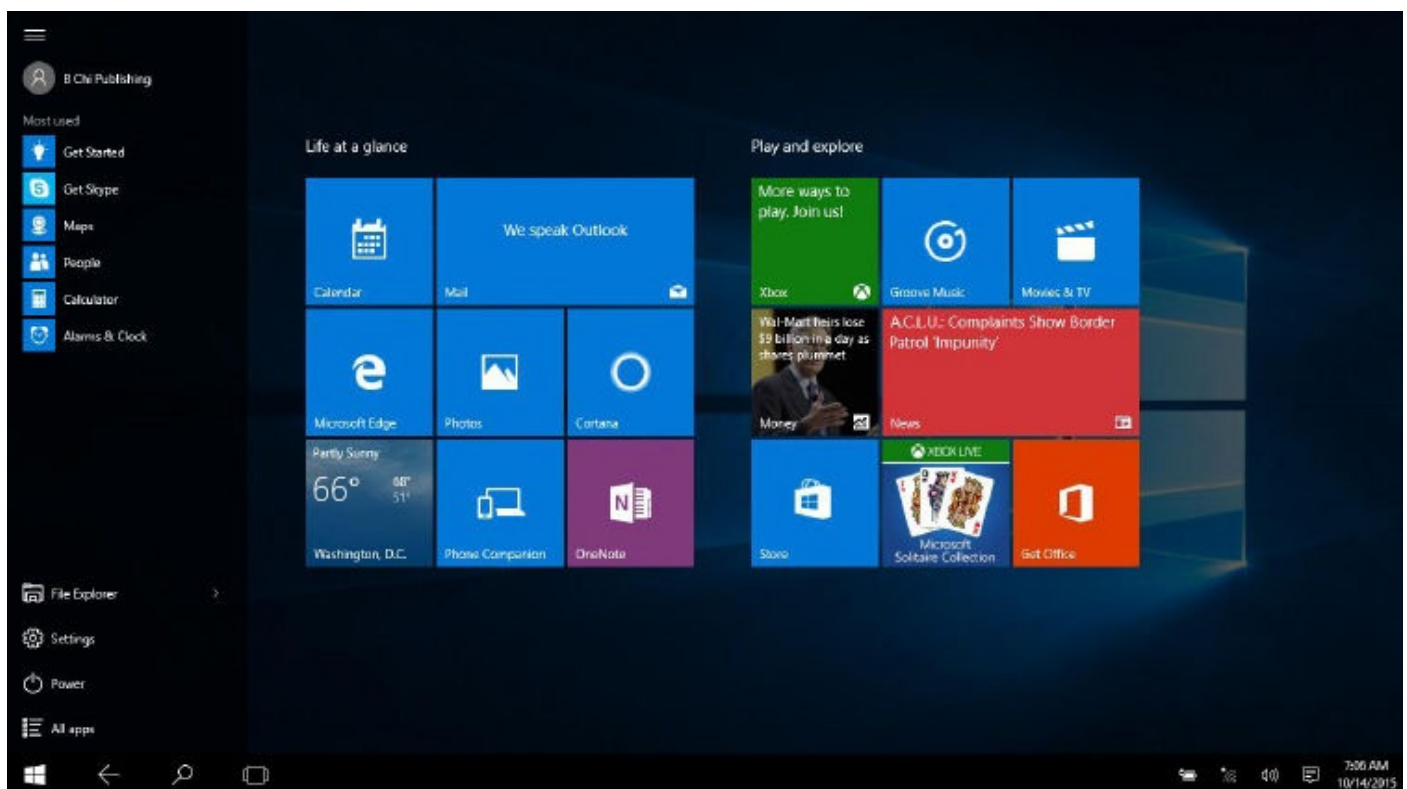
- Azure-based Active Directory – used for businesses whose networks are hosted on internet-based servers
- Standard Active Directory Domain – used for business networks that host their own servers

Both local and domain accounts connect to the internet and can sync your settings across all your devices.

Tablet Mode

How to switch between tiled tablet view and the desktop view of Windows 7.

Windows 10 supports two types of views, namely tiled tablet view, like in Windows 8/8.1 and standard desktop view, like in Windows 7.



In tablet mode, the Start Menu becomes a Start screen with tiles, which includes the following:

- Apps Button – shows a list of all the apps not found on the Start Screen
- Power Button – offers access to restart, sleep and shut down
- Options button
- Start button – activates the Start screen or returns you to the desktop.

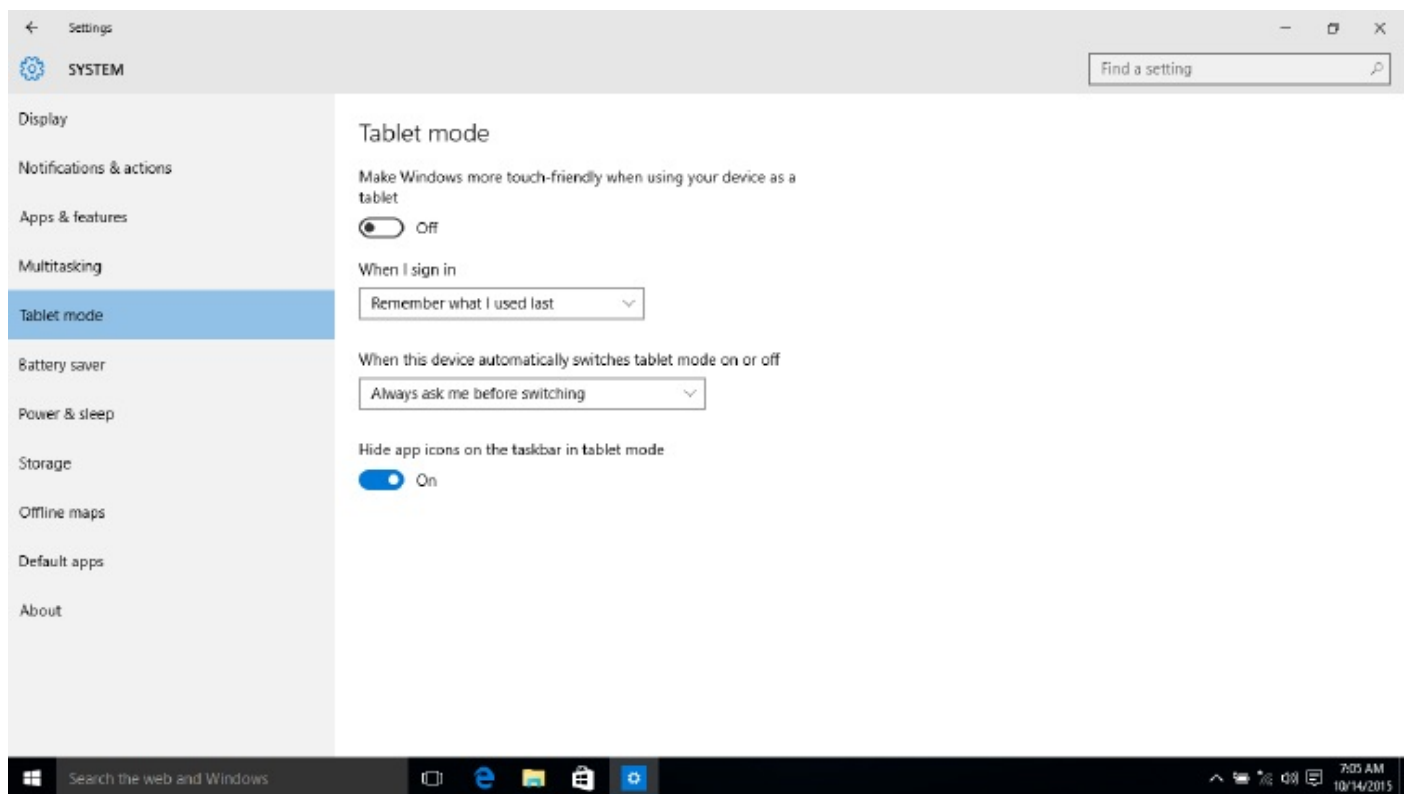
Go to System Settings to enable or disable Tablet Mode as follows:

Step 1: Click on Start > Settings

Step 2: Select System

Step 3: Click Tablet mode

Step 4: Toggle Tablet mode on or off by switching Make Windows More Touch Friendly on or off



Step 5: Toggle the When I Sign In Go to the Desktop option on or off to enter or exit Tablet mode

Step 6: Access pinned items and apps via the taskbar by switching Hide App Icons on or off.

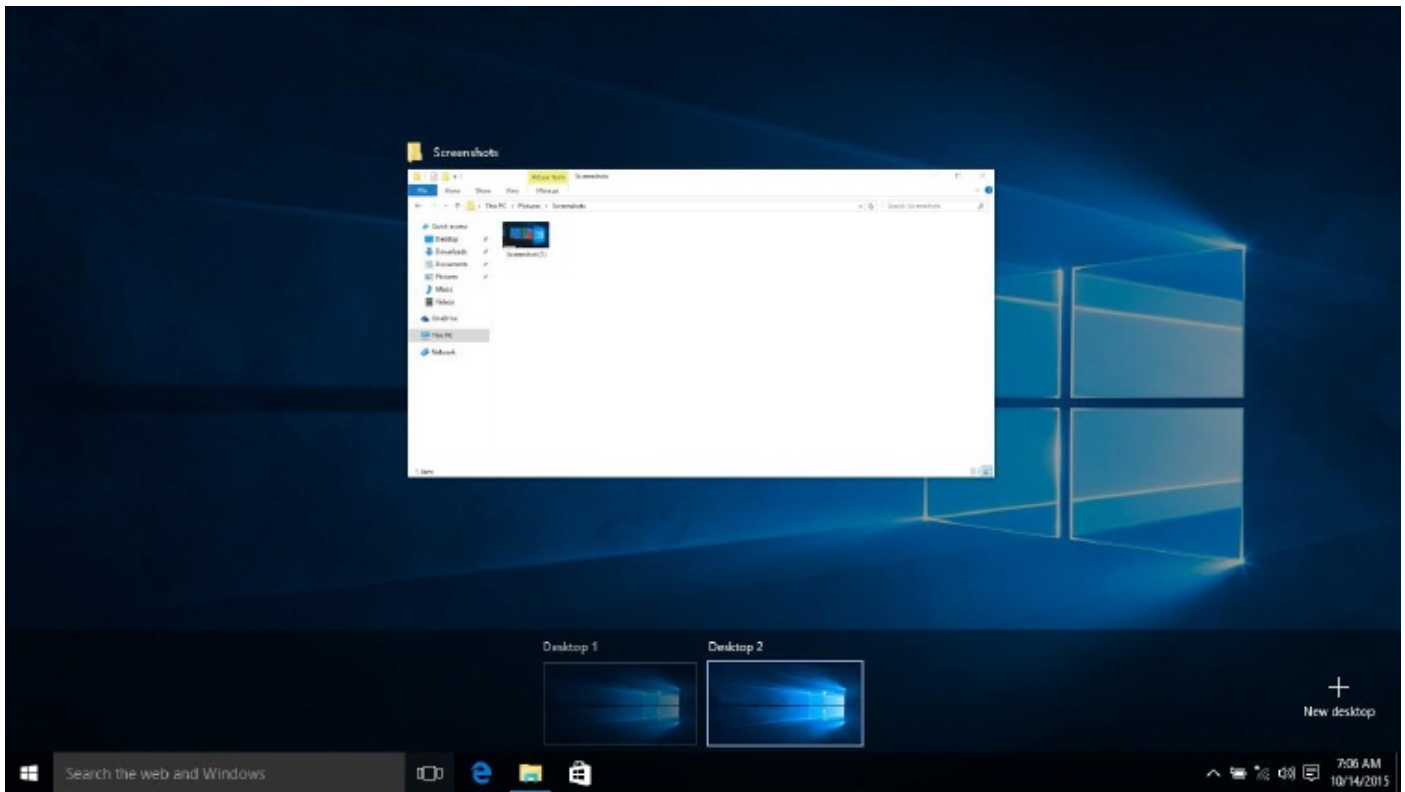
[Using Task View](#)

[Improve your productivity by multitasking with Task View](#)

The Task View Virtual Desktop feature allows you to manage multiple applications by spreading them out over different windows. The Snap feature gives an overview of all

open applications in different screen, while the Shake and Peek feature permits you to quickly select an application and hide others.

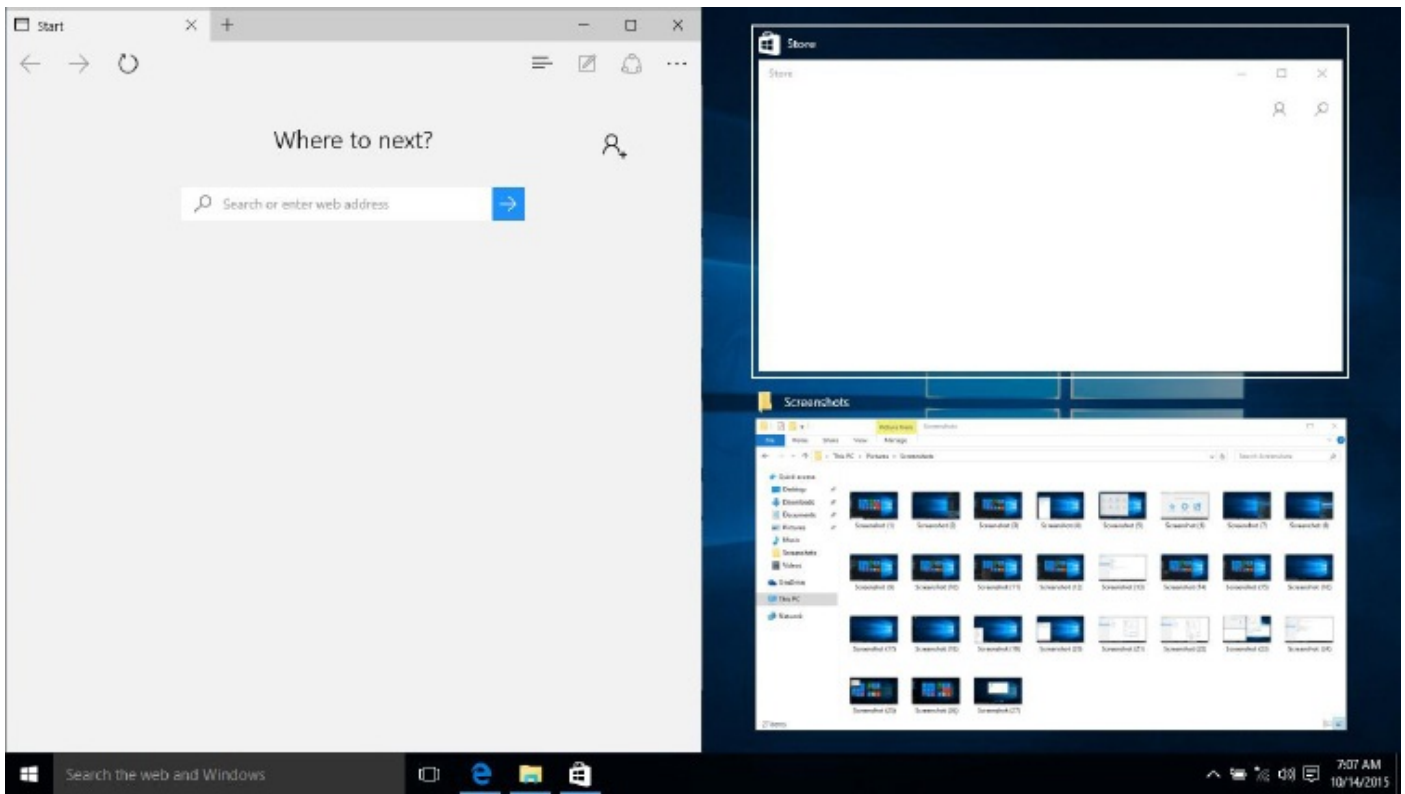
If you want to create a new desktop, you'll have to click on Task View, which is on the taskbar. An icon will appear on the bottom right of the desktop with a + sign named New Desktop. Click this and a band with two thumbnails (Desktop 1 and Desktop 2) will pop up. You can also access the Task View pop up panel by pressing the Windows key and Tab.



Now you can switch between the two desktops via the Task View button on the taskbar and clicking on the desktop you want to use. To delete a desktop, just right click on it and select Delete (the x in the upper right corner).

To make you even more efficient, Windows 10 allows you to set up your open documents in four quadrants. To position a window, click on it and drag it to one of the four corners of the screen. A transparent screen will show up when you hit the edge of the screen. When you release the window, it will snap into position as long as the transparent screen is active.

Another option is to select the document you want to move and press the Windows key, accompanied by an arrow key, depending where you want to position it. So, Windows key + Left will position the screen in the left quadrant, for example.



To zoom into one particular window and minimize the other screens, just click the title bar of the screen in question and flick it back and forth.

The Peek feature allows you to make any open apps transparent so you can see the desktop beneath. Hover your mouse over the transparent button in the lower right corner of the screen. Once you move your mouse from over the button, everything will return to normal. If you click on the button, all open programs and files will be minimized.

Chapter 8 - How to Customize Windows 10 to Fit Your Own Needs

Making those little changes that will adapt Windows 10 to your style of work and play.

Here's a quick summary of what you'll learn in this chapter:

- ***Customizing the Appearance of Windows 10***
 - o *How to customize the appearance of the log in screen, background, mouse pointer and screen saver.*
- ***Customizing User Accounts***
 - o *How to change user account properties such as account name, account picture and account type.*
- ***Change or Recover Your Password***
 - o *How to improve security by changing your password and how to recover a lost password.*
- ***Customizing the Default Storage Location***
 - o *Change where Windows automatically saves your personal files.*
- ***Customizing the Look and Feel of Windows 10 to be More Like Windows 7***
 - o *For users who miss Windows 7, you can customize Windows 10 to behave more like the older version of Windows.*

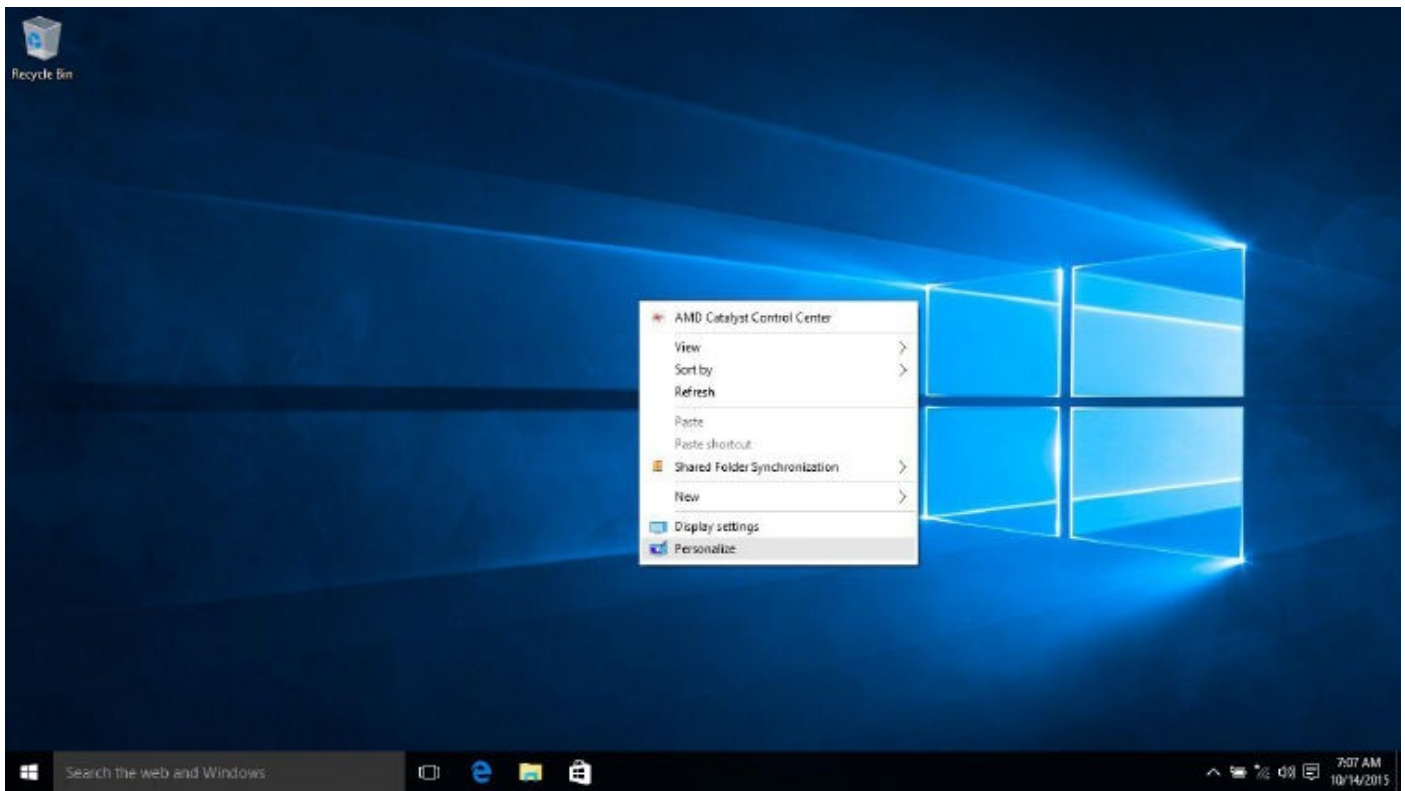
Customizing the Appearance of Windows 10

How to customize the appearance of the log in screen, background, mouse pointer and screen saver.

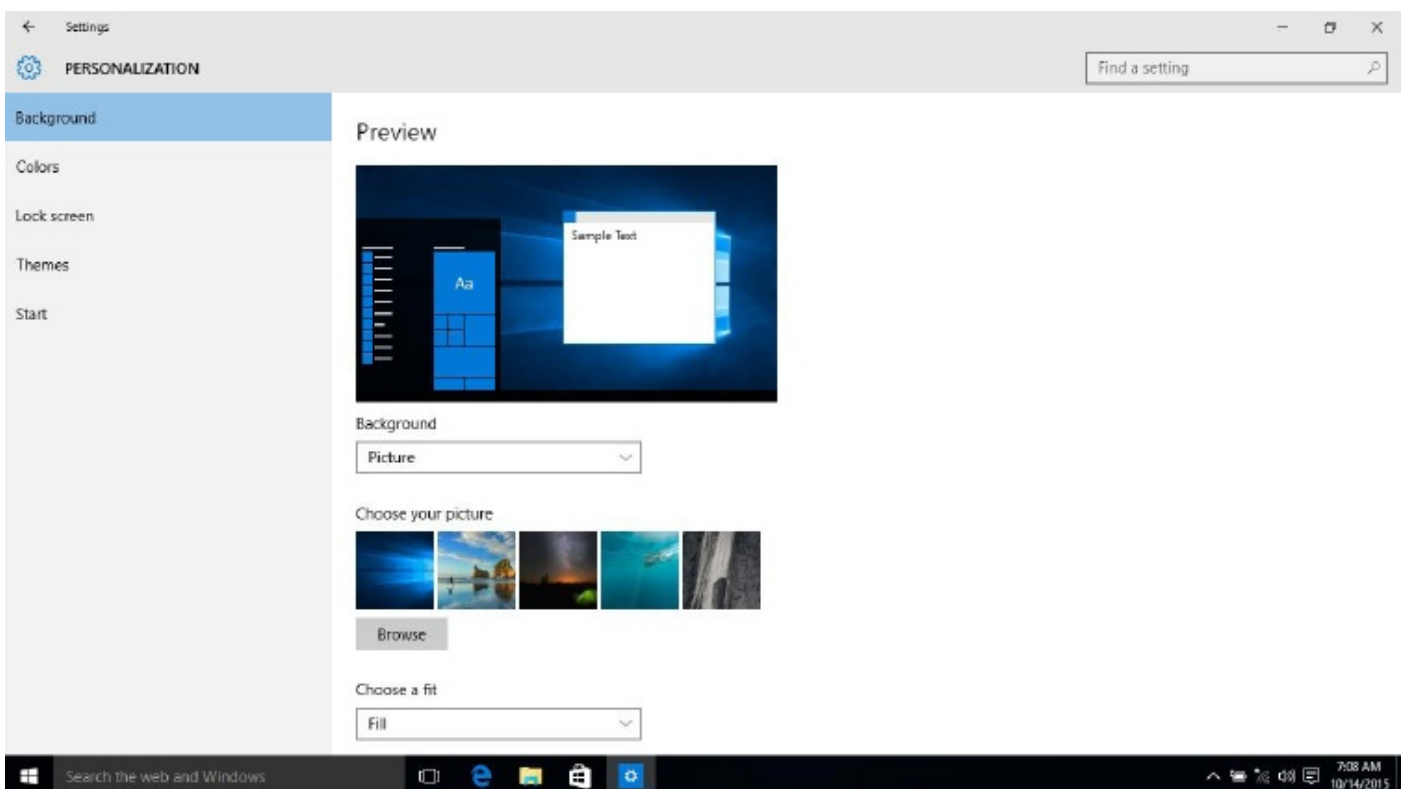
Like other Windows versions, you can change the appearance of the background, log in screen, mouse pointer and screen saver.

Customize the Background

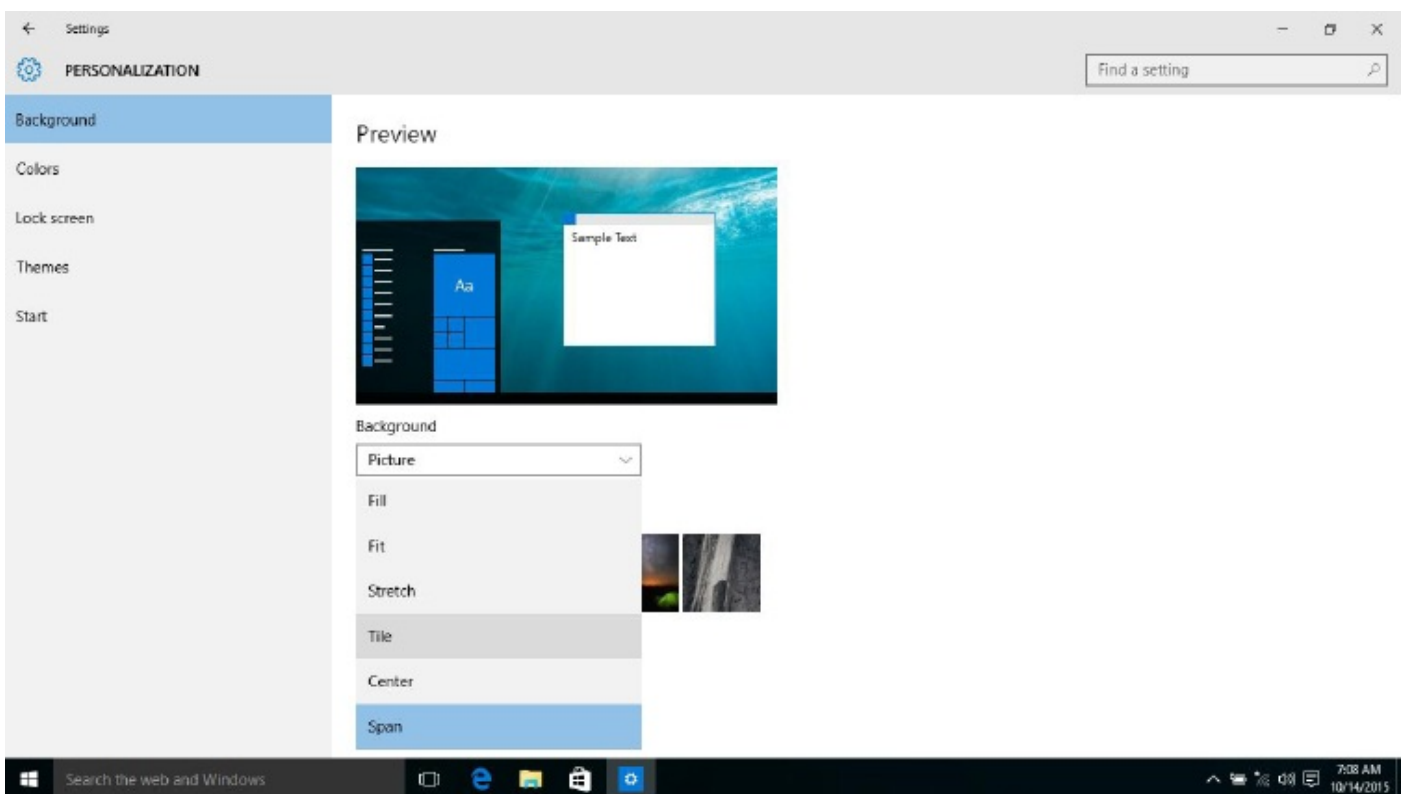
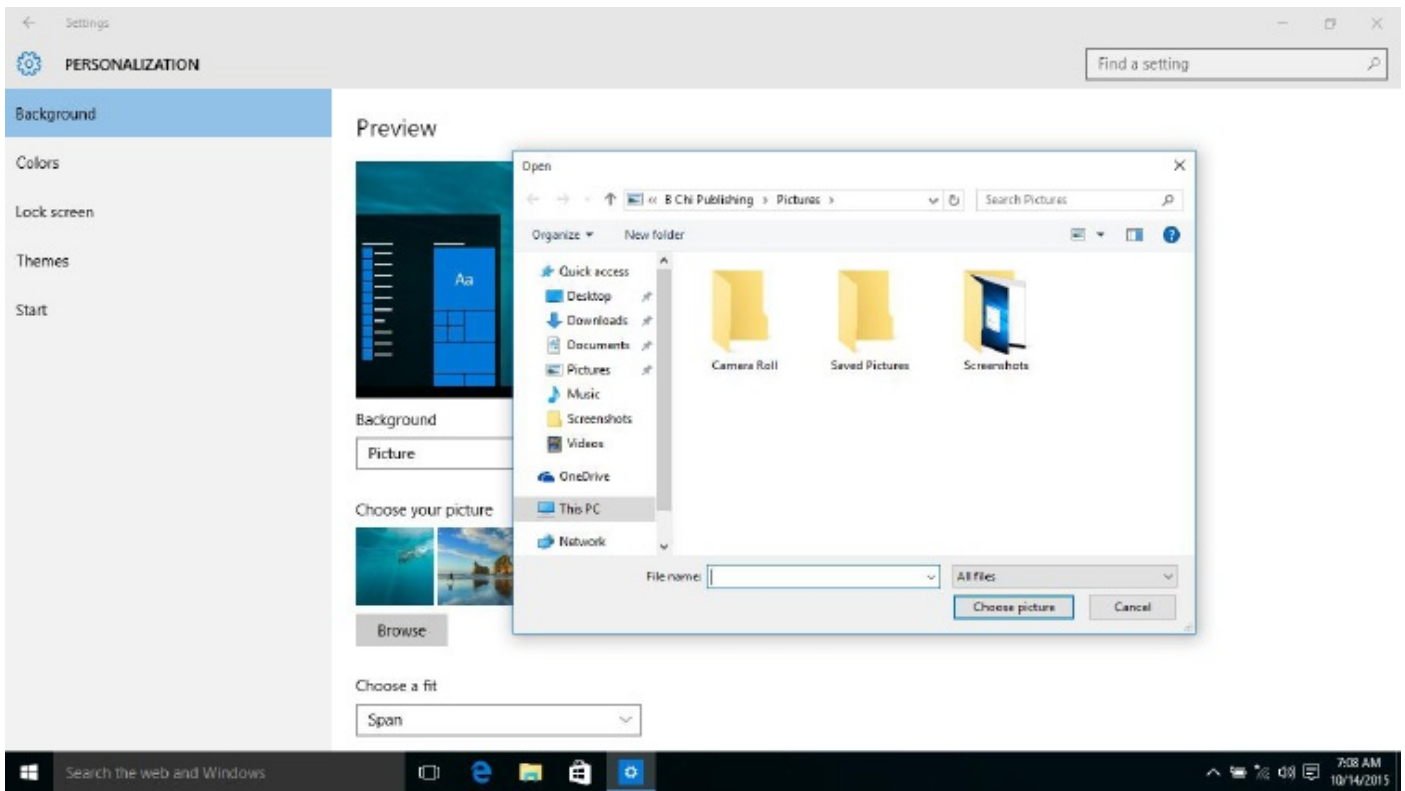
To change the background of the desktop image, right click on the desktop and select Personalization.



Click on the Background tab and select Browse to find the image you want to use. Under Choose a fit, select whether you want the image to appear as a tiled image, to be centered or to fill the screen.

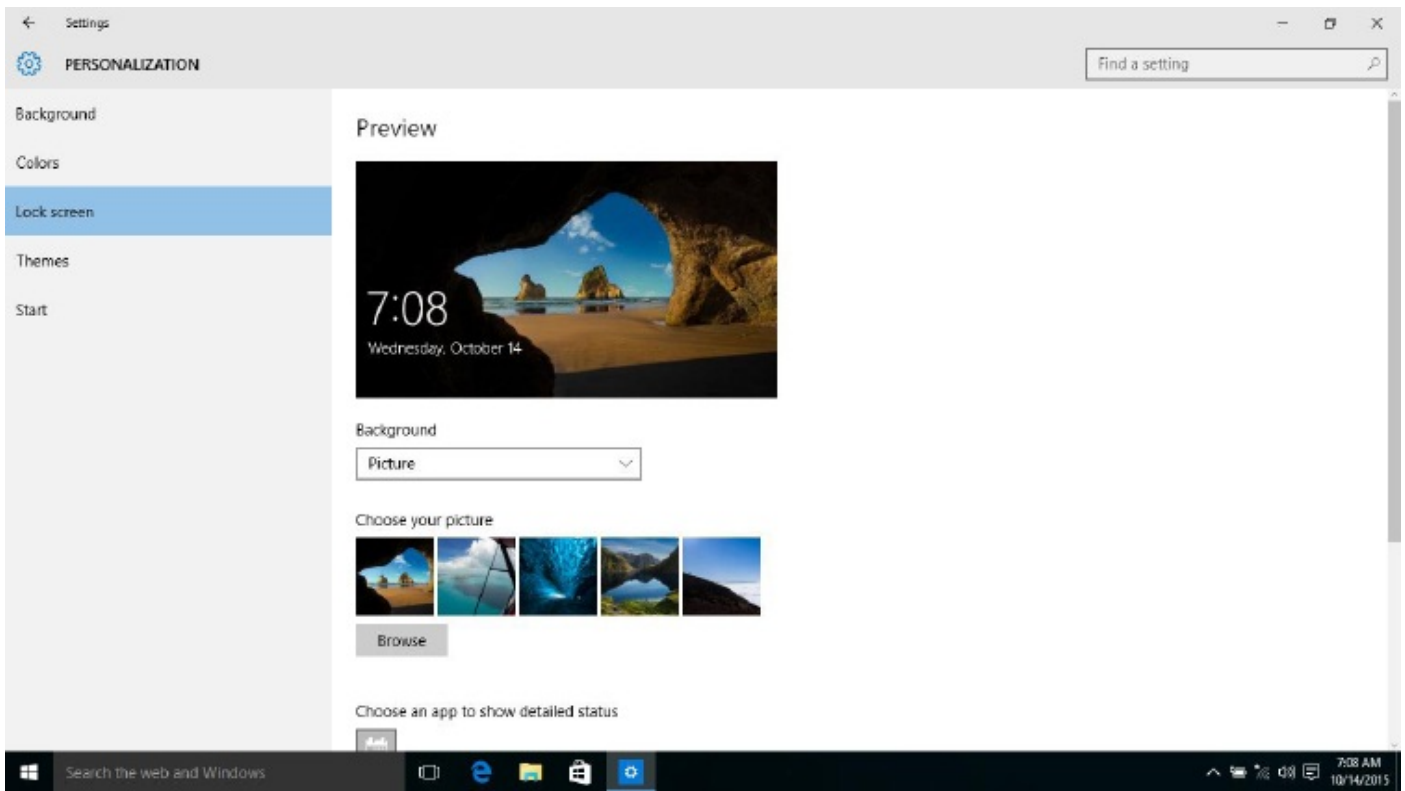


In the Background section, you can decide whether Windows should show a solid color, a picture or a slideshow of specific images you choose through the Browse feature.



[Customize the Lock Screen and Screen Saver](#)

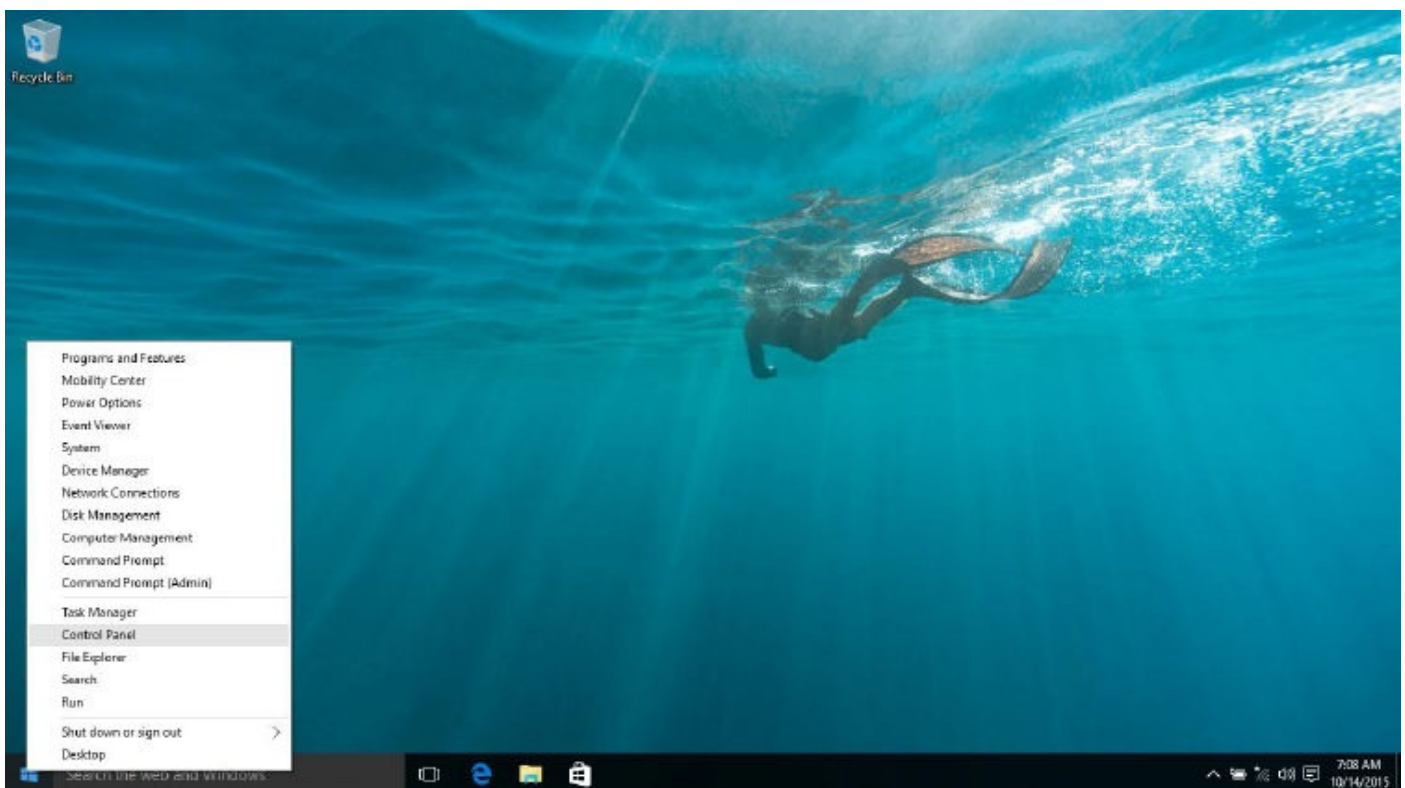
To customize the Lock Screen, right click on the desktop and go to Personalization. Click on the Lock Screen tab and choose the apps that show up on the lock screen, select an image, or choose Windows Spotlight that will show various images courtesy of Bing.



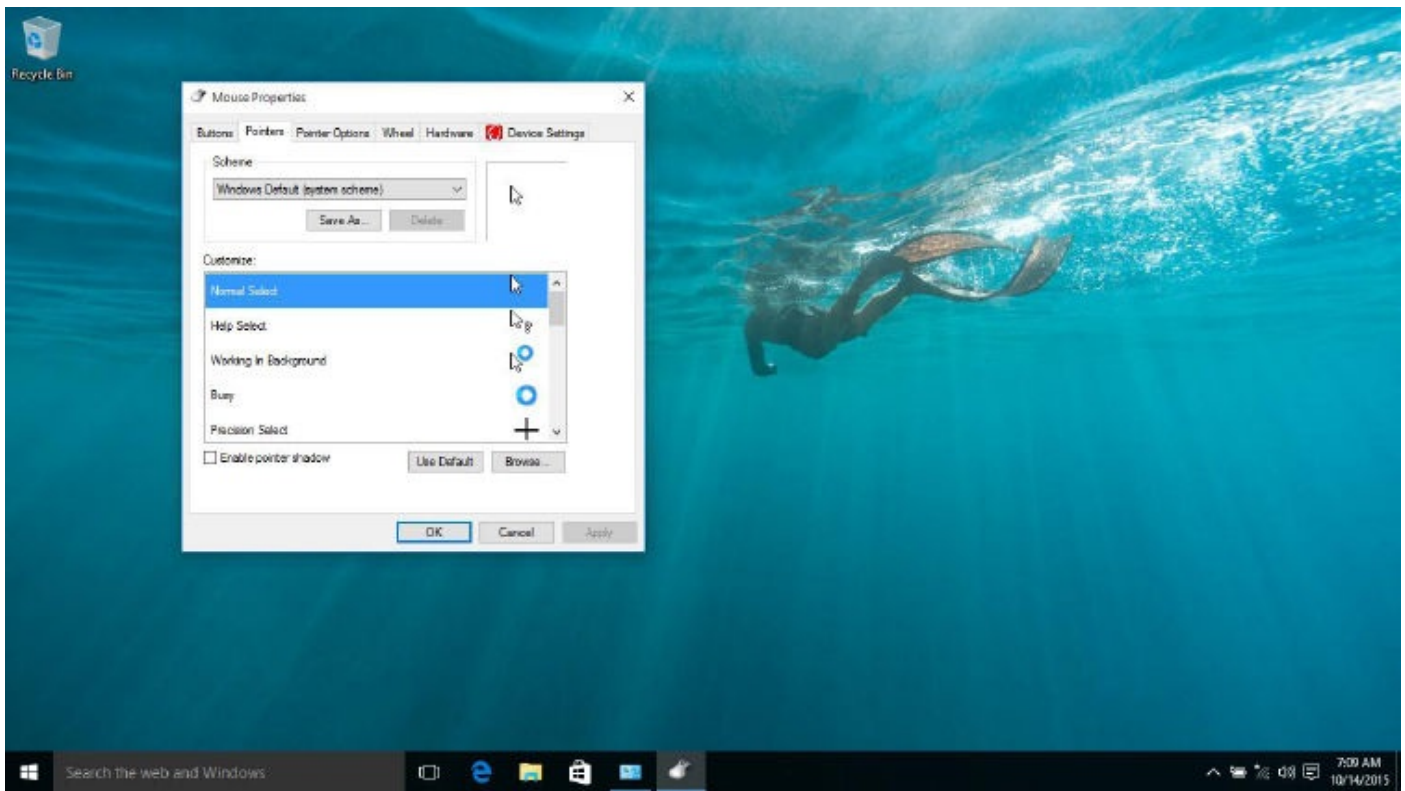
This is also where you can change the settings of the screen saver and screen timeout.

[Customize the Mouse Pointer](#)

To customize the mouse pointer, right click on the Start Menu and select Control Panel.



Click on Hardware and Sound, then Device and Printers, then Mouse. In the dialog box, select the Pointers tab and select the pointer that you like most. You can also select a custom option but clicking on Brows under the Customize section. You can use Animated or Static Cursors.



Other properties you can change include enabling pointer shadow, turning on click lock so you can drag without pressing the mouse button, switching primary and secondary buttons and so on. This is also where you can adjust the settings of the mouse wheel.

To change advanced pointer settings, click on Ease of Access in the Control Panel and then How your Mouse Works.

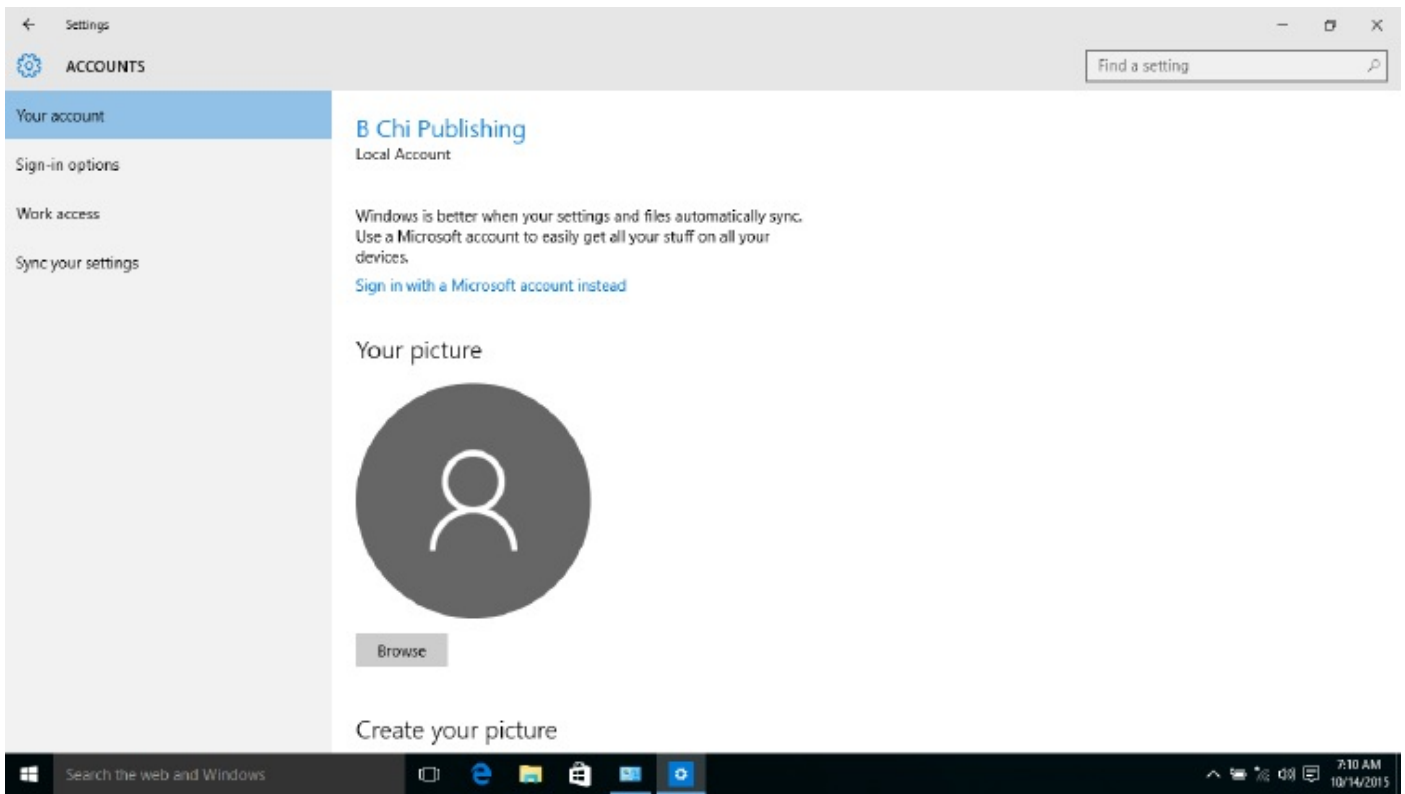
[Customizing User Accounts](#)

[How to change user account properties such as account name, account picture and account type.](#)

To change user account setting such as account names, pictures and types, you'll need to be an Administrator. You can still make modifications, even if you are logged in with a non-administrative account, but you'll need to enter the password or PIN of the administrative account.

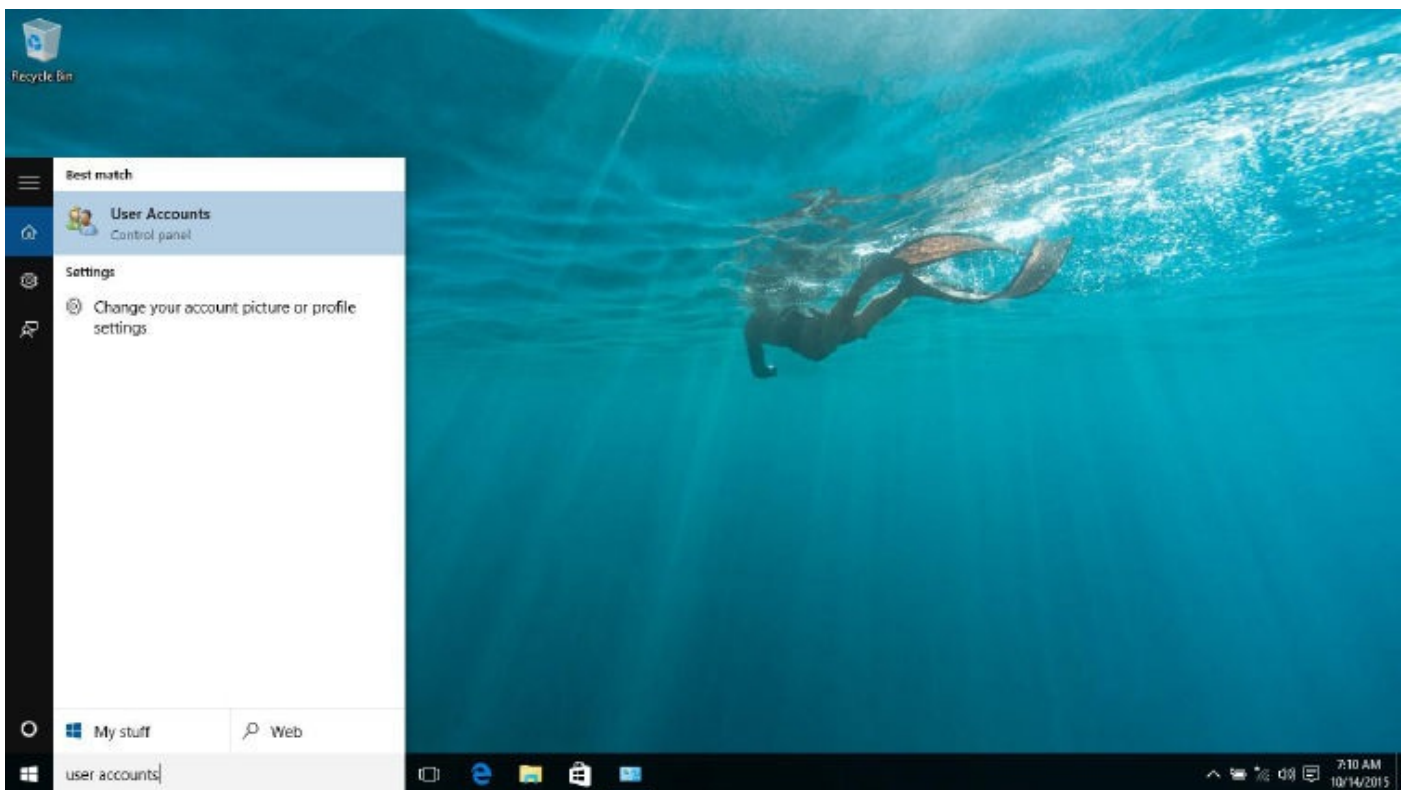
[Changing the User Account Picture](#)

To change the Account Picture, go to the Start Menu > Settings > Accounts. Click on browse and navigate to the picture you want to use, which can be a BMP, JPEG, GIF, DIB, PNG or TIFF file. If you have a camera attached to your computer, you can take a picture, which will be used as the account picture.

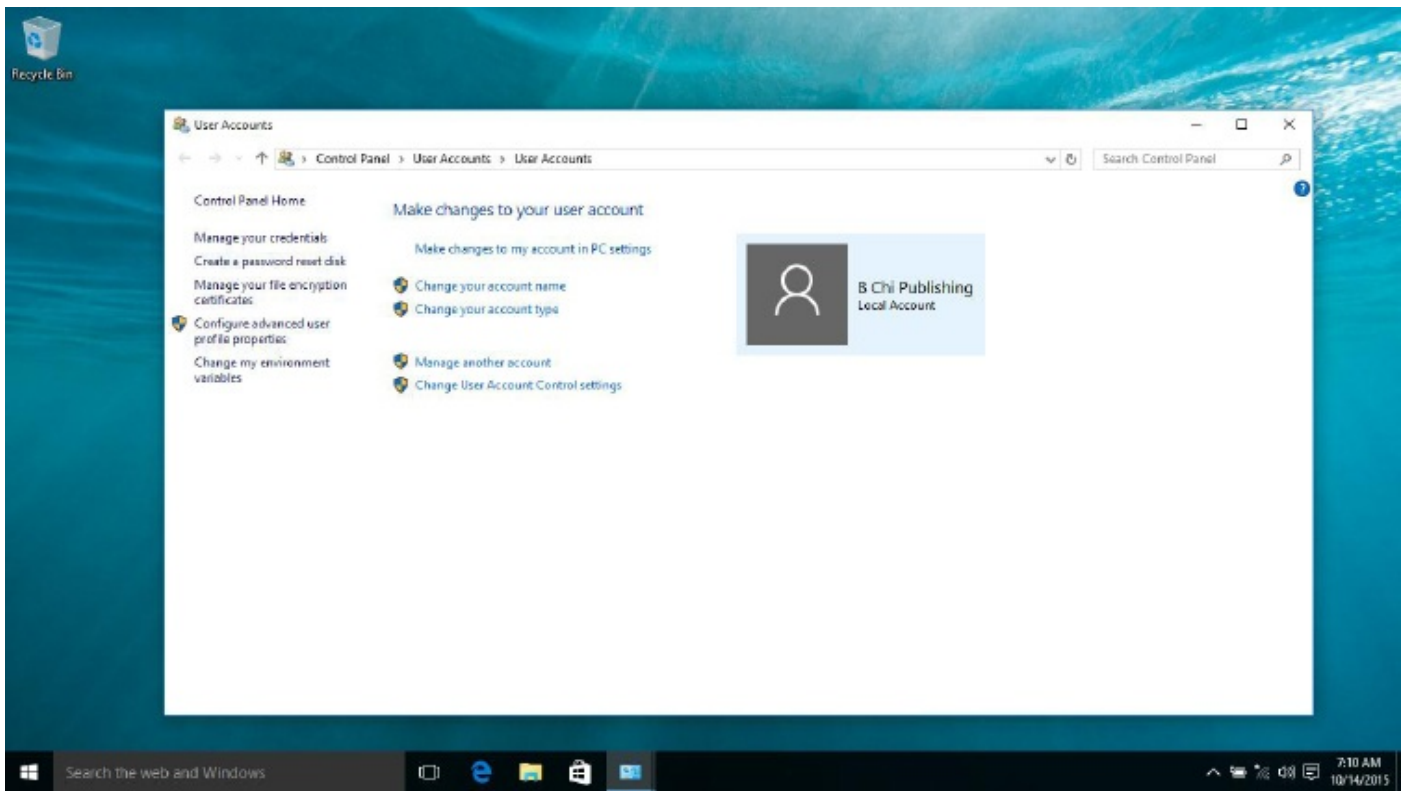


Changing the Type of Account

If you want to change the Account Type, type User Accounts in the Search box and hit Enter, which will open up the associated window.



You can also access the User Accounts panel through Settings and Control Panel. Next, choose Manage User Accounts, then open the account you want to change. Click on Properties, then the Groups tab. Choose either Standard User or Administrator to change the type of account.



Change or Recover Your Password

How to improve security by changing your password and how to recover a lost password.

Changing your password periodically is critical to improving the security of your system. If you've lost your password, though, don't worry because Windows 10 has a recovery option.

Changing Your Password/PIN

In Windows 10, you have to change your password and/or PIN on a regular basis. To do this, type User Accounts in the Search box and hit Enter. Click on the tab labeled Sign In Option, where you can change the password, PIN or picture password.

Recovering Your Password

You have two options to recover your password if you've lost it. The first one is with a Microsoft Account. Open a browser window on another computer and navigate to this url: <https://account.live.com/password/reset>. Click I Forgot My Password and follow the instructions to recover and reset your password.

The other option is with an administrative account. You'll have to log in using this other administrative account and go to the User Accounts page by typing User Accounts in the Search box and hitting Enter. Choose Manage Users Accounts and select the account you want to recover the password for. Then click on Reset Password and enter a new password for the account.

Customizing the Default Storage Location

Change where Windows automatically saves your personal files.

Windows usually stores personal files in a specific storage location, which is set by default. If you want to change this location, you can do so quite simply. Go to the Start Menu > Settings > System > Storage. Now, select a new default storage location for documents, music, pictures, and video files.

[Customizing the Look and Feel of Windows 10 to be More Like Windows 7](#)

[For users who miss Windows 7, you can customize Windows 10 to behave more like the older version of Windows.](#)

If you find you miss Windows 7 but still want to use Windows 10, you can have the best of both worlds if you follow the steps below.

[Step 1: Install an Alternative to the Start Menu](#)

To retain the classic look of Windows 7, you'll have to replace the new Start Menu, which means downloading Classic Shell Extension, which is free, or paying \$5 for the Start10 plug-in, which is more robust.

Both of these will restore Windows 7's links and folders, but the free version offers more options, such as changing the Start Menu button to make it look more like that original, as well as adding a Classic Explorer and Internet Explorer skin.

[Step 2: Hide the Cortana Search Box](#)

To hide the Cortana search box in the taskbar, right click on the search box and choose Cortana. Choose Hidden from the menu that appears, which will ensure the program no longer shows on the desktop.

[Step 3: Remove the Lock Screen](#)

THIS STEP CAN CORRUPT YOUR REGISTRY FILE, SO PROCEED WITH CAUTION AND AT YOUR OWN RISK.

The Lock Screen appears on startup and though it looks nice, it can waste time, so if you want to get rid of it, you'll have to edit the registry file. To do this, press the Windows key and R or right click on the Start Menu and click on Run. Next, enter **regedit** in the box. When the registry editor opens up, go to this tree:

HKEY_LOCAL_MACHINE\SOFTWARE\Policies\Microsoft\Windows

Right click anywhere in the right panel and select New > DWORD (32-bit) Value. Rename the value as NoLockScreen. Double click on NoLockScreen and enter 1 in the box under Value data.

[Step 4: Set a Windows 7 Desktop Image](#)

You can change the background to a Windows 7 image for a more authentic feel. Right click on the desktop, go to Personalization and choose the Background tab. Click Browse and find the image, which you can get [here](#).

Step 5: Get the Windows 7 Color Scheme

Windows 10 can automatically select an accent color from the background image, which will offer the Start Menu the well-known blue of Windows 7. To enable this option, right click on the desktop and click on Personalization. Go to the Colors tab, then select Automatically pick an accent color from my background.

Step 6: Replace Microsoft Edge with Internet Explorer

TO make Internet Explorer your default browser, launch IE by pressing the Windows key and R. then type **ieexplore** in the Run box. Click Run. When IE opens up, click the gear icon in the top right corner and select Internet Options. Click on the Programs tab and select Make Internet Explorer the default browser.

A new window will open up. Find Internet Explorer in the left panel and click on Set this program as default, then OK. To keep IE on the taskbar, simply right click its icon in the taskbar and select Pin to Taskbar.

Now, you have Windows 10, but it looks like Windows 7!

Chapter 9 -How to Search for Specific Files and Programs

Different ways to find files and apps in Windows 10.

Here's a quick summary of what you'll learn in this chapter:

- **Discover Windows 10 Search**
 - o *A quick look at the search options in Windows 10.*
- **Advanced Search Options**
 - o *Obtain greater control over your searches with advanced options.*
- **Saving Your Searches**
 - o *Make your life easier by saving common searches.*
- **Search Faster by Indexing Folders**
 - o *Speed up searches in Windows 10 by indexing all your hard drive's folders.*

Discover Windows 10 Search

A quick look at the search options in Windows 10.

Windows 10 lets users search for files and folders in a number of ways. There is no ideal method to run a search. It's mainly a matter of personal preference and the circumstance of the search. Some of the ways you can search include:

- Using the search box in the Start Menu
- Using the search box in File Explorer
- Using Cortana's search box
- Using the Windows Search Folder, which you can access with the Windows key and F

Advanced Search Options

Obtain greater control over your searches with advanced options.

Windows 10 allows you to run searches with advanced options that will make your searches more precise. Some of the ways you can do this are as follows:

Search with Filters

You can use filters to narrow down the search. Windows 10 will allow you to use date modified and file size as filters. To add a filter, click on the Search box in Windows Search or File Explorer. If you want to use Date modified, select it and then choose the date when the file was modified from the drop down menu. You can then add the Size filter and select the range in which your file falls. Now, enter the keyword and hit Enter.

Note that different folders will offer different filters, such as the Picture folder allowing you to use Date taken, Tags, and Type filters.

Search with Operators

You can use three operators, namely AND, OR, and NOT to refine your search. Always enter them using capitals and with more than one keyword. For example, “chocolate AND eggs NOT milk” will display all files that contain both chocolate and eggs but not milk. You can use a ? as a wildcard for one character, or an * for a number of characters. For example, if you want to search for all files with a jpeg extension, you would search for *.jpeg.

Searching with Keywords and Special Filters

You can use certain special filters that are more advanced than those offered in the search box. You’ll have to type the keyword and then the correct operator. Some of these filters are as follows:

- System.FileName:~<“red” – will return files that start with red
- System.FileName:=“blue widget” – will return files with the exact blue widget string in their names
- System.FileName:~“pro” – returns files that have pro in the name, either as a word or a string of characters
- System.FileName: <>picture – will return files that aren’t pictures
- System.DateModified:09/28/2015 – will return files that were modified on that date.

Saving Your Searches

Make your life easier by saving common searches.

Windows 10 gives you the option to save searches, which is useful if you used lots of advanced filters to find files and would rather avoid going through that again. To save a search, when the results are displayed, click on Save Search at the top of the screen. A dialog box will open, where you’ll have to choose the folder where you want the search saved. Give it a name and save. By default, the search will be saved in the User Documents\Searches folder, but you can change the location if you want.

Search Faster by Indexing Folders

Speed up searches in Windows 10 by indexing all your hard drive’s folders.

You can speed up your searches by indexing folders, which means Windows creates an index of your files and scans that rather than the entire system. To index a folder, follow these steps:

Step 1: Go to Control Panel and type Index Options in the Search box.

Step 2: Click on the button labeled Indexing Options, which will open the corresponding button.

Step 3: Click Modify and add the folders you want to be indexed.

If you want to index your entire hard drive, then follow Steps 1 and 2 above, but in Step 3, click on Advanced > Settings > Troubleshooting > Rebuild.

Rebuilding will take a while – it can take hours sometimes, so it's usually a good idea to rebuild when you aren't in front of your system.

Chapter 10 - How to Optimize the Performance of Your Windows 10 System

How to boost the performance of your computer by tweaking various settings in Windows 10.

Here's a quick summary of what you'll learn in this chapter:

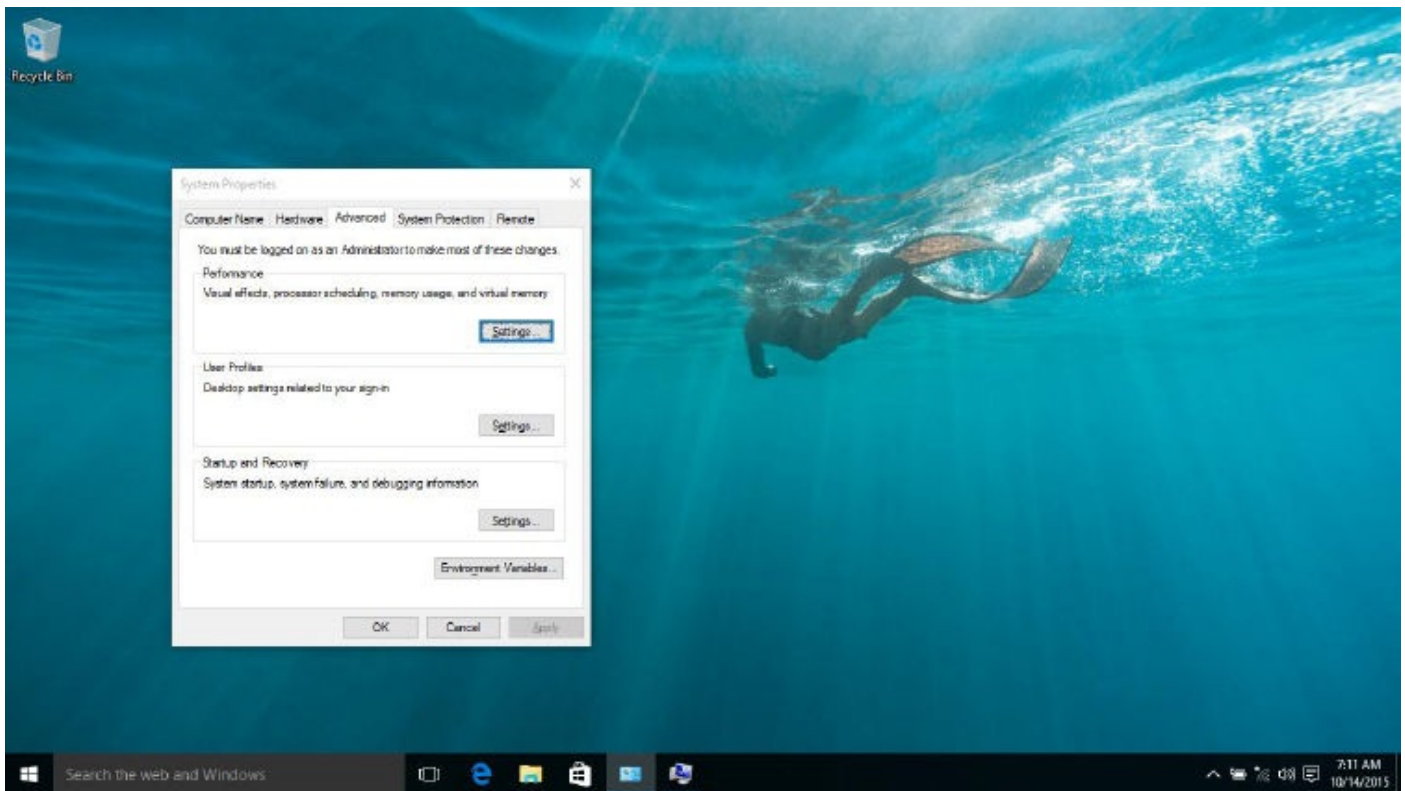
- ***Improve the Performance of Your Machine***
 - o *Tone down various visual features to make your system run faster.*
- ***Improve Performance for Gaming Purposes***
 - o *Maximize the power of your system for gaming.*
- ***Tuning Virtual Memory***
 - o *Increase the size of your machine's virtual memory for improved operation.*
- ***Keep Your System Clean***
 - o *Remove old and unwanted data to improve system performance.*

Improve the Performance of Your Machine

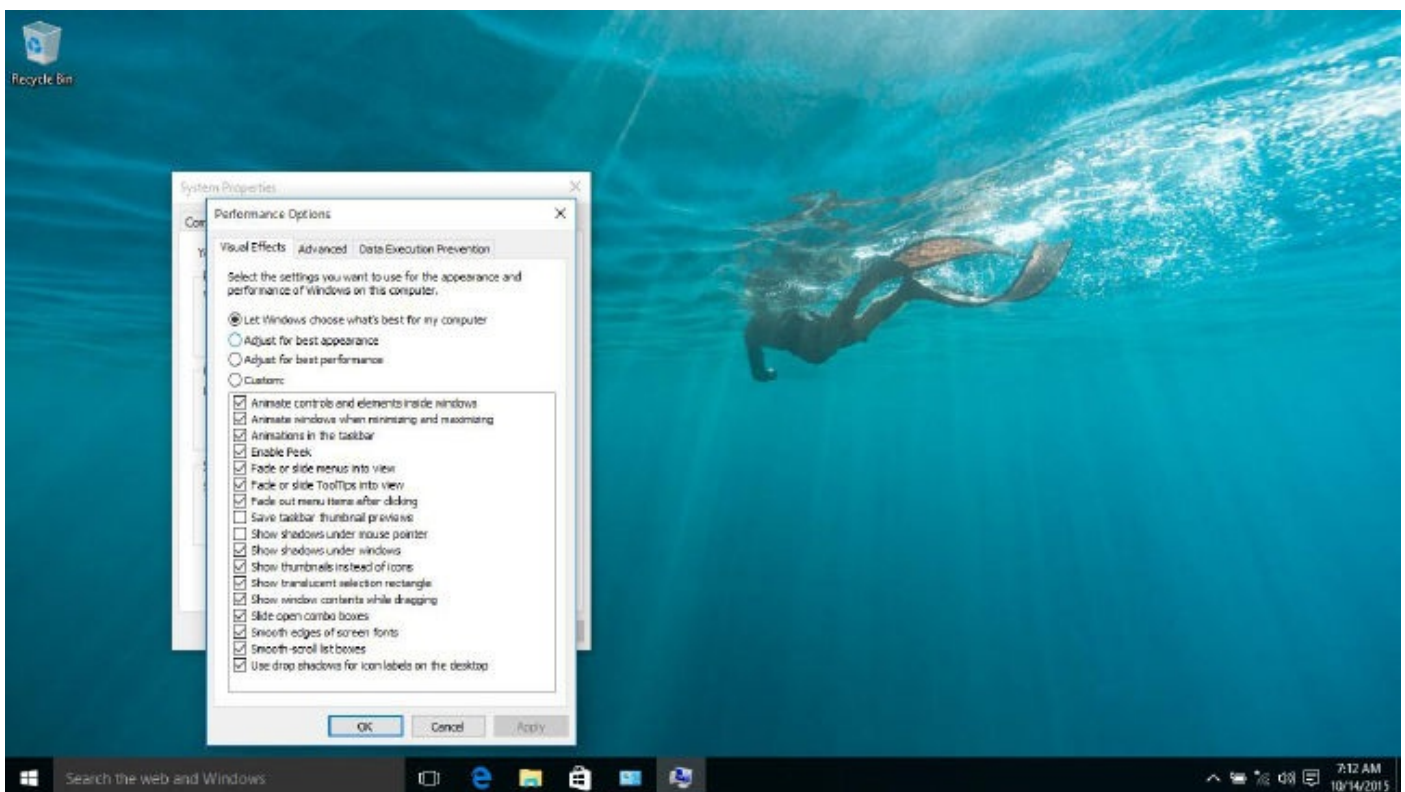
Tone down various visual features to make your system run faster.

Windows 10 has all sorts of cool visual effects that make the system look really pretty. However, all these features can slow down weaker and/or older machines. In fact, they can even slow down powerful systems, which is why it's a good idea to tone down those aesthetic features, especially if you're having issues. The following steps will help you do just that:

Step 1: Open the Start Menu and type SystemPropertiesAdvanced in the Search box. Click on the icon that appears in the results. You can also access this panel by going Control Panel > System and Security > System > Advanced System Settings.



Step 2: Select the Performance Section then Settings to open a dialog box.



Step 3: The following options have the highest impact on performance and should be disabled:

- Animate Controls and Elements Inside Windows
- Animate Windows When Minimizing and Maximizing
- Animations in the Taskbar
- Fade or Slide Menus Into View

- Fade or Slide ToolTips Into View
- Fade Out Menu After Clicking
- Slide Open Combo Box

Step 4: Click OK.

Improve Performance for Gaming Purposes

Maximize the power of your system for gaming.

If you are a gamer and would like to maximize the power of your system to make sure games run well, then here are a few tips and tricks to help you do just that:

Tip #1: Improve Speed By Disabling Fancy Visuals

You don't need any of the fancy visuals Windows 10 comes with, especially since they can slow your system down. So, open the Start Menu and type SystemPropertiesAdvanced in the Search box. Click on the icon that appears in the results. Under Performance, click on Settings, then choose Adjust for best performance, which will improve your system's gaming performance by as much as 50%.

Tip #2: Install Your Games on the SSD Drive

If you have a solid state drive (SSD), then install your games on this drive because it has much faster access times than a regular HDD, which will improve gaming performance quite a bit.

Tip #3: Disable Startup Apps

Startup apps don't only slow your system down when it starts up, but they can affect gaming performance because they remain on in the background. To disable startup apps, press the Windows key and R to open the Run box. Type "taskmgr/o/startup", which will open up a dialog with a list of apps that start up when Windows opens. Choose the apps you want to remove and click Disable.

Tip #4: Use Game Booster Software

Some programs automatically optimize your system to get the best out of it for games. There are a variety of options available but some of the best include:

- [IObit's Game Booster](#)
- [Razer Game Booster](#)
- [Wise Game Booster](#)
- [ToolWiz Game Boost](#)
- [Actual Booster](#)

Tip #5: Update Your Graphics Card Drivers

Normally, graphics card drivers should update automatically, but if you can't remember

when yours last updated, then you should perform a manual update. To do this, go through the following steps:

Step 1: Find your Graphics Card Model by going to Control Panel > Hardware and Sound > Devices and Printers > Device Manager > Display adapter. You'll find the information you need.

Step 2: Go to the manufacturer's website and download the latest drivers.

Step 3: Install them.

Tuning Virtual Memory

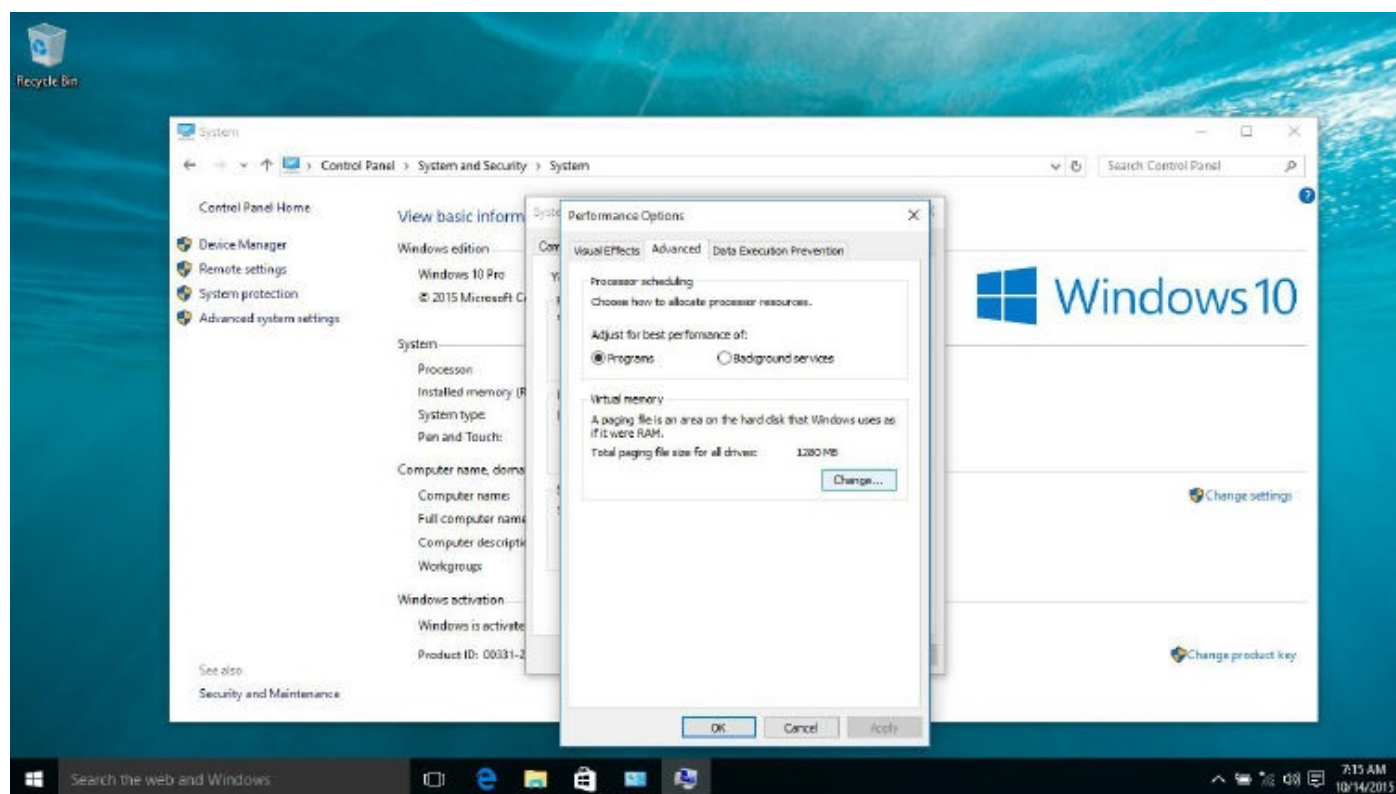
Increase the size of your machine's virtual memory for improved operation.

Windows stores the system, applications and data in physical memory or RAM so the processor can quickly access them. However, when the RAM fills up, Windows will save the data in virtual memory, which is found on the hard drive. If you have too many apps running at a time, this virtual memory fills up too, which will make your system sluggish or stop it from operating altogether. If this happens frequently, you'll need to increase the virtual memory.

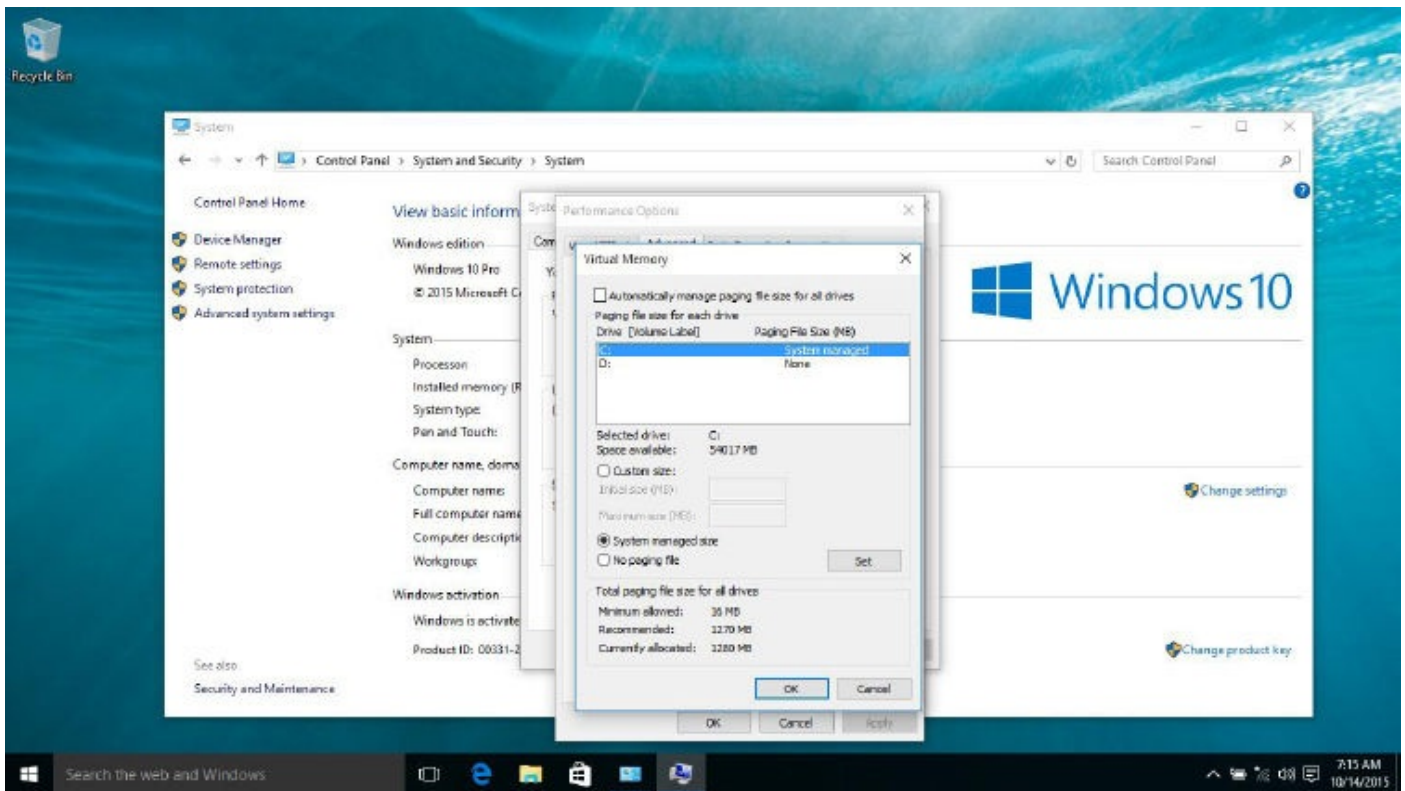
Step 1: Go to Control Panel > System and Security > System > Advanced System Settings. Type in your password if it is requested.

Step 2: Go to Performance > Advanced > Settings

Step 3: Select the Advanced Tab and click the Change button under Virtual Memory



Step 4: Remove the checkmark next to Automatically manage paging file size for all drives



Step 5: Select the drive where you want the virtual memory to be located

Step 6: Select Custom Size and enter new values in the Initial Size and Maximum Size boxes. Click Set and OK.

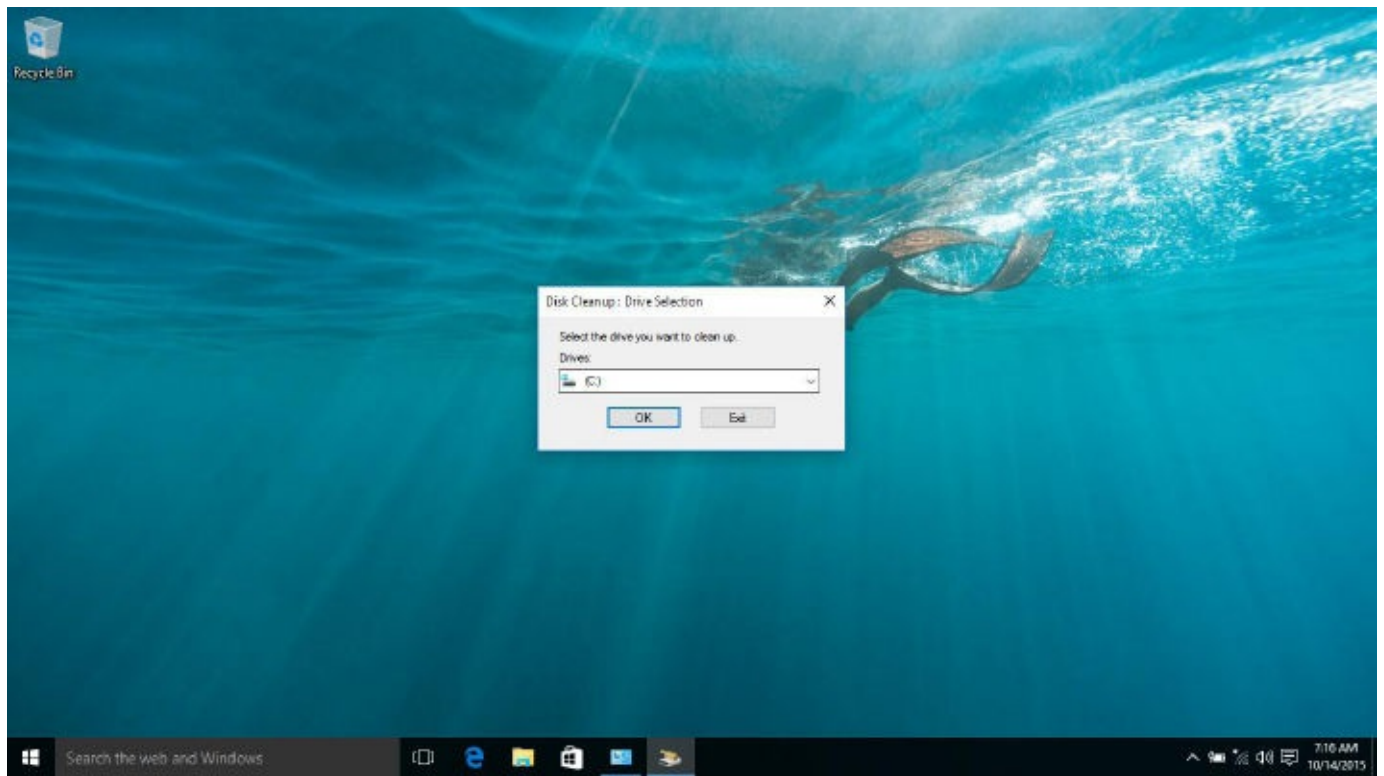
Keep Your System Clean

Remove old and unwanted data to improve system performance.

Deleting temporary files and unneeded files is essential if you want to keep your system running smoothly. To do this, follow these steps:

Step 1: Go to the Start menu and type Disk Cleanup in the Search box. Open the program that shows up in the list of results.

Step 2: Select the drive to be cleaned and hit OK.



Step 3: Disk Cleanup will work out how much space it can free up and present you with a dialog box with various options.

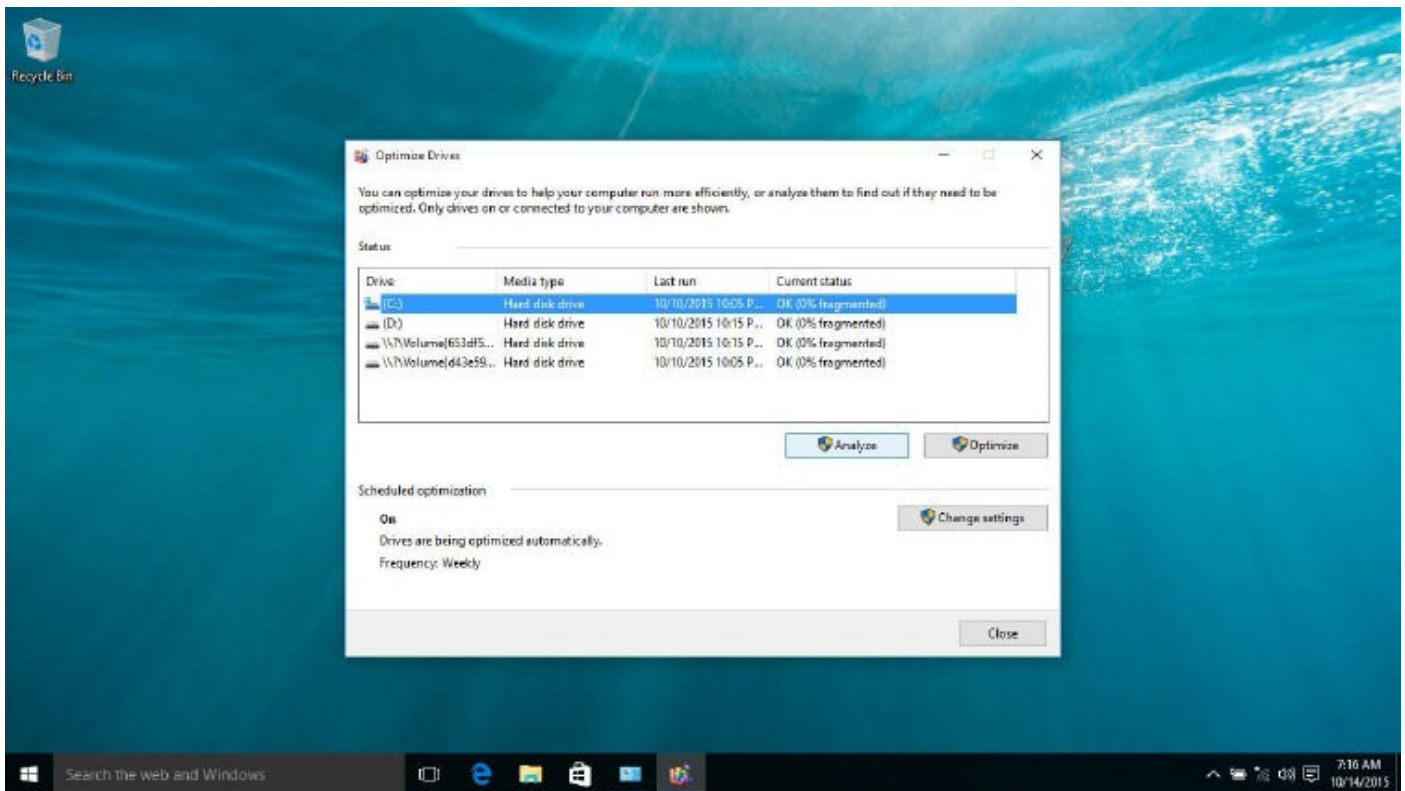
Step 4: Select the files you want to get rid of and click OK.

Another way of optimizing disk space is through defragmentation, which sorts files to make it easier for the system to access them, thereby making it faster.

To defragment, follow these steps:

Step 1: Go to the Start Menu, enter Defragment and Optimize Drives in the Search box and open the program that appears.

Step 2: Select the drive you want to defragment



Step 3: Click Analyze disk to see if the drive needs to be defragmented

Step 4: If fragmentation exceeds 10%, then click Defragment disk.

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