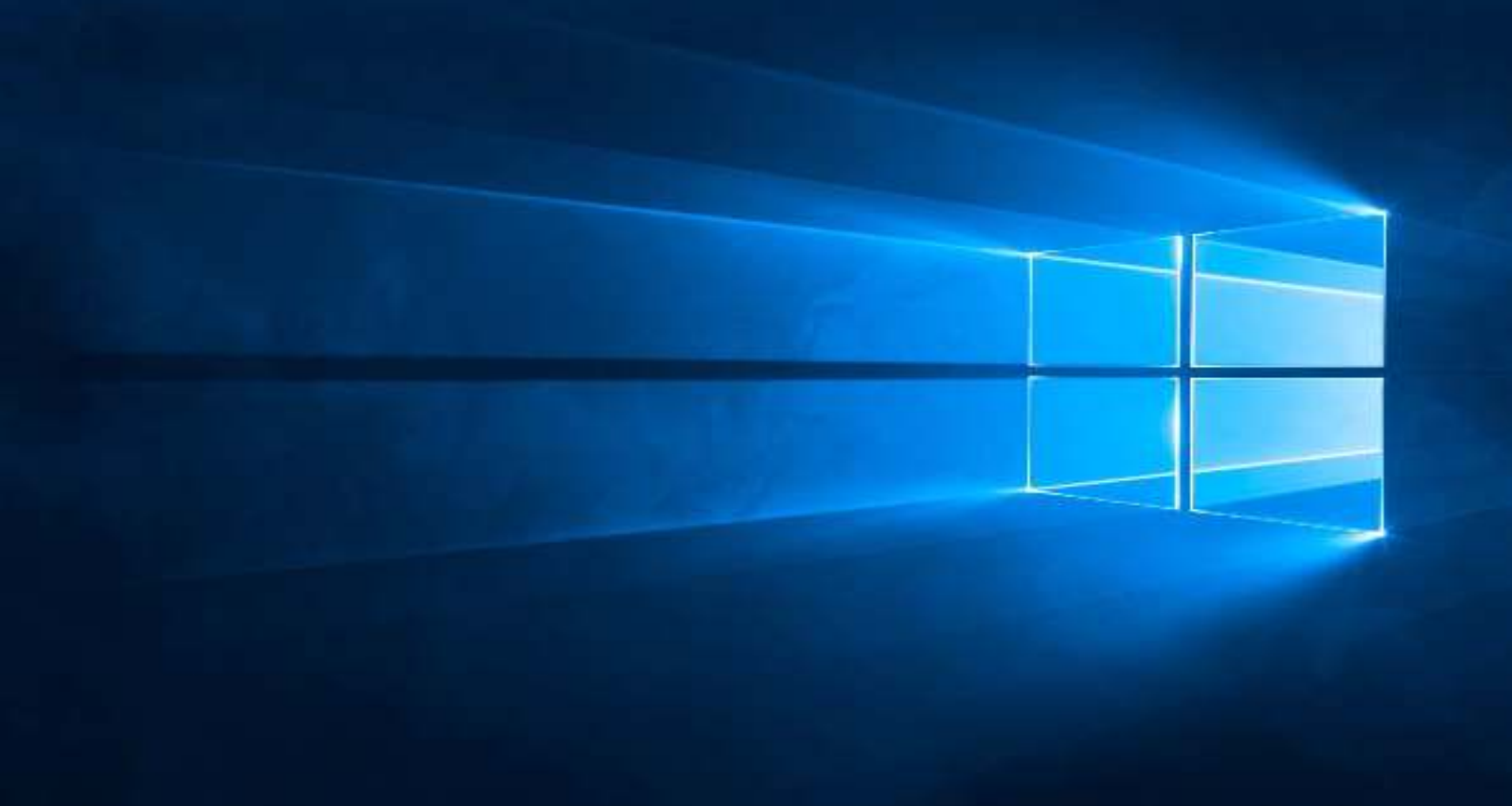


# Windows 10

## Guidebook



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# Introduction

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Windows 10 is really easy to use with this guide—for Windows insiders upgrading from Windows 7 or 8.1 to Windows 10, as well as for first-time users that want to learn about the operating system basics.

Chapters 1 and 2 present the new and changed features in Windows 10. Furthermore, we describe what you have to watch out for when migrating to Windows 10—and how you either upgrade directly or re-install the system from scratch.

The following chapters shed light on all the Windows 10 features, going into detail. Take a look at the desktop and Start menu as well as the new world of apps.

## Some notes on this book

When you need to press a key or a shortcut, you will see the corresponding keys, for example: **(Win)+(R)**.

For something that you should type, the font will change to reflect this, like in this [sample](#).

**Tip** Tip and link boxes provide further details and information, as well as download links on the web.

**Alert** Alert boxes should be read with extra careful attention.

Have fun reading and getting to know Windows 10!



# 1 What's new in Windows 10?

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This chapter throws a look on the most important new and changed features in Windows 10. Microsoft has dedicated much time and energy to design the system to be as user-friendly as possible—usable for people using touch-based devices as well as mouse and keyboard.

To what will you have to pay attention before upgrading? How can you create a complete backup of the existing Windows system? Here you will find answers to these questions.

## **A fresh start**

With Windows 10, Microsoft launches with a fresh start with its most important product: More than 90 percent of all computers in the world are currently running Windows. This fresh start is very necessary since the Windows 8 sales figures have been disillusioning. That was not even changed much with the updated version, numbered “8.1”.

Truly, the Windows 10 revolution had already started with Windows 8.1: For the first time in a while users got the feeling that Microsoft was actually listening to them—for instance, by re-introducing features like the previously removed Start button.

## **Test versions for everyone**

The importance of user feedback for the development of Windows 10 has shown up very early: For the first time, back in October 2014 already, a first preview was presented to the interested tech audience. Among other reasons, this was done in order to catch and fix more errors in advance. The Windows team has thus completely shifted its prior strategy of developing behind closed doors and now shows up, proactively dealing with users and their needs.

By the way: This free preview program for Windows (Windows Insider Programme) is continued even after the initial release of Windows 10. From the Insider Programme, the interested user can gain repeated insight into the current development—and Microsoft gets information about how testers think of and react to new or changed features.

The effort has really been worth it: Windows 10 makes using a PC truly easier. The system is an intriguing combination of the classic PC interface with its desktop programs, mouse and keyboard on the one hand, and the multicolour Modern UI surface optimised for touch, apps and anywhere usage on the other.



 Windows 10



One product family

One platform

One store

*Windows 10: One system for all device platforms*  
(Source: Microsoft)

One Windows for all devices, that's the new concept—from the smallest screen-less computer over to smartphones, tablets and PCs to the Surface Hub, a TV-sized touchscreen device designed for collaboration in the office.

## **Many reworked details**

It's not surprising that with such a general makeover, Microsoft has made edits across all edges and surfaces of the operating system. Desktop, taskbar, Start menu ... everything is revamped and set up strategically.

Despite this general revamp, everyone will find their way since, when designing the Windows 10 interface, Microsoft thought of Windows 7 users as well as those who have been using Windows 8.1 date. In the following sections, take a look at the overview about what's new for both user groups.

## Migrating from Windows 7: A journey to the future

In contrast to Windows 8, you will notice that Windows 10 was designed with users of mouse and keyboard in mind, too. If you have used a Windows 7 computer until now, you will quickly feel at home. For instance, all configuration options of a Windows 7 system still exist in Windows 10, too—they are sometimes just located at a slightly different place or bear a different name.

Despite all common grounds, though, there are lots of reasonable improvements that Windows 7 users can be happy about.

## Login with a Microsoft account

Directly during the first system boot after installing or upgrading, you are confronted with a remarkable change. It's about how you log in. Besides a classic PC user account consisting of a name and a password, the first account can also be created using a Microsoft account. What does that mean?

Put simply, using a Microsoft account means that you can log in to Windows with an online account. This resembles logging into a Mac with an Apple ID or signing in to your Android smartphone with a Google account.

### Why you'd need a Microsoft account

The advantages of logging in with a Microsoft account:

- Many desktop settings, including the wallpaper image, are synchronised automatically between all computers that use the same Microsoft account for the login.
- Using a Microsoft account as user account allows for automatic sign-in to many Microsoft services, like OneDrive cloud storage that now has its client application built right into Windows.
- A Microsoft account is required for some of the new features in Windows 10, like for loading apps from the Windows Store.

# Make it yours

Your Microsoft account opens up a world of benefits. Sign in for your personalised experience. Learn more.

[Forgotten my password](#)

[No account? Create one.](#)

*The login screen uses a Microsoft account by default*

You'd rather not want to use a Microsoft account? That is possible, too, since the user account can also be created locally instead. Admittedly, the corresponding link is hidden and rather invisible at the bottom of the form. But the feature does exist.

**Tip** When you decide to set up Windows 10 with a local user account instead of a Microsoft account, you can still convert the account to a Microsoft account later on. Chapter 9 describes how the conversion can be done.

## The new Start menu

The Start menu in Windows 10 looks very different from the one in Windows 7. On the right side, you'll find a spacious area showing animated live tiles. With these rectangles, you can access the modern apps Microsoft had introduced in Windows 8. If you don't like the tiles, you should ignore them at first. To hide them completely for now, you can right-click them and then click *Hide from Start*.



*This is how the new Start menu looks like in Windows 10*

In the Windows 10 Start menu, the user picture has moved to the top-left edge ❶. Like before, the left side of the Start menu ❷ shows the most used programs. Windows keeps this list up-to-date automatically.

The system items for accessing folders, documents and settings—in Windows 7 present on the right side of the Start menu—have moved to the left side as well. They show up as a list at the bottom ❸. By the way: This list is customisable—just like in Windows 7. Chapter 3 shows how.

Very important: the options for shutting down, restarting, and for hibernating. Windows 7 users remember these in the right bottom corner of the Start menu, folded up in a menu. Such a menu is

present in the Start menu of Windows 10, too. It's just at a slightly different place: Take a look at the bottom left ④. Thereby, the Logoff command is not part of the Power menu but got its own drop-down menu along with the fast user switching feature. This menu opens when you click your user name in the left top corner ①.

A Considerable improvement over Windows 7: The Start menu is now resizable. To do that, use the top or right edge, hold down your mouse there and drag it to the top or side ⑤.

## Universal apps and the Windows Store

Many of the programs pre-installed with Windows 10 are so-called “universal apps”. This is the successor of the “Metro” or “Modern UI” apps Windows 8 users already got to know. Even programs like the calculator now run as an app.

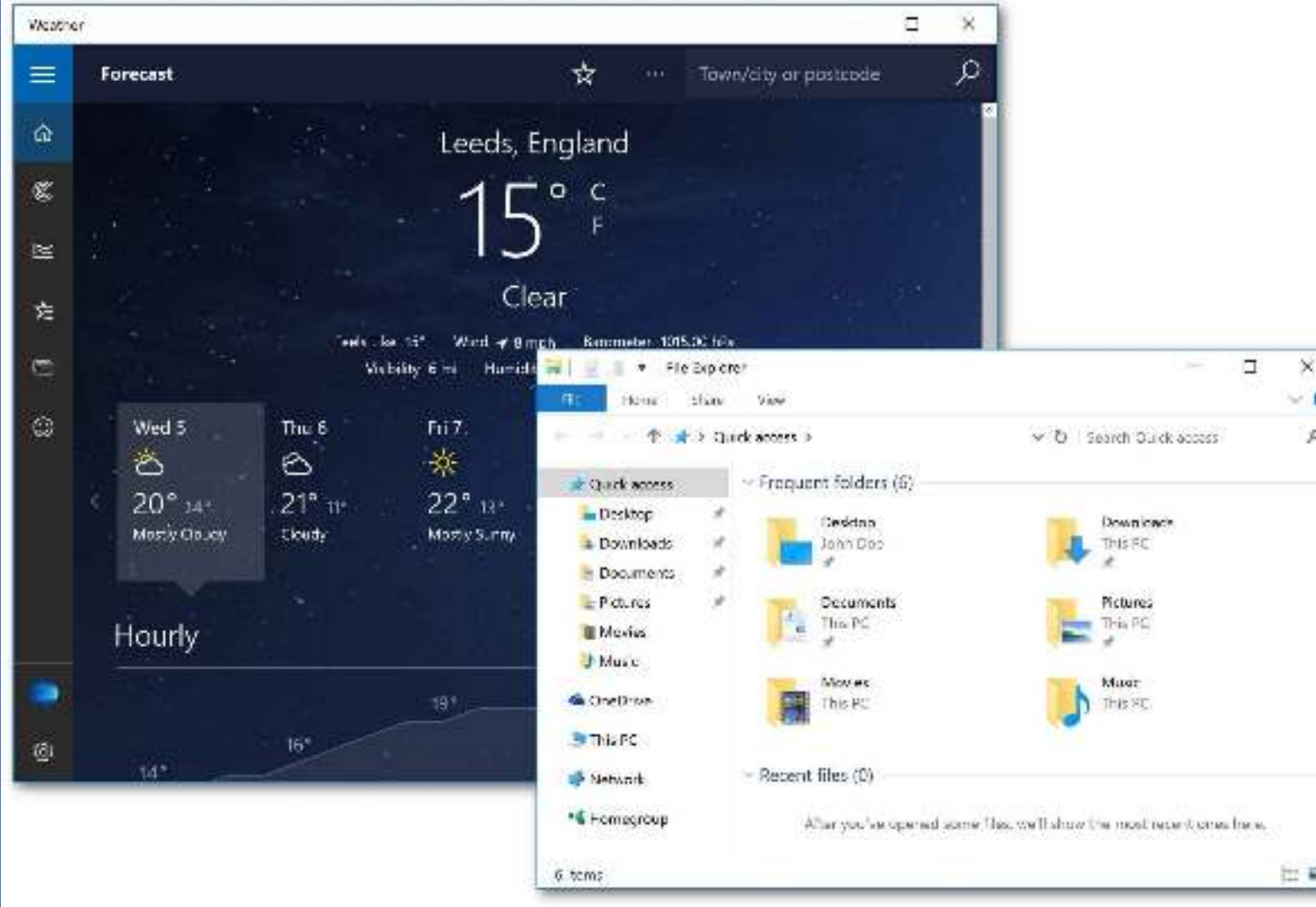
To install more of these apps, you will find a shopping bag icon with the Windows logo in the re-introduced Start menu—and normally also down in the taskbar. Clicking or tapping it will launch the Windows Store, your central drop-in centre for installing both free and paid apps.

### Apps for desktop + mobile devices

The name “universal” comes from the fact that these programs can run on the smartphone, too, without any changes, provided that the phone has Windows 10 Mobile—since Microsoft has made a good job of merging Windows and Windows Phone together. So, there is just one store for both device types—both desktop and mobile—for loading all kinds of apps.

However, you are not limited to using universal apps with Windows 10. If you want to, you can also forego them and focus on classic PC programs, like in Windows 7. As it was the case before, they can be loaded directly from the Internet or from external disks and then installed with their respective setup programs.

You like exploring new stuff, but don't want to miss your favourite programs? Then you will likely want to go for a two-track strategy as there is no problem dealing with both apps and programs on the desktop. All have their own windows and settings and don't get in each other's way.



*Apps and classic programs all live in their own windows*

## Settings app or Control Panel

While we're talking about settings: Users of Windows 7 will miss the option to open up the Control Panel in the Start menu. This is because Windows 10 brings a completely new control centre for configuring (nearly) all system options. In chapter 9, an in-depth overview of this new Settings app is discussed.

With the Settings app, customise the computer has become easier than with the Control Panel. Since not all settings have moved just yet, the classic Control Panel still exists. Some older options might only be found in the Control Panel, others only in the Settings app.

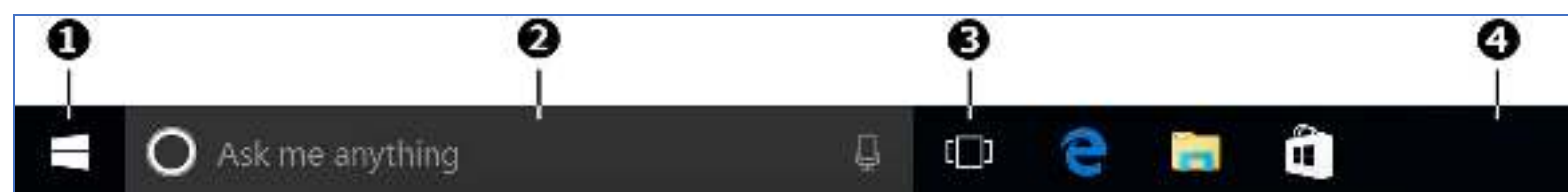
**Tip** You can quickly open Control Panel by first right-clicking the Start button, and then finding the entry *Control Panel* from the context menu. Alternatively, you can also make use of the **(Win)+(X)** shortcut.

# Cortana and the Task View in the taskbar

The Windows taskbar has seen quite a number of improvements, too. On the left side, you will of course still find the *Start* button ❶, after Microsoft had sent it into exile in the meantime with Windows 8.

Next to it, you see an entirely new area ❷, labelled *Search the web and Windows* (later labelled *Ask me anything*). Clicking it will open the new personal assistant Cortana. Similar to Apple’s Siri, she is able to react on voice input and aims to assist the user in the best way possible. On demand, Cortana can search for documents, photos, and scour the Internet, too. Find more about Cortana and her addictive personality in Chapter 3.

To the right of the search field, find a nondescript button ❸ for launching the Task View. Similar to **(Win)+(Tab)**, all open windows are shown here. In addition, you can use this view to create and manage additional desktops. Chapter 3 has more details about virtual desktops and how to handle them.



*Old friend: The redecorated taskbar in Windows 10*

For hiding the search field and/or the Task View button, in order to be better accustomed after migrating from Windows 7, this is possible with just a few clicks: Right-click a free part of the taskbar ❹, then point your cursor to the *Search* or *Cortana* submenu.

## Surfing the Internet

Internet Explorer is no longer the default browser. For businesses, it is still available, as some intranet sites only work with its rendering engine. In Windows 10, the IE browser has been replaced by a modern browser called “Microsoft Edge”.

With Edge, Microsoft aims at sticking better to existing web standards, and foremost, at having a faster browser. Matching the Windows 10 style, Edge was developed as an app.

By the way: Edge does not support vulnerable ActiveX controls. This means that all those nasty Internet Explorer toolbars and plug-ins made by third-parties don’t run anymore. If you used IE previously, you will now use Edge. In case you prefer installing Google Chrome or Mozilla Firefox, feel free to do just that.

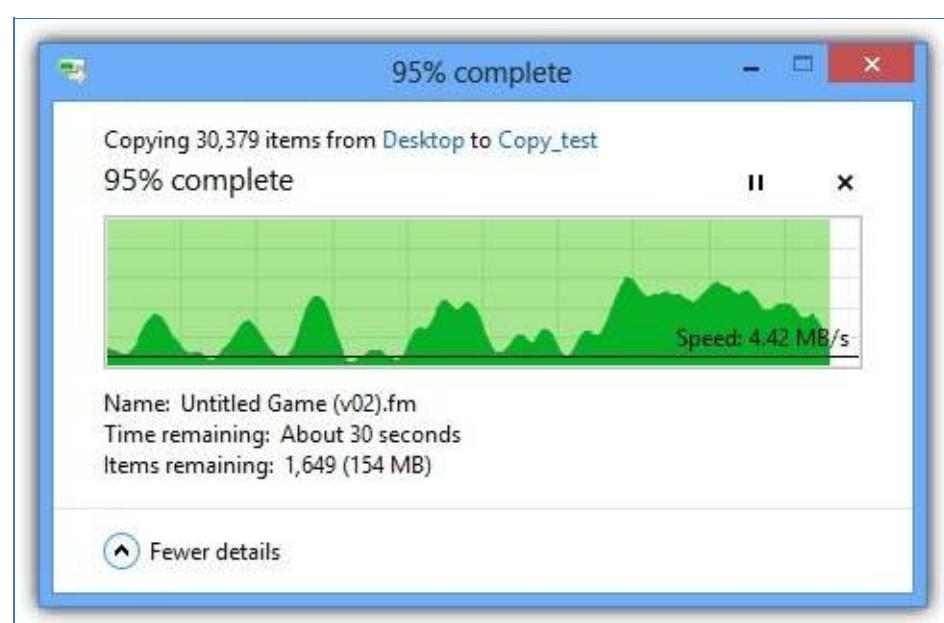


For more details about Microsoft Edge and its useful features, some of which are exclusive to Edge and cannot be found in other browsers, take a look at chapter 7.

## Enhancements to the desktop and for security

Thanks to the optimised boot process, Windows 10 starts much faster than Windows 7. The difference can be as long as 15 seconds faster on some computers. For that, a memory image is saved to disk during shutdown and then read back to the memory when booting up. This feature is called “fast start up”.

File Explorer has received a rejuvenating antidote, too. Copying files was already faster in Windows 8: Thanks to a reworked dialogue, copy actions can be paused when you temporarily need performance for something else.



*Status dialogue for copy actions*

Also new: Explorer now has a so-called ribbon that replaces the former menu and toolbar. Users of newer Microsoft Office suite versions already know this kind of menus, where it is the default since Word 2007.

With the improved version of Task Manager, start-up programs can be blocked or disabled efficiently. In addition, a colourised background helps to see which apps use the most processor performance, memory or disk capacity. If you can't identify a certain program, just right-click it in order to do a web search for it. This helps you to discover if malware is operating or not.

### **Defender and SmartScreen**

Speaking of security: In Windows 10, Defender is shipping with the system. This is a renamed version

of the Microsoft Security Essentials anti-virus program. Thanks to this software, all Windows 10 PCs have at least basic protection against malicious programs and web pages. More security is provided by a scanning mechanism that becomes active every time you start a program and open a document. It calculates the file hash and checks back with an online list of malware, in order to detect and block possible threats before they become active. Before, this mechanism had already been present as a module for Internet Explorer and is called SmartScreen.

In addition, Windows 10 has new and improved features in all corners. Just throw a look into the remaining chapters to find out more...

## Windows 8.1 migrants: Familiar territory in a new dress

For Windows 8.1 users, Windows 10 has not as many new things in stock as for the ones making the jump from Windows 7. Other things are important here, and this section looks at these subtleties. Indeed, Microsoft can be proud of them.

### **Prominent change: The Start menu is back!**

When starting Windows 10 for the first time, the most remarkable thing is, for sure: Microsoft has brought back the Start menu! Gone are the first steps that required you to start with imitating all screen corners and touch gestures with your mouse.

The Charms bar at the right edge of the screen is gone too, used in Windows 8 and 8.1 not only for accessing the Start screen but also for opening the PC settings and additional interface features. It has been replaced by multiple menus.

In the re-introduced Start menu, savvy Windows users find their way immediately. On the left, the installed and most used programs and apps are shown; on the right side, Microsoft has made room for the multi-coloured tiles that have moved here from the Start screen. By the way, you can still reorder and group them with the pressed mouse button or your finger.

Should you then wish yourself back to the tiled Windows 8.1 Start screen's full-screen view, you can have that, too. To enable it, go to *Start, Settings, Personalisation, Start* and enable the switch *Use Start full screen*. The next time you click the Start button, the Start menu will fill the entire screen and feels much like the Start screen in Windows 8 and 8.1.



*Start menu in Start screen mode*

## Fine-tuning for the taskbar

Compared to Windows 8.1, the taskbar has not changed much in Windows 10 at first glance. The most remarkable novelties are the search field on the left and the Task View button. The search field is linked to the new digital assistant Cortana, already known by users of Windows Phone 8.1. More about Cortana in Chapter 3.

And with the Task View, you get access to a long overdue extension for the Windows desktop: Instead of being limited to one desktop only, you can now arrange your programs and document windows on multiple virtual desktops in such a way that different parts of your work stay in their own areas even visually and virtually.

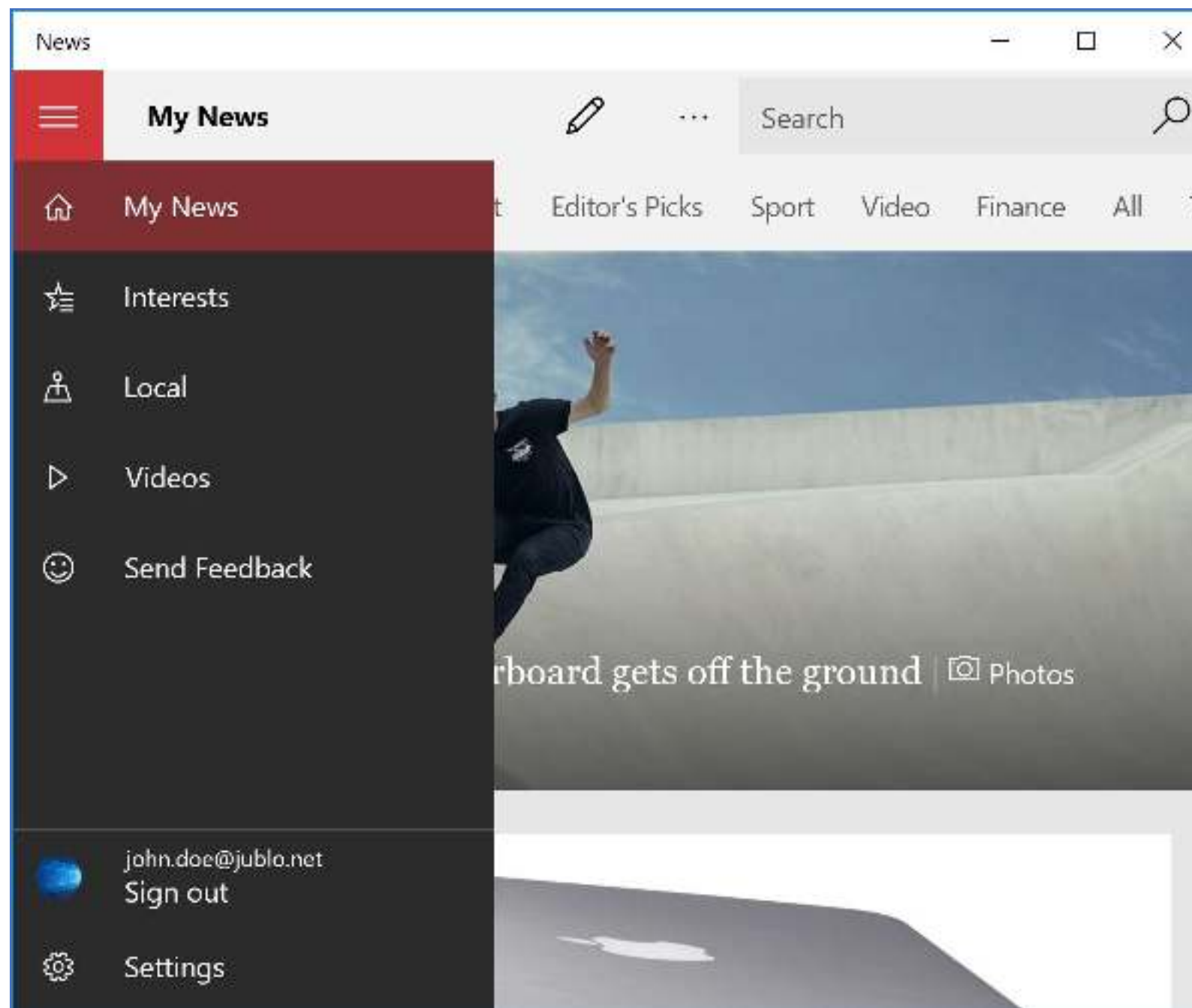
## Apps moving to windows

The Settings app is now more easy to access. For your convenience, Windows adds a menu item for it in the bottom left corner of the Start menu. Clicking it reveals a change of Windows 10: Apps now feel home on the desktop and peacefully stick to their own windows. You can even change their width and height—like you've always done with any windows in the past. In addition, windowed apps can be minimised and maximised, just like classic desktop programs.

## **“Hamburger” menu**

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As mentioned, app features are no longer included in the Charms bar at the side of the screen. Instead there is now a new menu, amusingly called “Hamburger” menu by testers. In the top left corner of many default Windows apps, you’ll find the well-known three-dashes-icon, somewhat resembling a burger. Clicking it reveals sort of a sidebar that you can use to access an app’s features.



*“Hamburger” menu in the News app*

## **New mobility features in Windows 10**

If you often work while on the go, you will surely be happy about the new features for using Windows while being mobile. Foremost, there’s the new tablet mode. It is aimed at users that run Windows 10 on a portable device that can plug off its keyboard—for instance, the Microsoft Surface 3.

Windows is able to notice the environmental change, and then automatically switches to the so-called tablet mode. It hides the desktop icons, switches the currently running app to full screen, and makes all interface elements bigger and more optimised while using a touch screen.

When you later come back to your desk, just plug the keyboard back in, and you will instantly get yo

normal Windows desktop back. The switch can also be triggered manually, like when there's no keyboard to plug off or on.

More information about working at your desk and on the go is ready for you in Chapter 4.

## Show all notifications in one place

Every Windows user knows them, the small balloons showing in the taskbar now and then by numerous background programs. The problem: When you once click them away or ignore them for too long, they close themselves, there is normally no way to get them back.

Windows 10 solves this in a different manner. Here, you will find a concept that has proven its worth with mobile devices, like in iOS and Android: The Notification Centre. In Windows 10, it is called *Action Centre*. The system collects all shown notifications and sorts them into a clear list. By the way, the balloons have become small rectangles sliding in and out from the side.

The Action Centre opens as a sidebar on the right side of the screen. At the bottom of the Action Centre, you will find the shortcut buttons that Windows 8.1 had shown in the Charms bar: Changing the screen brightness, connecting or disconnecting a wireless network, and so on. The tablet mode has its own button, too, so it can be turned on and off quickly.



*The Action Centre is visible on the right edge of the screen*

# Advantages of migrating to Windows 10

If you plan to migrate to Windows 10, you will want to know what you get from it. What advantages does upgrading bring—and which details of the existing system will you have to give up?

Sure, in the end everyone must answer this question for their own. However, there are some points to consider. What are they about?

## The security aspect

Sooner or later, Microsoft will discontinue technical support for earlier versions of Windows. For Windows XP, this has been the case since April 2014—updates patching possible security holes are only available for a service fee. And this can only be afforded by companies with many employees that need more time to adapt their systems to a new version of Windows.

**Link** Since January 2015, Windows 7 is only supported with security-relevant updates, but other errors are no longer fixed. Regarding Windows 8.1, Windows Update will offer patches until 2018, see <http://windows.microsoft.com/en-gb/windows/lifecycle>.

## Free upgrade possible

In the form of an icon in the notification area, Microsoft informs all authorised users of Windows 7 and 8.1 about the possibility of obtaining Windows 10 for free. Yes, you read that right: All in Apple style, Microsoft makes the new version of its operating system available for free. The only requirement: You have to have a valid licence from a previous Windows system, such as Windows 7, 8 or 8.1.

In addition, the upgrade option may be applied only during the first year after the release of Windows 10. So if you want to upgrade to Windows 10 only after July 29, 2016, you will have to pay money.

## Overview of advantages and disadvantages

When upgrading your computer to Windows 10, you have to stop using some features.

### Updates cannot be prevented

Because Windows 10 is the first step towards a uniform operating system, you can no longer evade

updates. Once the system is installed, it's installed; you lose some of your freedom on the system. If you use Windows as Home edition, the installation of updates cannot be prevented—users of the Pro or Enterprise variant can delay them, but that's about it.

## **No Media Centre**

No longer on board of Windows 10: The Windows Media Centre. This will be a problem for numerous users. Although, there are alternatives. We take a look at them in Chapter 6.

For some Windows functions, restrictions also apply—at least temporarily. For example, the secure login using Windows Hello needs special hardware such as a fingerprint reader, an illuminated infrared sensor or other sensors. Also, Cortana and the new streaming options via Xbox Music were available only in some regions when Windows 10 launched at the end of July 2015—including in the UK.

## **Good reasons to upgrade**

Microsoft has also made clear: There are many reasons to take the plunge on Windows 10. For example, the following:

- First of all, many people surely want to get their loved Start menu back.
- Then there are certainly many Windows 8.1 users who could never really be friends with the touch-optimised interface and would prefer to use a system that's easy to operate optimally even with mouse and keyboard.
- Also interesting: The Xbox integration. With it, PC and Xbox are synchronised with the same data, which works via your Microsoft account.
- If you don't like Internet Explorer, definitely take a look at its successor, Microsoft Edge. The new browser is really fast and renders a lot of websites much better than its aged predecessor.
- With Cortana, your personal digital assistant makes the move to the desktop first on a Windows PC. Even in OS X El Capitan, Apple did not introduce the iOS equivalent Siri (as of July 2015). With Cortana finding information of any kind and managing appointments and tasks should be a lot easier. You can even control her with voice commands.

## **Backing up files and settings, preparing**



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