

WINDOWS 10: THE BEST TRICKS, TIPS, & TWEAKS

Windows Timeline:

Timeline helps you pick up where you left off. Clicking the Task View button in the taskbar or pressing the Windows Key + Tab summons the feature, which displays a time line of your activity in supported apps, stretching back over the past. Even more handily, Microsoft lets you group related apps together into “Activities” in Timeline, so that when you open that week-old budget document, for example, the presentations and websites you referenced at the time can easily be summoned as well. This even syncs across devices, so it could be especially useful if you use multiple PCs.

CLOUD CLIPBOARD:

Windows 10’s copy and paste functionality has been hit and miss for years, but now you can deploy that bugginess across multiple PCs with cloud clipboard—a genuinely useful feature. Head to Start>Settings>System>Clipboard and enable “Sync across devices” to start copying data on one PC and pasting it on another PC. (continue)



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Your Phone:

Want to tie your phone and PC closer together? Download Microsoft’s “Your Phone Companion” app for Android, and link it to your PC using the new Your Phone app from the Microsoft Store. Your Phone lets you open, view, copy and share photos that you took on your phone, as well as send and reply to texts right on your PC. There’s an iOS version as well, but it’s much, much more limited.

Ransomware Protection:

Ransomware is a growing problem. It infects PC’s, encrypts your files, and holds everything hostage until you pay a ransom. The best defense against ransomware is frequent backups and strong security software but Windows 10 now includes basic protection right in your operating system.

Controlled Folder Access “protects your files and folders from unauthorized changes by unfriendly applications”. Your Documents, Pictures, Movies, and Desktop folders are protected by default, though you can block other folders manually or whitelist trusted software to access your locked-down info. You can tweak Controlled Folder Access by opening the Windows Security app (formerly Windows Defender), heading to the Virus & threat protection tab, and clicking the “Manage ransomware protection” link at the bottom.

Turn off File Explorer’s Quick Access View

When you open File Explorer in Windows 10, it defaults to a new Quick Access

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View that shows your most frequent accessed folders and recently viewed files. If you’d rather File Explorer default to the “This PC” view found in Windows 8, here’s how.

Open File Explorer, then select View>Options from the Ribbon. A Folders Options window will open. Click the “Open Folder Explorer” drop-down menu at the top, then select the “This PC” option. Click OK and you’re done!

Windows 10 New Keyboard Shortcuts

Windows 10 adds all sorts of nifty new features designed to appeal to PC Power Users, but it also includes some nifty newcomers that you can’t actually see—fresh keyboard shortcuts!

The details come courtesy of Brandon LeBlanc of Microsoft’s Blogging Windows blog. If you install Windows 10 be sure to check these out.

Snapping window: Windows key + Left or Right key, can be used with UP or DOWN to get into quadrants. Quadrants is the new Snap view mode that pins apps to the four corners of the screen.

Switch to recent window: Alt + Tab, holds show new task View window view, let go and switches to app.

Task view: Windows + Tab, New Task view opens up and stays open.

Create new virtual desktop: Windows key + Ctrl + D

Close current virtual desktop: Windows key + Ctrl + F4

Switch Virtual desktop: Windows key + Ctrl + Left or Right

To check out these and more tips and tricks, visit: www.pcworld.com

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How to Back Up to Google Photos

Google Photos is one of the best places to back up your photos and keep them safe. Whether you use an Android phone or tablet, an iPhone, iPad, Mac or Windows PC, there's a free app available that will back up all your snaps automatically.

If you choose 'High quality' as the upload size, you'll have unlimited storage for your backups, but Google will automatically compress any photos larger than 16MP.

If you choose 'Original', the photos will be uploaded without any compression, but you'll be limited by your Google account's storage quota. This is 15GB for free accounts, though you can buy more space if you want.

Back up to Google Photos from a phone or tablet

1. Download the Google Photos app for iOS or Android.
2. Open the app and tap the menu button (three horizontal bars).
3. Select 'Settings', then tap 'Backup and sync'.
4. Turn backups on using the switch at the top.



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Back Up to Google Photos from a PC or MAC

1. Download and install Google Backup and Sync.
2. Sign in with your Google account.
3. Select your Pictures folder.
4. Choose to upload photos in high or original quality.
5. Check 'Upload photos and videos to Google Photos'.
6. Choose whether to sync files from Google Drive.
7. Click 'OK' to begin backing up.

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How to Defrag Windows 10

It's simple to defragment – or 'defrag' – your storage in Windows 10. If you have a hard drive you've been using for a long time without disk defragmentation, you may have noticed performance steadily slowing down.

That likely means it's time to perform a defrag on that drive. Before we begin, you should ensure the drive you plan to defrag is a hard drive and *not* a solid state drive (SSD). The Windows 10 defrag tool can tell you which type of drives you have. We'll jump straight into the instructions for defragging a hard drive now, but just note that **you should not defrag a solid state drive (SSD)**, and we'll explain why after the instructions on defragging a hard drive in Windows 10. First, let's get the Windows 10 Defrag tool open.

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How to Defrag Windows 10

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Step one: Press the Windows Key and type 'defrag' into the search bar, then select "Defragment and Optimize Drives" from the results.

If your search bar is misbehaving or you don't see the above results, you can also reach the tool by opening the Control Panel, selecting System and Security, and then selecting "Defragment and optimize your drives" underneath the Administrative Tools header.

You can get to the Control Panel by pressing the Windows Key and typing "Control Panel" into the search bar and selecting the result or you can open the Start Menu, scroll down to the Windows System folder, open it, and select Control Panel from inside.

Step two: Examine the list of your computer's drives in the Defrag tool, and find the hard drive you want to defrag.

Step three: Check the "Media Type" column for your drive and ensure it is not a solid state drive (SSD). *Only proceed with defragmentation for a hard drive.*

Step four: Click on the drive you want to defrag, then press the "Optimize" button below the list of drives.

Windows 10 may prompt you to ap-

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Step five: Sit back and let the Defrag tool work. Depending on the size of your drive and the level of fragmentation, it may take a considerable amount of time to complete.

Step six (optional): If you'd like Windows 10 to defrag your drive on a regular basis, you can turn on scheduled optimization inside the Defrag tool. Press the "Turn on" button under "Scheduled optimization," then select the schedule you want Windows to follow, and press the "Choose" button to select which drives should be included in the regular defrags.

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Remember to document your user name, password, email, phone number, & security questions. Doing this can save you a lot of work and frustration in trying to get back into your account.



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