



WINDOWS 10 TIPS & TRICKS

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STUG December 2019
Circle of Learning

Which Version of Windows 10 Do I Have?

- A major update to Windows 10 was distributed beginning in May. There were many changes to the operating system , plus a couple of improvements to the user interface
- To find what version of Windows 10 you are running click

Start

Settings

System

About

Home

Find a setting



System

Notifications & actions

Focus assist

Power & sleep

Battery

Storage

Tablet mode

Multitasking

Projecting to this PC

Shared experiences

Clipboard

Remote Desktop

About

About

✓ Device security

[See details in Windows Security](#)

Device specifications

Device name	DESKTOP-353IL4H
Processor	Intel(R) Core(TM) i3-6100U CPU @ 2.30GHz 2.30 GHz
Installed RAM	8.00 GB (7.84 GB usable)
Device ID	876BADAE-8A1F-4769-99EC-CC2C95C28D30
Product ID	00331-20020-11464-AA099
System type	64-bit operating system, x64-based processor
Pen and touch	Touch support with 10 touch points

Rename this PC

Windows specifications

Edition	Windows 10 Pro
Version	1903
Installed on	9/4/2019
OS build	18362.418

[Change product key or upgrade your edition of Windows](#)

[Read the Microsoft Services Agreement that applies to our services](#)

Change Where Apps Install

Many computers these days are shipping with a combination of SSD and large capacity mechanical data drives or maybe you have multiple internal or external drives.

A great idea but it does require a bit more management, particularly when it comes to where to install new apps.

In most cases, you will want new apps installed on the data drive, not the smaller capacity solid-state boot drive (C)

To change the default drive for apps ...

Click Start – Settings – System – Storage

Find a setting

System

🖥️ Display

🔊 Sound

🗨️ Notifications & actions

🌙 Focus assist

🔋 Power & sleep

🔋 Battery

📁 Storage

📱 Tablet mode

📄 Multitasking

🖥️ Projecting to this PC

👥 Shared experiences

📄 Clipboard

> Remote Desktop

Storage

Storage Sense can automatically free up space by getting rid of files you don't need, like temporary files and content in your recycle bin.

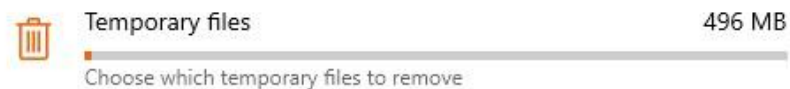
Off

[Configure Storage Sense or run it now](#)

Local Disk (C:) - 930 GB



This is how your storage is used and how you can free up space.



[Show more categories](#)

More storage settings

[View storage usage on other drives](#)

[Change where new content is saved](#)

[Manage Storage Spaces](#)

[Optimize Drives](#)

Find a setting

System

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🔗 Remote Desktop

📄 About

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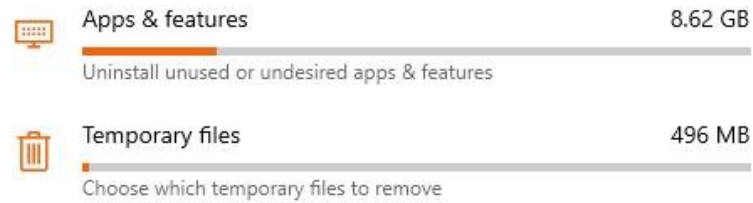
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[Optimize Drives](#)

Change where new content is saved

Change where your apps, documents, music, pictures, videos and maps are saved by default.

New apps will save to:



Local Disk (C:) ▾

New documents will save to:



Local Disk (C:) ▾

New music will save to:



Local Disk (C:) ▾

New photos and videos will save to:



Local Disk (C:) ▾

New movies and TV shows will save to:



Local Disk (C:) ▾

Change where you store your offline maps



Local Disk (C:) ▾

Remove Windows.old

Hard Drive Storage is not as costly or as limited as it once was, but that doesn't mean you want to waste space if you don't have to.

If you upgraded to Windows 10 from Windows 7 or 8 you probably have a folder on your hard drive that contains the old version of Windows. On the assumption that you are never going to revert back to Windows 7 or 8, you can delete that folder and regain the storage space on your hard drive.

To delete the folder

Open File Explorer

Navigate to the hard drive where Windows 10 resides (typically on "C") and Right-Click it.

Click the Properties menu item

Click the Disk Cleanup Button to start the scan and then click the Clean Up System Files Button

Add More Places To Send Files

When you are working in File Explorer and you right-click a file and navigate to the SEND TO menu item you'll see a small list of suggested places where you can send the file.

If you SHIFT+Right-Click that file instead and navigate to the SEND TO menu item you will be shown a much more extensive list of places where you can send that file

Move Apps

If you discover that you are running out of space on a drive, you can try moving apps to another location via the Move Apps feature

Click the Notifications icon in the lower right corner of the default Windows 10 desktop

Click the All Settings button

Search “Apps & Features”

Click on the app you would like to move

Move Apps

This tip is particularly useful for modern PC's that often come with 2 storage drives – a lower capacity SSD designated as the system drive and a higher capacity standard mechanical drive designated as the application drive.

The default installation drive for many applications is typically the system drive but in the double drive setup the second high capacity drive is the correct choice which means you will have to move apps from time to time.

The New & Improved Clipboard

The classic keyboard shortcut for

Copying is CTRL C

Cutting is CTRL X

Pasting is CTRL V

With the Windows Update v1903 the clipboard has been enhanced.

By default, Windows will now store every clipboard copy and cut in a history file and bring them back up in a box when you press the WINDOWS key + V

You can scroll through and click on one to paste it into your current document.

If you want to paste it again you can go back to

The New & Improved Clipboard

Why would anyone want this?

I can only speak for myself. Most often I use it because I've copied something new before I had a chance to paste what I copied before. Or, I've been pasting the same thing over and over and copied something else in the middle of my task and then had to start over. Now I can paste it again from history without going the long way around.

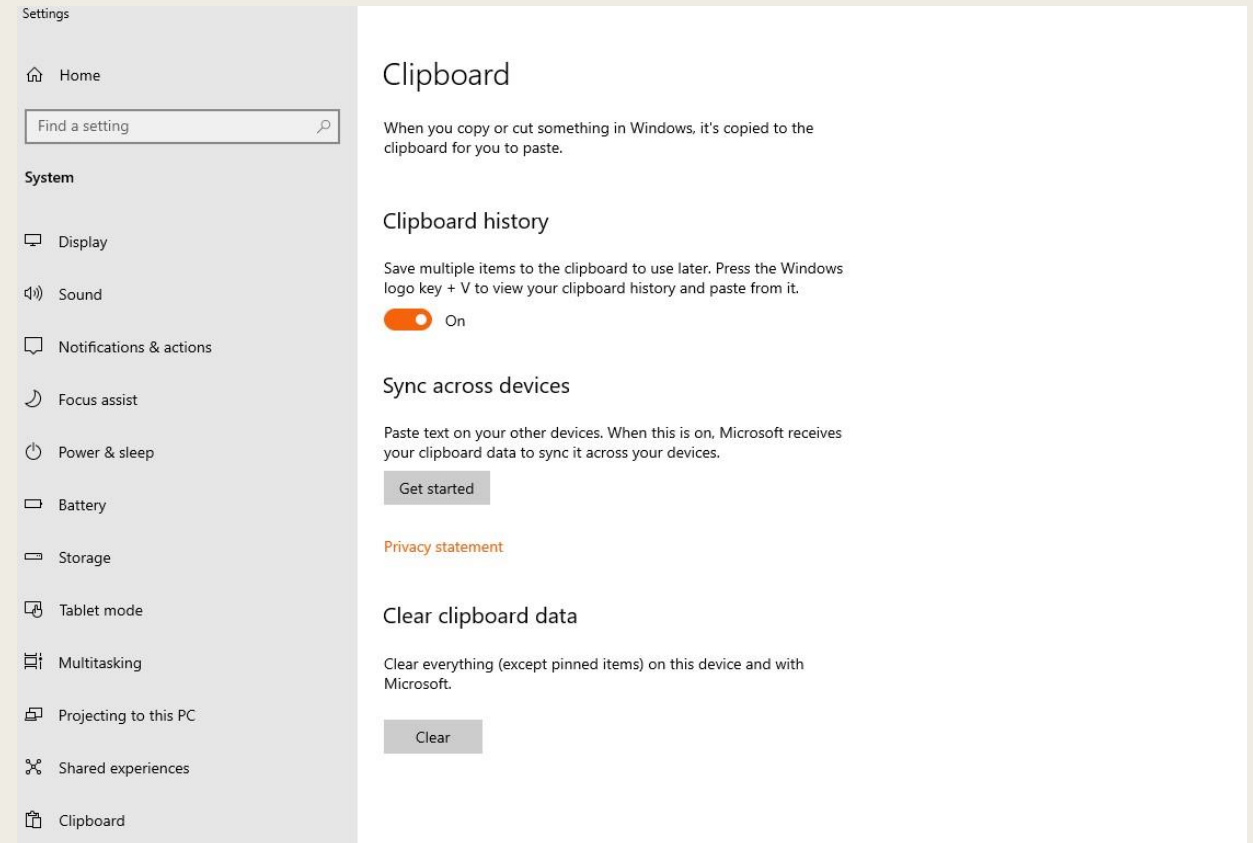
Another reason I use it is to refer to information I know I've copied before. Maybe it's an email address or some code sample. I could always find the source again, but it's quicker to bring up the Clipboard History and get it from there

The New & Improved Clipboard

You can turn off this feature entirely

Windows can be told not to keep the history.

Type Clipboard Settings in the Search Bar



The New Emoji Kaomoji & Symbols

Remember Smileys a.k.a. Emoticons?

The modern emoji was created by Japanese mobile telecom

Companies in the 90's and now they're the primary source of communication confusion employed by our kids and grandkids worldwide.

You probably want to hop on board and start confusing your own communications by sprinkling a few emoji here and there, right?

The question is, how do you type an emoji into your Windows keyboard?

Here's how Windows Key + Period.

Hold down the Windows Key and tap the period key. A new box will pop up from which you can select an emoji

Adjust Views In File Explorer

Using default settings, File Explorer will open at the Quick Access Menu.

To change that behavior...

Open File Explorer and click the File Tab in the upper-left corner

Click the Change Folder and Search Options menu item

Click the down button in the Open File Explorer To box to see a list of possibilities

The New & Improved Start Button

We all know what happens when we click the Start Button ,, right?

There have always been many ways to accomplish a task in every version of Windows but Windows 10 adds something new.

But did you know that there are many things to be easily found by right-clicking on it?

Let's take a look

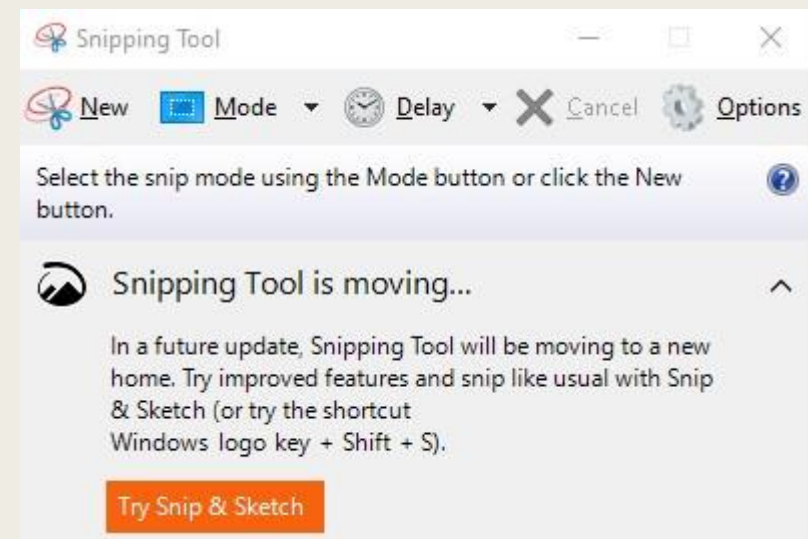
The New & Improved Snip & Sketch Tool

The new Snip & Sketch Tool, which will eventually replace the old Windows Snipping Tool, includes a few extra features that help you to easily capture and annotate screenshots on your computer, and then save them or share them with others

There are many reasons why you might need to capture an image of your screen, but whatever the reason, the new snipping tool allows you to do exactly that and much more

The New & Improved Snip & Sketch Tool

If you have never used the Snip & Sketch Tool you will likely get the original Snipping Tool to open as seen below



Click “Try Snip & Sketch”

To open in the future type
snip in the Windows Search
Bar

The New & Improved Snip & Sketch Tool

When you open the tool and create a new “snip” the new window will open with the snip and the option buttons on the top will come “alive” for editing or writing on captured images.

Hover your mouse pointer over all the buttons to see what they do.

It is very user friendly in that way.

Ahhhh technology. Now we can finally snip a picture of anyone and paint a mustache on him/her



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A VALUED STUG MEMBER

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