

*Bonus  
Online Tasks*



# **EASY WINDOWS® 10**

## **Third Edition**

Mark Edward Soper

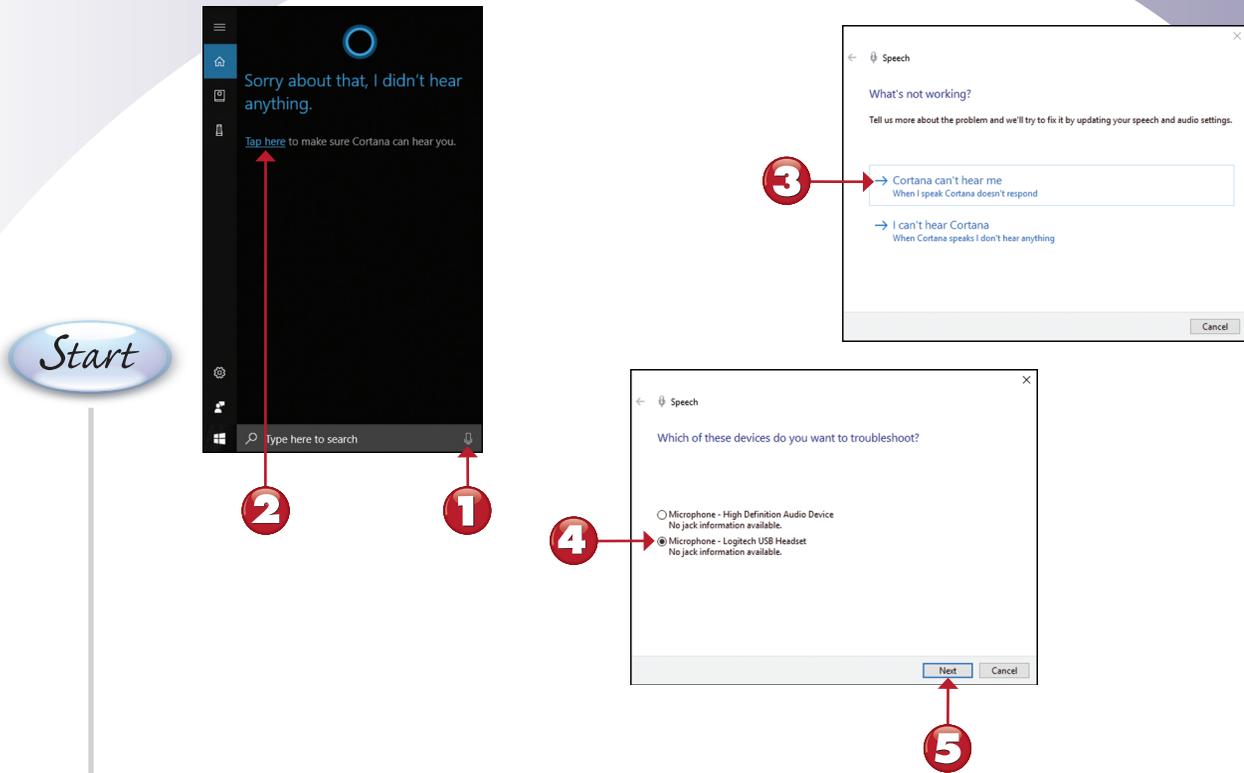
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## CONFIGURING CORTANA VOICE SEARCH

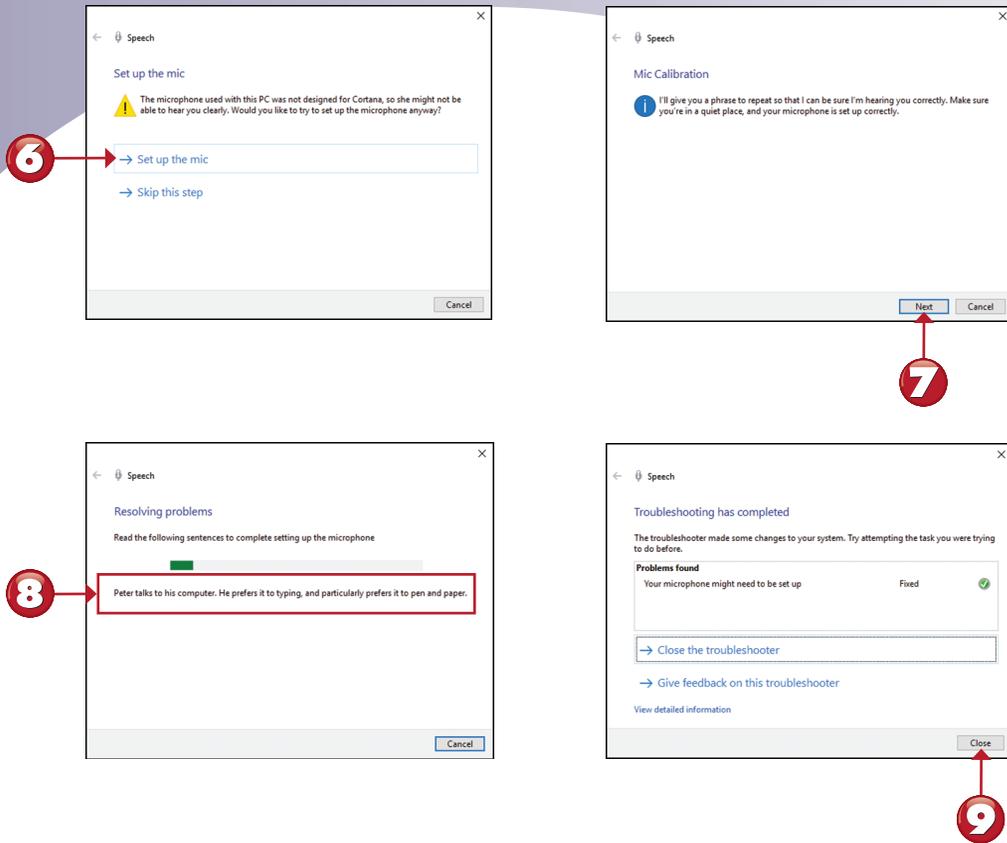
If Cortana can't hear you, use the instructions in this section to configure your system so you can perform voice searches with Cortana.



- 1** Click or tap the microphone icon in the Search box, and begin speaking your search terms or phrase.
- 2** If you see a "Sorry about that. I didn't hear anything" message, click or tap **Tap here** to continue.
- 3** Click or tap **Cortana can't hear me**.
- 4** If you have more than one mic (such as a built-in mic and a headset mic), select the one you use.
- 5** Click or tap **Next** to start the process.

*Continued*





- 6** Click or tap **Set up the mic**.
- 7** Click or tap **Next**.
- 8** Read the text aloud. Cortana goes to the next dialog box automatically when it is finished analyzing your voice.
- 9** Click or tap **Close**.

*End*



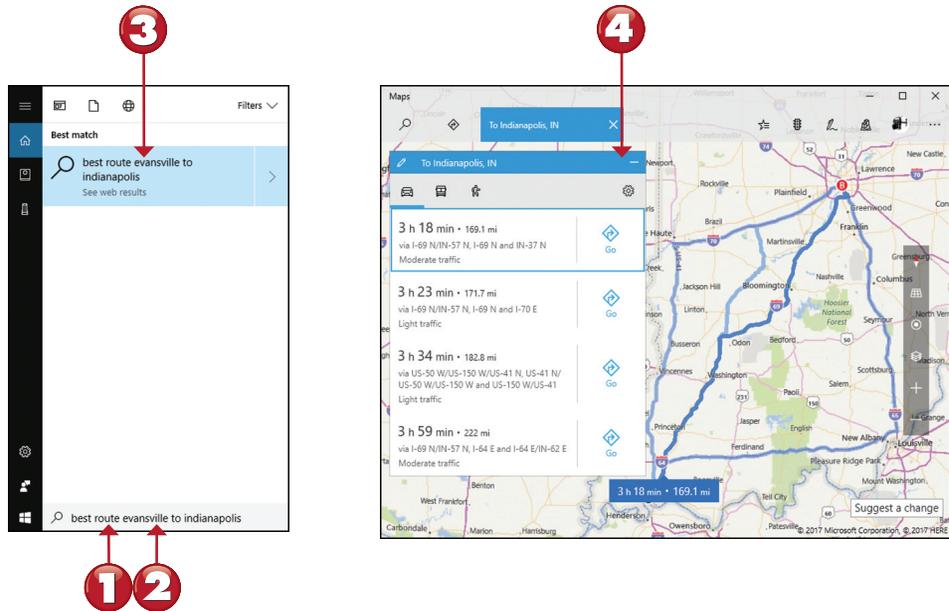
## NOTE

**Troubleshooting Cortana Voice Setup** If Cortana cannot detect your speech after you complete the setup process, make sure your built-in microphone is enabled and not muted, or that your plug-in microphone is plugged in and not muted. To learn more about this process or to fine-tune microphone volume, see Chapter 19, “Managing Windows 10 Fall Creators Update.” ■

## CORTANA AND MAPS

Cortana can do more than deliver web results: it can also start the Maps app to help you quickly find a route.

Start



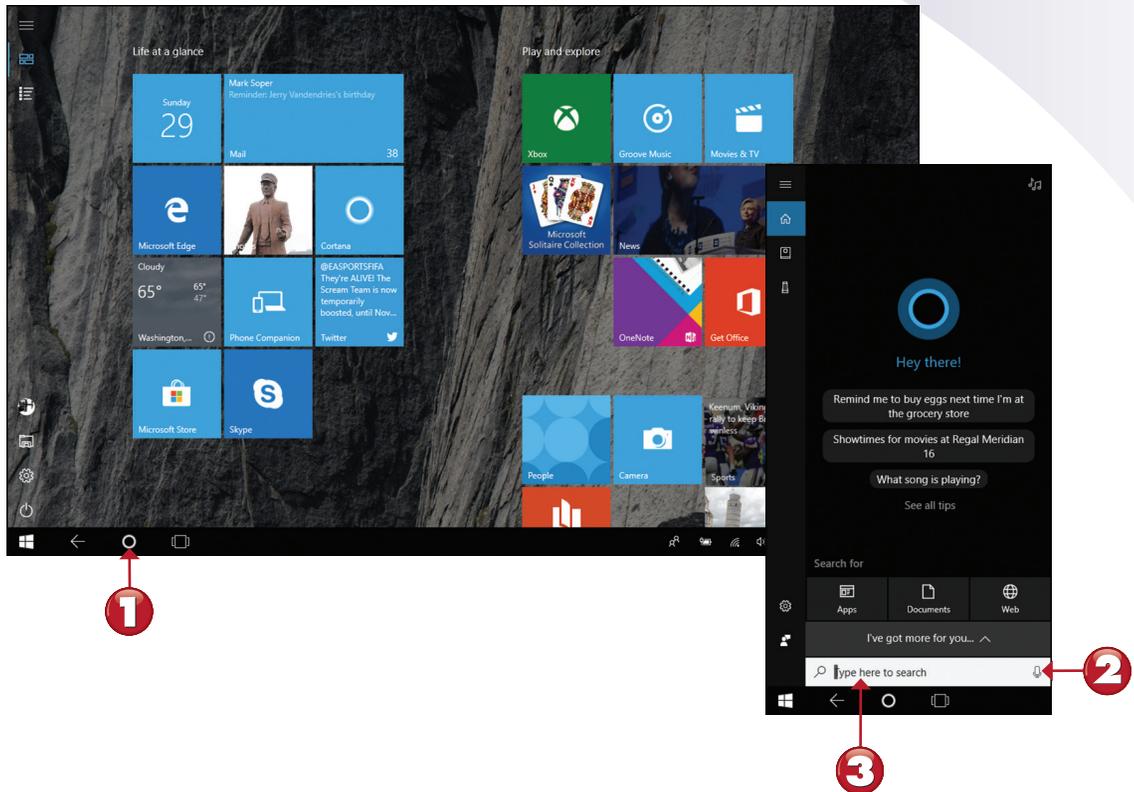
- 1 Click or tap the **Search** box.
- 2 Type a search such as “Best route between *point A* and *point B*” (such as *Evansville to Indianapolis*).
- 3 Click or tap the link.
- 4 Cortana opens Maps and displays one or more routes.

End



## USING CORTANA IN TABLET MODE

Most of Cortana's features work the same in Desktop or Tablet mode, but the way you start Cortana in Tablet mode may be different than what you normally use. Here's what to expect.



- 1** Click or tap the circle icon between the Back arrow and App Switcher icons.
- 2** Click or tap the microphone to perform a voice search.
- 3** Click or tap the box to type your search.



### TIP

**Small Icon Mode and Cortana** If you use small icons in your taskbar, Cortana also uses a circle icon you must click or tap in order to access text or voice searches. ■

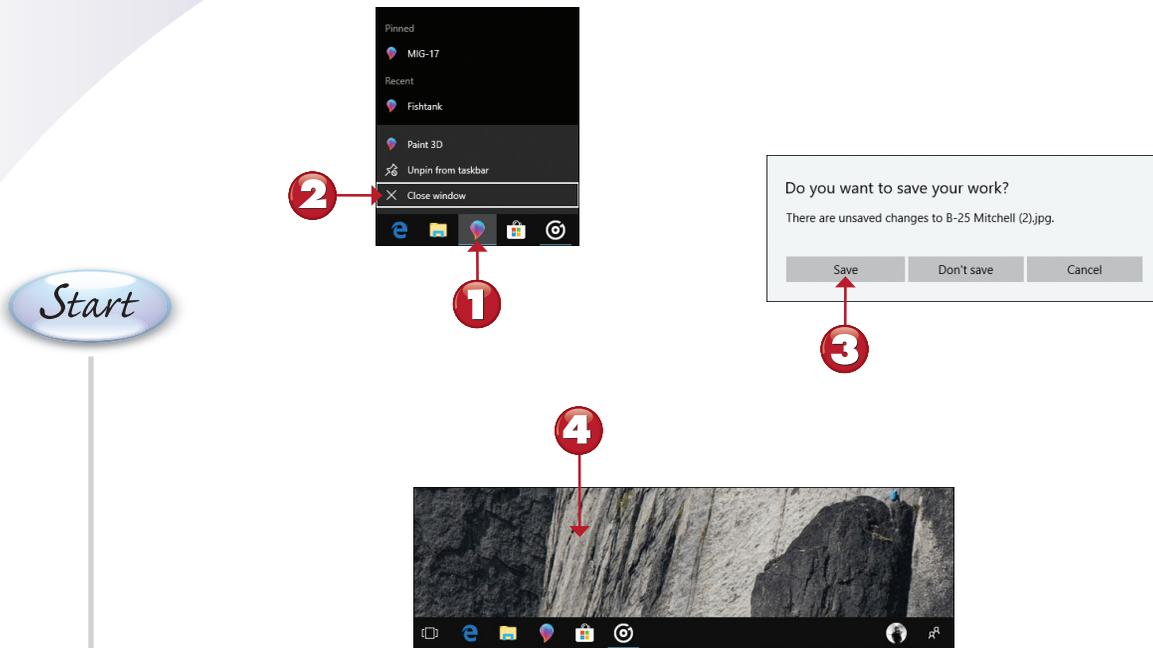


### TIP

**Learning More About Tablet Mode** To learn more about using Tablet mode, see Chapter 3. ■

## CLOSING AN APP FROM THE TASKBAR

If you are finished with an app, you can close it directly from the taskbar. Here's how.



- 1** Right-click or press and hold the app icon in the taskbar.
- 2** Click or tap **Close window** or **Close all windows**.
- 3** Click or tap **Save** if prompted to save changes.
- 4** The app icon no longer appears on the taskbar.

*End*

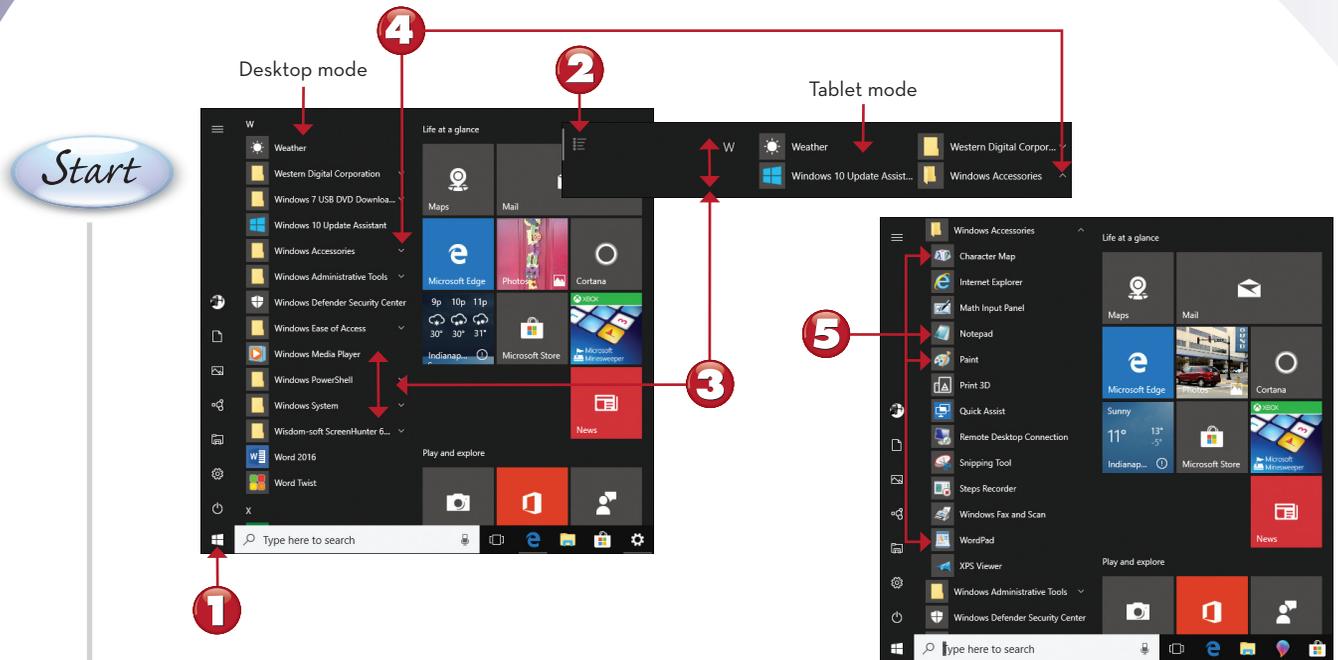


### NOTE

**Other Options When Closing an App** If you don't want to keep any changes since the last time you saved the file, click or tap **Don't Save** in step 3. If you want to save the file with a different name, click or tap **Cancel** in step 3, click or tap the taskbar icon to make the app the active app, and save the file with a different name. Then, close (exit) the app. ■

# STARTING NOTEPAD, WORDPAD, PAINT, AND CHARACTER MAP

Notepad is a simple text editor, WordPad is a simple word processor, Paint is a simple graphics program, and Character Map enables you to insert special characters into text you type with these and other programs. Here's how to locate and start these familiar Windows accessories in Windows 10.

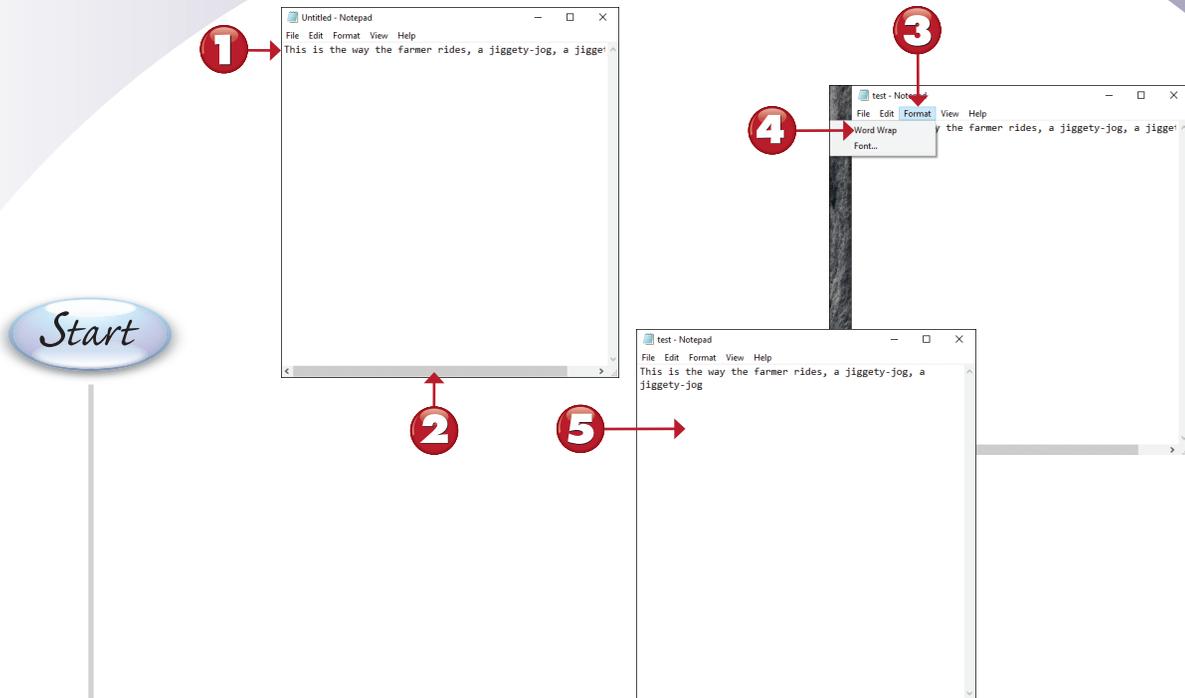


- 1** Click or tap **Start** (Tablet or Desktop modes).
- 2** In Tablet mode, click **All apps**
- 3** Scroll down or flick up the menu.
- 4** Click or tap **Windows Accessories**.
- 5** Click or tap the accessory to use.

End

## ENABLING WORD WRAP IN NOTEPAD

You can use Notepad for note taking and for creating lists of items. When you type a long line of text into Notepad, the text might extend past the right edge of the window. Here's how to set Notepad so you can see all of the text.



Start

- 1 After starting Notepad, type text into the window until the scroll bar appears (do not press the Enter key).
- 2 The scroll bar indicates that Word Wrap is not enabled.
- 3 Click or tap **Format**.
- 4 Click or tap **Word Wrap**.
- 5 You can now see all of the text you typed.

End

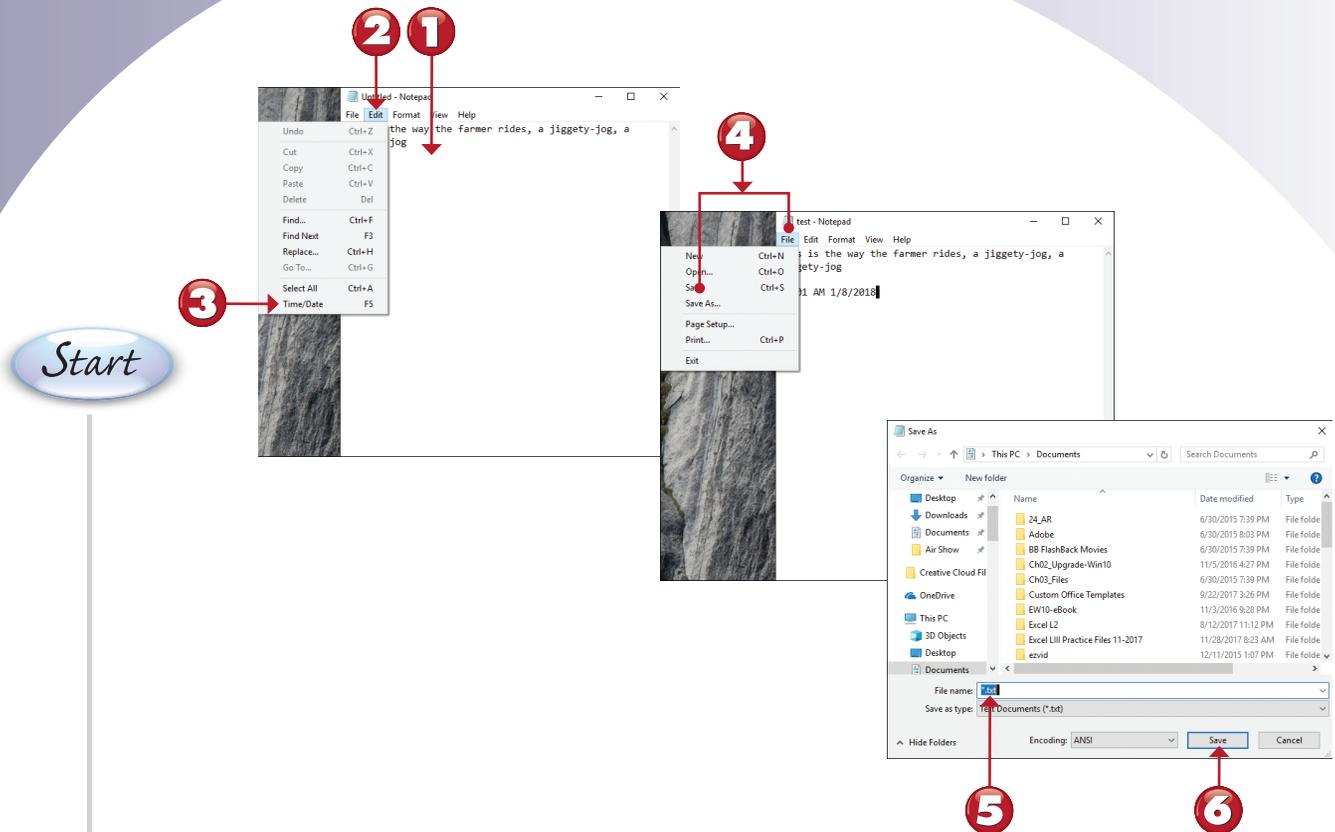


### NOTE

**Word Wrap Benefits and Drawbacks** Enable Word Wrap to see an entire paragraph without scrolling or if you want to print your Notepad text. However, if you are using Notepad along with another app, such as WordPad, Word, or a web browser, be sure to disable Word Wrap before copying and pasting text. If you leave Word Wrap enabled, the line breaks you see onscreen will also be used when the text is pasted. ■

## OTHER NOTEPAD FEATURES

Notepad enables you to add date and time to your document, find and replace text, and save text files. Here's how to find these options.



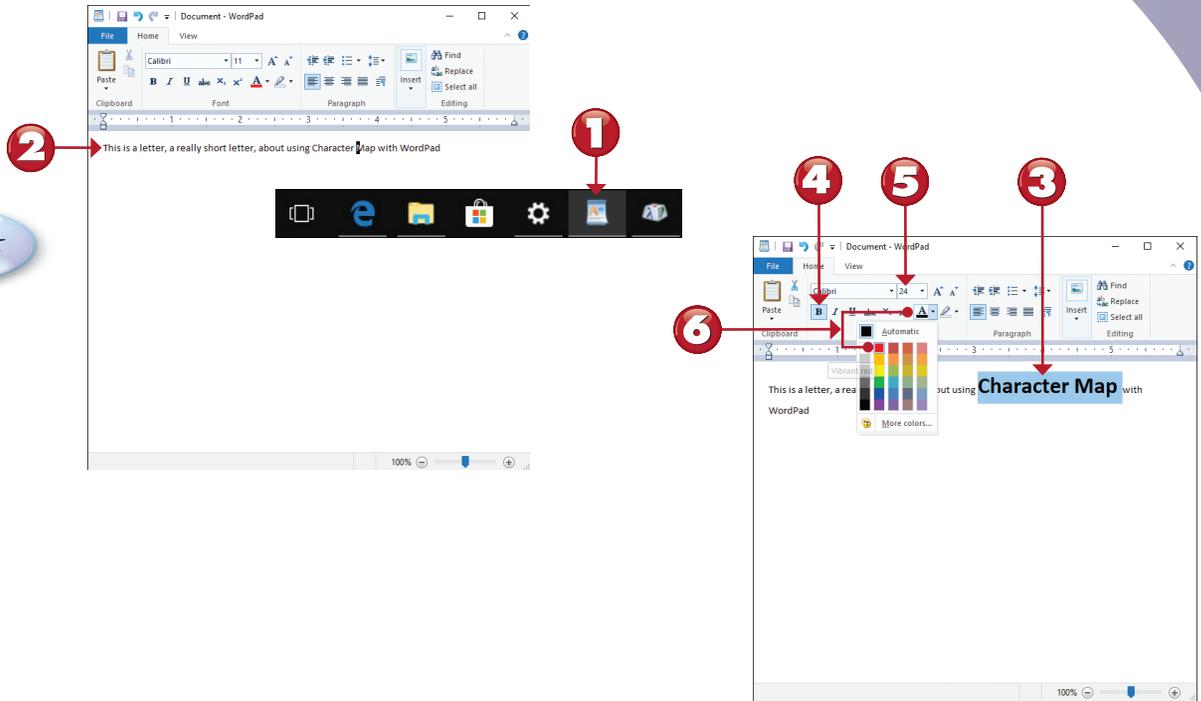
- 1 Move the cursor to where you want to place the date.
- 2 Click or tap **Edit**. Note the options for changing text.
- 3 Click or tap **Time/Date**.
- 4 Click or tap **File, Save As**.
- 5 Enter the filename.
- 6 Click or tap **Save** to save the file in the default folder (Documents).

End

## USING WORDPAD AND CHARACTER MAP

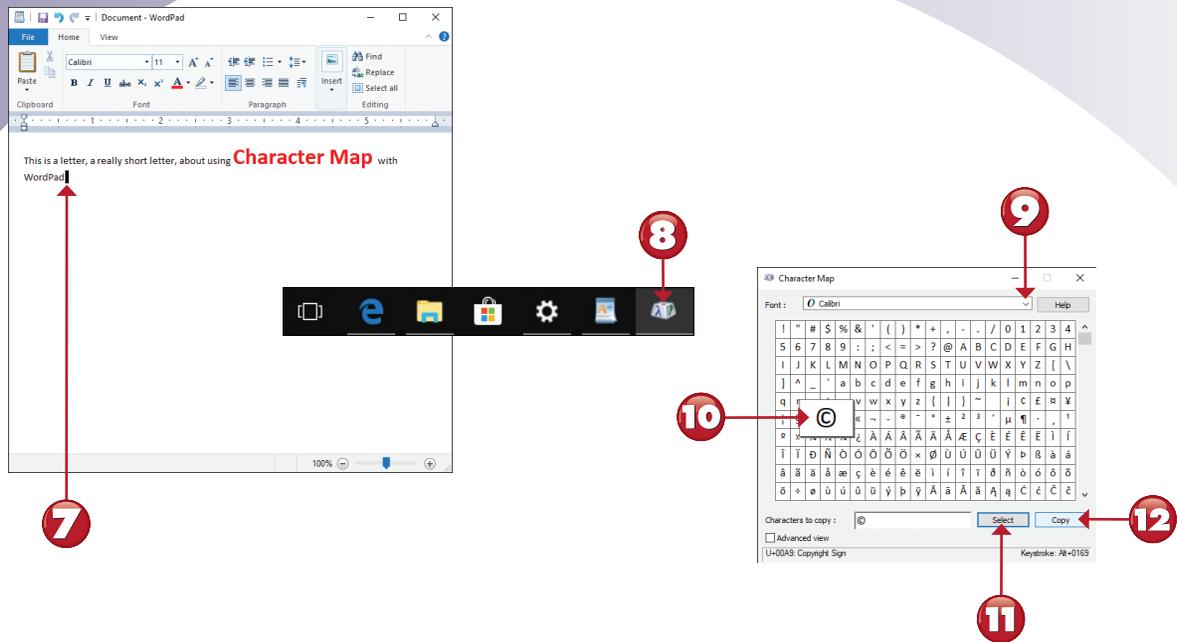
If you need to add special characters or icons to a document, you can use the Character Map app in the Windows Accessories folder to copy the character you want to use and paste it into an app such as WordPad. You also learn how to save your WordPad document in the format desired. In this exercise, I assume that you have already started WordPad and Character Map.

Start



- 1 Click the WordPad icon in the taskbar to make it active.
- 2 Type some text into WordPad.
- 3 Select text.
- 4 Click **Bold**.
- 5 Select a different font size.
- 6 Select a different text color.

Continued



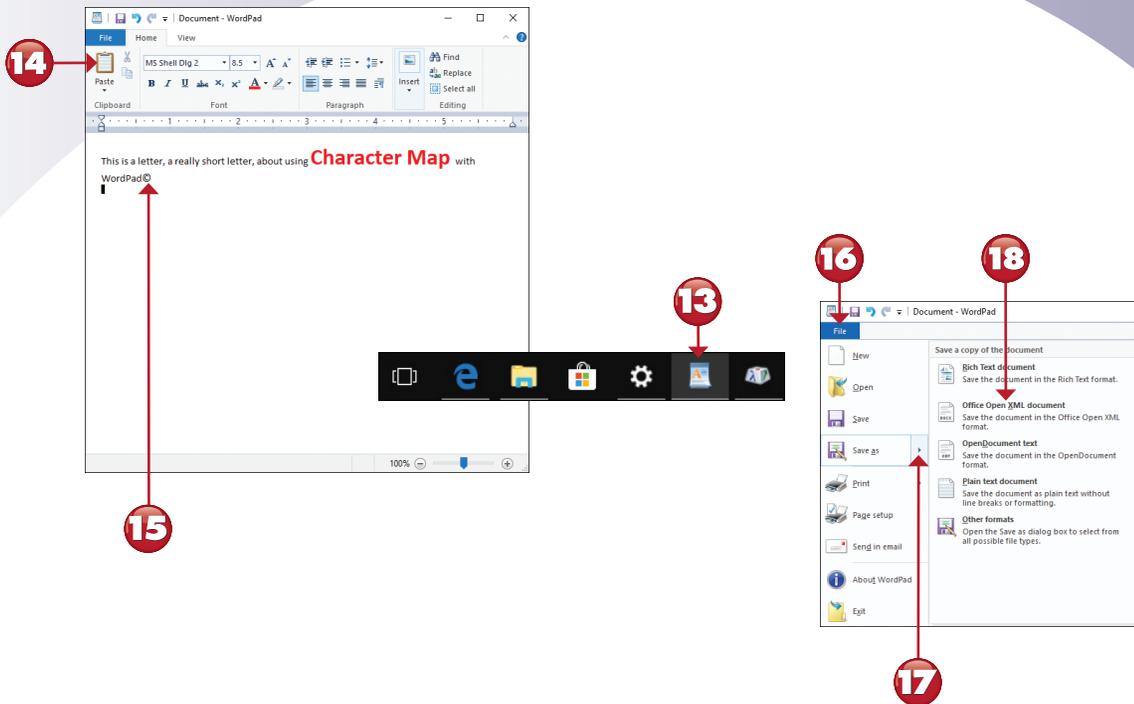
- 7** Position the cursor where you want to place a special character.
- 8** Click the Character Map icon in the taskbar.
- 9** Select a font that has the character that you need.
- 10** Click or tap the character needed.
- 11** Click or tap **Select**.
- 12** Click or tap **Copy**.

*Continued*



### TIP

**Finding the Font with the Characters You Need** For characters such as copyright and math symbols, select the same font in Character Map as you used in WordPad. If you need specialized characters (such as icons, circled numbers, and so on), select the Wingdings or Webdings fonts in Character Map. ■



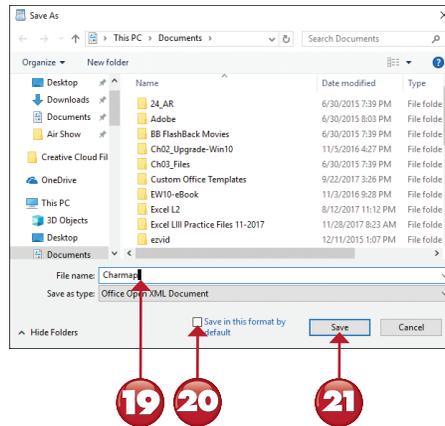
- 13 Click or tap the WordPad icon in the taskbar.
- 14 Click or tap **Paste** to add the character to the document at the current cursor position.
- 15 The character copied from Character Map is pasted into WordPad.
- 16 Click or tap **File**.
- 17 Click or tap **Save As**.
- 18 To save the file for use with Word, click or tap **Office Open XML document**.

*Continued*



## NOTE

**File Formats Available in WordPad** **Office Open XML** is better known as .docx (the default file type used by Microsoft Word). **Rich Text** works with almost any word-processing or page layout program, and uses a file extension of .rtf. Use **Open Document** (.odt) with OpenOffice. Use **Plain Text** (.txt) for files you want to open with Notepad. For MS-DOS or Unicode plain text, click or tap **Other formats** and choose the appropriate option. ■



19 Enter the filename.

20 To use the current **Save as type** as the default, click the empty check box.

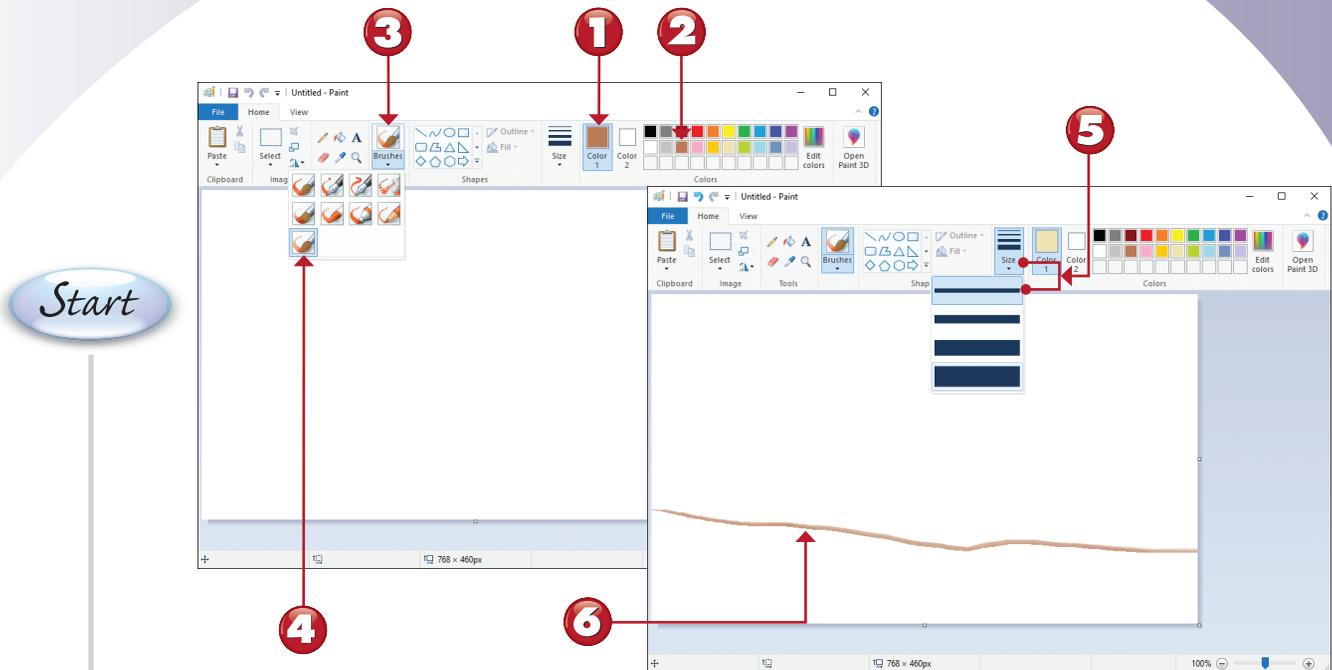
21 Click or tap **Save**.

End



## USING PAINT

You can create pictures using Paint that you can print or use as backgrounds with Paint 3D. Here's how to create an image using various colors and textures and save it for use with Paint 3D or other programs. In this exercise, I assume that you have started Paint from the Windows Accessories folder as detailed earlier in this chapter.



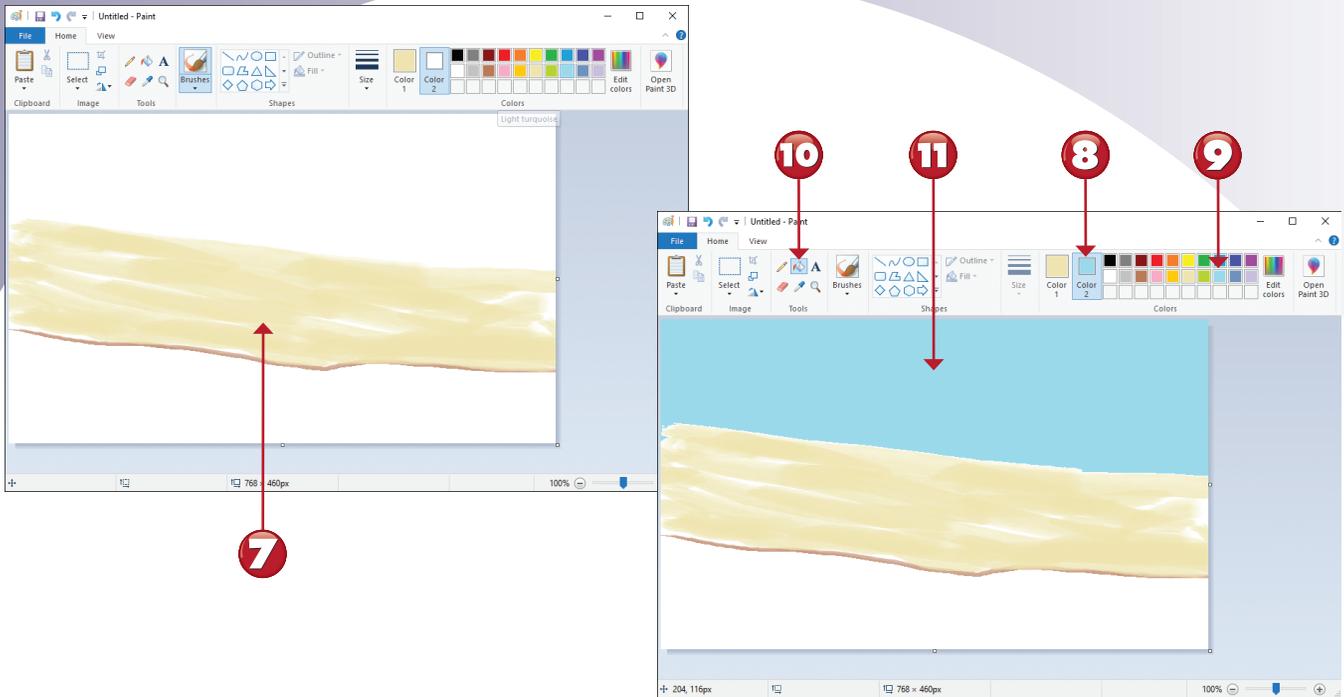
- 1 After starting Paint, click or tap **Color 1**.
- 2 Choose a color.
- 3 Click or tap **Brushes**.
- 4 Choose a brush.
- 5 Click or tap **Size** and choose a brush size.
- 6 Click or tap and drag in the workspace to begin your drawing.

*Continued*



### TIP

**Brush Styles in Paint** Paint's brush styles include **Brush**, **Calligraphy brush 1**, **Calligraphy brush 2**, **Air brush**, **Oil brush**, **Crayon**, **Marker**, **Natural pencil**, and **Watercolor brush**. ■



**7** Change color 1, brush type, and brush size to create broader strokes.

**8** To add a solid color fill to an area, click or tap **Color 2**.

**9** Click or tap the color desired.

**10** Click or tap the paint bucket.

**11** Click or tap the area to fill.

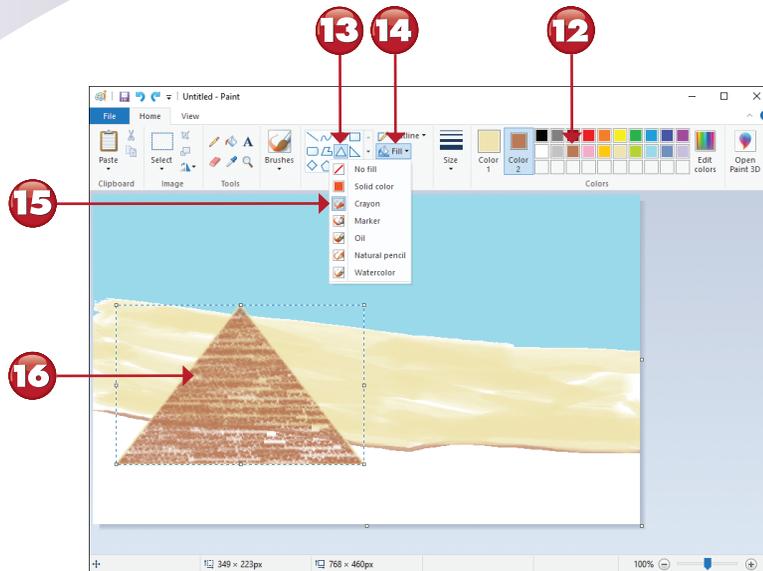
*Continued*



### TIP

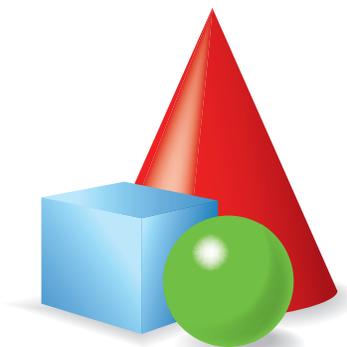
**Background to Foreground** Paint does not support layers, so be sure to start with the background and add objects in front of it. ■

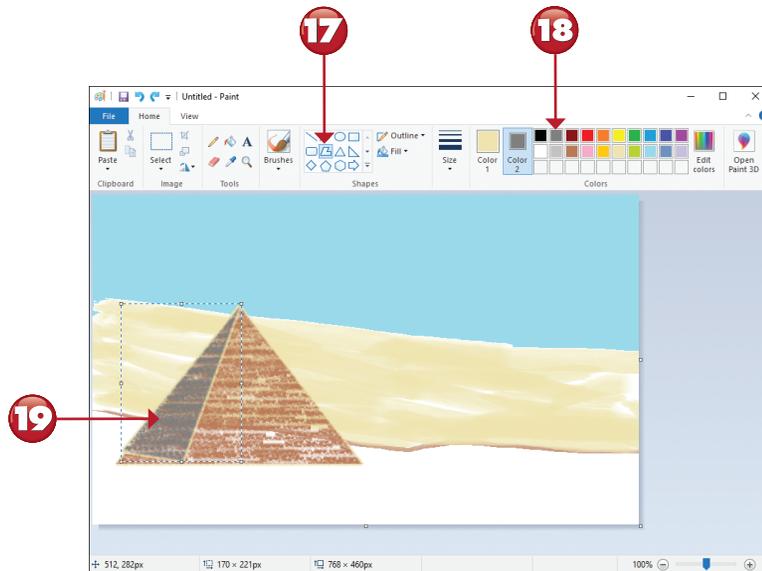




- 12** To add a filled shape, click or tap a color.
- 13** Click or tap a shape.
- 14** Click or tap **Fill**.
- 15** Click or tap a fill type.
- 16** Click or tap the screen and drag to create the shape. Release when done.

*Continued*





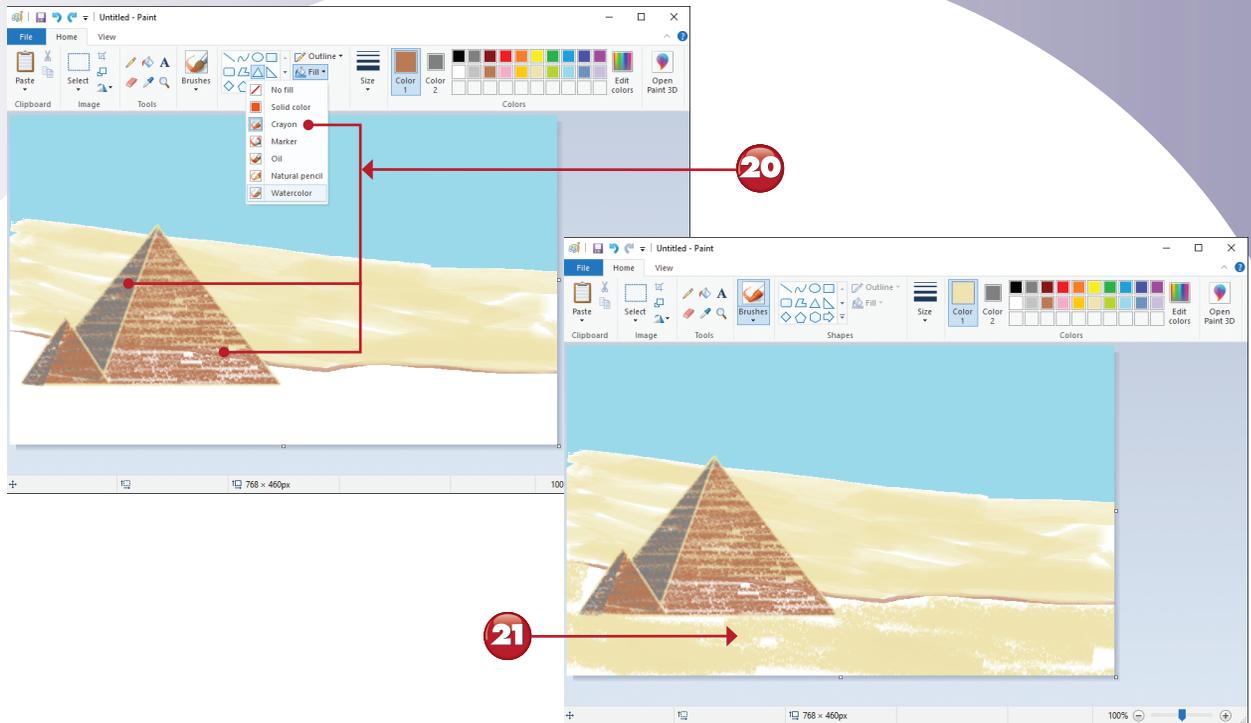
**17** To add a shadow, click the irregular polygon shape.

**18** Choose a color for the shadow.

**19** Click and drag to place the shadow as desired.

*Continued*



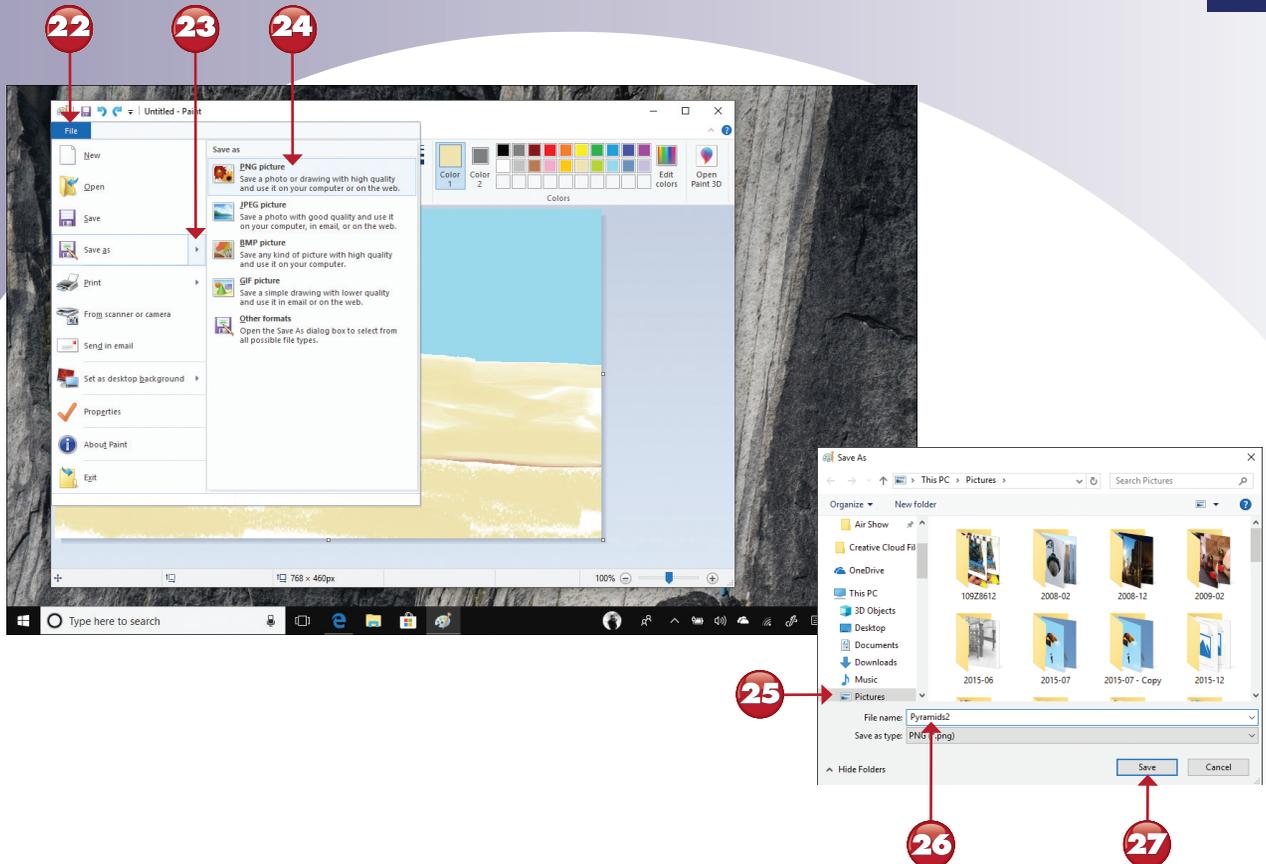


**20** I used the **Crayon** brush as a fill for the pyramids and shadows.

**21** I used the **Watercolor** brush with a wide tip to fill in the foreground.

*Continued*





**22** To save your drawing, click or tap **File**.

**23** Click or tap **Save as**.

**24** Click or tap a file type; PNG is one of several file types that can be used with Paint 3D.

**25** Select a location.

**26** Enter a filename.

**27** Click or tap **Save**.

*End*

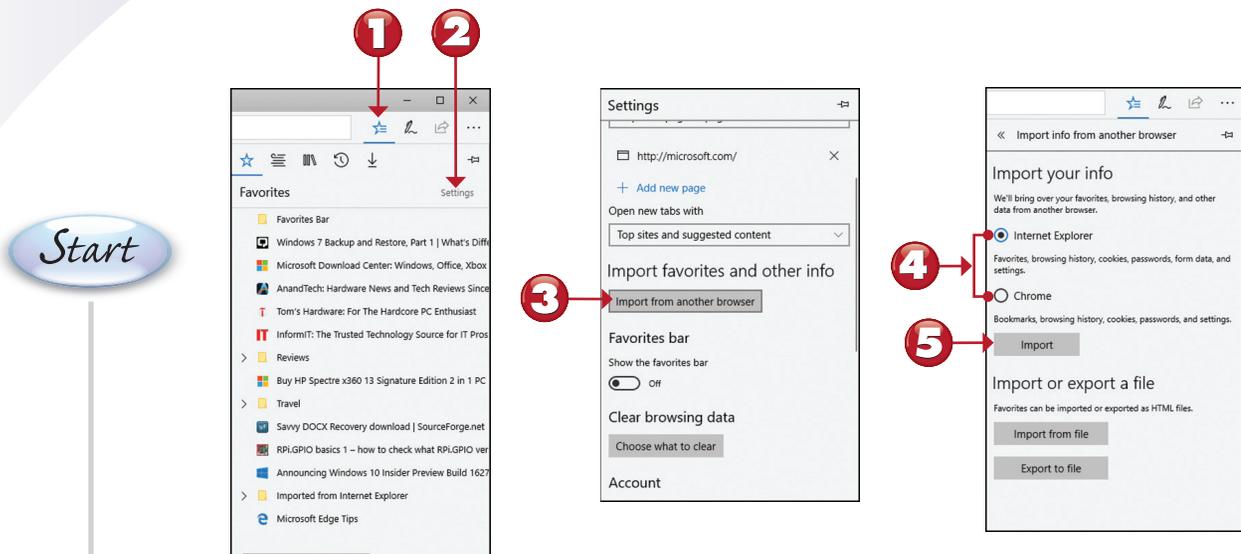


## NOTE

**File Types** Paint can work with .bmp, .tif, .jpg, .gif, .dib, .ico, and .png files. If you want to use Paint with digital camera RAW files or other types of non-supported image files, convert them into maximum-quality JPEG (.jpg) or TIFF (.tif) files first, using other software. ■

# IMPORT AND EXPORT FAVORITES AND SETTINGS

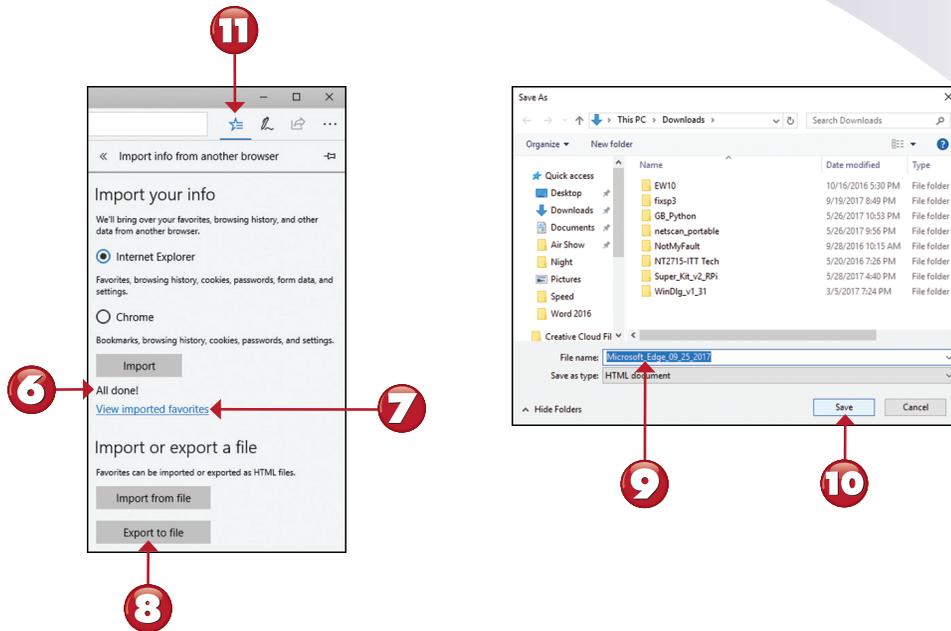
Edge now makes it easy to import your favorites (bookmarks), cookies, and settings from another browser so you can easily switch to Edge. You can also export your favorites. Here's how.



Start

- 1** Click or tap **Hub** (the star icon).
- 2** Click or tap **Settings** in the Favorites section.
- 3** Click or tap **Import from another browser**.
- 4** Click or tap one of the listed browsers.
- 5** Click or tap **Import**.

Continued



- 6 The All done! message is displayed when the import process is complete.
- 7 Click or tap to see imported favorites.
- 8 Click or tap to export favorites from Edge.
- 9 Change the filename if desired.
- 10 Click or tap **Save** to save your favorites.
- 11 Click or tap **Hub** to close the menu.

*End*



### TIP

**Viewing Imported Favorites** Edge creates a folder called **Imported from Internet Explorer** or **Imported from Chrome** in the Favorites list to hold imported favorites (bookmarks). Open the Favorites menu in Edge to see the imported favorites anytime you want. ■

## VIEWING DRIVE PROPERTIES

The Details pane in File Explorer provides some information about a selected drive, file, or folder (often referred to as “objects”), but you can learn much more by viewing an object’s properties sheet. You can use the context (right-click) menu or the Properties menu on the Computer tab (as in this example) for more information.

*Start*

1 After opening File Explorer, click or tap the drive’s icon.

2 Click or tap the **Computer** tab.

3 Click or tap **Properties**.

4 The file system type is listed here.

5 View used and free space here.

6 Click or tap **OK**.

Tap or click here to name or rename the drive.

Tap or click **Disk Cleanup** to remove unnecessary files.

*End*

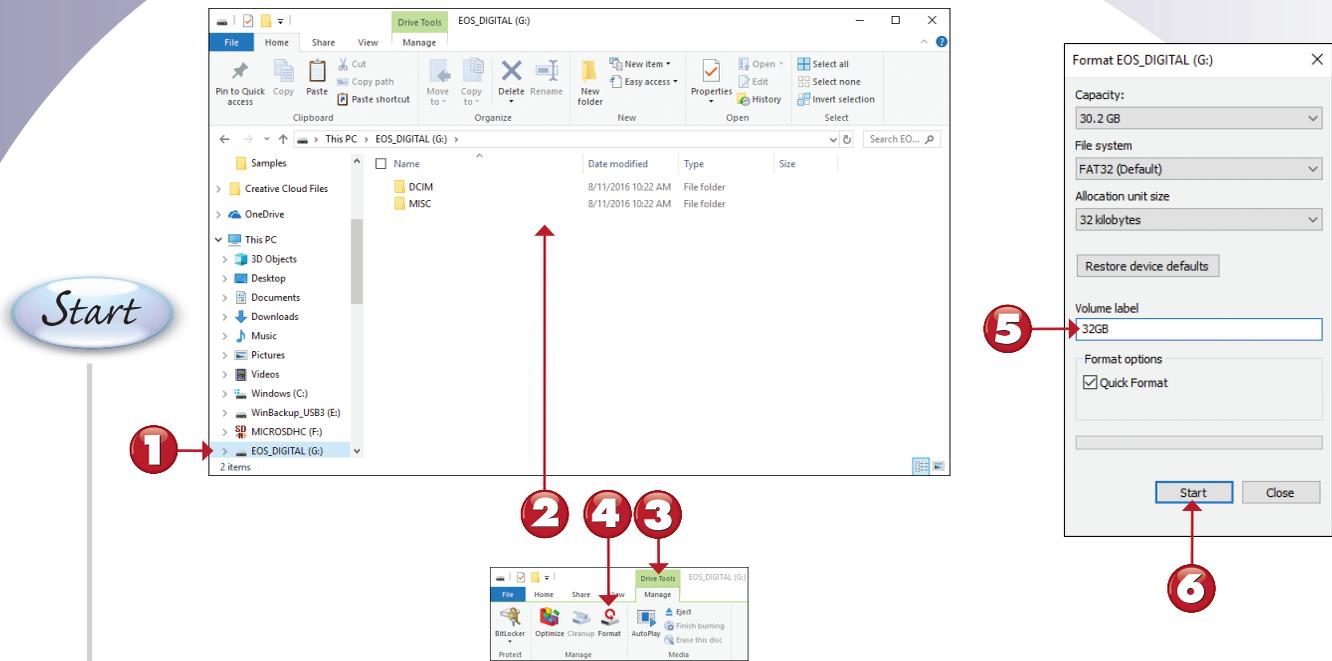


### NOTE

**The Right File System for Protection Is NTFS** You must use an external hard disk formatted with NTFS for File History or other file protection options. See Chapter 23, “Protecting Your System,” to learn more about system protection. ■

# MANAGING DRIVES

The Manage tab appears when you select a drive in File Explorer. In this exercise, you find out how to format (overwrite and remove all files from) a flash memory card you want to reuse, and discover other features of this tab.



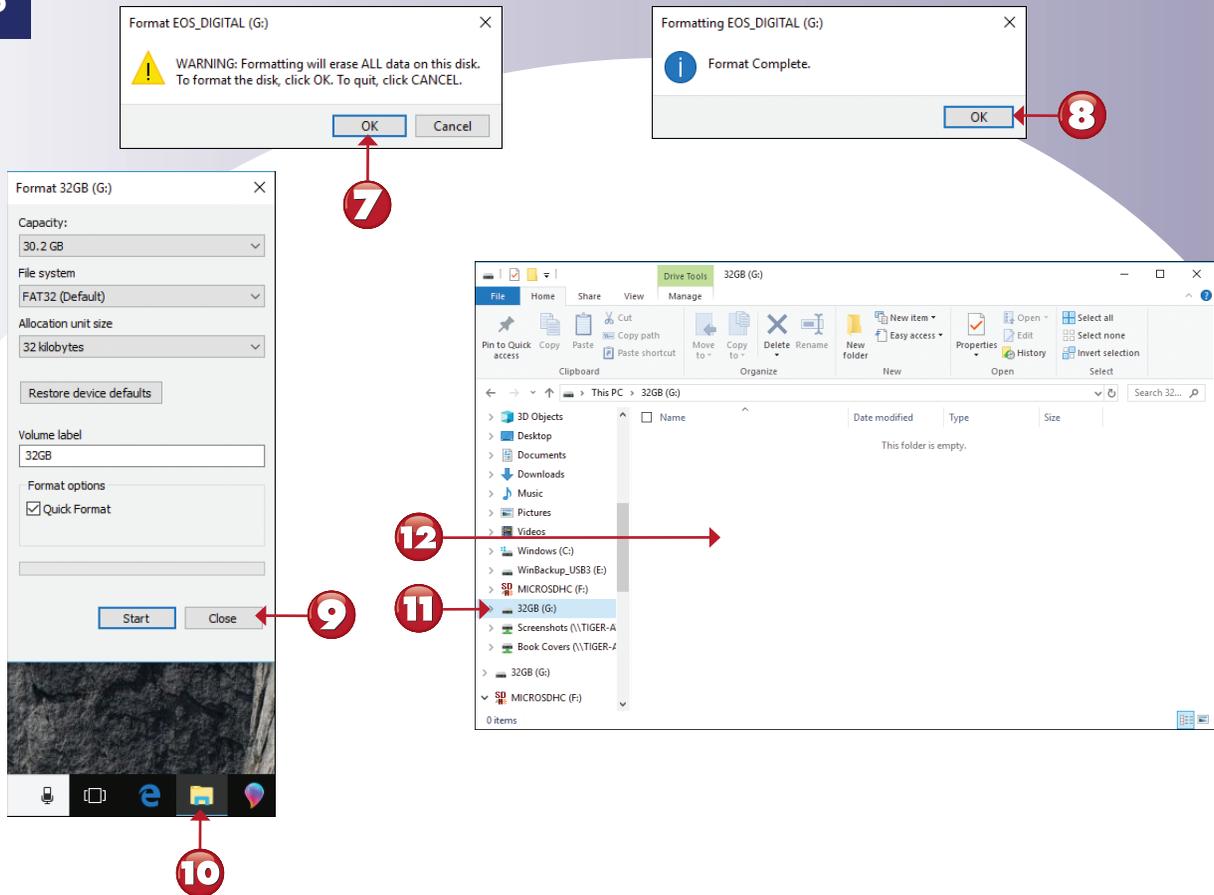
- 1 From File Explorer, click or tap the drive's icon in the left pane.
- 2 This drive currently contains folders and files. Make sure any files you want to keep have been backed up before continuing.
- 3 Click or tap the **Drive Tools** tab.
- 4 Click or tap **Format**.
- 5 Change or add a volume label (optional). Use this option to identify the drive (examples: Mark 32GB USB, Miriam's Pix).
- 6 Click or tap **Start**.

*Continued*



## NOTE

**Other Drive Tools** Use Optimize (also known as Defragment) to put all the files on a drive next to each other to improve file access speed. Use Cleanup to remove unneeded files from a drive (typically needed only with the C: drive). Use BitLocker (not available in all versions) to encrypt the files on a drive for greater security. ■



- 7** Click or tap **OK** to confirm that you want to format the disk.
- 8** Click or tap **OK** when finished.
- 9** Click or tap **Close**.
- 10** Click or tap the File Explorer icon.
- 11** Click or tap the drive's icon.
- 12** The drive is empty and ready for new content.

*End*

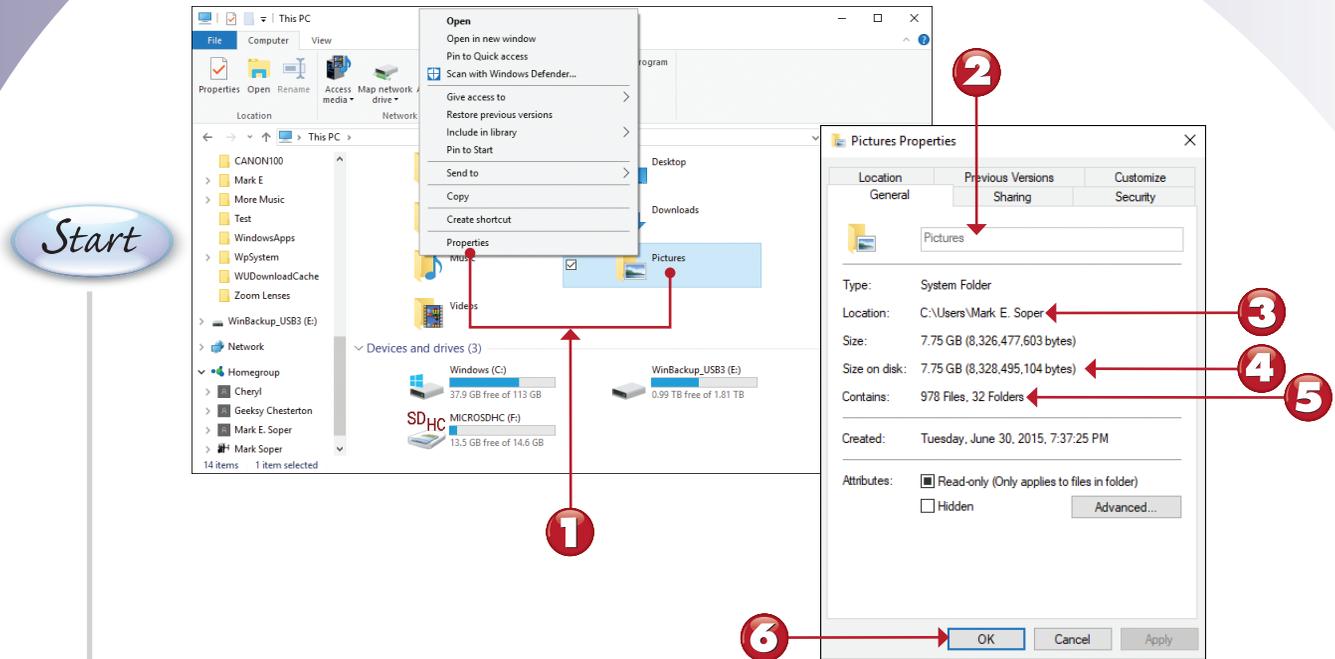


## NOTE

**Drive Tools for Removable Media** Use the Media section of the Drive Tools tab to open the AutoPlay menu, finish burning an optical disc, erase a rewriteable optical disc, or eject a USB drive or optical disc. ■

# VIEWING FOLDER PROPERTIES

By viewing a folder's properties, you can discover how many files or folders a folder contains, the total size of the data in the folder, and where it's located. This information is useful if you want to determine whether a folder can be copied to a flash drive or an optical disc. You can use the Properties button in the toolbar as in a previous lesson, or the right-click menu as demonstrated in this lesson.

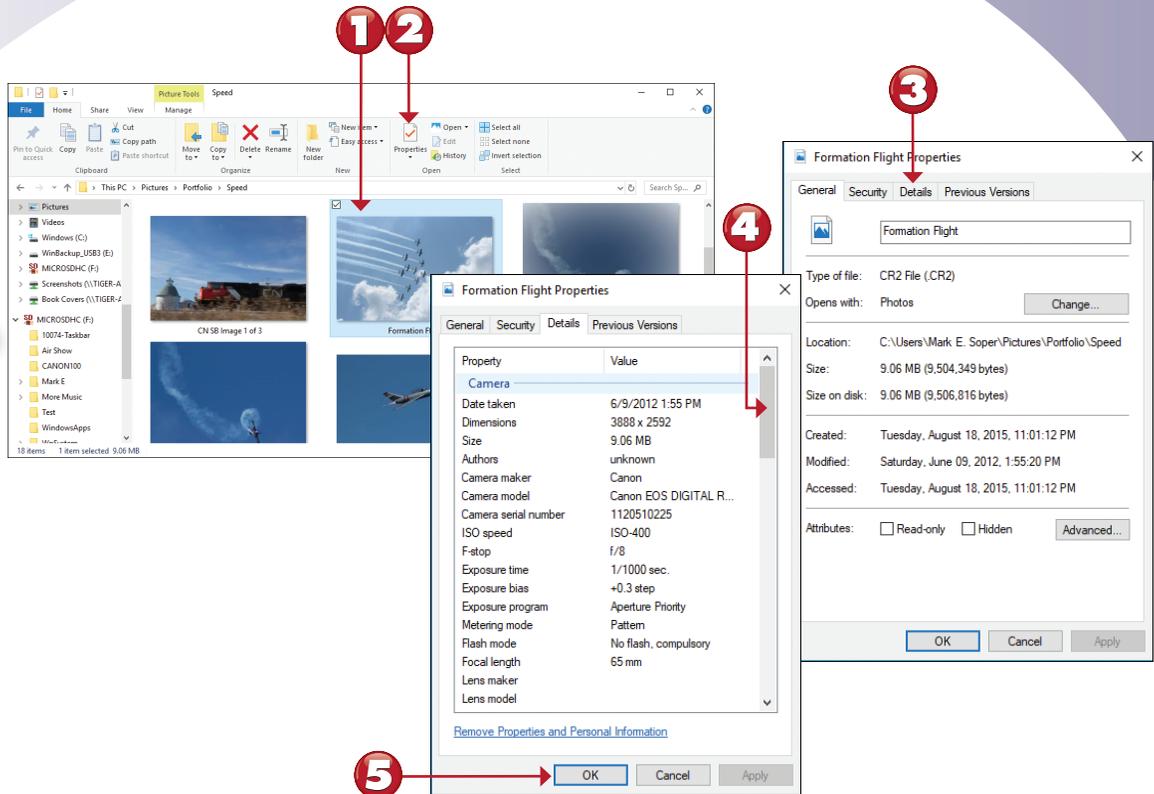


- 1 From File Explorer, right-click or press and hold a folder and select **Properties**.
- 2 View the folder name.
- 3 View the folder location.
- 4 View the amount of disk space the folder's contents use.
- 5 View the number of files and folders in the selected folder.
- 6 Click or tap **OK**.

End

## VIEWING PICTURE FILE PROPERTIES

When you create a picture file with a digital camera or edit the file, information about the camera, exposure settings, and editing software is stored as part of the picture file. You can view this information, called *metadata*, using File Explorer.



- 1 From File Explorer, click or tap a picture file.
- 2 Click or tap the **Properties** button.
- 3 Click or tap **Details**.
- 4 Scroll as needed to see camera and exposure (shown), and other metadata.
- 5 Click or tap **OK**.

End

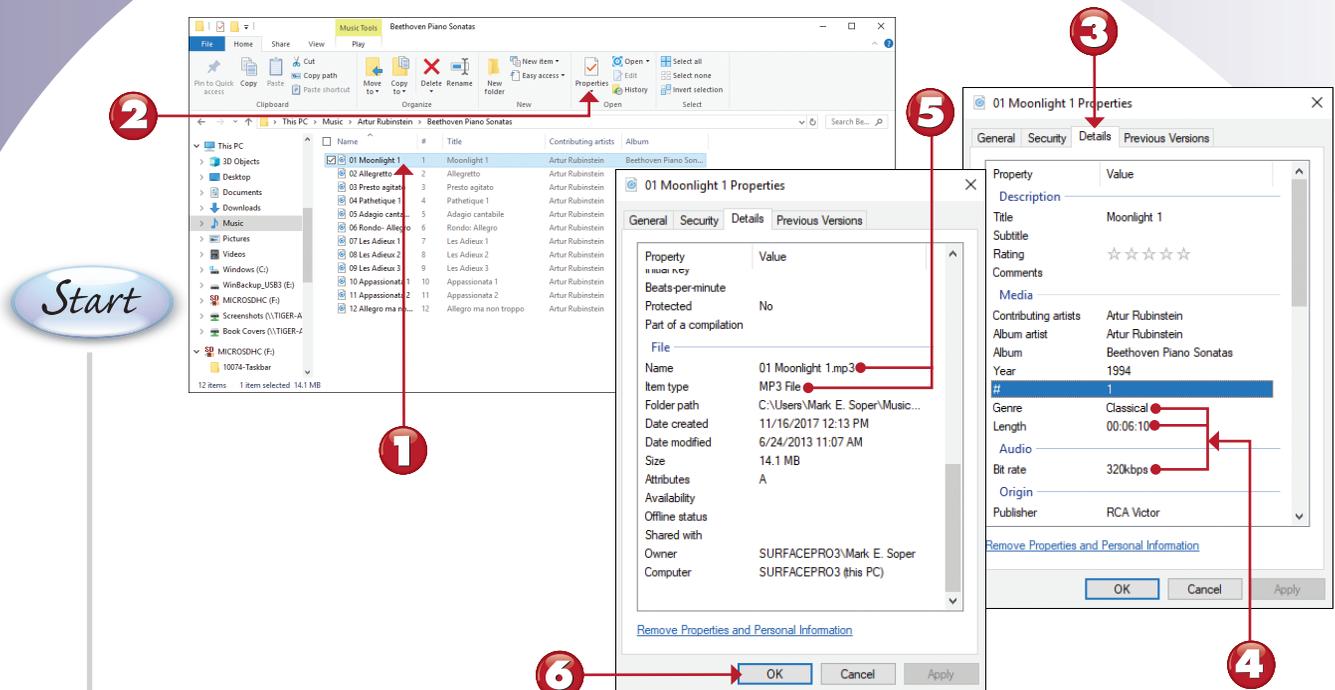


### NOTE

**Blocked Files** If you download a file from the Internet or copy it from another computer, Windows might block the file. To use the file, click **Unblock** on the General tab. ■

## VIEWING MUSIC TRACK PROPERTIES

Whether you create a music track by ripping your own CD or by purchasing a song from a music source, you can learn more about the track from its Details menu. Here's how to view this information in File Explorer. (Each user's music files are stored by default in that user's Music folder.)



- 1 From File Explorer, click or tap a music track.
- 2 Click or tap the **Properties** button.
- 3 Click or tap the **Details** tab.
- 4 View the music track's genre, track length, and bit rate.
- 5 Scroll down to see the track name and file type.
- 6 Click or tap **OK**.



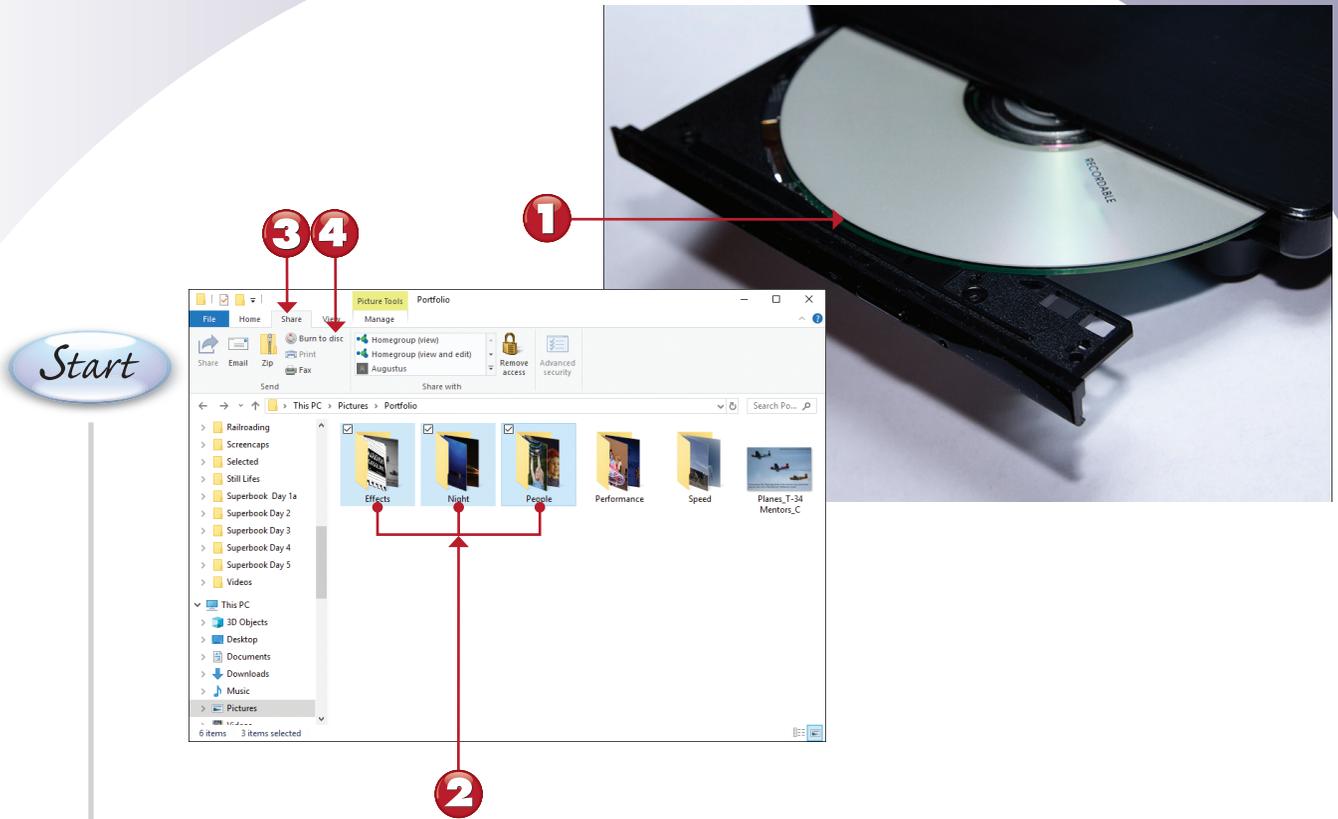
### NOTE

**Removing Properties from Files** If you don't want to share information about ratings, name, location tags, or other personal information listed as part of a file's properties, make a copy of a file, and then click or tap its **Remove Properties and Personal Information** link at the bottom of the Properties dialog box. ■

End

## BURNING DATA DISCS

You can use options on the Share tab in File Explorer to easily burn CDs or DVDs of your favorite files. Here's how.



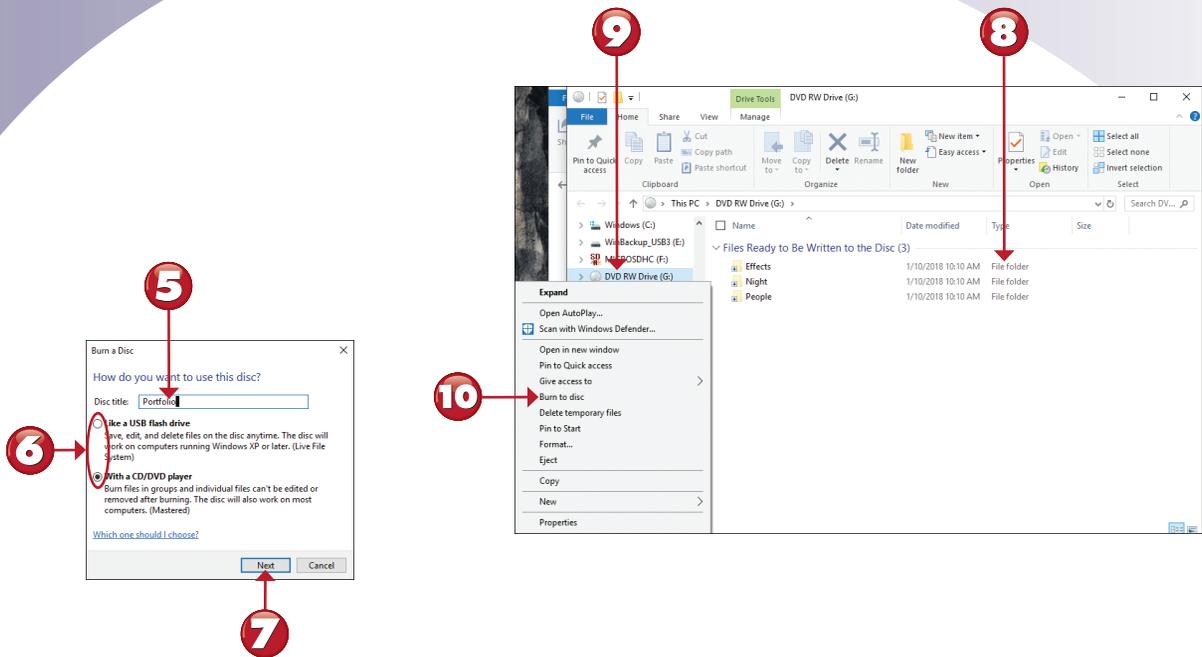
- 1** Place a writeable disc in your optical drive and close the drive.
- 2** Select the files or folders you want to burn to an optical disc.
- 3** Click or tap the **Share** tab.
- 4** Click or tap **Burn to disc**.

*Continued*



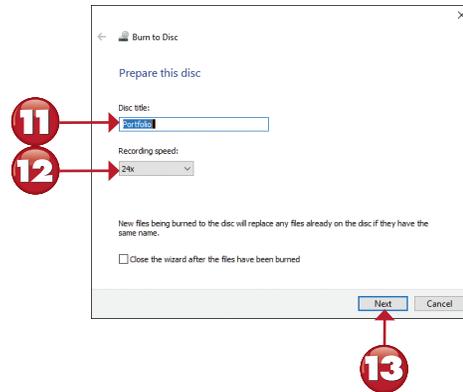
### NOTE

**Disc-Formatting Options** In step 6, choose the **Like a USB flash drive** option if you are using rewriteable (erasable) media such as a CD-RW, DVD-RW, or DVD+RW disc, and you are sharing the disc with Windows XP systems or later versions. Choose the **With a CD/DVD player** option if you aren't sure what type of computer or device will be used with the media or if you are using recordable media (CD-R, DVD+R, or DVD-R). ■



- 5** Enter a name for the disc.
- 6** Select the method to use.
- 7** Click or tap **Next**.
- 8** A new File Manager window opens, displaying the files waiting to be written (burned) to disc.
- 9** Right-click or press and hold the drive letter of your optical drive.
- 10** Click or tap **Burn to disc**.

*Continued*



- 11 Confirm the disc name or type a new name.
- 12 Confirm or change the recording speed.
- 13 Click or tap **Next**.

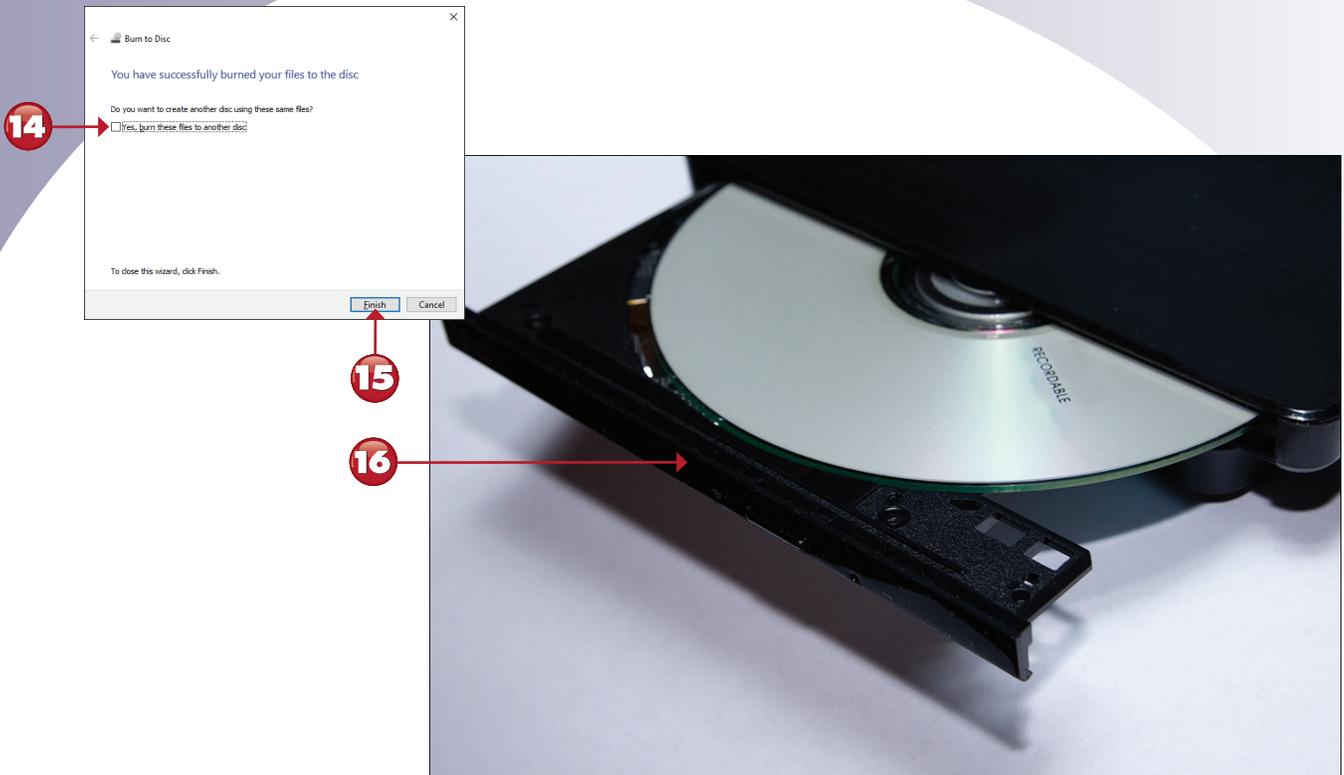
*Continued*



#### NOTE

**Burning One Disc Only** If you don't need to burn additional discs from the files you selected, click or tap the **Close the wizard after the files have been burned** check box shown in steps 11–13 to opt out of additional disc burning steps. ■





- 14** Click or tap the **Yes, burn these files to another disc** check box if you want to burn another copy of the disc.
- 15** Click or tap **Finish**.
- 16** Remove the disc from the drive.

*End*



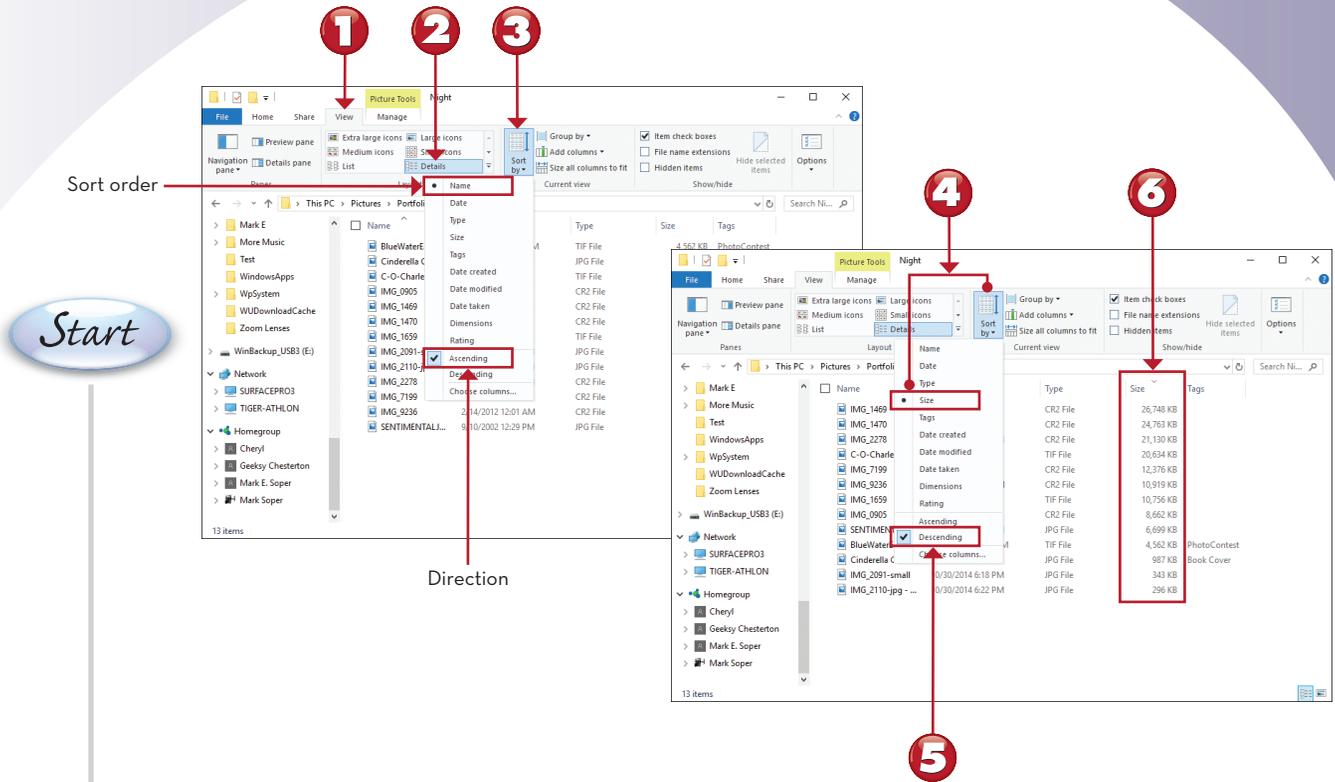
### TIP

**Recording Speeds** Choose a slower recording speed in step 12 if you have had problems using recorded media from your computer on another device, such as a CD player. ■



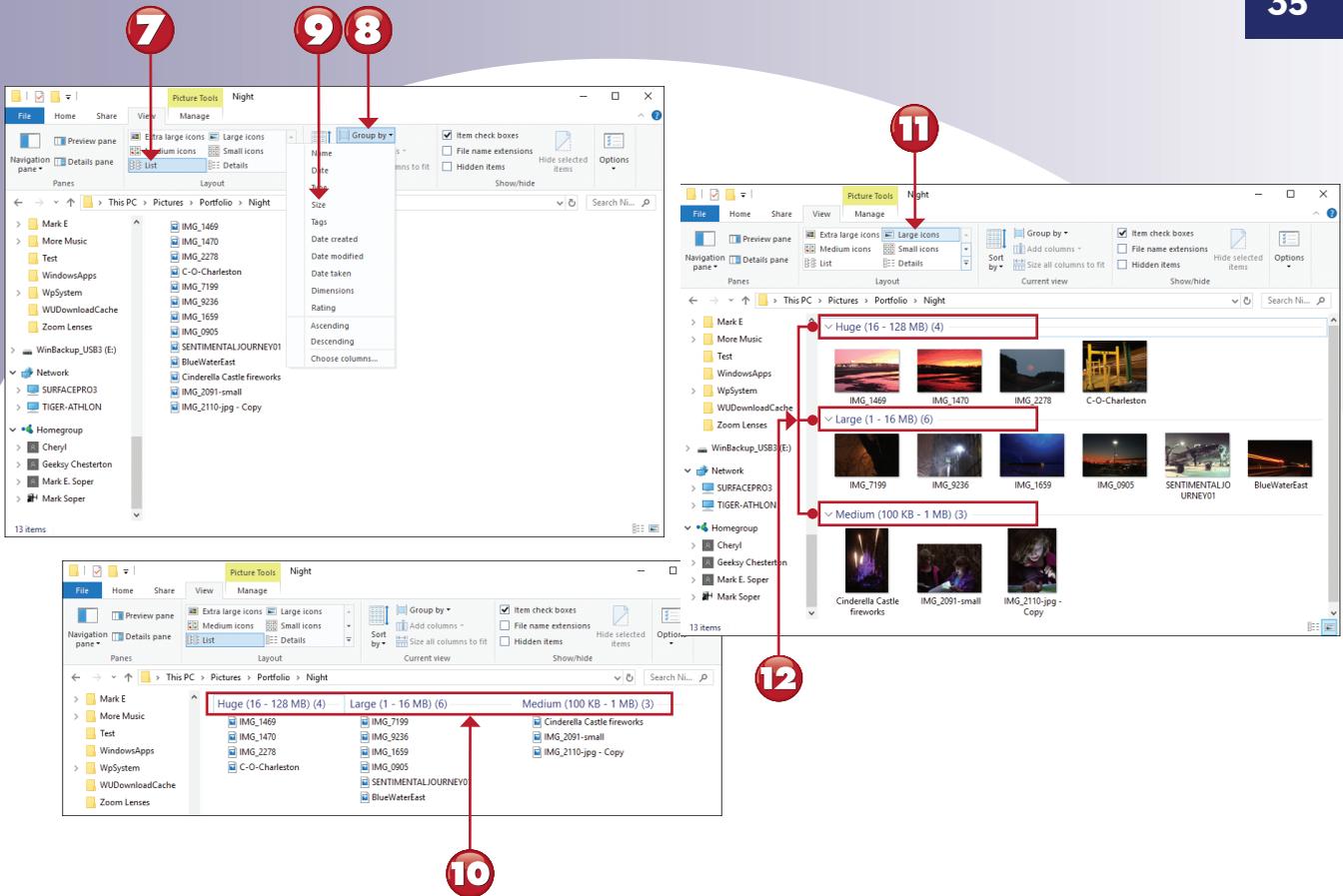
## SORTING AND GROUPING FILES

Windows 10 FCU provides a variety of ways to sort and group files to make it easier to find the files you want. This lesson uses some folders containing photos. However, the methods described here can also be used with music files, videos, or other types of documents.



- 1 Click or tap the **View** tab.
- 2 Click or tap the **Details** button.
- 3 Open the **Sort by** menu to see the current sort option (Name, indicated by dot) and direction (Ascending indicated by check mark).
- 4 Open the **Sort by** menu again, and click or tap **Size** as the **Sort by** setting.
- 5 **Descending** is selected as the current sort direction.
- 6 Files are sorted largest to smallest.

*Continued*



- 7 Select **List** as the view.
- 8 Open the **Group by** menu.
- 9 Click or tap **Size**.
- 10 Files grouped by size.
- 11 Select **Large icons** as the view.
- 12 Files grouped by size.

End



## TIP

**Adding Group Columns and Ungrouping Files** To choose other items to group files by or to display in Details view, click or tap **Choose columns** in the Group menu. To stop grouping items, click or tap **(None)** in the Group menu. ■

## DECIDING ON AN APP

When you go to an app's details page in the Microsoft Store, here's what to look for as you decide whether to download or buy the app. The exact arrangement of information on screen might vary from app to app.

*Start*

1

2

3

4

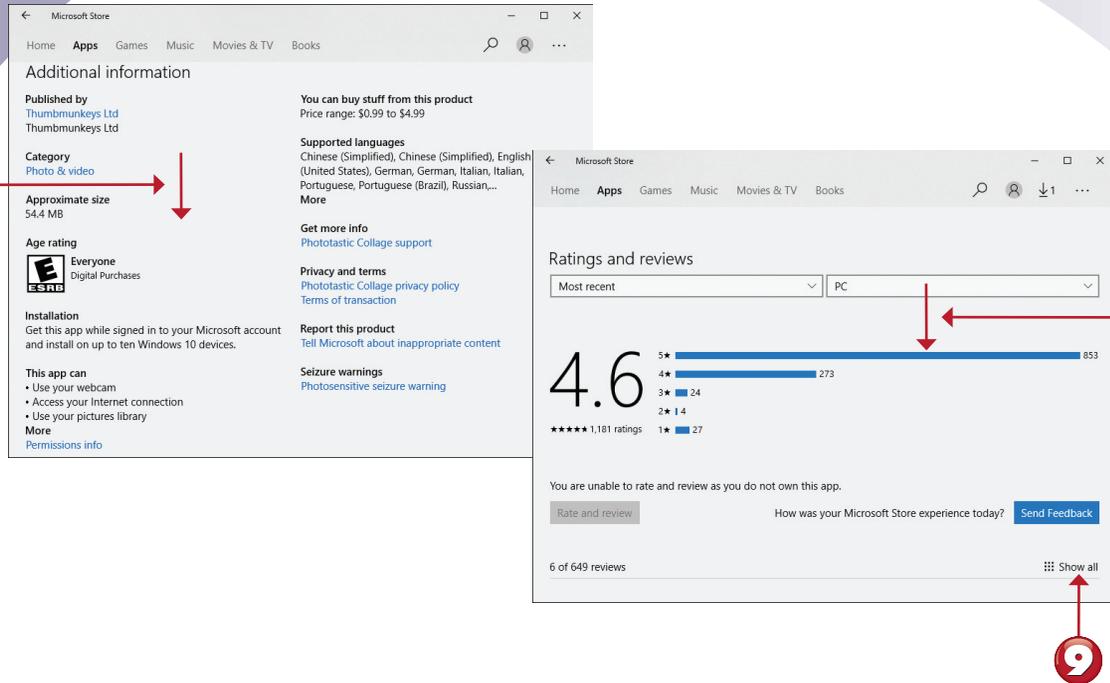
5

6

Green check marks indicate this system can run the app.

- 1 The app name and overall rating appears here.
- 2 A **Get** button is used to download and install free apps. The app price and a **Buy** (and sometimes a **Free** trial) button are displayed with purchased apps. If the app is available as part of a promotion, the **Redeem a code** button may be shown as well.
- 3 View **Available on** to see which types of devices are supported.
- 4 Scroll/flick to see screenshots.
- 5 Scroll/flick to the **Features** and **System Requirements** sections to learn more about the app and make sure it works on your system.
- 6 Click for more information.

*Continued*



- 7 Scroll/flick to the **Additional information** section for age rating, app size, permissions, and developer website.
- 8 Scroll/flick to the **Ratings and reviews** section for a review digest.
- 9 Click or tap **Show all** to see all reviews.

End

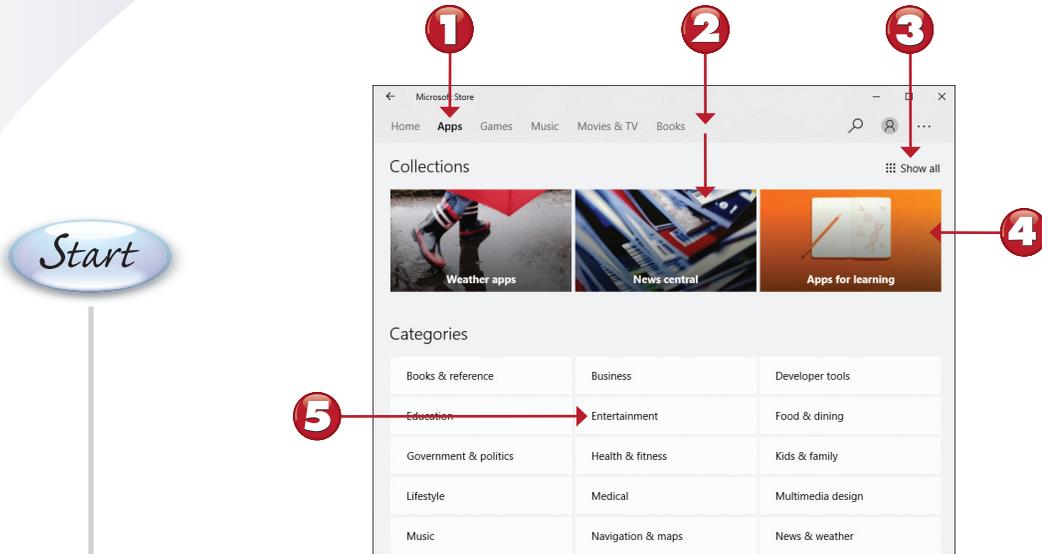


## NOTE

**Supported Processors and Devices** PC works on PCs and devices with 32-bit or 64-bit Intel or AMD processors. ARM works on Windows RT devices, such as Microsoft Surface and Surface 2. Mobile works with Windows Phones. Holographic works with Microsoft HoloLens and other Windows 10-class holographic devices. Hub works with the Microsoft Surface Hub multitouch and ink collaborative platform. ■

## BROWSING FOR APPS BY CATEGORY

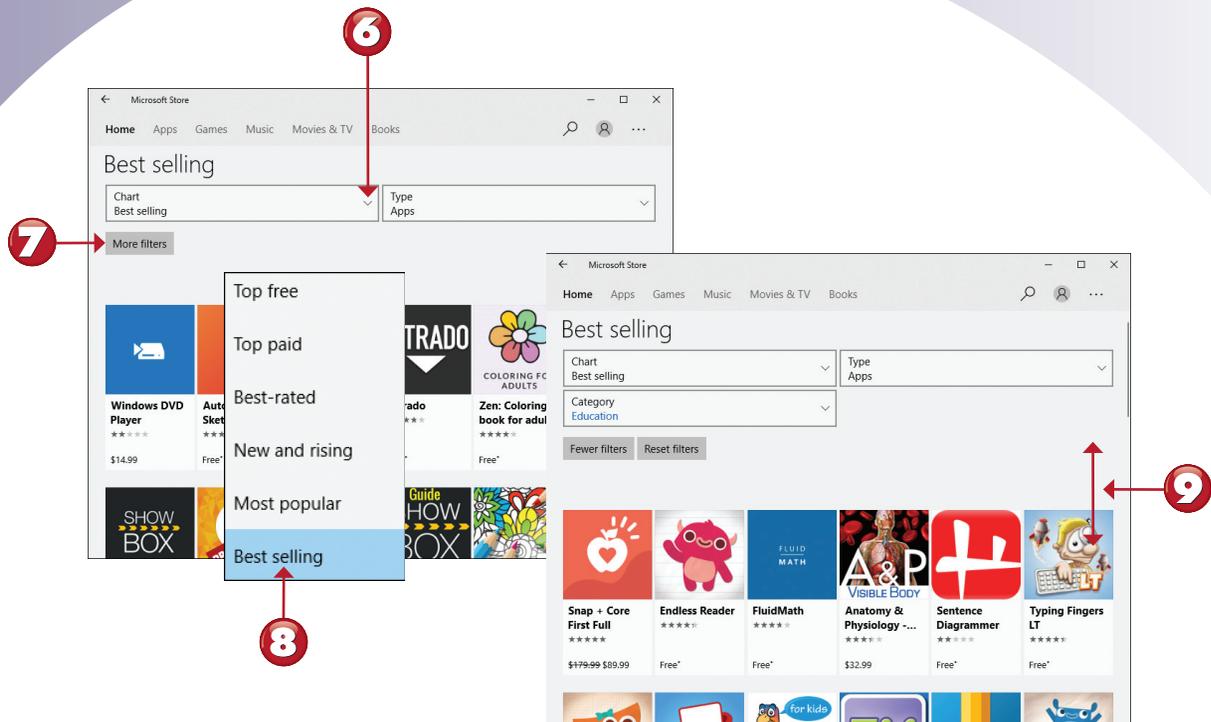
The Microsoft Store also enables you to browse by category or by collection. Here's how to open the category view from the Home page.



Start

- 1 Click or tap **Apps** in the top-level menu.
- 2 Scroll down or flick up to see the Collections and Categories headings.
- 3 If you want to see all available collections, click or tap here.
- 4 If you want to see the contents of any collection, click or tap it.
- 5 Click or tap a category to browse it.

Continued



- 6 Click or tap to change the chart.
- 7 Click or tap to add an additional filter (category).
- 8 Chart changed and category added.
- 9 Scroll or flick to see more matches.

End

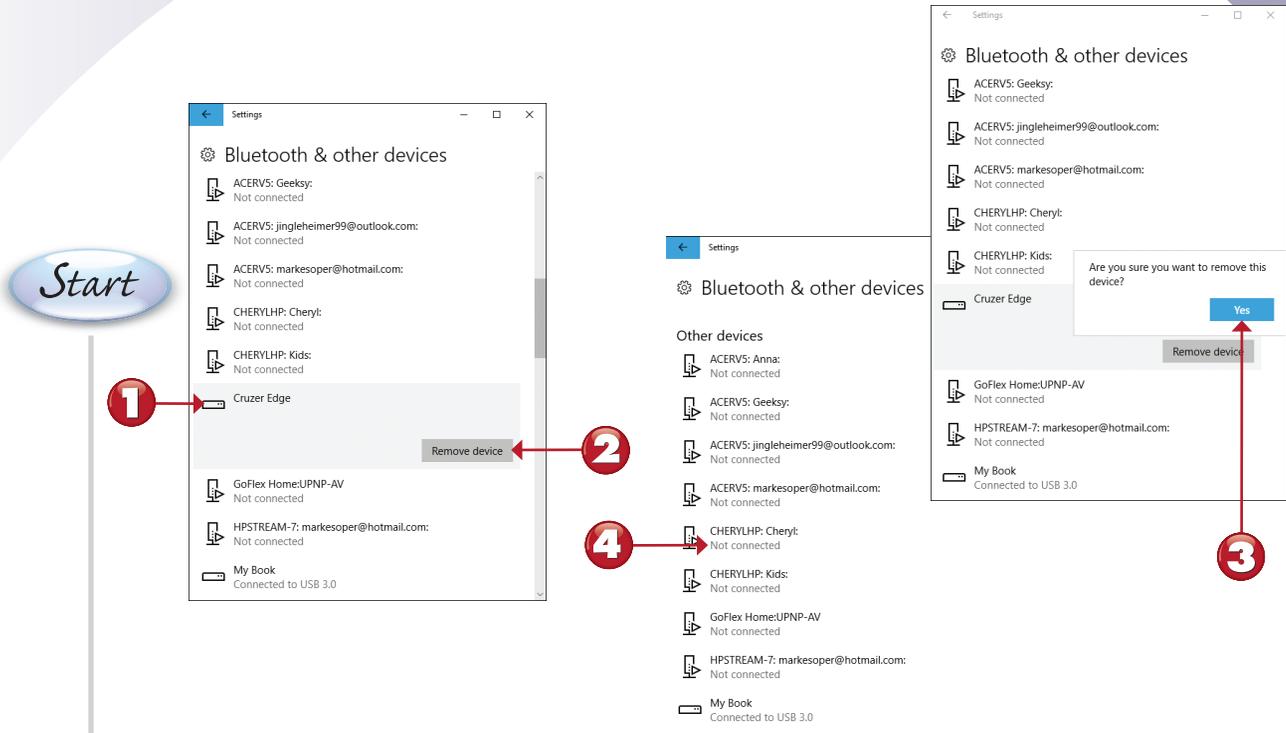


## NOTE

**Understanding Charts** The Microsoft Store uses the term “chart” to refer to various listings of popular apps or media (top free, top paid, and so on). ■

## REMOVING A DEVICE

The Bluetooth & other devices dialog in Settings is the place to go to remove a device safely. Using these settings is especially important if you want to remove a storage device because it ensures that no data is being written to or read from the device when you disconnect it.



- 1 From the Bluetooth & other devices dialog, click or tap the device to remove.
- 2 Click or tap **Remove device**.
- 3 Click or tap **Yes** to complete removal.
- 4 After the device is removed from the list, you can disconnect or unplug it safely.



### NOTE

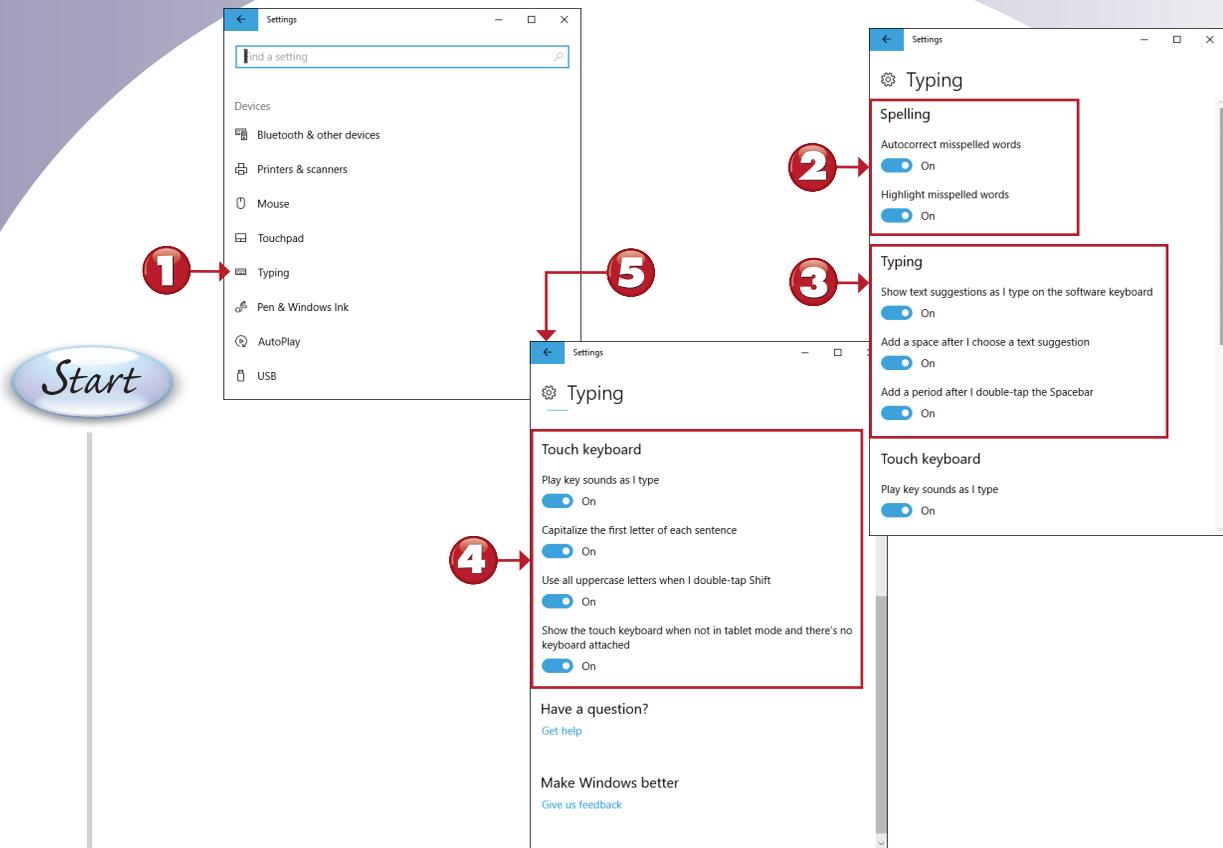
**Removing a Printer or a Scanner** The process of removing a printer or a scanner follows this same procedure. ■



End

# CHANGING TYPING SETTINGS

Use the Typing dialog in Settings to set up spelling, typing, and onscreen keyboard options.



**1** In Devices, click or tap **Typing**.

**2** These options apply only to Modern UI/Universal apps (not desktop apps).

**3** These options apply to typing with the onscreen keyboard.

**4** These options apply to typing with the onscreen keyboard.

**5** Click or tap to return to Devices.

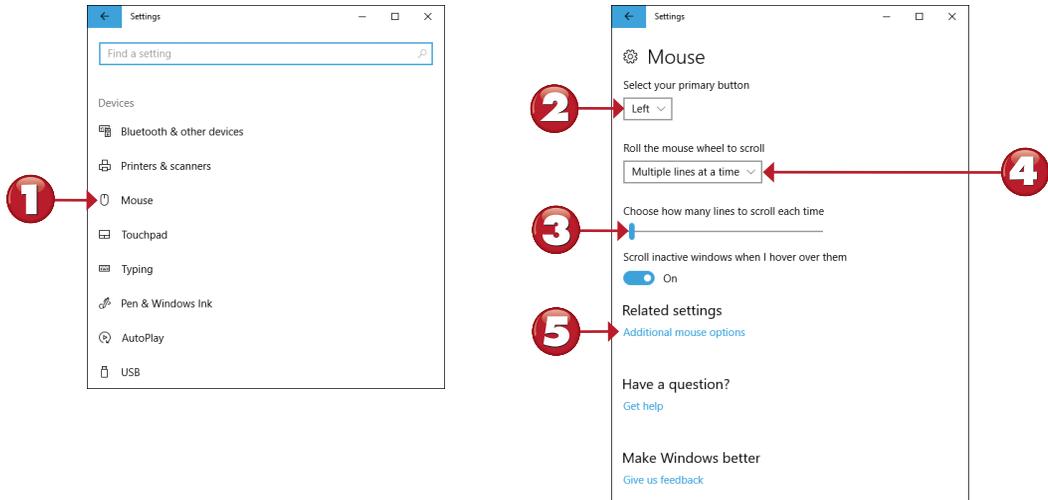
*End*



## CONFIGURING MOUSE

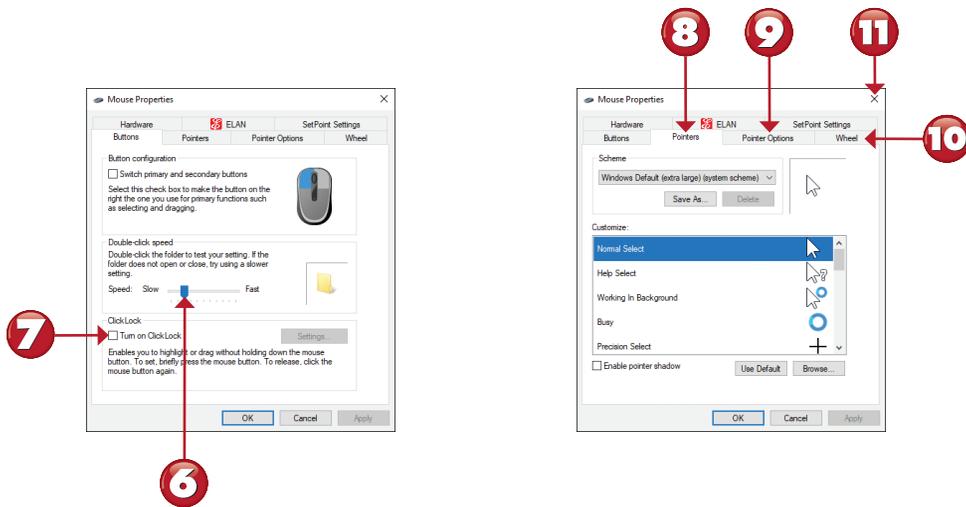
Use the Mouse settings dialog to customize your mouse and mouse pointer operation.

Start



- 1 From the Devices category in Settings, click or tap **Mouse**.
- 2 Change to **Right** if you use your mouse with your left hand.
- 3 Drag to adjust the number of lines to scroll at a time.
- 4 Change to **One screen at a time** to move through long documents more quickly.
- 5 Click or tap **Additional mouse options** to change pointer size, double-click speed, and other options.

Continued

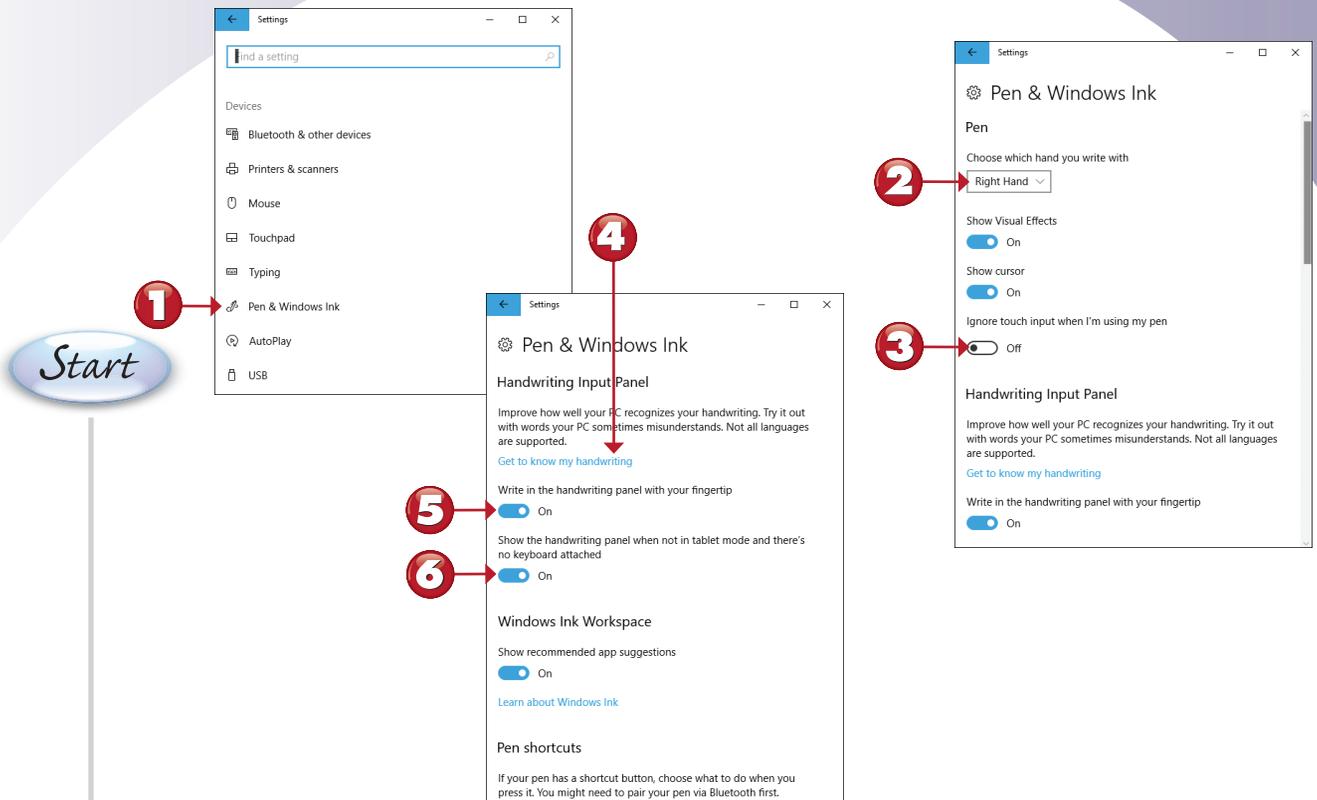


- 6** Drag to adjust double-click speed.
- 7** Click or tap to enable ClickLock (which enables you to highlight or drag without holding down the mouse button).
- 8** Use the Pointers menu (shown) to change the mouse pointer size and color.
- 9** Use the Pointer Options menu to change pointer speed, enable Snap to, or adjust pointer visibility.
- 10** Use the Wheel menu to adjust horizontal and vertical scrolling.
- 11** Click or tap to close the Mouse Properties dialog.

*End*

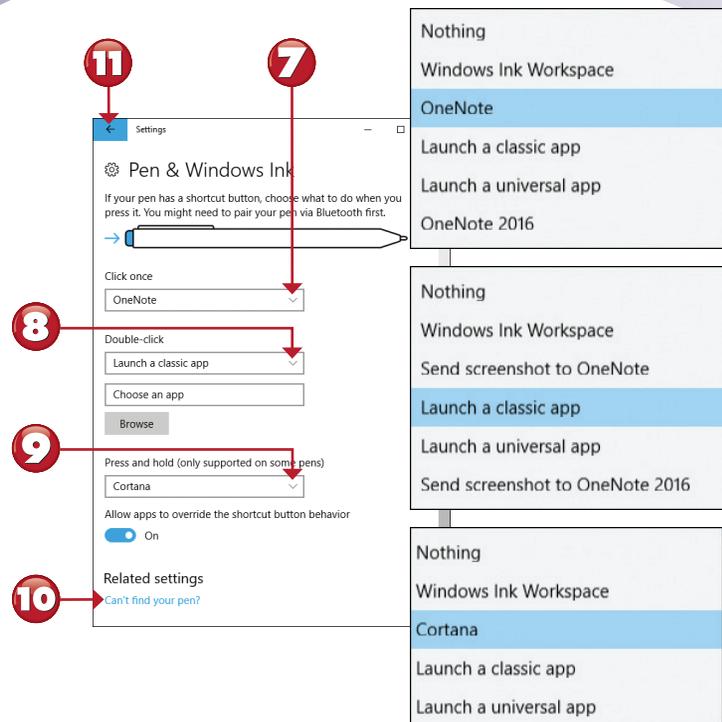
## CHANGING PEN & WINDOWS INK SETTINGS

If your computer or tablet uses a pen, use the Pen & Windows Ink settings to configure how you want to use it.



- 1** From Devices, click or tap **Pen & Windows Ink**.
- 2** If you use the pen in your left hand, select **Left Hand**.
- 3** Turn this feature on if you find that touch input affects your use of the pen.
- 4** Use this option to improve handwriting recognition (not supported for every language).
- 5** If you don't want to use your fingertip for writing, set to **Off**.
- 6** If you don't want the handwriting panel displayed at all times, set to **Off**

*Continued*



- 7 Click or tap to choose a different one-click action.
- 8 Click or tap to choose a different double-click action.
- 9 Click or tap to choose a different press and hold action (if supported by your pen).
- 10 Click or tap to open the **Find my device** dialog.
- 11 Click or tap to return to Devices.

*End*



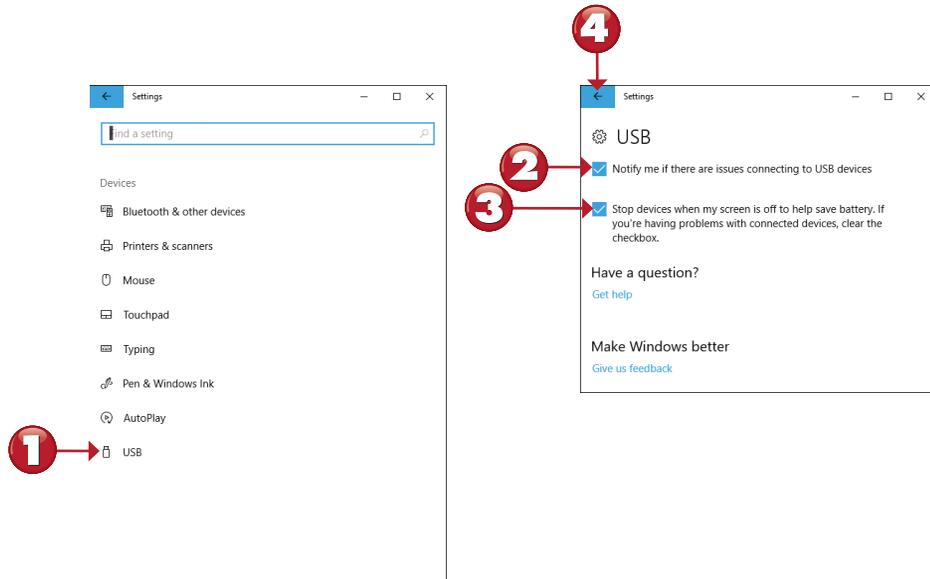
## NOTE

**Selecting a Classic or Universal App** If you select the option to run a classic or universal app in steps 7 through 9, a Browse button appears (see step 8). Use it to navigate to the app you want to run. ■

## USB SETTINGS

The USB setting helps you troubleshoot issues with USB devices.

Start



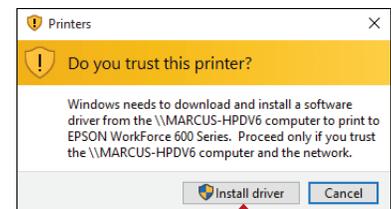
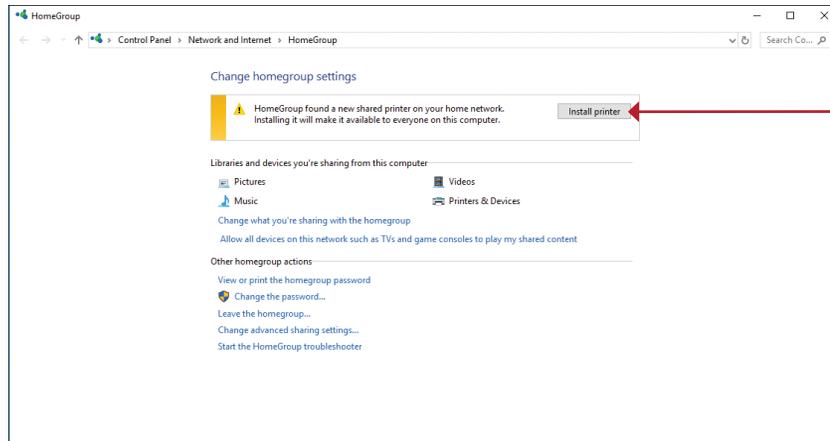
- 1** In Devices, click or tap **USB**.
- 2** Leave **Notify me if there are issues** enabled.
- 3** If USB devices do not restart when the screen turns on after turning off, clear the checkbox to disable this option (if present).
- 4** Click or tap to return to Settings.

End



# INSTALLING A HOMEGROUP PRINTER

When you join a homegroup that has a shared printer (or when another device with a shared printer joins your homegroup), you can install the printer from the HomeGroup menu (**Settings, Network and Internet, Status, HomeGroup**).



**1** From the Homegroup page in Settings, click or tap **Install printer**.

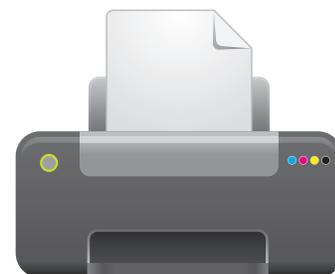
**2** After reviewing the printer location, click or tap **Install driver**.

*End*



## TIP

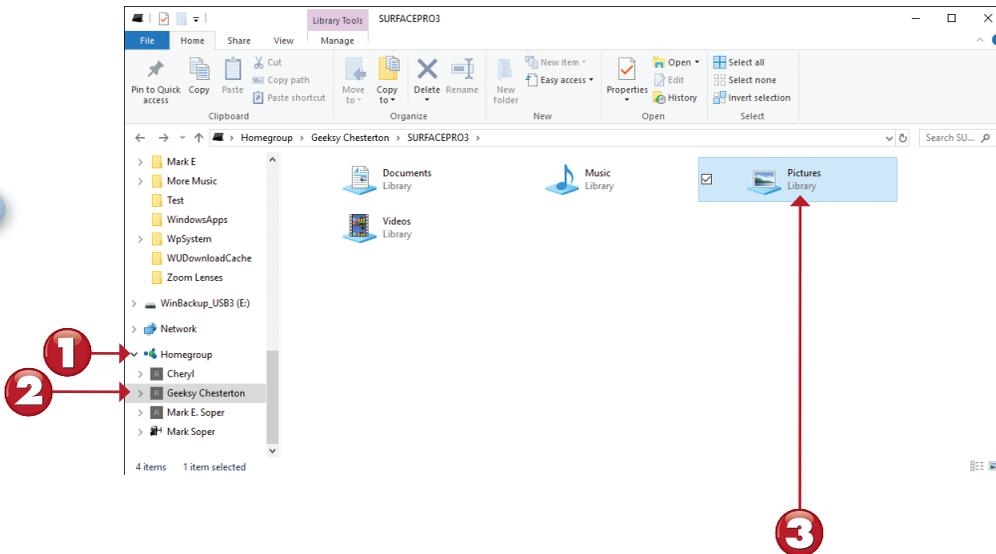
**Using the Shared Printer** To use the shared printer in any app that permits printing, select it from the Print menu. ■



## OPENING HOMEGROUP FILES

As soon as two or more computers with shared folders are part of your homegroup, you can access folders and files on the homegroup as easily as you access your own files. Here's how to open and use those files with File Explorer.

Start



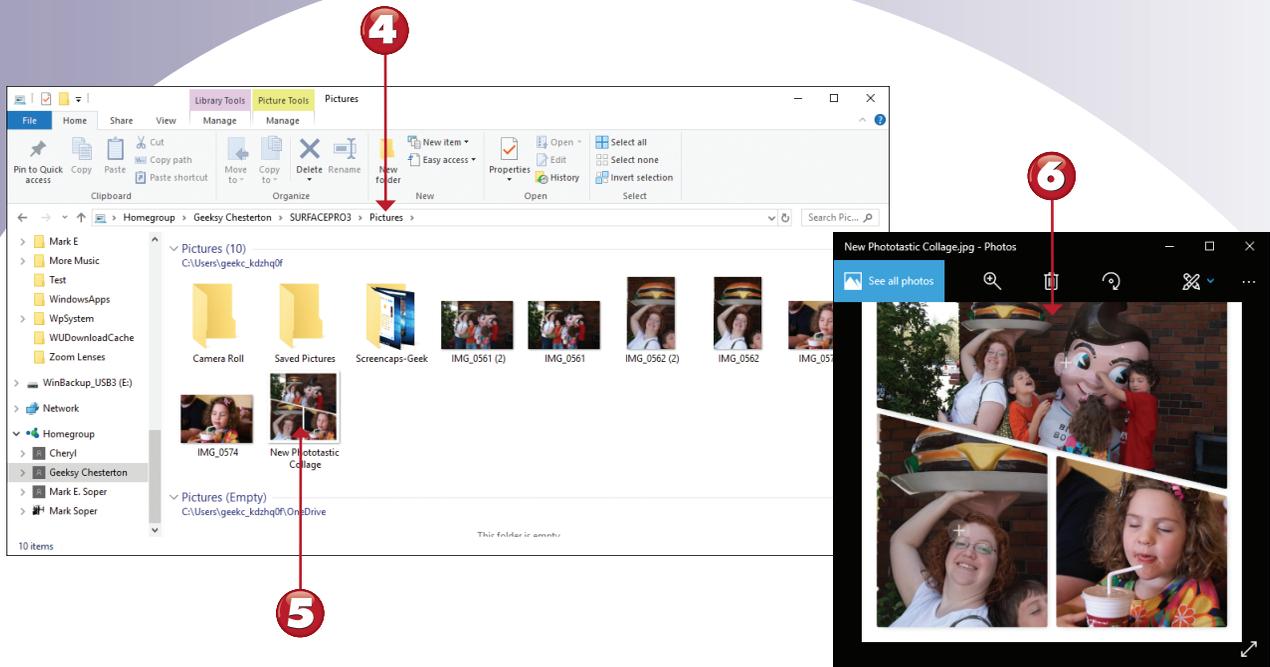
1 From the File Manager, click or tap **Homegroup**.

2 Click or tap a user's name.

3 Click or tap an available folder.

Continued





**4** If necessary, navigate to the folder that includes the file you want to use.

**5** Double-click or double-tap a file to open it.

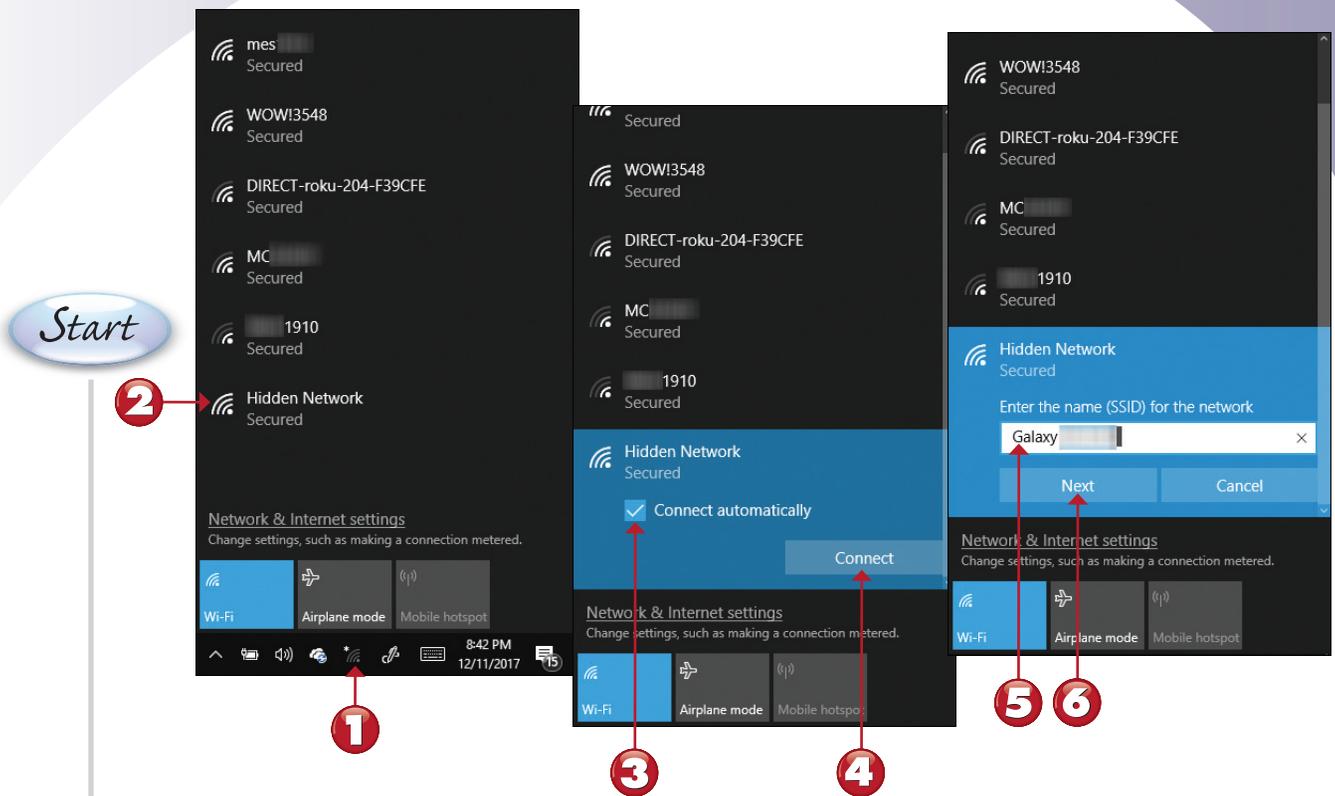
**6** The file is opened on your system by the default app for that file type.

*End*



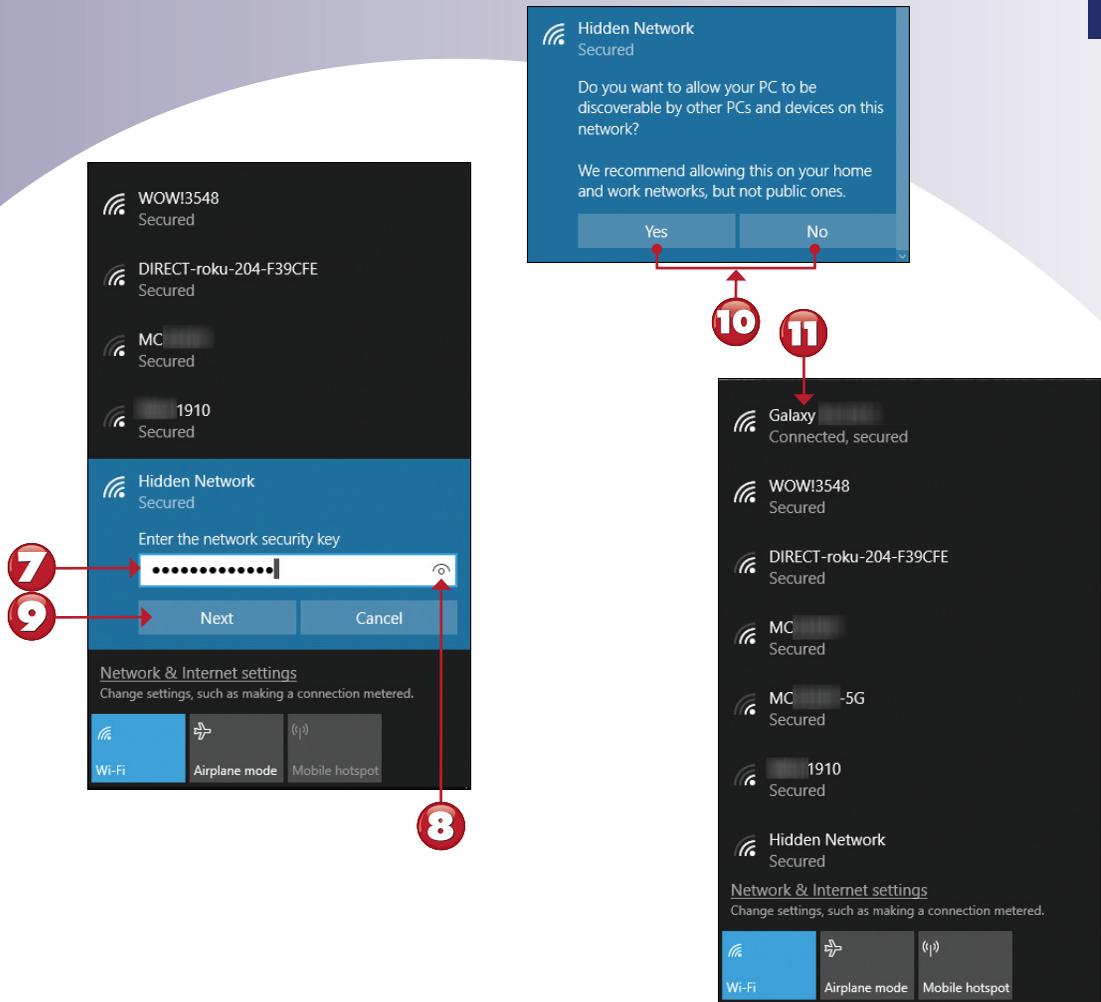
## CONNECTING TO A HIDDEN NETWORK

Most wireless networks broadcast their names (SSIDs). However, some are set up so that you must know the name of the network if you want to connect to it. This tutorial shows you how to connect to a hidden wireless network.



- 1** Click or tap the **Wi-Fi networks** button on the taskbar.
- 2** Click or tap **Hidden Network**.
- 3** If you plan to connect to this network again, make sure the **Connect automatically** checkbox is selected.
- 4** Click or tap **Connect**.
- 5** Enter the name of the network (SSID).
- 6** Click or tap **Next**.

*Continued*



**7** Enter the network security key.

**8** To see the hidden characters, click or tap the eye icon.

**9** Click or tap **Next**.

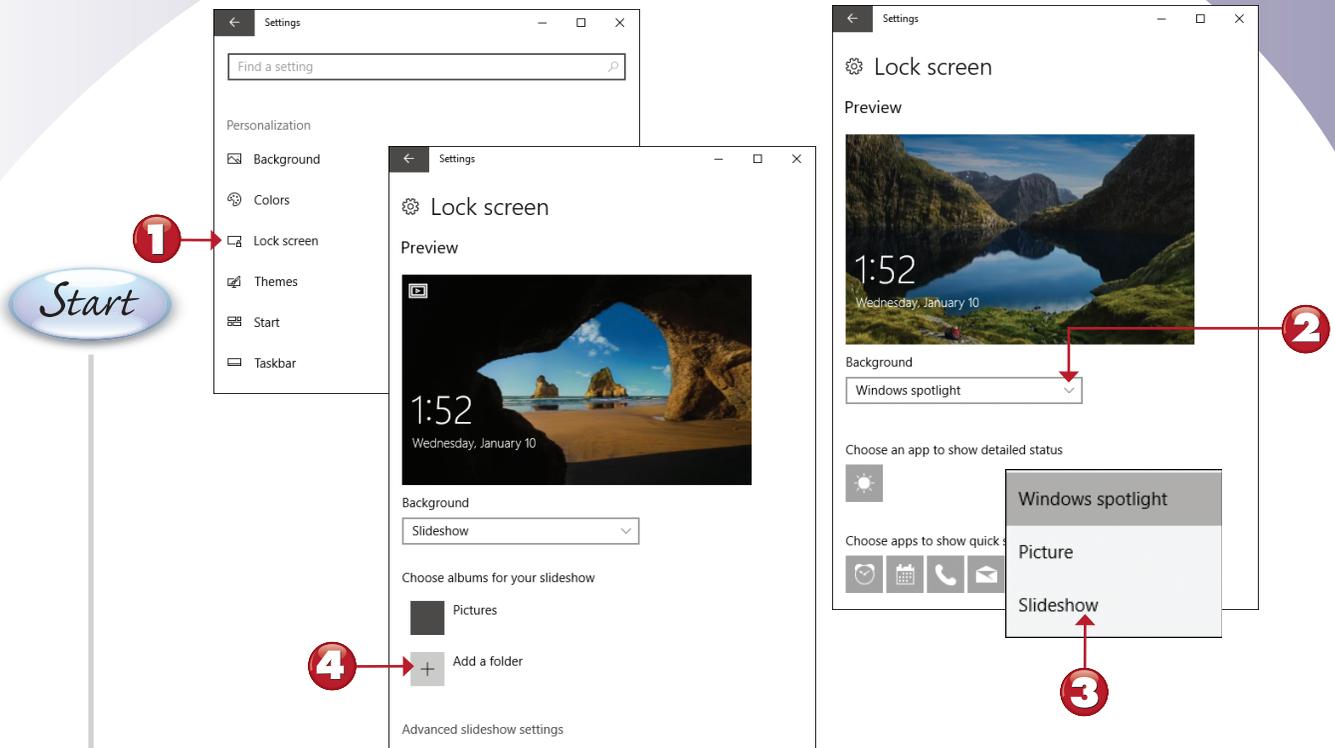
**10** If you are connecting to your home or work network, click or tap **Yes**. If the network is a public network, click or tap **No**.

**11** Your network connection is listed first. The actual SSID now appears in place of Hidden Network.

*End*

## PUTTING A SLIDE SHOW ON THE LOCK SCREEN

The Lock screen is the screen that greets you when you turn on your device or need to unlock it. In this exercise, you learn how to change your Lock screen into a slide show that plays your favorite photos when you're not using your device. To open the Personalization settings, click or tap **Start, Settings, Personalization**.



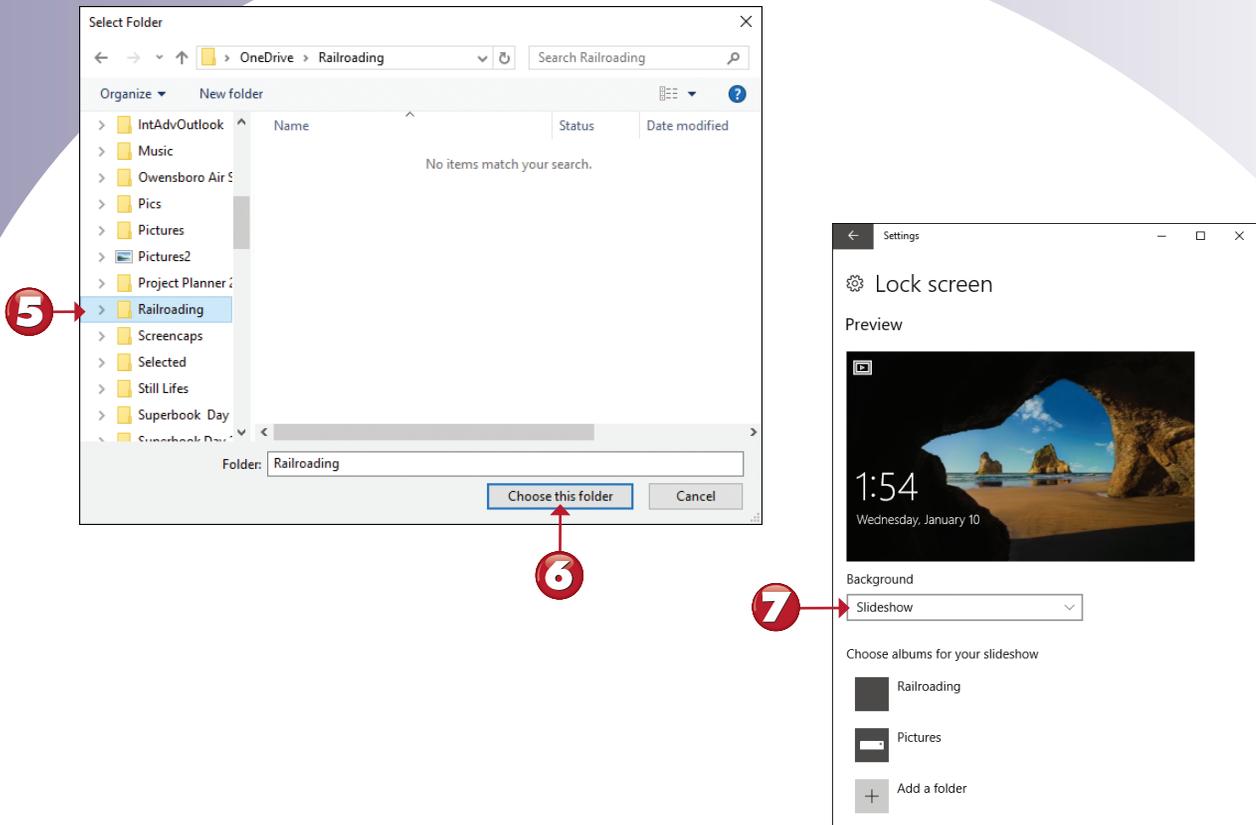
- 1 From Personalization, click or tap **Lock screen**.
- 2 Click or tap to select a background option.
- 3 Select **Slideshow**.
- 4 The Pictures folder is used as a picture source. To add additional folders, click or tap **Add a folder**.

*Continued*



### NOTE

**Selecting a Different Photo** If you prefer to use just one of your own photos rather than a slideshow for the Lock screen, click or tap **Browse** (see step 2) and choose a photo. ■



- 5 Navigate to the location desired, and click or tap it.
- 6 Click or tap **Choose this folder**.
- 7 The lock screen slide show will use the new folder as a source for photos.

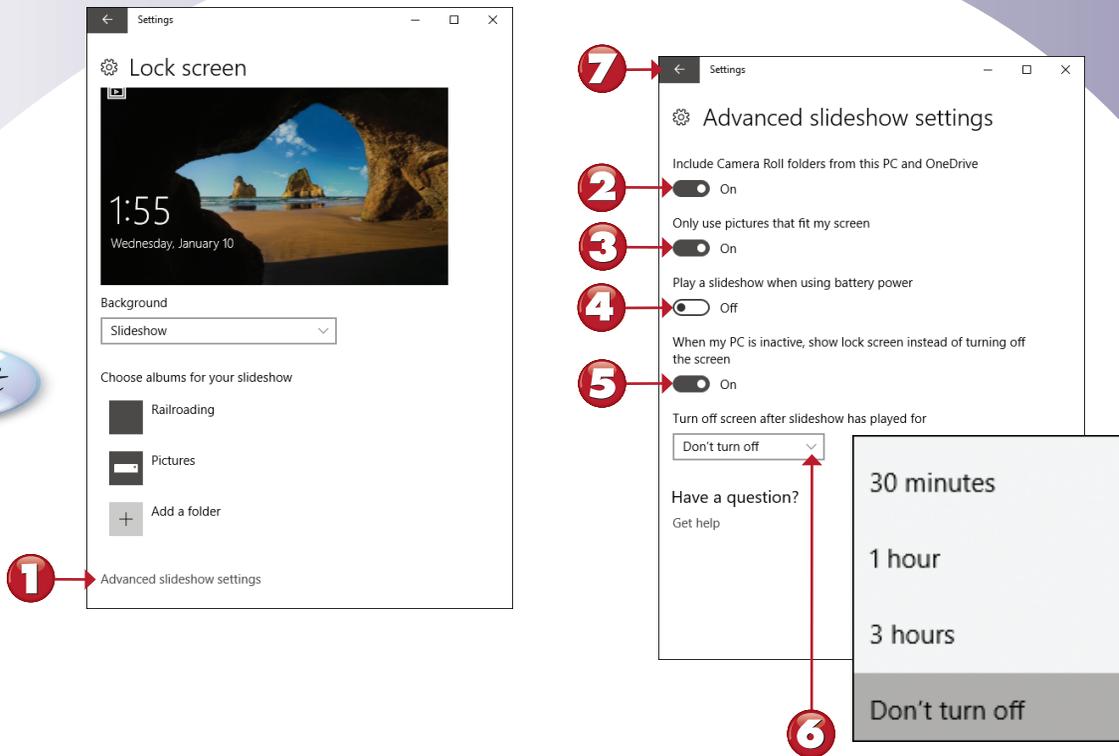
End



## ADVANCED SLIDE SHOW SETTINGS

In this exercise, you learn how to fine-tune your Lock screen slide show.

Start

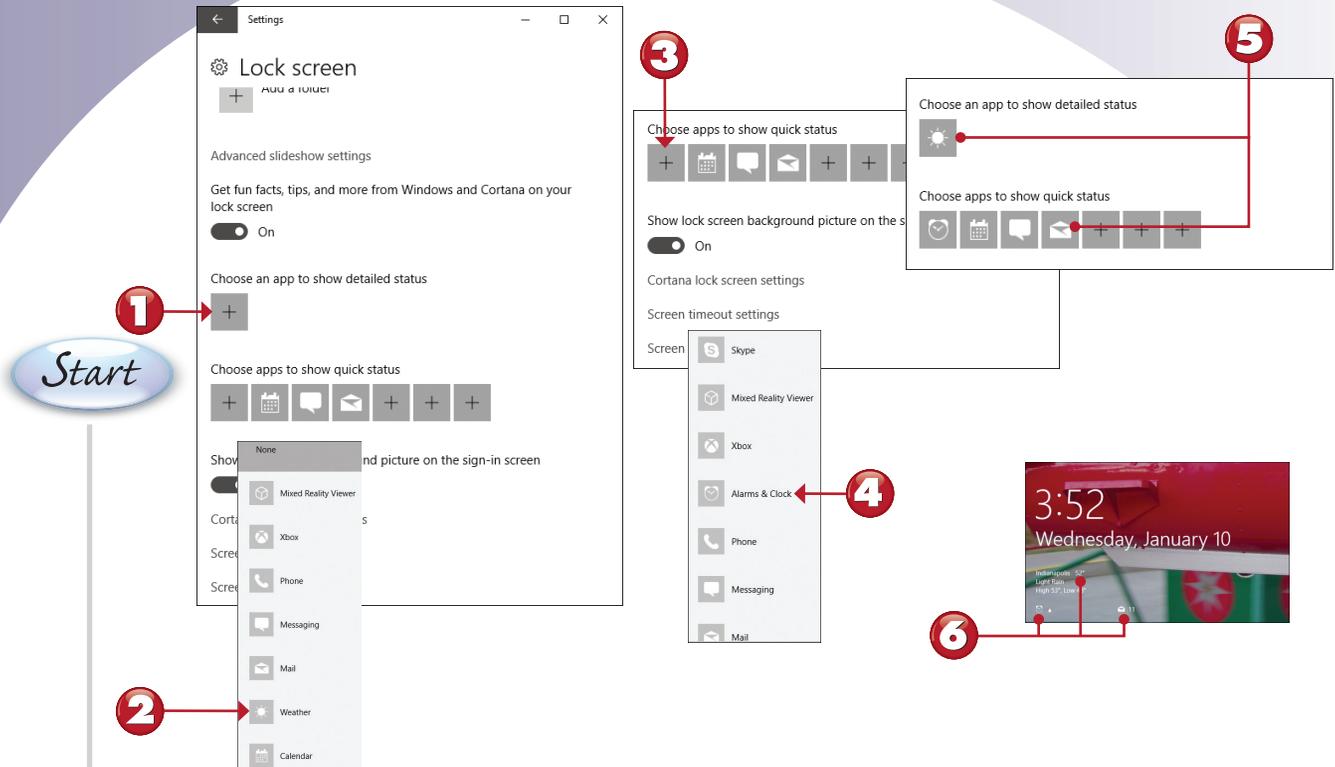


- 1 From the Lock screen settings dialog, click or tap **Advanced slideshow settings**.
- 2 Click or press and drag to **On** to use pictures taken with your device's built-in cameras (Camera Roll folders).
- 3 When turned **On**, the slide show will usually look better because the photos selected will work well with the screen.
- 4 If turned **On**, battery life will be shorter.
- 5 When left **On**, the Lock screen shows your slide show when your computer is not in use.
- 6 Select a time delay if you want the screen to turn off after the selected slide show play time has been reached.
- 7 Click or tap to return to the Lock screen settings.

End

# CHANGING STATUS ITEMS ON THE LOCK SCREEN

The Lock screen can also display detailed status and quick status for Alarms, Skype, and other communication apps. Here's how to choose the ones you want to use.



- 1 From Lock screen settings, scroll down and click or tap the plus sign for **Choose an app to show detailed status**.
- 2 Choose an app.
- 3 Click or tap a quick status icon.
- 4 Choose an app.
- 5 Lock screen settings display the selected detailed and quick status apps.
- 6 Note the app notifications on the Lock screen.

End



## NOTE

**Windows Spotlight** Enable Windows Spotlight as the Lock screen background, and Windows 10 FCU periodically notifies you of features to try and asks you to rate backgrounds and other features. ■

## CONFIGURING EASE OF ACCESS'S MAGNIFIER

The Ease of Access menu provides options that make using Windows 10 FCU easier for users with visual or mobility issues. The Magnifier feature makes the portion of the screen around the mouse larger and offers the option to invert screen colors to make computer use easier. In this task, you learn how to open the Ease of Access menu from Windows Settings (click or tap **Start, Settings**), and enable and configure Magnifier.

**Start**

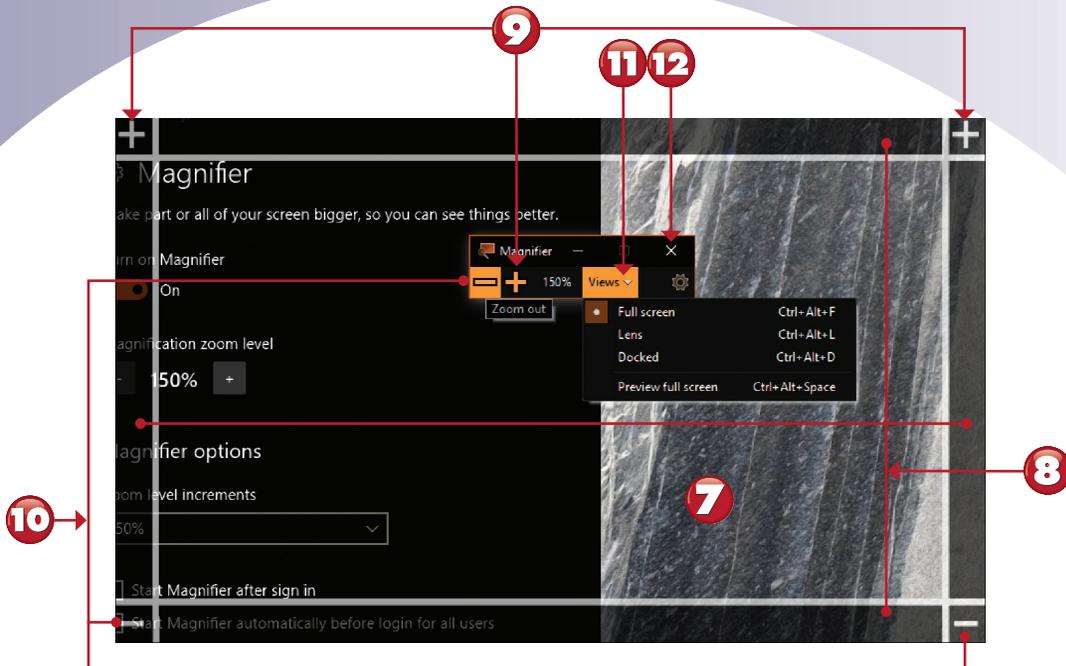
- From Windows Settings, click or tap **Ease of Access**.
- Click or tap **Magnifier**.
- When this box is checked, Magnifier inverts colors.
- Click or tap - or + to decrease/increase the initial zoom setting.
- Select the preferred zoom increment.
- Click or press and drag to **On** to turn on Magnifier.

*Continued*



### NOTE

**Starting Magnifier at Login/Sign In** Click or tap the **Start Magnifier after sign in** box if you want Magnifier to run automatically for this user. Click or tap the **Start Magnifier automatically...** box to start Magnifier for all users. ■



- 7** Here the screen shows Magnifier with inverted colors active.
- 8** Tap or press and drag outside the frame to move the Magnifier window.
- 9** Click or tap to increase zoom.
- 10** Click or tap to decrease zoom.
- 11** Click or tap to select a different view (Full screen is the default).
- 12** Click or tap to exit Magnifier (also turns off Inverse if enabled as in this example).

*End*

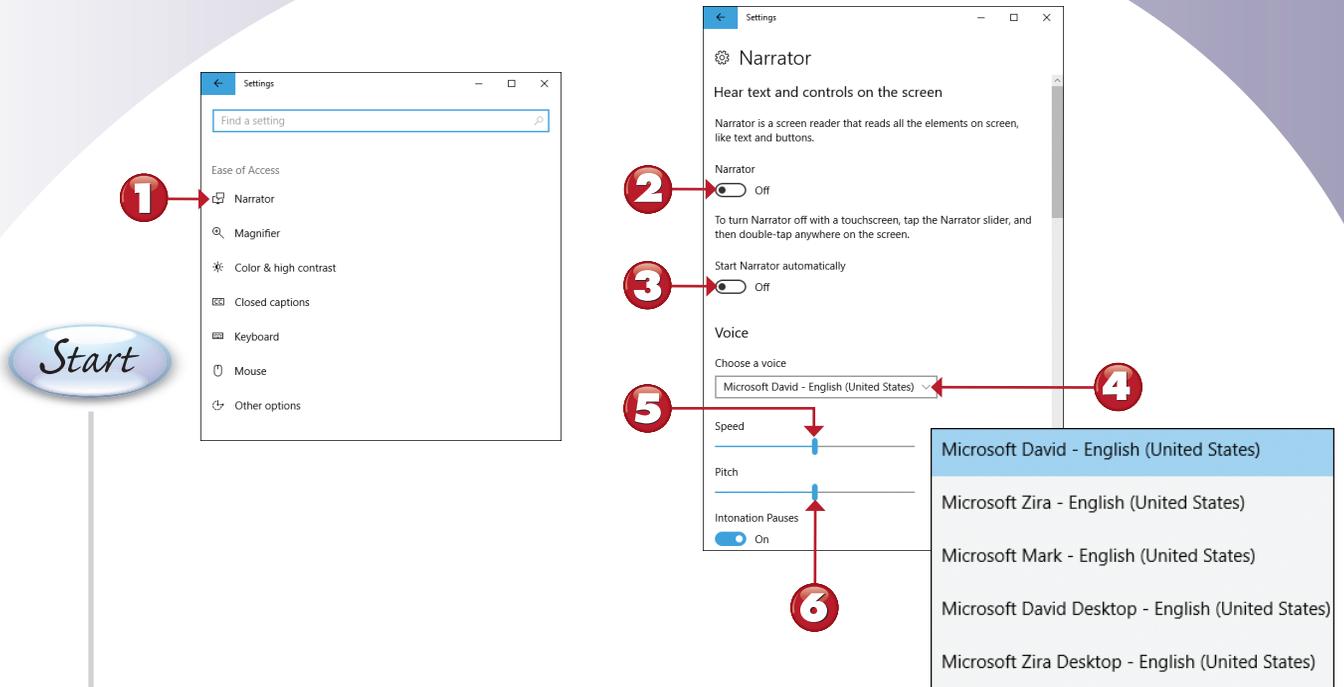


## NOTE

**More Magnifier Options** Scroll down to the Magnifier Mode section to choose tracking options. Scroll down to the Keyboard Shortcuts section to see keyboard shortcuts you can use with Magnifier. ■

## CONFIGURING EASE OF ACCESS'S NARRATOR

Enable the Narrator feature to have Windows 10 FCU read screen menus and content to you in your choice of voice. Here's how to set it up.



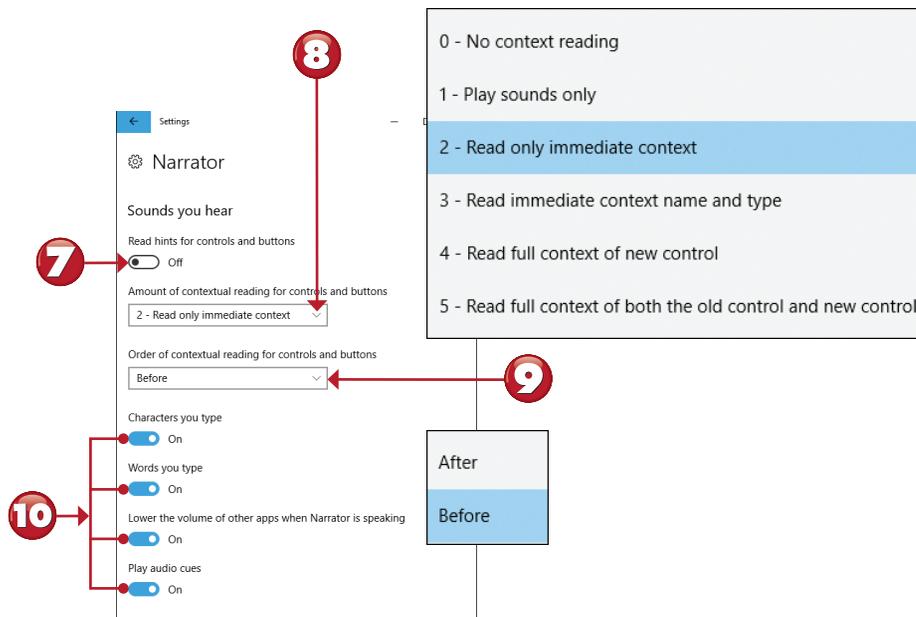
- 1 Click or tap **Narrator** from the Ease of Access menu (Windows Settings).
- 2 Click and drag to **On** to enable Narrator.
- 3 Click and drag to **On** to start Narrator automatically when Windows starts.
- 4 Click or tap to select a different narrator voice.
- 5 Click or press and drag to left (slower speed) or right (faster).
- 6 Click or press and drag to left (lower pitch) or right (higher).

*Continued*



### NOTE

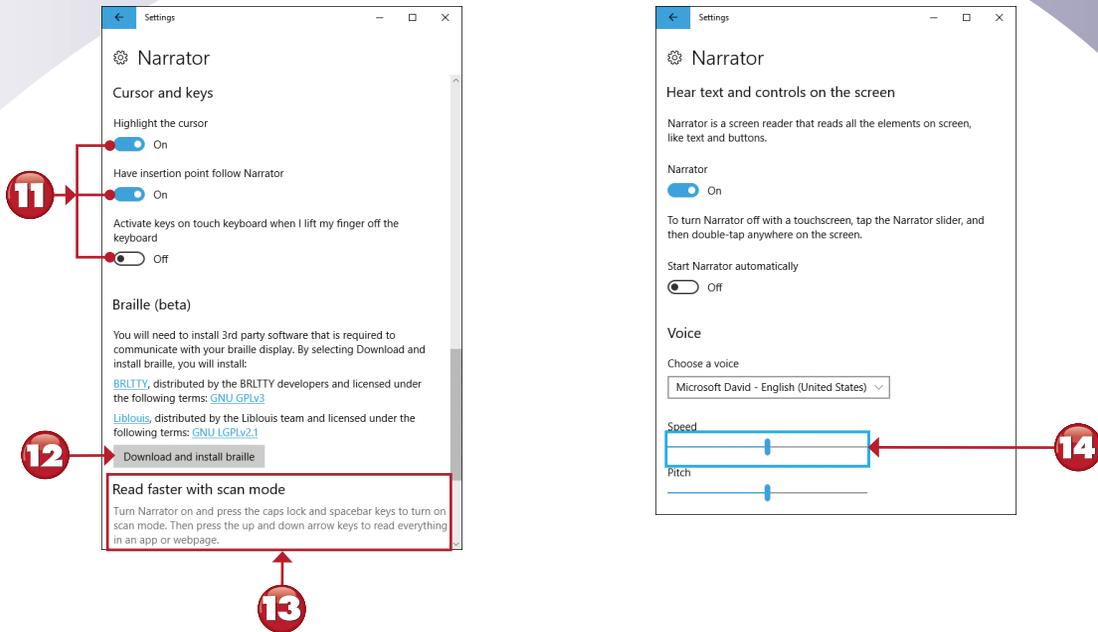
**Intonation Pauses** The Intonation Pauses option is enabled by default. It improves the understandability of Narrator, but is not supported by all voices. ■



- 7** Turn on if you want Narrator to read hints for controls and buttons.
- 8** Click or tap to change what Narrator reads when working with controls and buttons.
- 9** Click or tap to change the order that Narrator performs contextual reading.
- 10** Default settings. Change as desired.

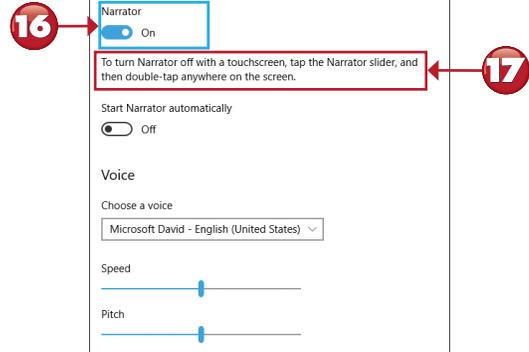
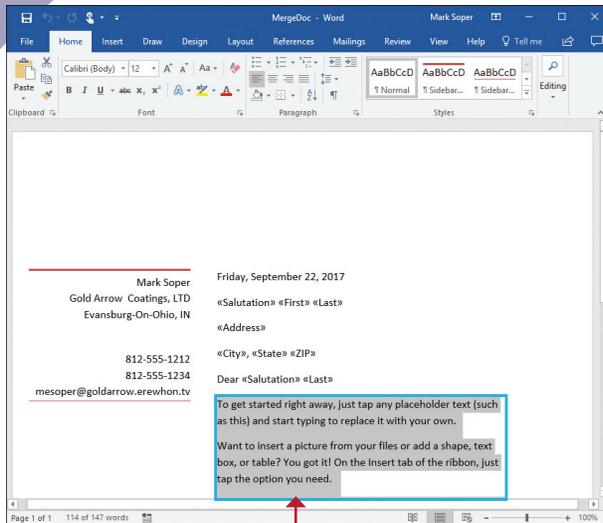
*Continued*





- 11 Default settings. Change as desired.
- 12 If you have a Braille display, click or tap here to install support software.
- 13 To enable scan mode, use the instructions provided here.
- 14 When you click a command, Narrator highlights it with a contrasting-color frame and describes what it does.

*Continued*



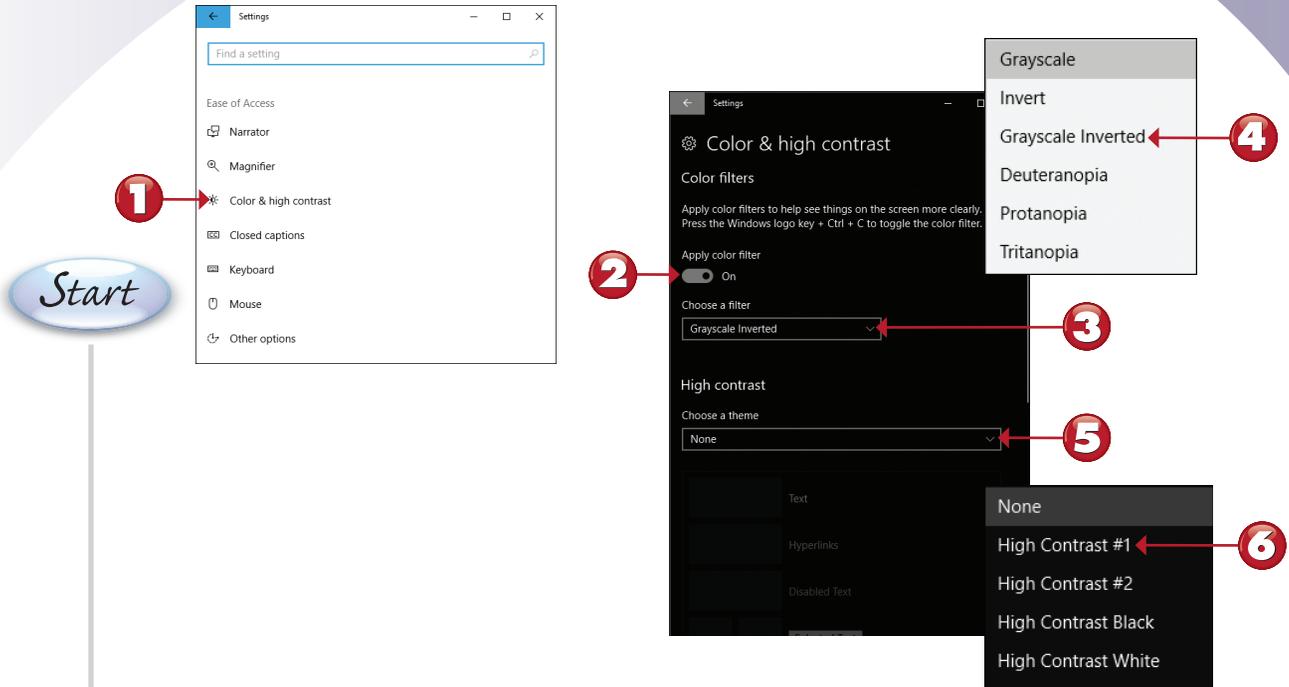
- 15** Narrator reading text in Microsoft Word.
- 16** To turn off Narrator, open the Narrator dialog in Settings and drag this switch to **Off**.
- 17** To turn off Narrator with a touchscreen, follow these instructions.

*End*



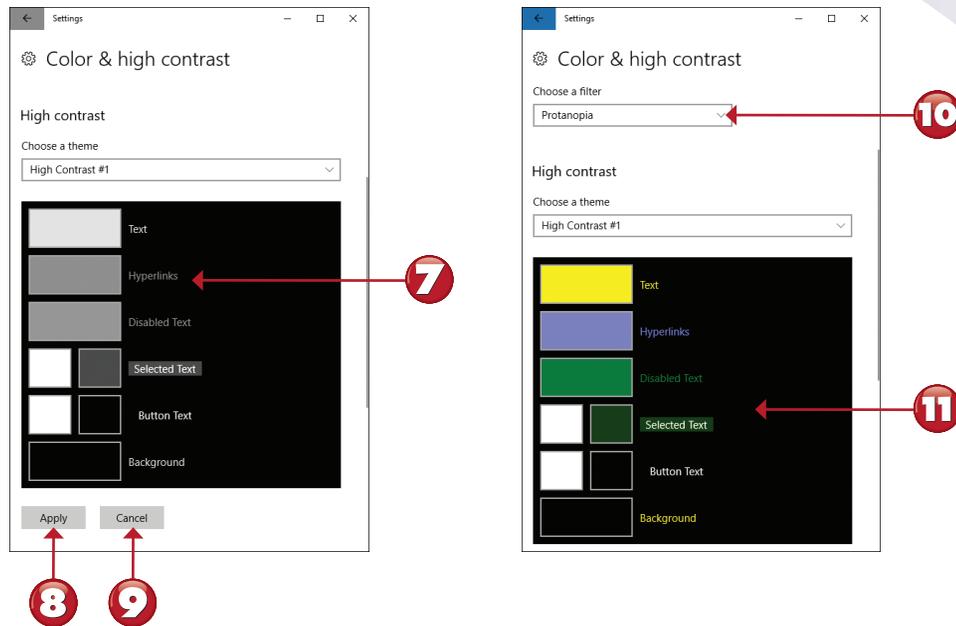
## CONFIGURING EASE OF ACCESS'S HIGH CONTRAST

The Color & high contrast feature found in the Ease of Access menu makes using Windows 10 FCU easier for those with visual impairments. It includes both color filters and various high contrast themes. By selecting both, there are many more themes available than before. Here's how to set it up.



- 1 Click or tap **Color & high contrast** from the Ease of Access menu (Windows Settings).
- 2 To use a color filter, drag to **On**.
- 3 Click or tap to choose a filter.
- 4 In this example, I chose Grayscale Inverted.
- 5 To change to a high contrast theme, click or tap **Choose a theme**.
- 6 Click or tap a theme.

*Continued*



- 7 Preview of the selected theme (High Contrast #1).
- 8 Click or tap **Apply** to use the selected scheme.
- 9 Click or tap **Cancel** to cancel the selected scheme.
- 10 Select a different filter.
- 11 The appearance of a high contrast theme varies according to the filter selected.

*End*

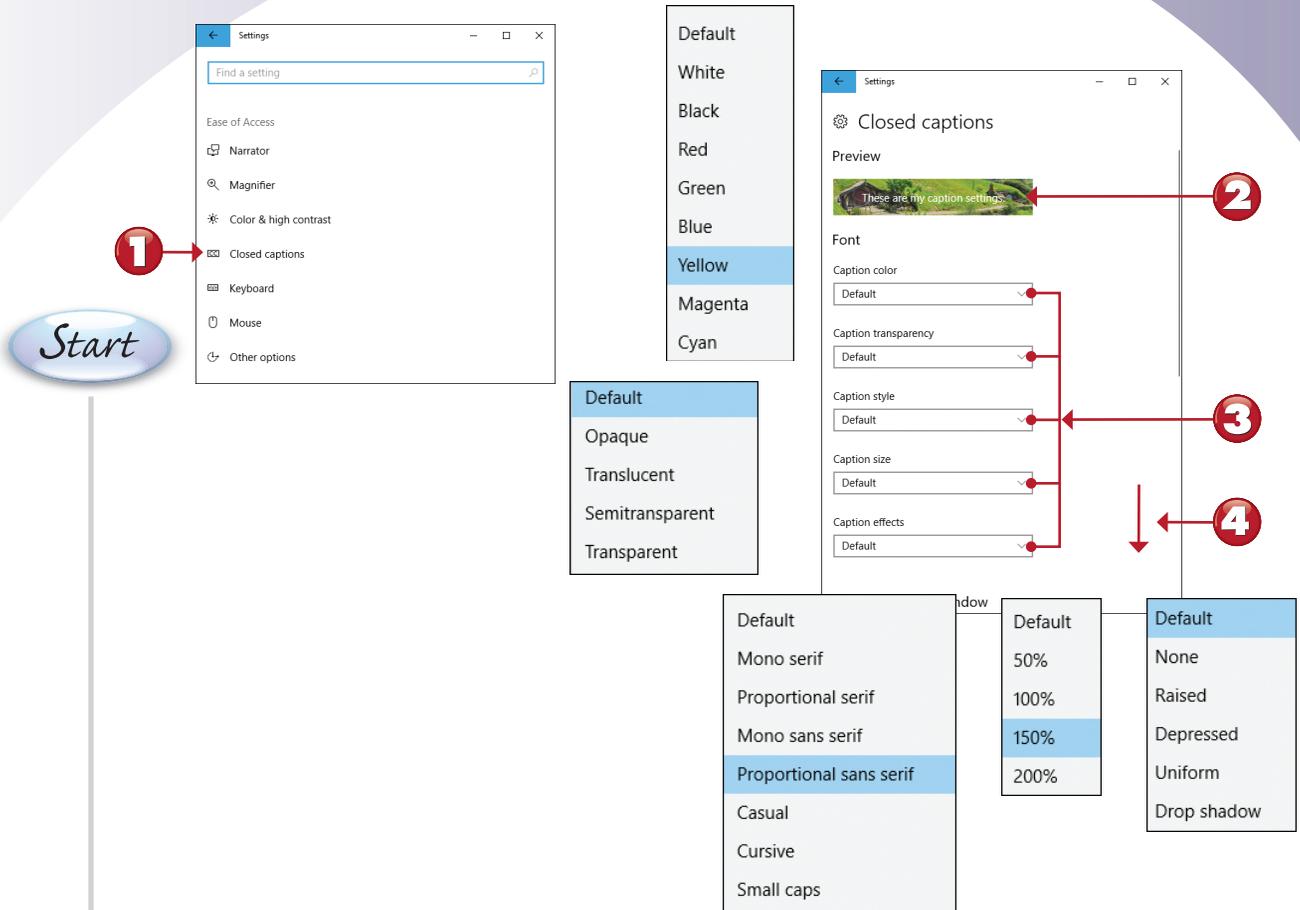


## NOTE

**Other Schemes** Other available schemes include High Contrast #2, High Contrast Black, and None. Choose **None** to return to the normal theme. ■

# CONFIGURING EASE OF ACCESS'S CLOSED CAPTIONS

Ease of Access's closed captions settings enable you to fine-tune how closed captions appear when you watch movies or TV shows that support this feature. In this task, you learn how to change some of the most common settings.



- 1 From the Ease of Access dialog, click or tap **Closed captions**.
- 2 Preview the closed captioning using the current settings.
- 3 Click or tap to change caption settings (color, transparency, style, size, or effects).
- 4 Scroll down to see the current color and background settings.

*Continued*

Default

White

Black

Red

Green

Blue

Yellow

Magenta

Cyan

Default

Opaque

Translucent

Semitransparent

Transparent

Settings

Closed captions

Background and window

Background color

Default

Background transparency

Default

Window color

Default

Window transparency

Default

Restore to defaults

Have a question?

[Get help](#)

Make Windows better

[Give us feedback](#)

Settings

Closed captions

Preview

These are the captions on

Font

Caption color

Yellow

Caption transparency

Default

Caption style

Proportional sans serif

Caption size

150%

Caption effects

Default

Background and window

5

6

7

Same options as Background color

Same options as Background transparency

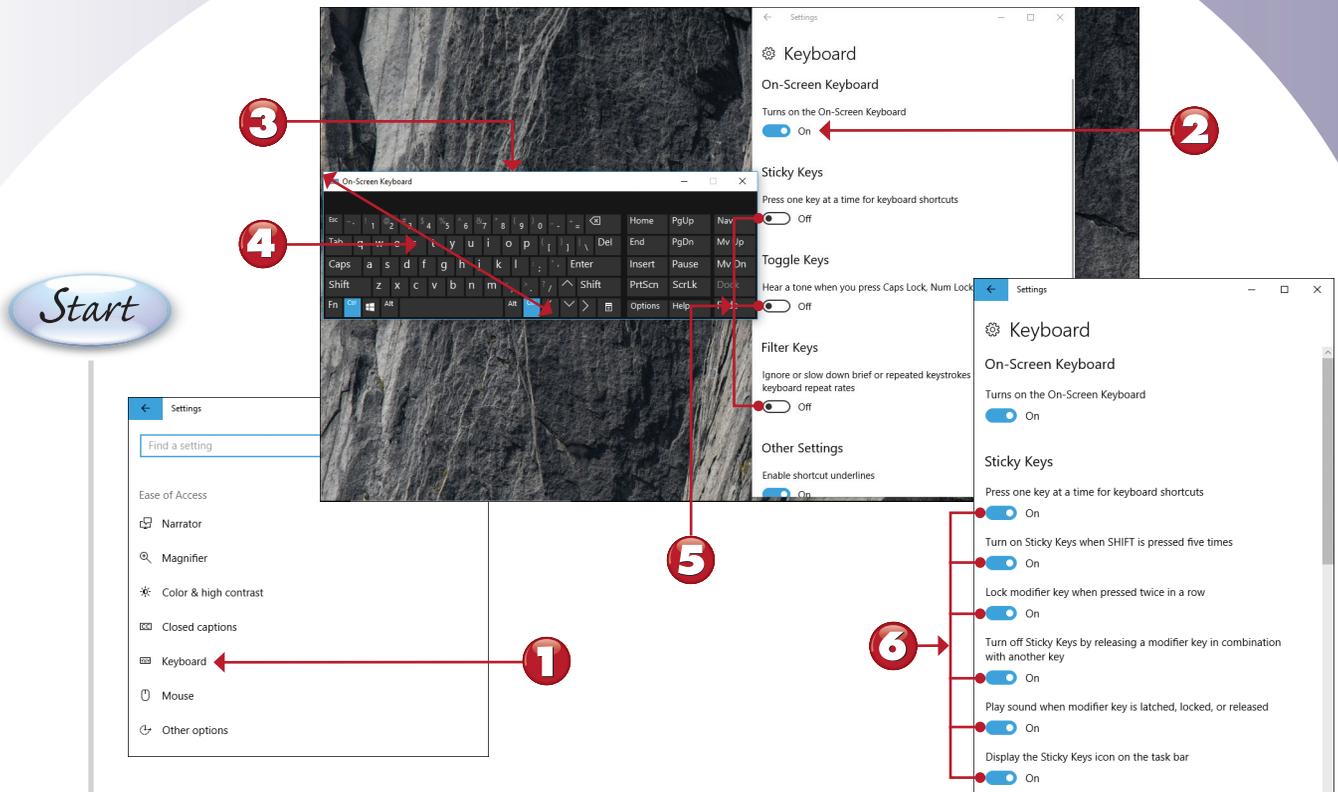
- 5 Click or tap to change background and window settings.
- 6 Click or tap to reset settings to their defaults.
- 7 Closed captioning preview after making changes to some settings.

End



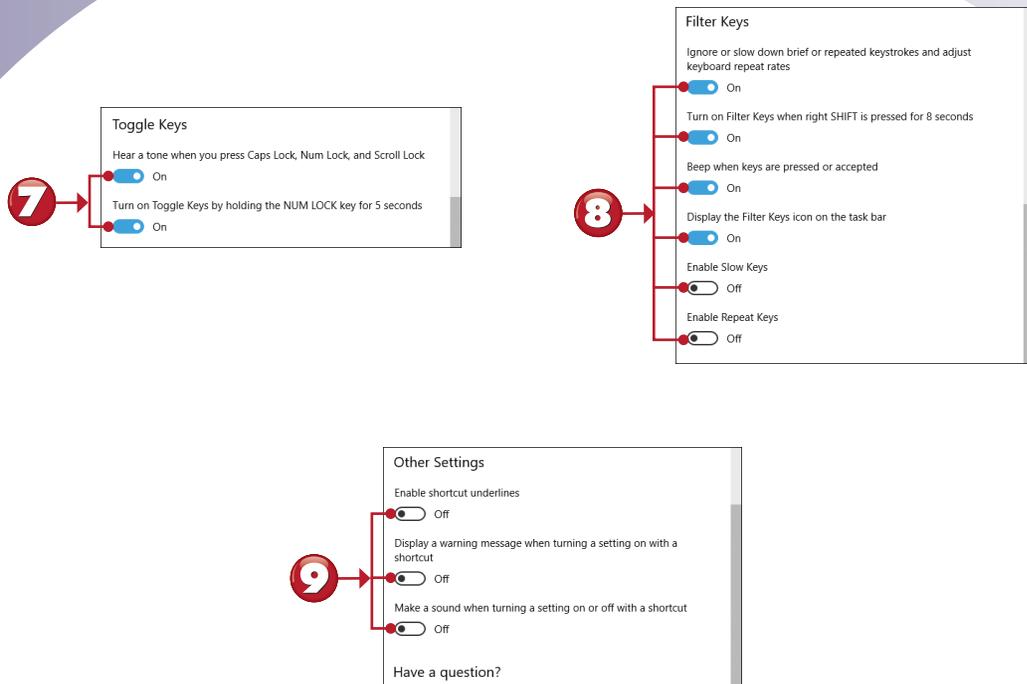
## CONFIGURING EASE OF ACCESS'S KEYBOARD SETTINGS

Ease of Access's Keyboard settings make using a physical or virtual keyboard easier for users with limited mobility.



- 1** From the Ease of Access settings (Windows Settings), click or tap **Keyboard**.
- 2** Click or press and drag **On** to enable the On-Screen Keyboard.
- 3** On-screen keyboard; click top border and drag to position as needed.
- 4** Click or press and drag corners or edges to adjust the size of the on-screen keyboard.
- 5** To see options for Sticky Keys, Toggle Keys, or Filter Keys, turn on the settings desired.
- 6** Sticky Keys default settings; disable as desired.

*Continued*



**7** Default settings for Toggle Keys; change as desired.

**8** Default settings for Filter Keys; change as desired.

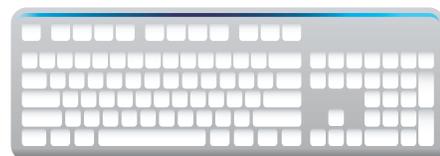
**9** Default Other Settings; change as desired.

*End*



### TIP

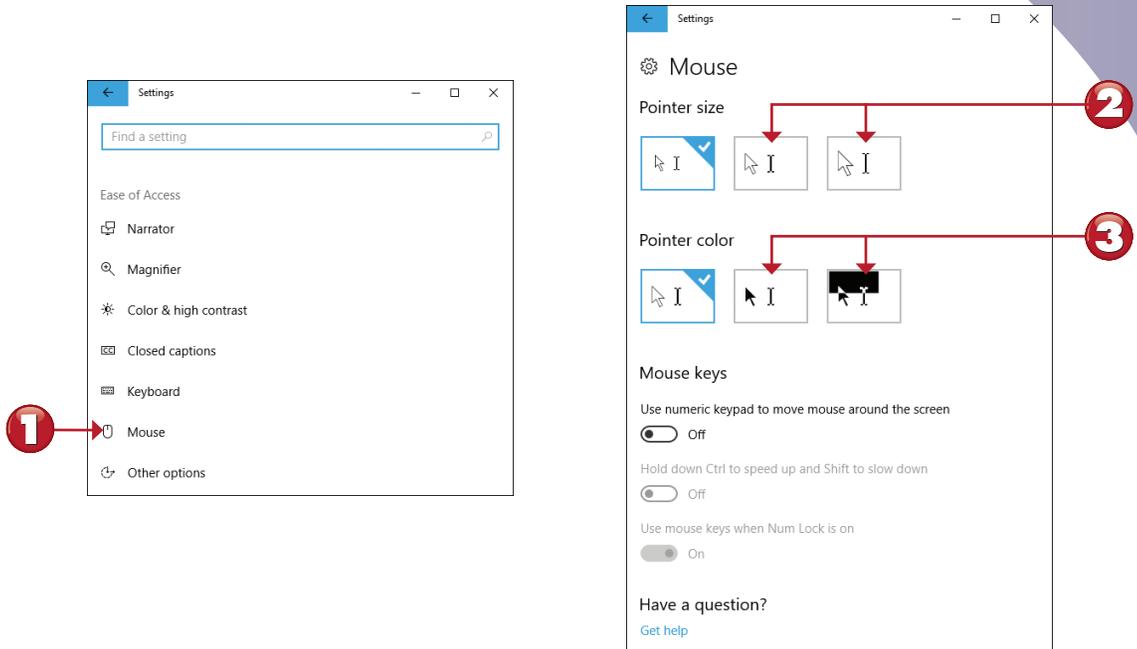
**Closing the Keyboard** The on-screen keyboard uses window controls similar to other Windows 10 apps. Click or tap the X in the upper-right corner of the keyboard window to close the keyboard. ■



# CONFIGURING EASE OF ACCESS'S MOUSE SETTINGS

Ease of Access's Mouse settings make seeing and controlling the mouse pointer easier for users with vision or mobility issues.

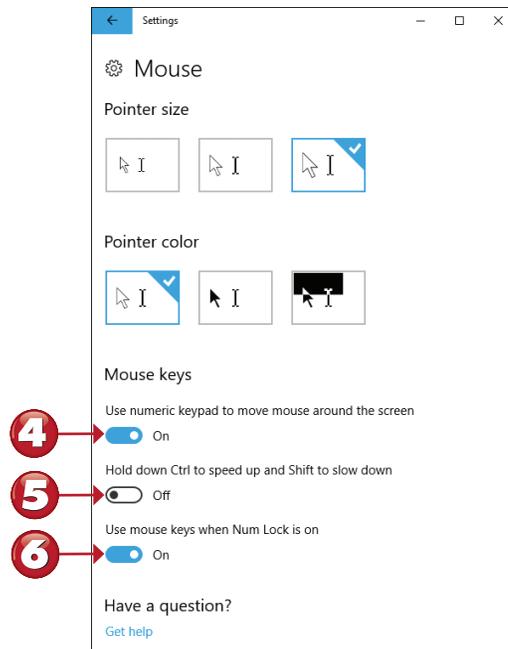
Start



- 1 From the Ease of Access settings (Windows Settings ), click or tap **Mouse**.
- 2 Click or tap to select a new pointer size. (The checked pointer is the current setting.)
- 3 Click or tap to select a different pointer color. (The checked color is the current setting.)

Continued



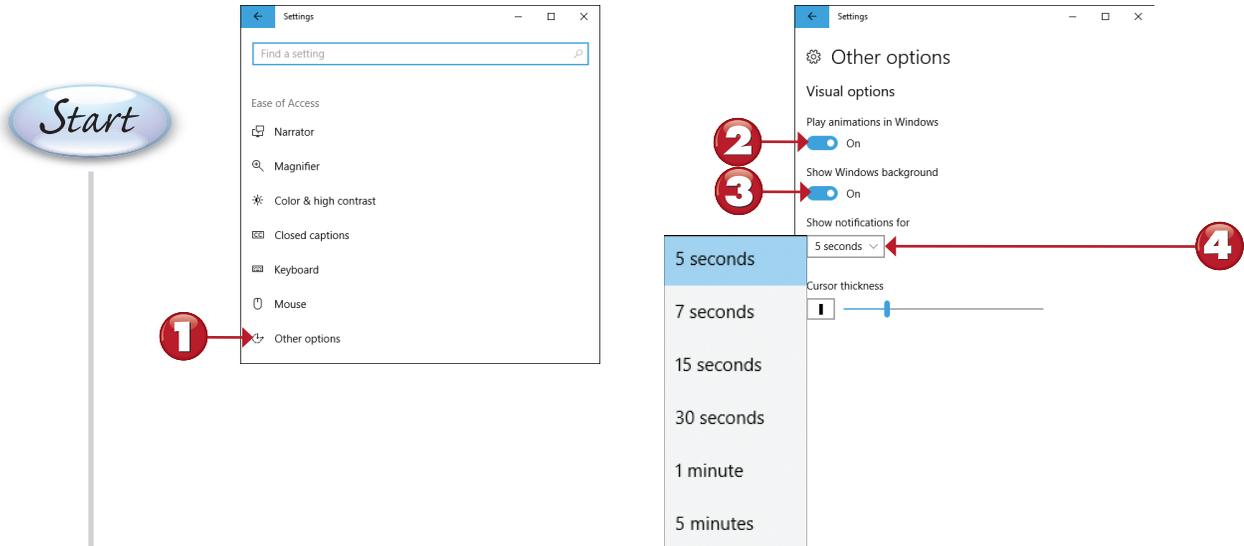


- 4** Click or press and slide to **On** to use the numeric keypad as a mouse (mouse keys).
- 5** Click or press and slide to **On** to enable the mouse pointer to run at different speeds.
- 6** Click or tap and slide to **Off** if you want to use the numeric keypad for data entry when Num Lock is on.

End

## CONFIGURING OTHER EASE OF ACCESS SETTINGS

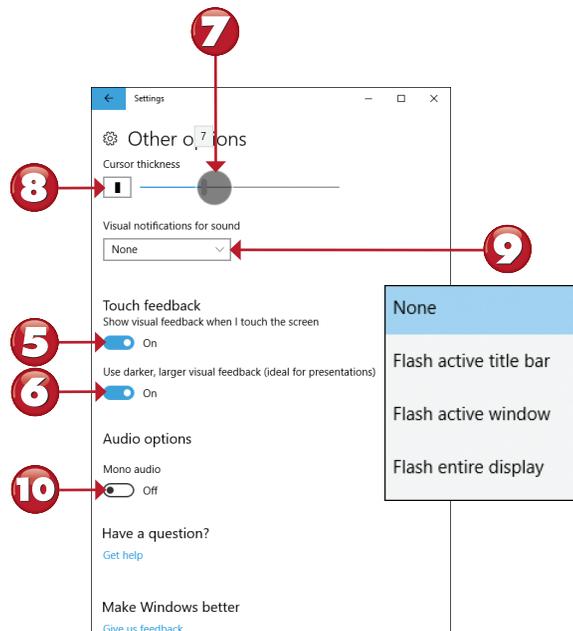
Ease of Access settings offer an additional category of options to further fine-tune your customization. The Other options menu discussed in this task provides options for changing visual settings, adjusting cursor width, and setting touch feedback.



- 1 From the Ease of Access settings dialog, click or tap **Other options**.
- 2 Click or press and drag to **Off** to turn off animations.
- 3 Click or press and drag to **Off** to turn off backgrounds.
- 4 Click or tap to change how long notifications are displayed.

*Continued*





- 5 Enable visual touch feedback.
- 6 Enable darker, larger visual touch feedback to see touch highlights.
- 7 Click or press and drag to change the cursor size (darker touch highlights enabled).
- 8 The cursor is thicker when the slider is to the right.
- 9 Click or tap to select visual notifications for sound.
- 10 Click or press and drag to **On** to turn on Mono audio.

*End*

## ADDING A LOCAL USER

Windows 10 FCU is more powerful and easier to use on multiple devices if you have a Microsoft account. However, if you don't want a user to have a Microsoft account, you can set up that person as a local user. Here's how, starting from the Family & other people settings.

*Start*

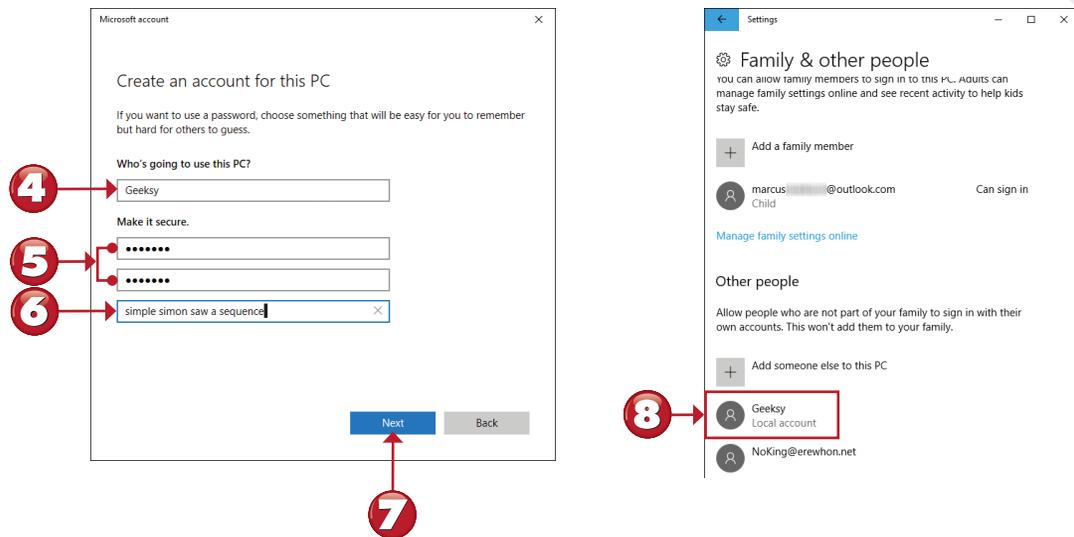
1 With Windows Settings open to Family & other people, go to the Other people section and click or tap **Add someone else to this PC**.

2 Click or tap **I don't have this person's sign-in information**.

3 Click or tap **Add a user without a Microsoft account**.

*Continued*



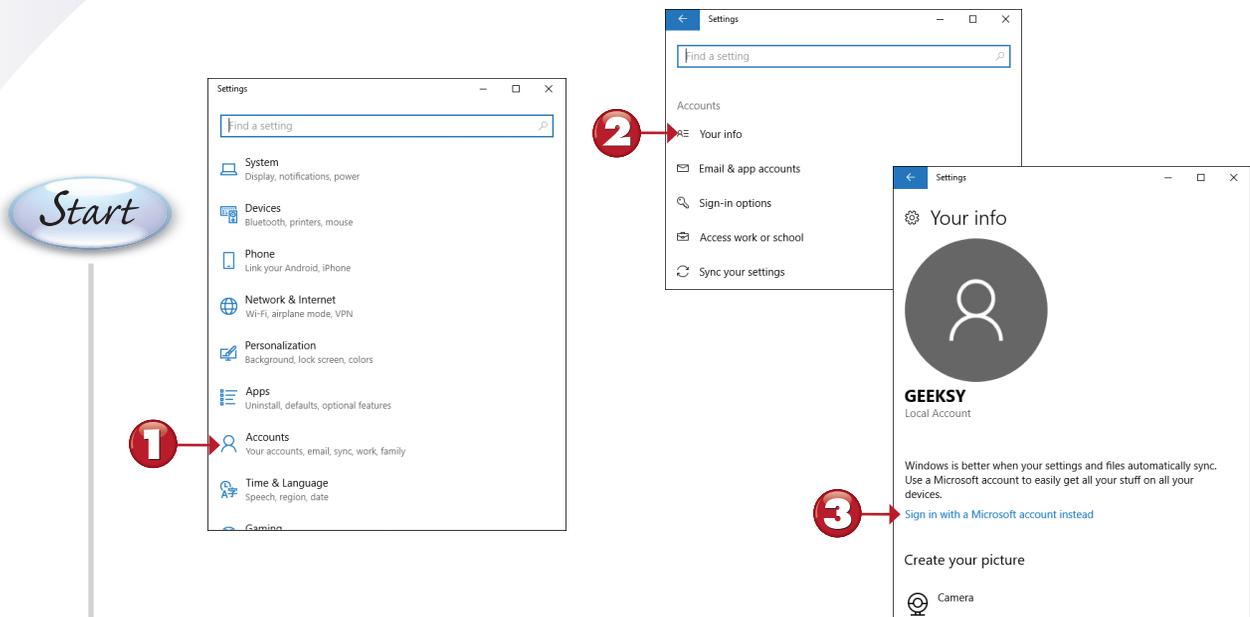


- 4 Enter a user name for the user.
- 5 Enter the same password in both fields.
- 6 Enter a password hint.
- 7 Click or tap **Next** to continue.
- 8 The new local user appears in the Other people section of the Family & other people settings.

*End*

# CONVERTING A LOCAL ACCOUNT TO A MICROSOFT ACCOUNT

If you're using a local account but you'd like to get more out of Windows 10 FCU, you can convert your local account to a Microsoft account. Just log in with your local account and then follow these steps. This example demonstrates converting the Geeksy local account created earlier in this chapter to a Microsoft account.



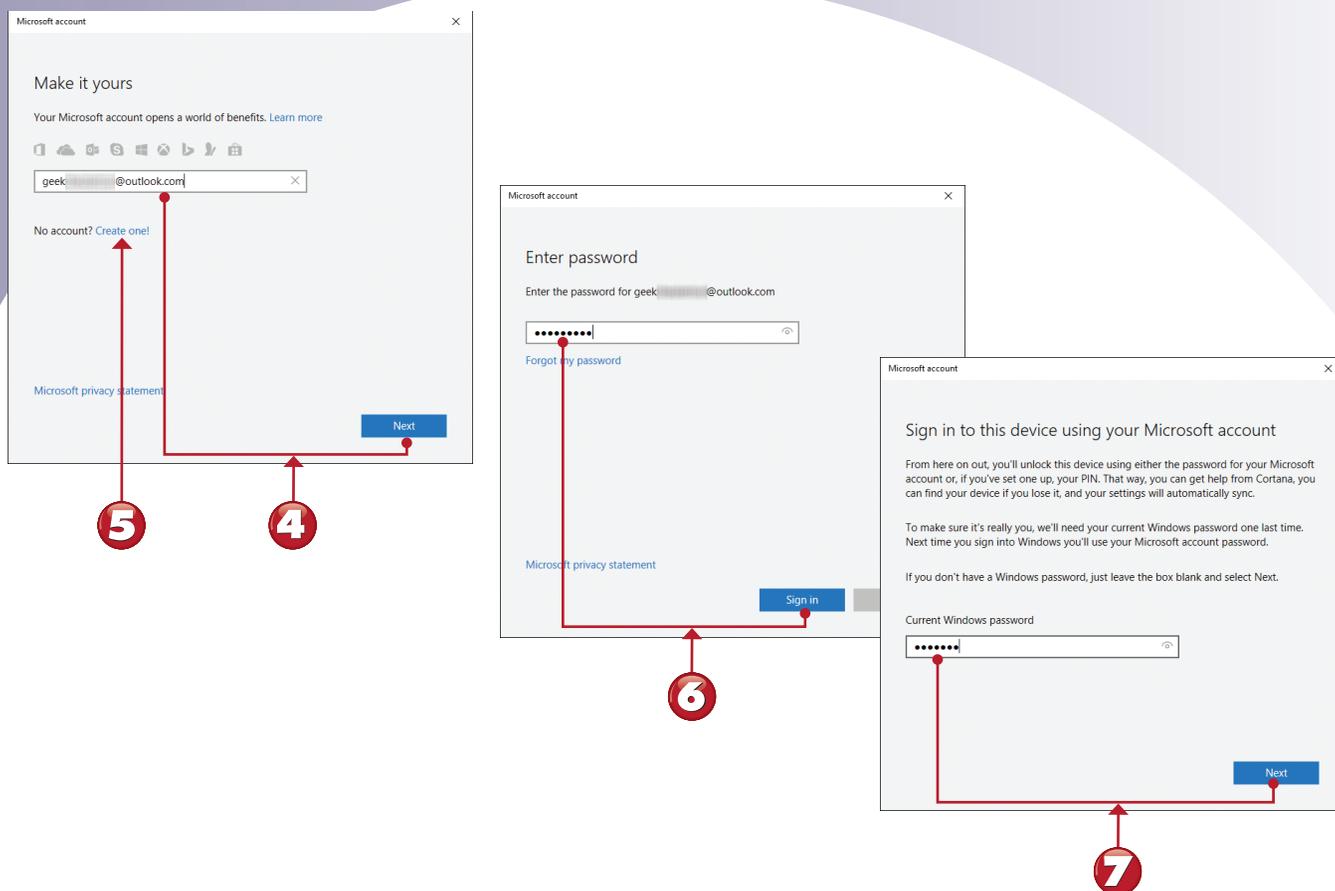
- 1 From Settings, click or tap **Accounts**.
- 2 Click or tap **Your info**.
- 3 Click or tap **Sign in with a Microsoft account instead**.

*Continued*



## NOTE

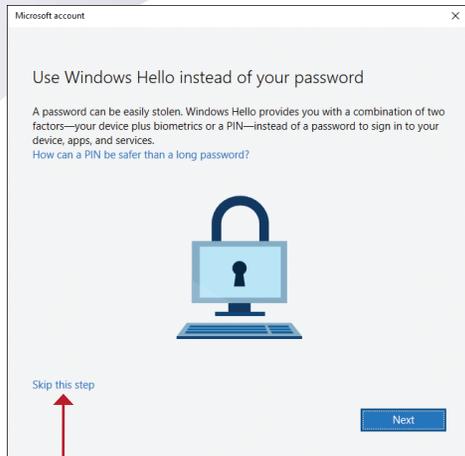
**Setting Up PIN Access** Windows 10 FCU lets you set up a PIN as an alternative to a regular password. From the Accounts settings, click or tap **Sign-in options**; then go to the PIN section and click or tap **Add**. Enter your Microsoft account password and click or tap **Sign in** to display the Set Up a PIN dialog box. Enter and reenter your desired four-digit PIN, then click or tap **OK**. You can now log in with either a PIN or password from the Windows Lock screen. ■



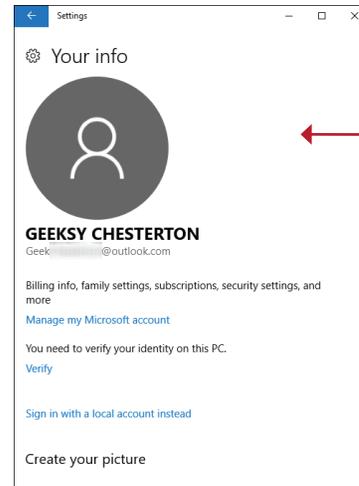
- 4** If you already have a Microsoft account, enter the email address and password for that account, then click or tap **Next** and skip to step 6.
- 5** If you don't yet have a Microsoft account, click or tap **Create one!** and follow the instructions in the task, "Adding a User Who Needs a Microsoft Account," in Chapter 22.
- 6** Enter the password for your Microsoft account, then click or tap **Sign in**.
- 7** Enter the password for your local account, then click or tap **Next**.

*Continued*





8



9

- 8 Set up a PIN or biometrics (Windows Hello) if you want, or click **Skip this step** to continue to use your normal password (Windows Hello is covered in this book's online content).
- 9 Your local account is now switched to a Microsoft account.

End

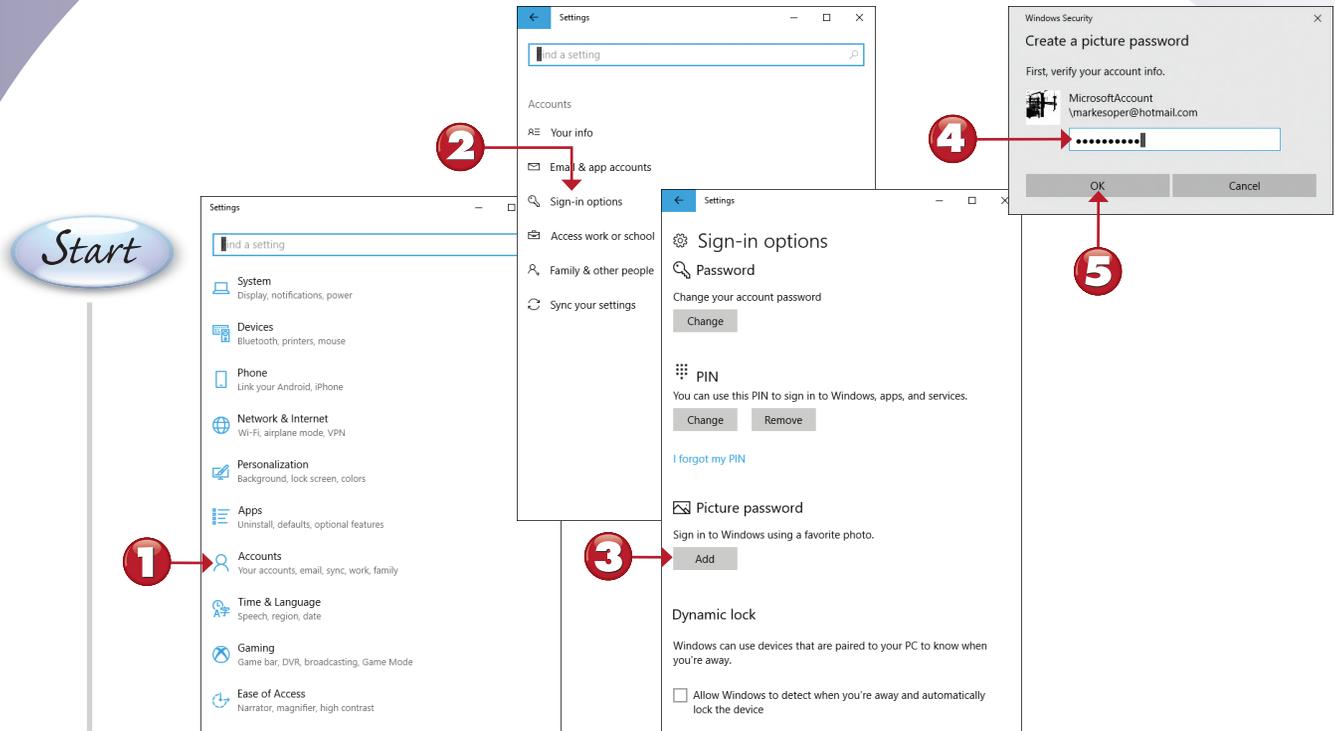


## NOTE

**Adding a Photo to Your Account** To make changes to your account, including adding a photo, click or tap **Your info** from the Accounts settings. Scroll to the **Create your picture** section, where you can take your picture with your device's camera or browse for a photo stored on your computer. ■

# SETTING UP AND USING A PICTURE PASSWORD

Windows 10 FCU not only gives you a choice of account types and the option to type in your password or a PIN, but if you have a touchscreen computer, tablet, or multitouch-enabled touchpad, you can also create a picture password. A picture password uses a picture you select along with gestures you draw with your finger or stylus on the screen. For this exercise, I hid the taskbar.



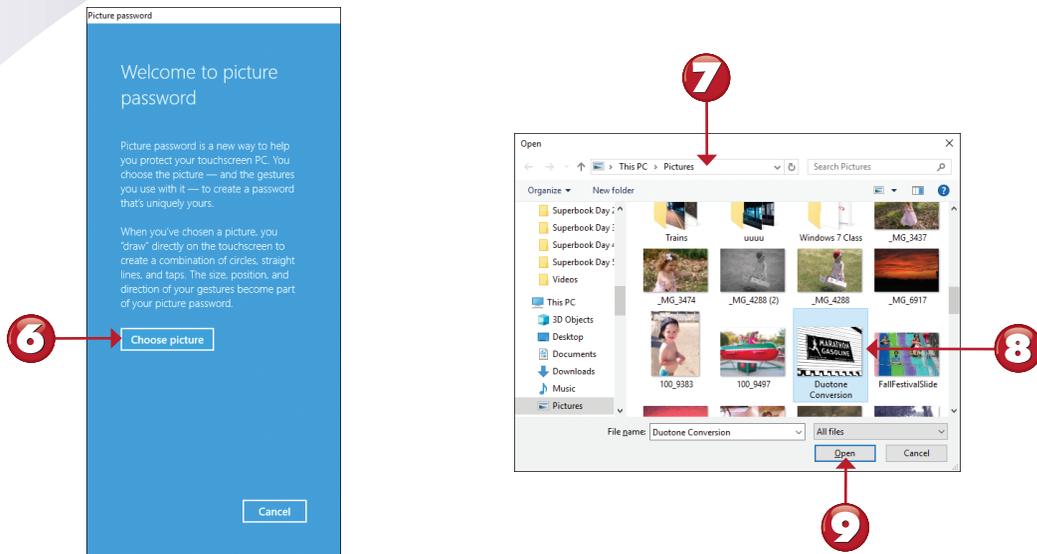
- 1 From the main Settings dialog box, click or tap **Accounts**.
- 2 From the **Accounts** menu, click or tap **Sign-in options**.
- 3 Click or tap **Add** in the Picture Password section.
- 4 Enter your current password.
- 5 Click or tap **OK**.

*Continued*



## TIP

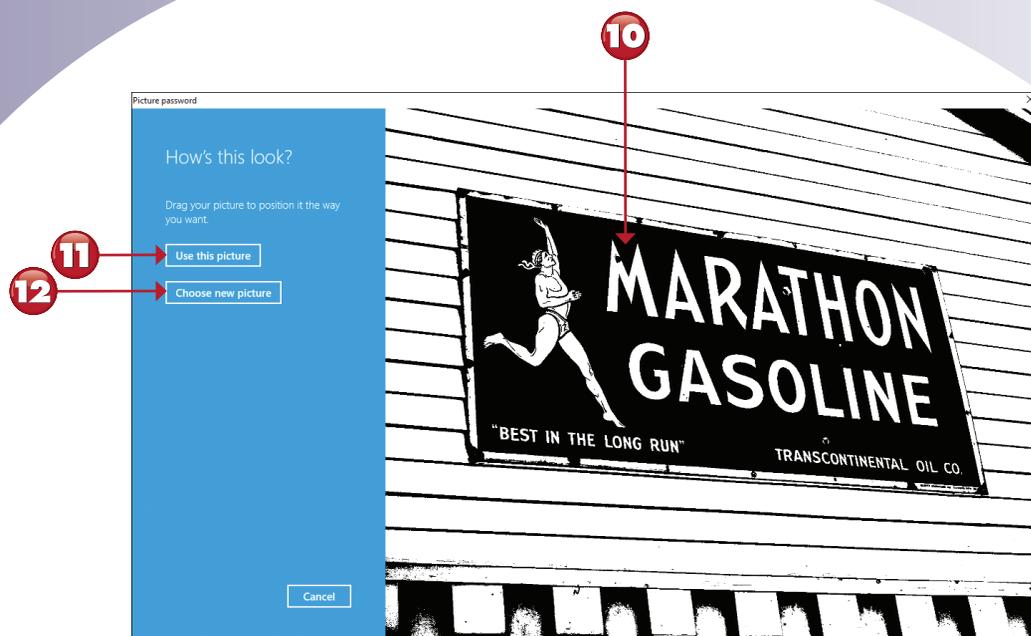
**Picture Passwords for Security** A picture password is better for security than a PIN because it's harder for a snooper to figure out how you log in to your touchscreen device when you use gestures than when you enter a PIN. ■



- 6 Click or tap **Choose picture**.
- 7 Navigate to the folder containing the picture you want to use.
- 8 Click or tap a photo.
- 9 Click or tap **Open**.

*Continued*





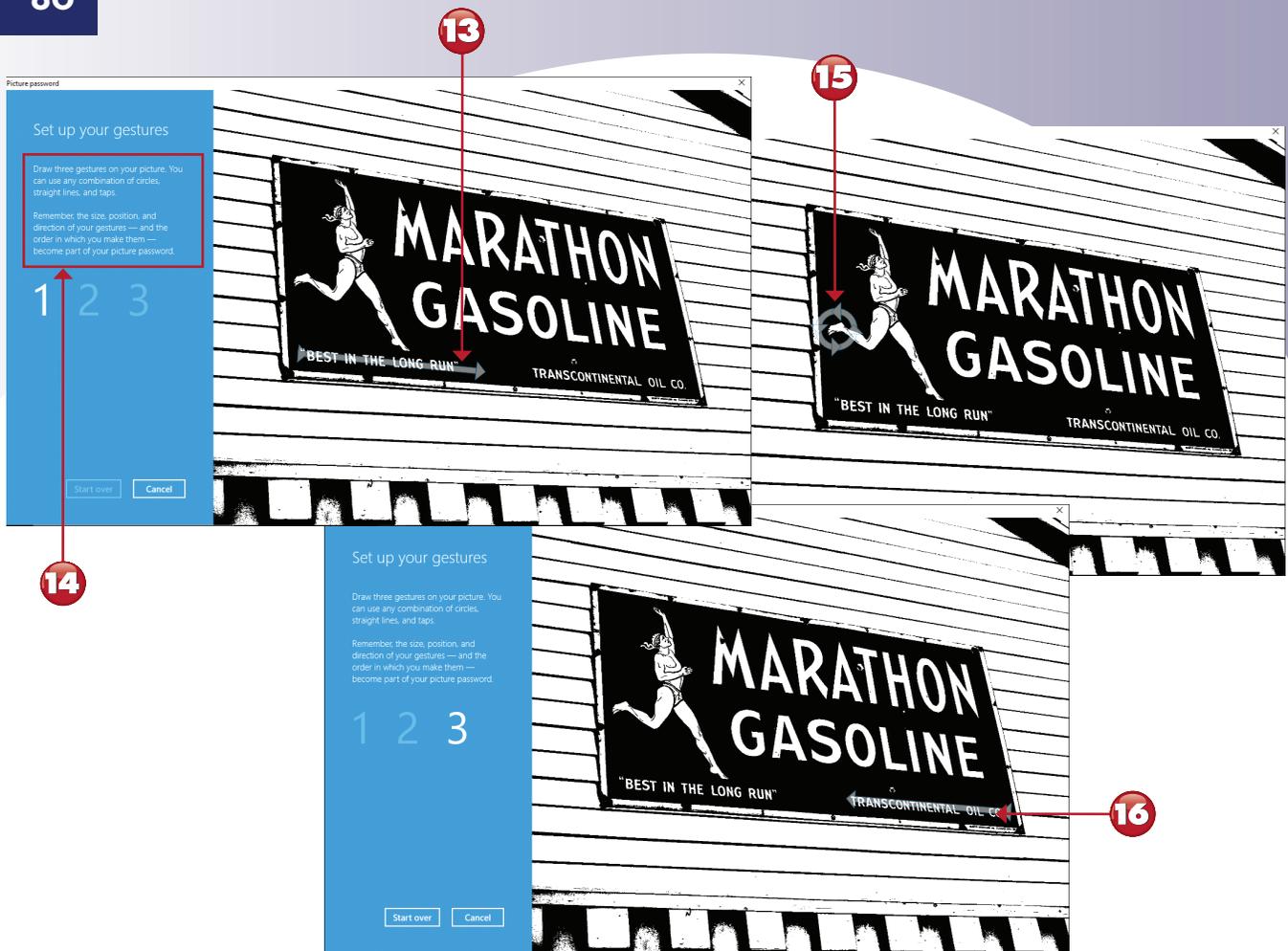
- 10 Click or press the photo and drag it into the desired position.
- 11 Click or tap **Use this picture** if you are satisfied.
- 12 If you aren't satisfied with the picture you chose, click or tap **Choose new picture** to return to steps 7–9 and try another.

*Continued*



### TIP

**Vertical or Horizontal?** Choose a horizontal photo as in this example if you use a laptop, desktop, or convertible (2-in-1) device that you use primarily with a mouse and keyboard, or if you use a tablet in horizontal (landscape) mode. Choose a vertical photo if you use a tablet in vertical (portrait) mode. ■



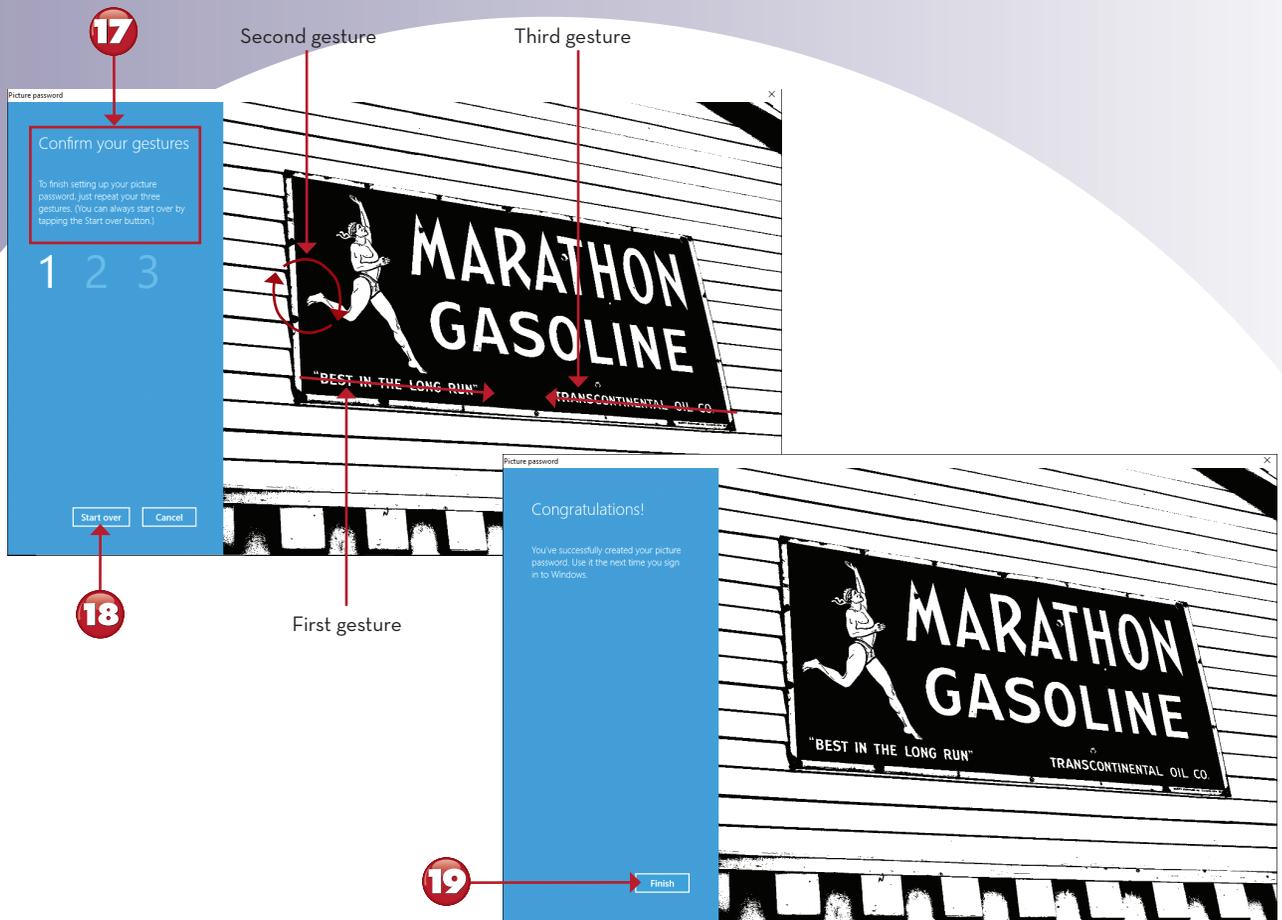
- 13 Draw the first gesture (line, circle, or tap) onscreen.
- 14 Note the directions, including the reminder to remember how each gesture was performed (position, size, and direction).
- 15 Draw the second gesture onscreen.
- 16 Draw the third gesture onscreen.

*Continued*



## NOTE

**Don't Blink, or You'll Miss Them** The highlighted gestures shown in steps 13, 15, and 16 are displayed momentarily after you complete each gesture. The gestures shown are examples. Use the gestures you prefer anywhere on your photo. ■



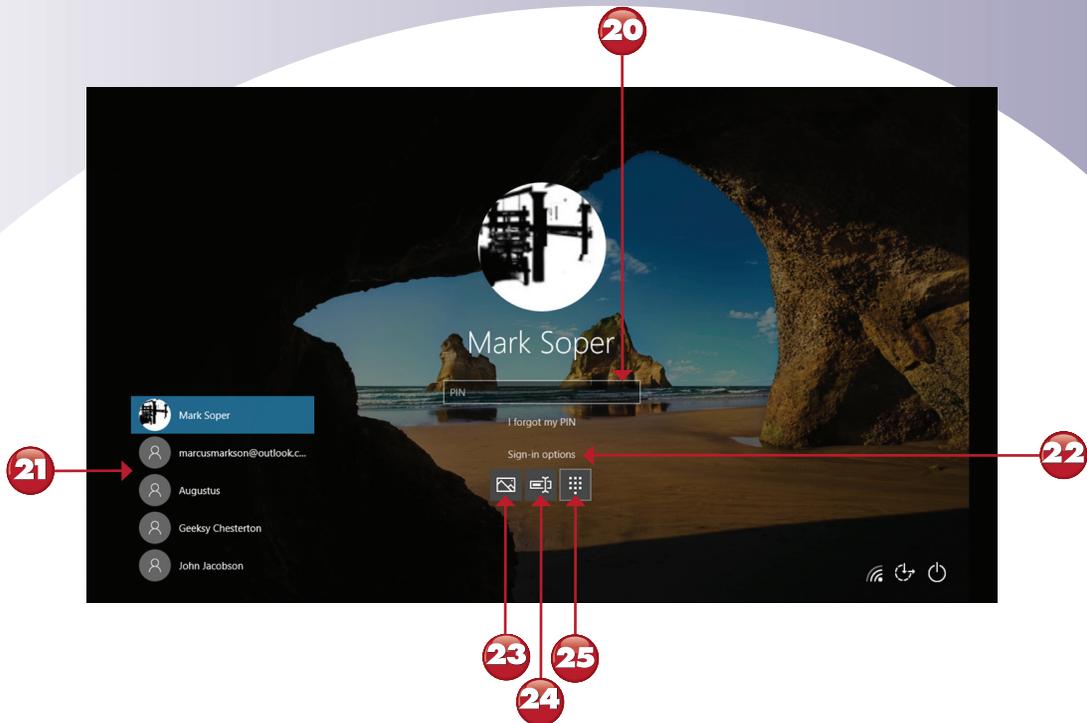
- 17** Draw the three gestures in the same locations and order to confirm.
- 18** If you don't repeat the gestures correctly, click or tap **Start over** to return to step 13.
- 19** If you are successful, click or tap **Finish**. The next time you log in, you can do so using your picture password.

*Continued*



## NOTE

**Help When Starting Over** If you choose Start over (step 18), Picture Password displays each gesture onscreen and has you trace it before returning to the Confirm your gestures dialog. ■



- 20** This login dialog appears as a full screen when you previously logged in using a PIN or regular password or after selecting a regular password or PIN login.
- 21** If more than one user is set up, select the user to log in.
- 22** Click or tap to see login options.
- 23** Click or tap to use the picture password.
- 24** Click or tap to use the regular password.
- 25** Click or tap to use a PIN.

*Continued*



### TIP

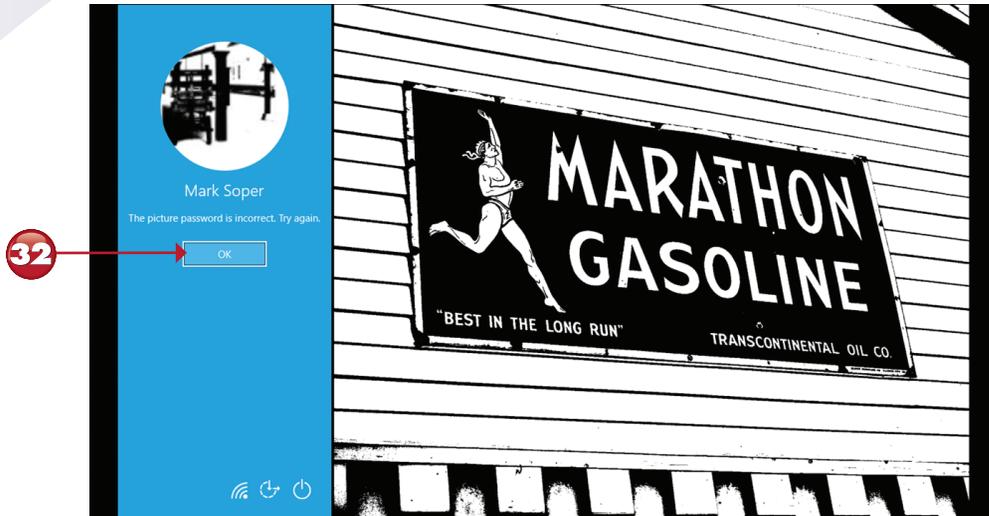
**Passwords First, Then Picture Passwords** You cannot create a picture password for an account until a regular password has been created. ■



- 26** This login dialog appears when you select a picture password.
- 27** Click or tap to change users.
- 28** Click or tap to see login options.
- 29** Click or tap to use the picture password, then use the gestures you set up earlier to log in.
- 30** Click or tap to use the regular password.
- 31** Click or tap to use a PIN.

*Continued*





- 32** If you use the picture password but don't use the correct gestures, click or tap **OK**, then select the login method you want to use (refer to steps 29–31).

*End*

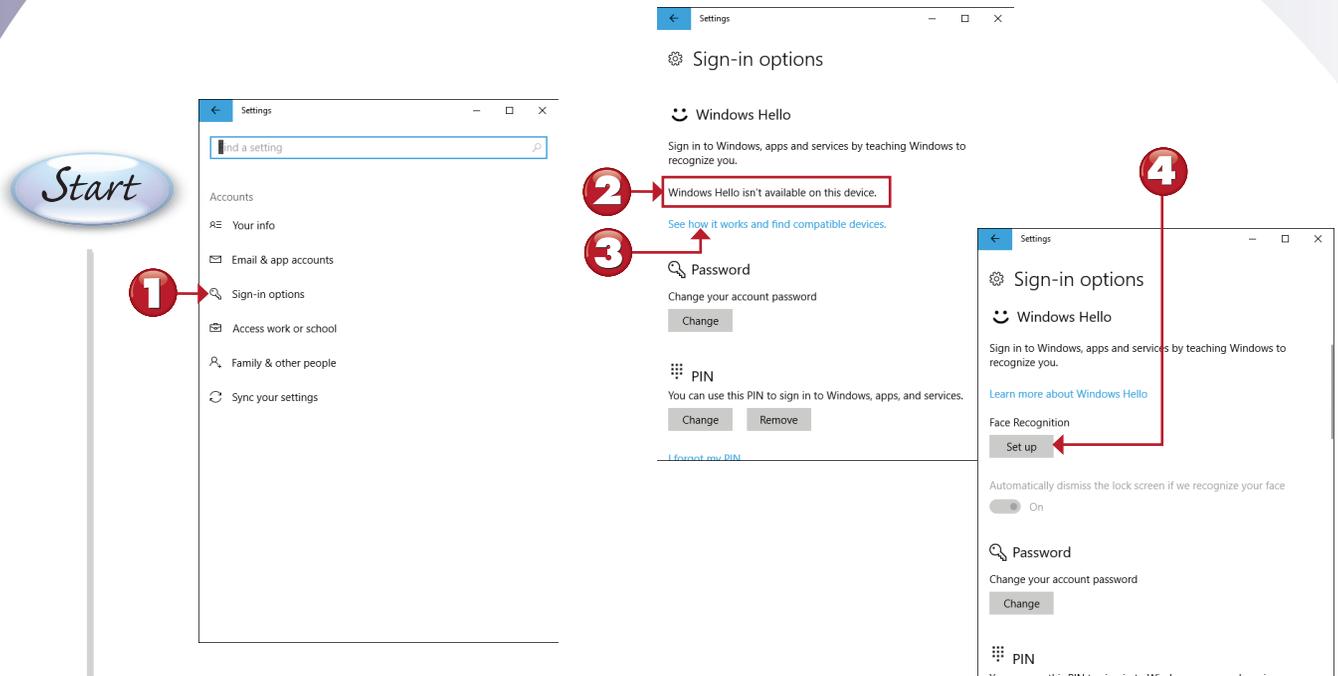


### TIP

**Mastering Gestures** When you use a picture password, you must use the same gestures in the same order and performed the same way. For example, if you use a circle gesture, make sure you remember what part of the picture you are circling and the direction you move your finger (clockwise or counterclockwise). ■

# LOGGING IN WITH WINDOWS HELLO FACE RECOGNITION

Windows Hello is a biometrics-based login system included in Windows 10 FCU. If you have an infrared camera built into your system (or connected to your system via USB), you can use Windows Hello. In this exercise, you learn how to determine if your system supports Windows Hello and how to set up and use it. You must have set up a PIN login for your account before you can set up and use Windows Hello.



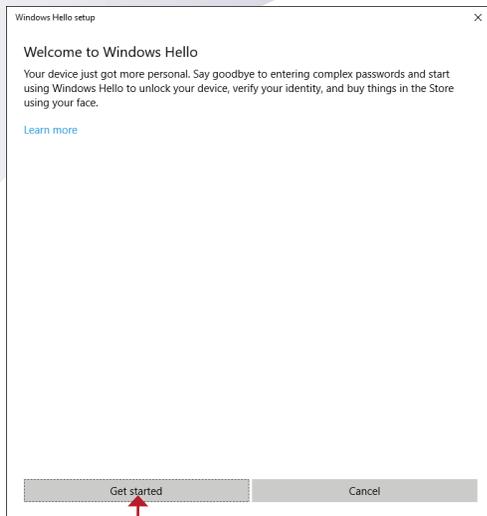
- 1** From Accounts, click or tap **Sign-in options**.
- 2** Scroll down to the Windows Hello section. If your system does not support Windows Hello, you will see this message.
- 3** Click or tap the **See how it works...** link to learn more.
- 4** If your system supports Windows Hello, click or tap **Set up**.

*Continued*



## NOTE

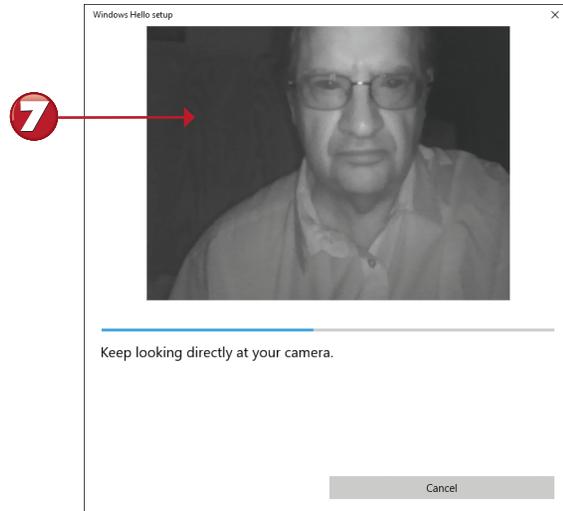
**Did You Install a Windows Hello-Enabled Camera?** If you connected a Windows Hello-enabled camera and you are seeing the error message shown in step 2, restart your system, then try using Windows Hello again. ■



5



6



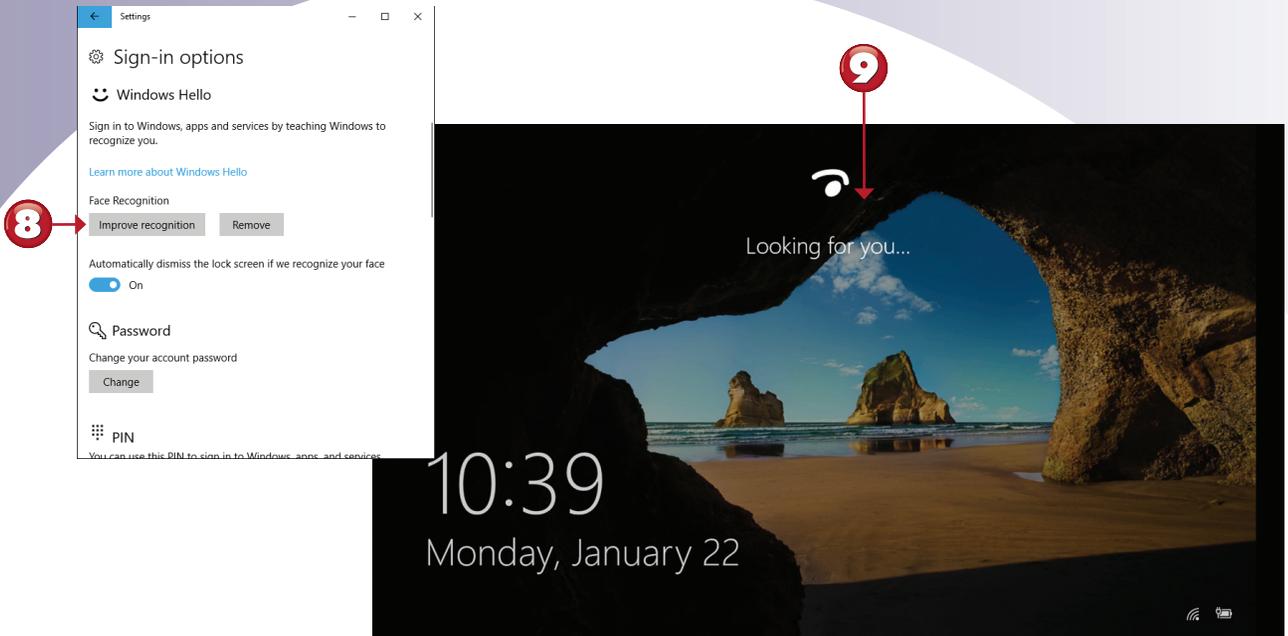
7

- 5 Click or tap **Get started**.
- 6 Enter your PIN to continue.
- 7 Move your head (or your camera) as needed to make sure the camera can see your face.

Continued

**NOTE**

**Avoiding Eyeglass Glare** If you wear glasses, tilt your head slightly if your eyes are not visible because of glare off your lenses. ■



- 8 If you wore glasses, click or tap **Improve recognition** and rerun the process again without your glasses if you don't always wear them when using your computer.
- 9 When your system is locked and Windows Hello is running, it looks for your face.

*Continued*



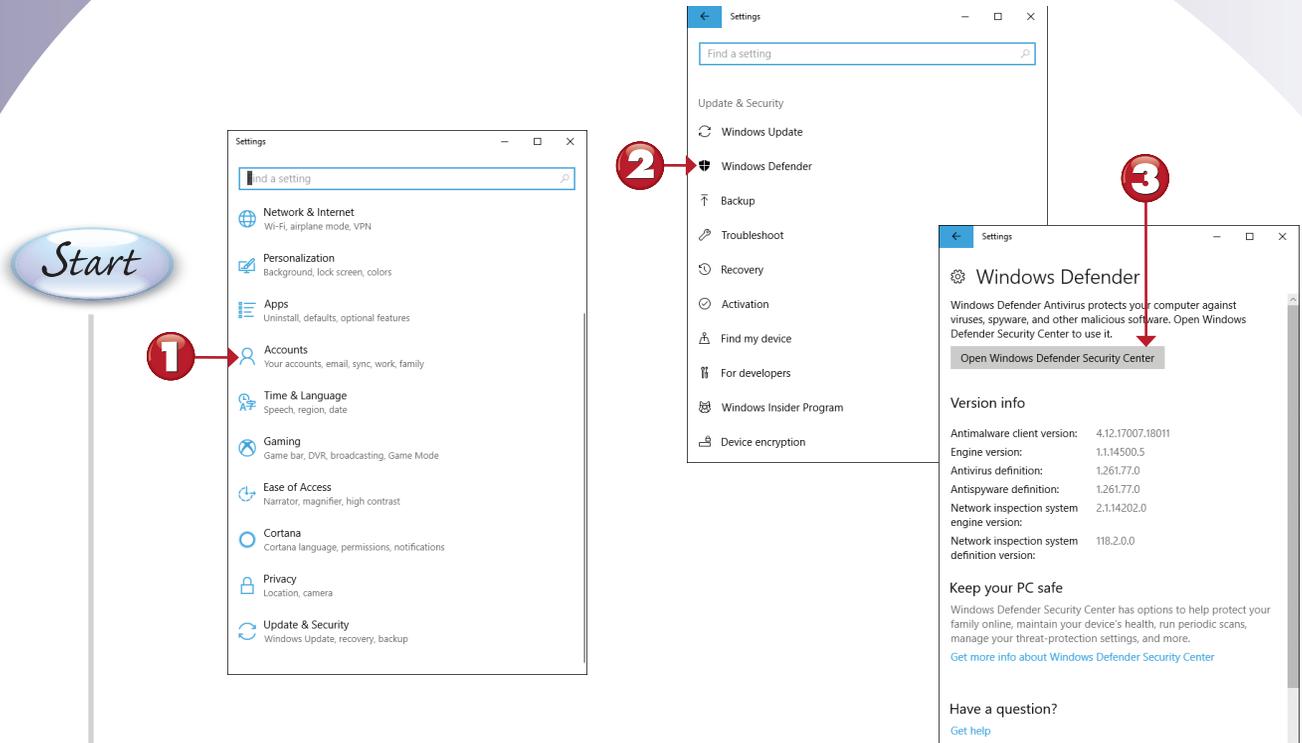


- 10 This message indicates you've been recognized.
- 11 Tap your keyboard, your touchpad, or your touchscreen to dismiss the lock screen.
- 12 Windows Hello displays this message briefly, then logs you into Windows.

End

# MANAGING FAMILY USERS WITH WINDOWS DEFENDER SECURITY CENTER'S FAMILY OPTIONS

When you add a child to your family in Settings, you can view and manage their Windows 10 and Xbox One activity with the Family options website, which is part of Windows Defender Security Center. Here's how to configure Family options settings:



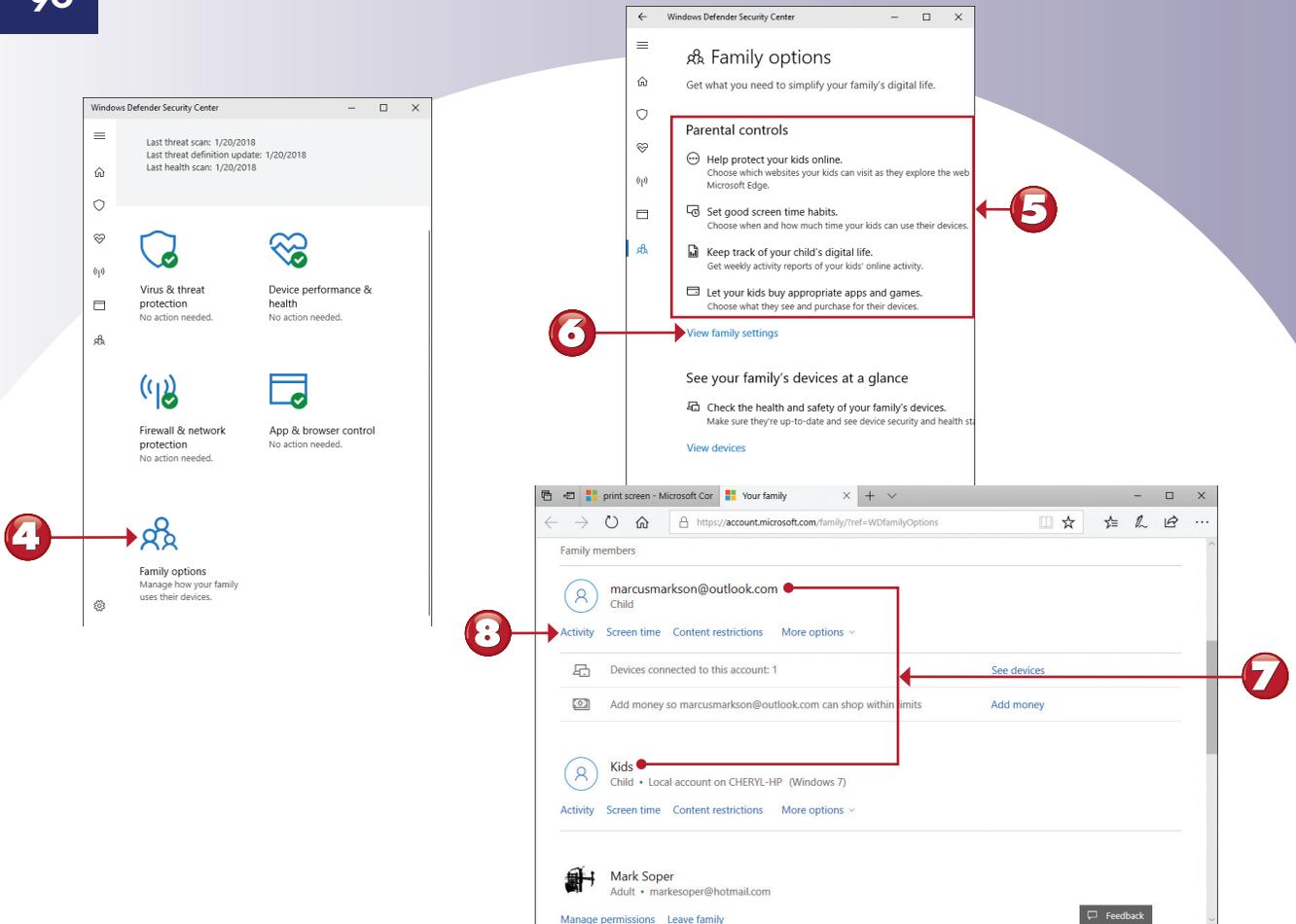
**1** From Settings, click or tap **Accounts**.

**2** Click or tap **Windows Defender**.

**3** From the Windows Defender dialog, click or tap **Open Windows Defender Security Center**.

*Continued*





- 4** Click or tap **Family options**.
- 5** Review the available parental controls.
- 6** To view or change current settings, click or tap **View Family Settings**.
- 7** Your browser opens, displaying Child accounts you can manage.
- 8** Click or tap **Activity** to start managing a child's account.

*Continued*



## NOTE

**Viewing Family Settings from account.microsoft.com** If you cannot connect to Family settings (step 7), open your web browser and go to <https://account.microsoft.com>. Log in if necessary, and scroll the top-level menu to Family. Click it to see the dialog shown in step 7. ■

The image shows two browser windows. The left window displays the Microsoft account settings page for 'marcusmarkson@outlook.co'. A red circle with the number '10' points to the 'Screen time' link in the top navigation bar. A red circle with the number '9' points to the 'Activity reporting' and 'Email weekly reports to me' toggle switches, both of which are currently turned 'Off'. The right window displays the 'Xbox screen time' settings page. A red circle with the number '11' points to the 'Xbox screen time limits' toggle switch, which is turned 'On'. A red circle with the number '12' points to the 'Max scheduled' dropdown menu in the 'Screen time schedule' section. A red circle with the number '13' points to a scrollable list of time limit options: 'Max scheduled', 'Blocked', '30 mins', '1 hr', and '1 hr 30 mins'. A red arrow points from the 'Max scheduled' option in the dropdown to the '1 hr' option in the scrollable list.

- 9 By default, activity reporting and Emailing of weekly reports are disabled. To enable either setting, click or press and drag to **On** (I recommend enabling both).
- 10 Click or tap **Screen time** to limit how long per day the child account can use a PC or Xbox One.
- 11 To set time limits for Xbox One, click or press and drag to **On**.
- 12 Click or tap to choose the time limit (hours allowed) for a day.
- 13 Scroll, then click or tap the time limit desired.

*Continued*

- 14** Click or tap any place on a day's timeline to select the hours the Xbox will be available.
- 15** Click or tap to delete the existing screen time schedule.
- 16** Select the starting and ending times (half-hour intervals).
- 17** Click or tap **Add** to add the new schedule.
- 18** Click or tap **Save**.

*Continued*



### NOTE

**Maximizing Screen Time** Remind children to log off when they are not using their devices so their screen time isn't wasted. ■

and when can they play? (Tip: Add a time period to allow some screen time after school.)  On

Screen time schedule

Choose when your child can have screen time

| Day       | Hours allowed | 12 am | 4 am | 8 am | 12 pm | 4 pm | 8 pm |
|-----------|---------------|-------|------|------|-------|------|------|
| Sunday    | Max scheduled |       |      |      |       |      |      |
| Monday    | 2 hrs         |       |      |      |       |      |      |
| Tuesday   | Max scheduled |       |      |      |       |      |      |
| Wednesday | Max scheduled |       |      |      |       |      |      |
| Thursday  | Max scheduled |       |      |      |       |      |      |
| Friday    | Max scheduled |       |      |      |       |      |      |
| Saturday  | Max scheduled |       |      |      |       |      |      |

On Monday, this child can use the Xbox One for a total of two hours between 3:30 and 6:30 p.m.

PC screen time

How much time can your child have each day per PC, and when can they use it? (Tip: Add a time period to allow some screen time after school.)

PC screen time limits  On

Screen time schedule

Choose when your child can have screen time

| Day       | Hours allowed | 12 am | 4 am | 8 am | 12 pm | 4 pm | 8 pm |
|-----------|---------------|-------|------|------|-------|------|------|
| Sunday    | 3 hrs 30 mins |       |      |      |       |      |      |
| Monday    | Blocked       |       |      |      |       |      |      |
| Tuesday   | 2 hrs 30 mins |       |      |      |       |      |      |
| Wednesday | 2 hrs         |       |      |      |       |      |      |
| Thursday  | 2 hrs         |       |      |      |       |      |      |

On Tuesday, this child can use the Xbox One for a total of two and one-half hours between 7:00 a.m. and 9:00 p.m.

- 19 After changing other dates as desired, scroll down to set restrictions for PC use.
- 20 To enable screen time limits for PC, click or press and drag to **On**.
- 21 Follow steps 12–18 to set total screen time and allowed hours per day as desired.
- 22 Scroll back up to select other settings for this user.

*Continued*



Account Your info Privacy Security Rewards Payment & billing Service >

marcusmarkson@outlook.co

Activity Screen time **Content restrictions** Spending

Ask a parent

Turn this on to require adult approval for the things your child wants to buy in the Microsoft Store—except for what they get with gift cards or money in their Microsoft account.

Needs adult approval to buy things  On

Email me when my child gets stuff  On

Click or tap **Spending** to add money to the child's Microsoft Store account.

Scroll down

23 24 25

26 27

28

Scroll down

Apps, games & media

Set an age limit to block inappropriate apps, games, and media. Anything that exceeds the content ratings you've decided are appropriate for your child will need your approval. This setting applies to Windows 10 and Xbox One devices.

Block inappropriate apps, games & media  On

Allow apps and games rated for 12-year-olds

[View allowed ratings](#)

Always allowed (0)

When you allow specific apps and games, they'll appear here.

Always blocked (6)

Google Chrome [Remove](#)

360 Browser [Remove](#)

[Feedback](#)

- 23 Click or tap **Content restrictions**.
- 24 To require the child to get your permission to buy an item from the Microsoft Store (unless you put money in their account), click or press and drag to **On**.
- 25 To get an email when your child gets an item, click or press and drag to **On**.
- 26 To block inappropriate apps/games/media, click or press and drag to **On**.
- 27 To choose the age to use for blocking, click or tap here and select the age.
- 28 To see the allowable content ratings based on the age selected, click or tap **View allowed ratings**.

*Continued*



## NOTE

**Age Ranges** You can select ages from 3 to 20, and also Any age (no restrictions) in step 27. ■

The image shows two overlapping windows. The left window, titled 'Allowed content ratings', lists various content categories with their respective age ratings: Apps (12), TV (PG), Movies (PG), Music (0), Games (10+), and Books (0). The right window shows the 'Web browsing' settings, where 'Block inappropriate websites' is turned on. Below this, there is an 'Always allowed (0)' section with an 'Add a website you want to allow' button and an unchecked checkbox for 'Only allow these websites'. A 'Feedback' button is visible in the bottom right corner of the right window.

Red callout boxes with numbers 29 through 33 point to specific elements: 29 points to the 'Allowed content ratings' window; 30 points to the close button in the top right of the left window; 31 points to the 'Block inappropriate websites' toggle; 32 points to the 'Add a website you want to allow' button; 33 points to the 'Only allow these websites' checkbox. A 'Scroll down' label with a downward arrow is positioned at the bottom right of the right window.

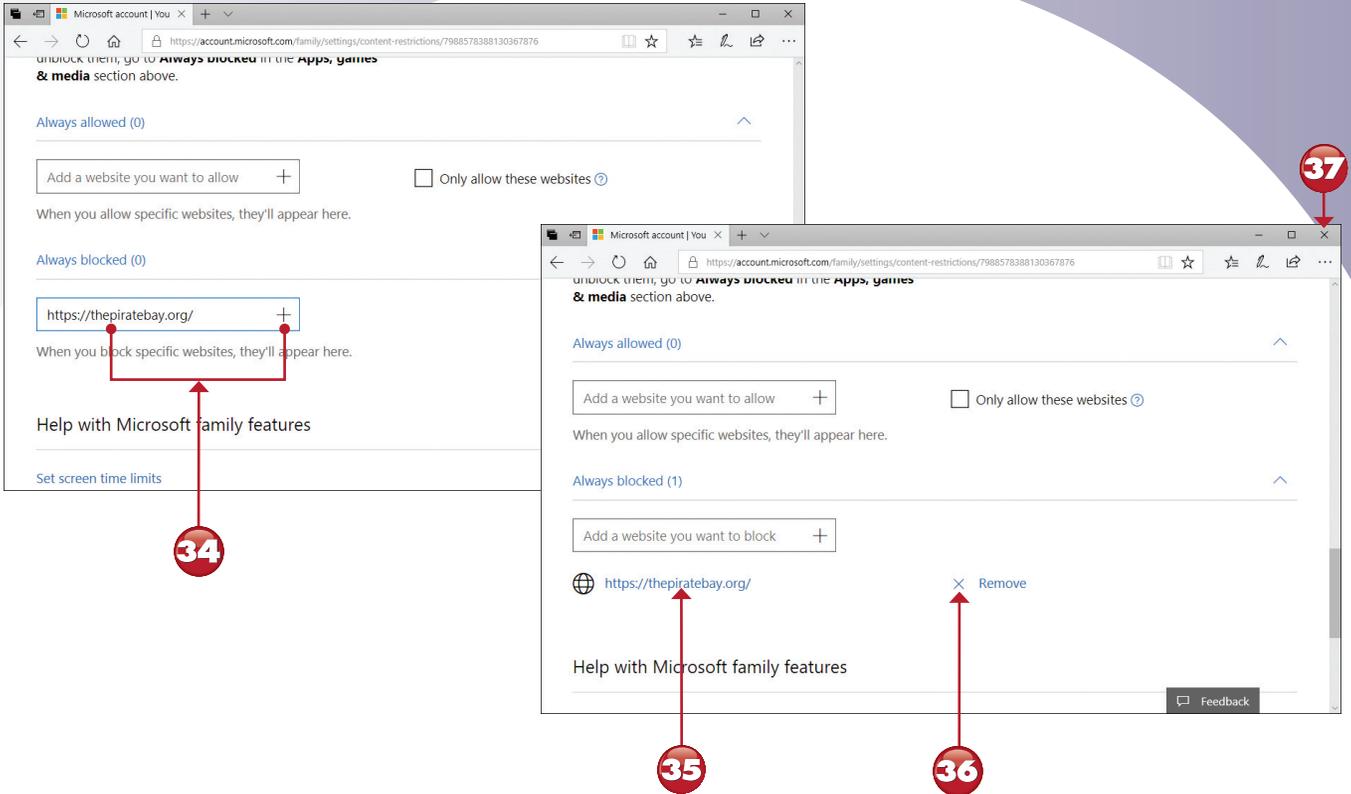
- 29 Allowed content ratings based on the age selected in step 27.
- 30 Click or tap to close and return to App, games & media dialog.
- 31 To block inappropriate websites, click or press and drag to **On**.
- 32 To allow a particular website, click or tap here and enter the URL.
- 33 To allow only the websites on the **Always allowed** list, click or tap the empty check box.

*Continued*



## NOTE

**Extra Browsing Protection** Not only is adult content blocked, but SafeSearch is turned on (and can't be turned off) in Edge and Internet Explorer, and popular third-party web browsers are also blocked. ■



- 34** To block a particular website, click or tap here and enter the URL.
- 35** Blocked websites are listed here.
- 36** Click or tap to remove a website from the blocked list.
- 37** When you are finished, click or tap to close the web page. Your changes are effective immediately.

End



# VIEWING CHILD ACTIVITY WITH FAMILY OPTIONS

After you configure child activity settings, use Microsoft Family options to view the activity for a particular child. You can also use Family options to block or allow access to particular websites. To access Family options, see steps 1–4 in the previous exercise (“Managing Family Users with Windows Defender Security Center’s Family Options”).

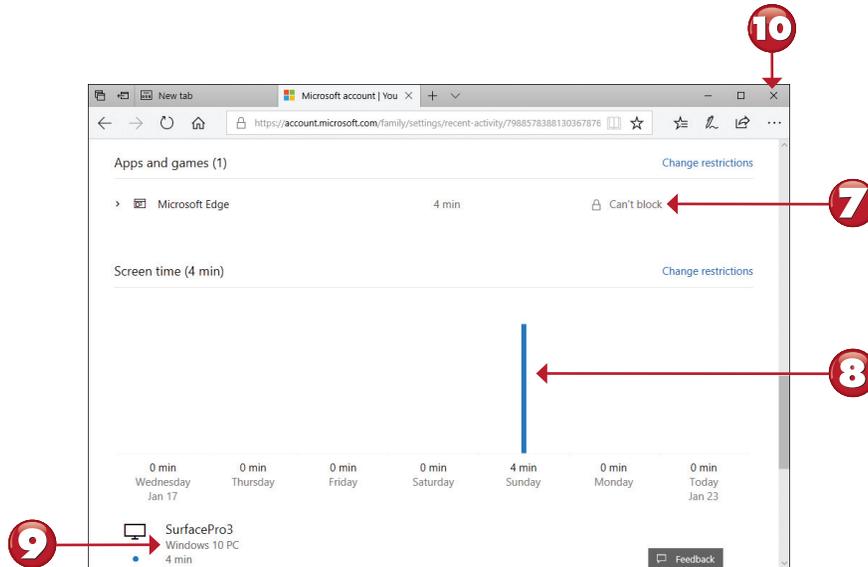
*Start*

The screenshot shows the 'Activity' page for a child account. The page is divided into sections: 'Activity', 'Screen time', 'Content restrictions', and 'Spending'. Under 'Activity', there are options for 'Activity reporting' and 'Email weekly reports to me', both of which are turned on. Below this, there is a 'Searches' section with a list of web searches, including 'make a bomb, how to take heroin, buy illegal drugs, naked people, how to gamble with an Xbox'. A 'Feedback' button is visible next to the search results. Below the searches is a 'Website visits' section with a list of websites visited, including playboy.com, msn.com, foxnews.com, bing.com, wikipedia.org, and heroindetoxrehab.com. A 'Feedback' button is also visible next to the website visits. A 'Change restrictions' link is located at the top right of the website visits section. A table of website visits is shown below, with columns for time, attempts, and status (Allow/Block).

| Time    | Attempts    | Status |
|---------|-------------|--------|
| 4:17 PM | Attempts: 2 | Allow  |
| 4:15 PM | Attempts: 1 | Allow  |
| 4:14 PM | Visits: 3   | Block  |
| 4:14 PM | Visits: 3   | Block  |
| 3:56 PM | Visits: 2   | Block  |
| 4:18 PM | Visits: 1   | Block  |
| 4:15 PM | Visits: 1   | Block  |

- 1 From the Family Account window, click or tap **Activity** for a child account.
- 2 Web searches are listed first. Note that Strict Safe Search settings are applied automatically when you enable Content restrictions.
- 3 Click or tap to change restrictions.
- 4 Click or tap to allow a blocked website.
- 5 Click or tap to block a website that has been visited.
- 6 Click or tap to see all website visits.

*Continued*



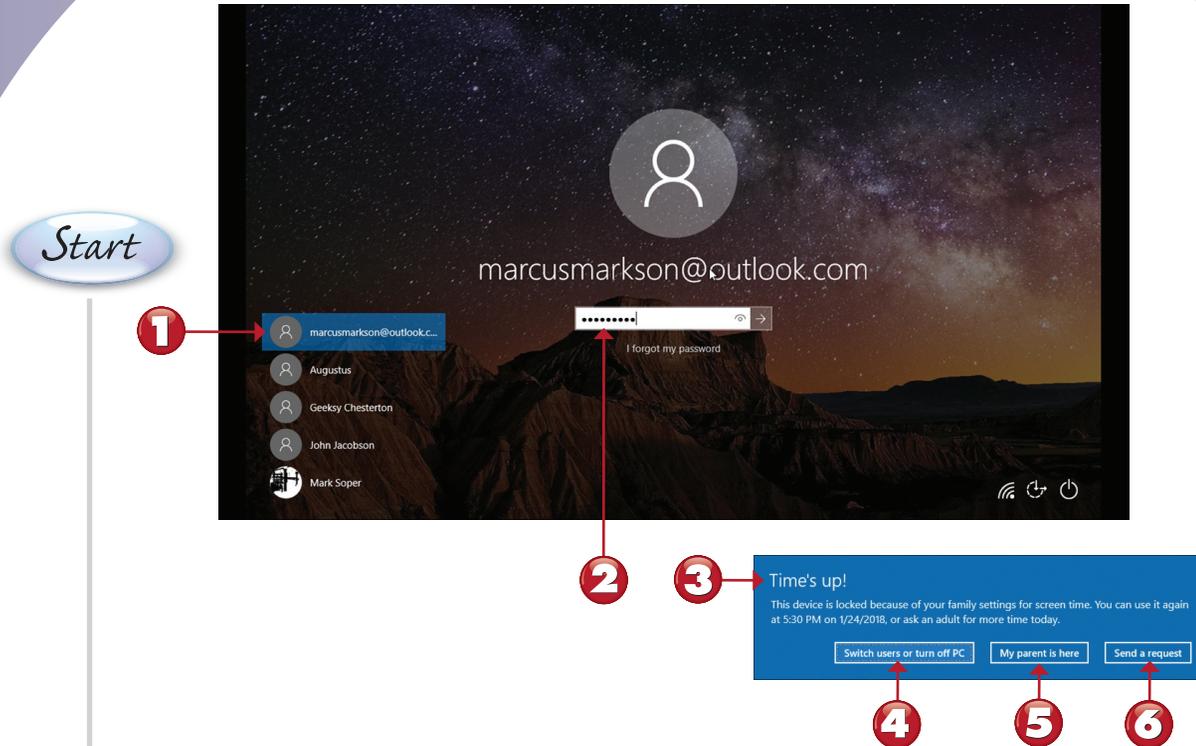
- 7** Apps and games used during the period are shown here. You can block some of them (but not the Edge browser).
- 8** The screen time for the previous seven days is shown as a color-coded graph: PC screen time is shown in blue, while Xbox One time is shown in green.
- 9** Time by device is shown here.
- 10** Click or tap to close the browser window. Any changes you make take place immediately.

End



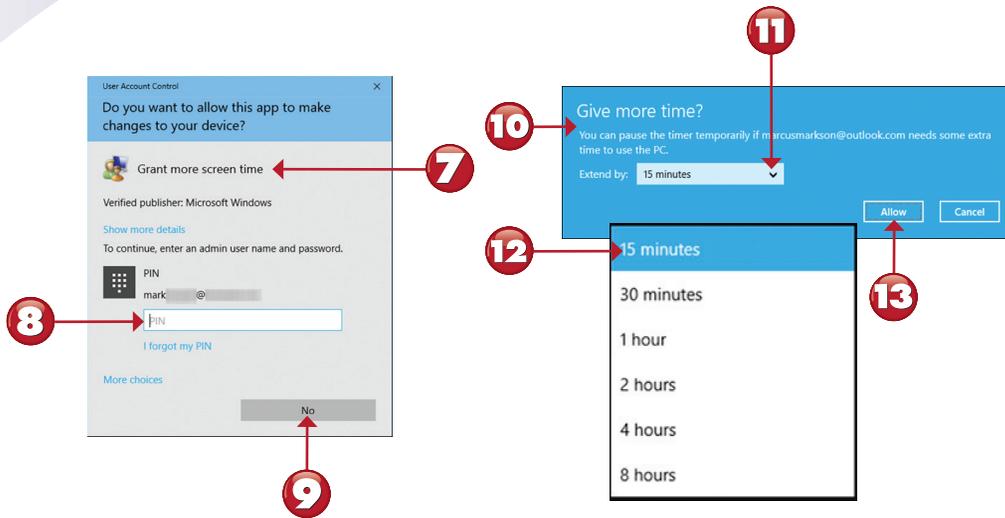
# LOGGING IN AFTER CURFEW WITH FAMILY OPTIONS

When you use a child account that has blocks and limits set up in Microsoft Family, messages are displayed when the user tries to perform tasks that are blocked or limited. Here's what happens if a user with a child account attempts to log in after hours.



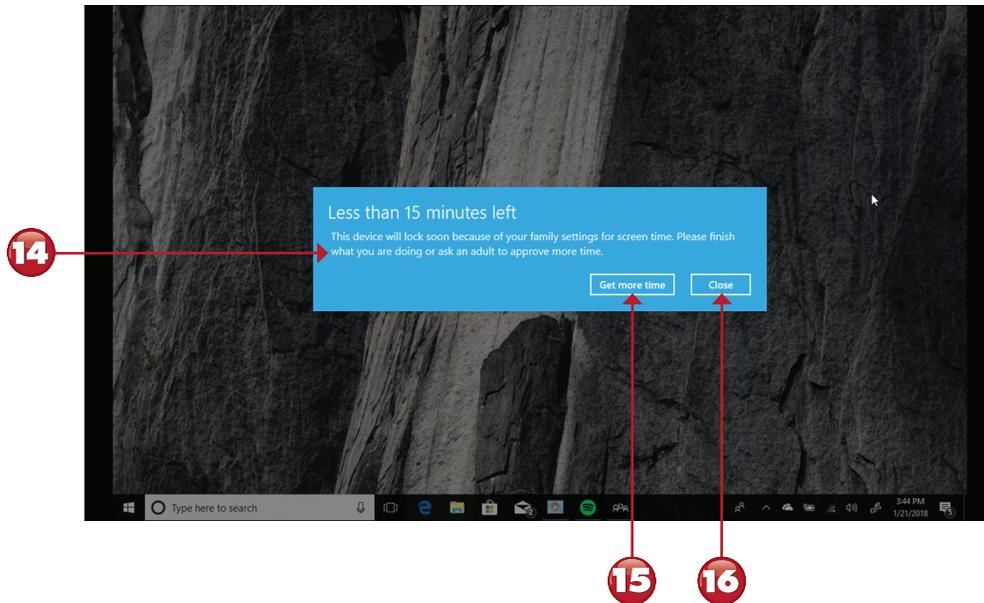
- 1** Select a child account.
- 2** Log in to the system.
- 3** If the login is attempted when the device is blocked, this message appears.
- 4** Click or tap to return to the login screen (step 1) and choose a different user.
- 5** Click or tap to bring up a dialog box that allows the parent to log in and grant more time.
- 6** Click or tap to send a request for more time.

*Continued*



- 7** If the child selects **My parent is here** (step 5), this dialog box appears.
- 8** To provide more screen time, the administrator (parent) must enter the password or PIN as requested.
- 9** To deny the request, click or tap **No**.
- 10** The Give more time? dialog appears.
- 11** Click or tap to select the amount of time to allow.
- 12** The default is 15 minutes, but intervals up to eight hours can also be selected.
- 13** Click or tap **Allow** to give the additional time selected to the current user.

*Continued*



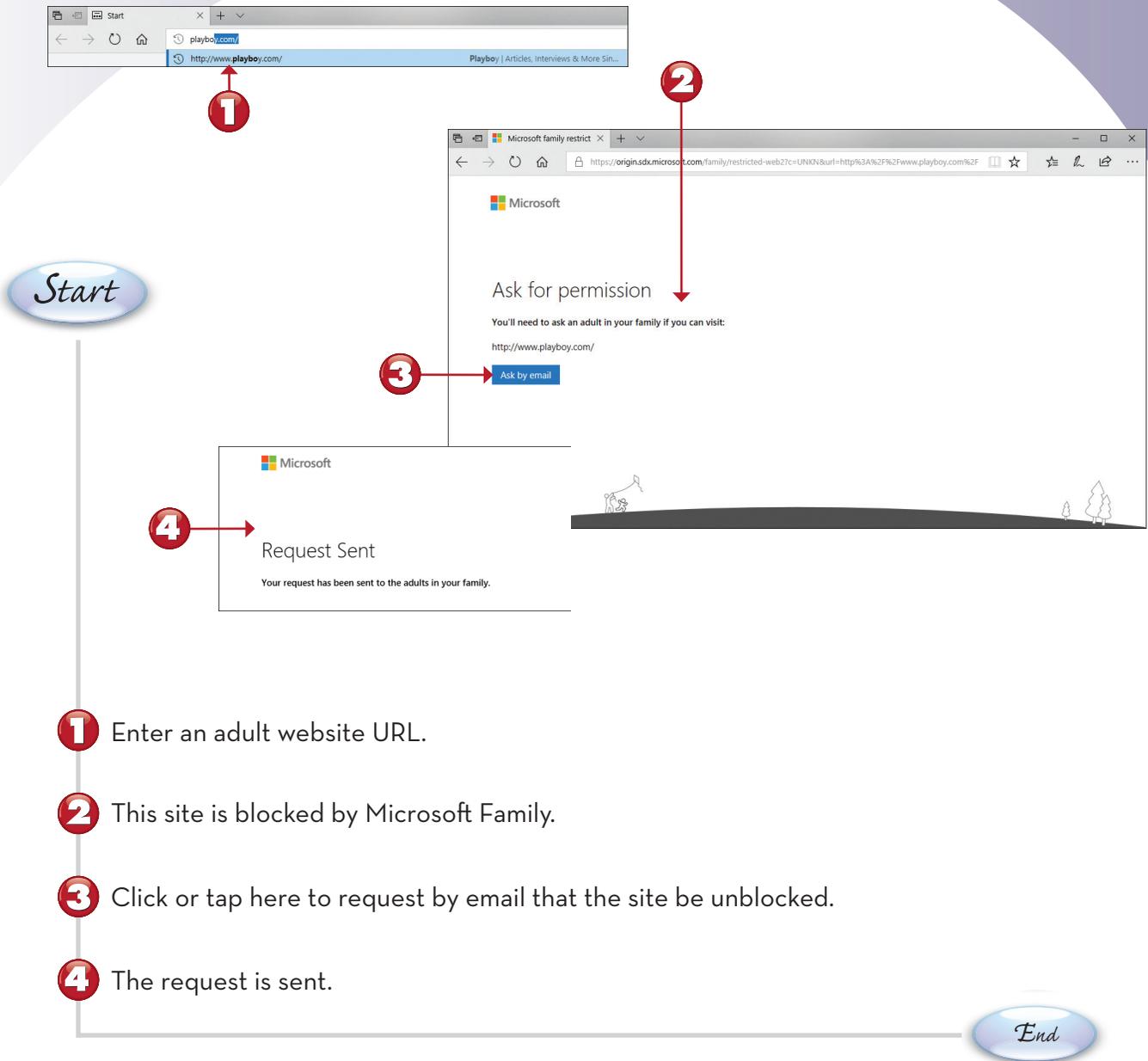
- 14** When the user has less than 15 minutes left, this dialog appears.
- 15** To request more time, click or tap **Get more time**.
- 16** To close the reminder, click or tap **Close**. The user is logged out when the time expires.

*End*



## BLOCKED WEBSITES WITH FAMILY OPTIONS

Edge and Internet Explorer block certain types of websites when web filtering is enabled. Here's what to expect when encountering blocked content.

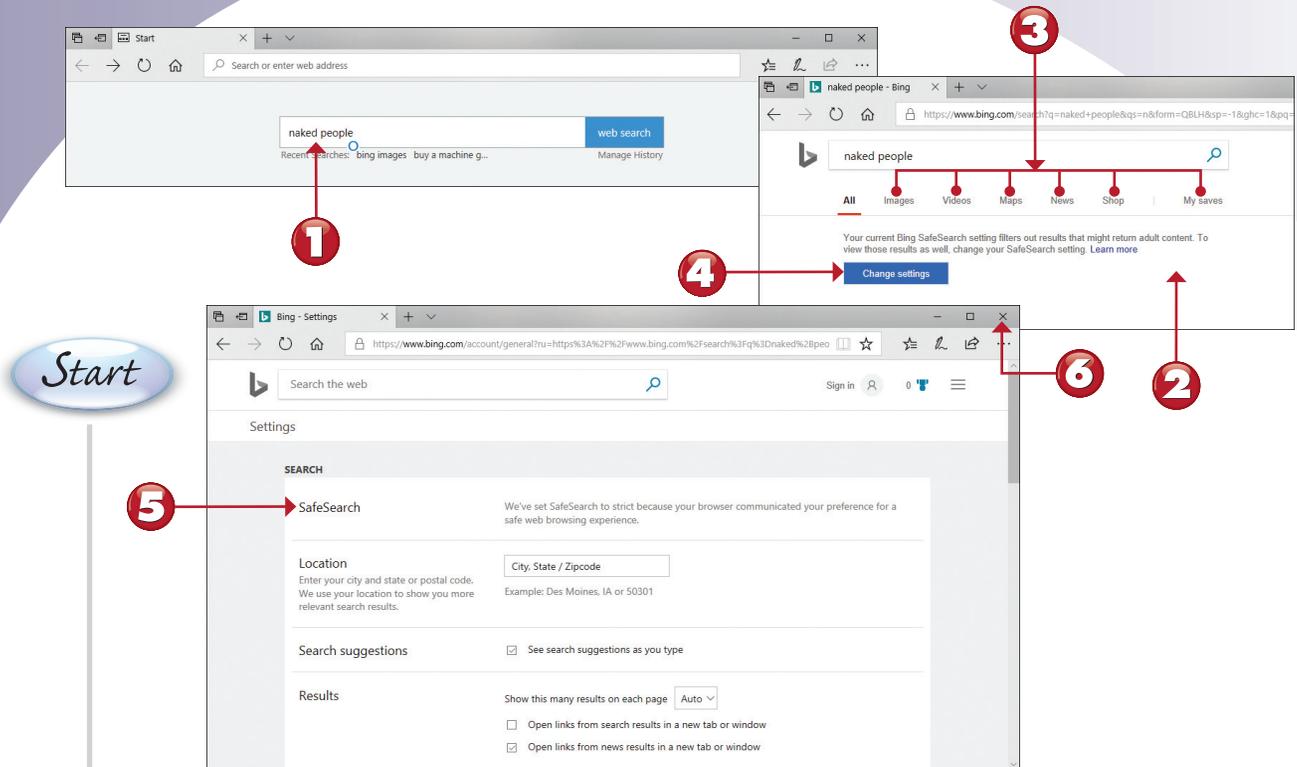


### NOTE

**Answering Unblocking Requests** If you want to unblock a specific site or a specific search for a particular user, open the Microsoft Family website, select that user, and go to the Web Browsing section. Unblock requests are sent there. Request notifications are also sent to your Action Center. ■

# BLOCKED SEARCHES WITH FAMILY OPTIONS

Microsoft Family blocks certain types of searches when web filtering is enabled (and it also blocks use of third-party browsers). Here's what to expect when encountering unauthorized searches:



**1** Try a search for adult content from a child account using Microsoft Edge.

**2** Microsoft Family filters out adult content.

**3** Click to see filtered results by category.

**4** Click or tap **Change settings**.

**5** SafeSearch cannot be disabled.

**6** Click or tap to close the browser window.

*End*

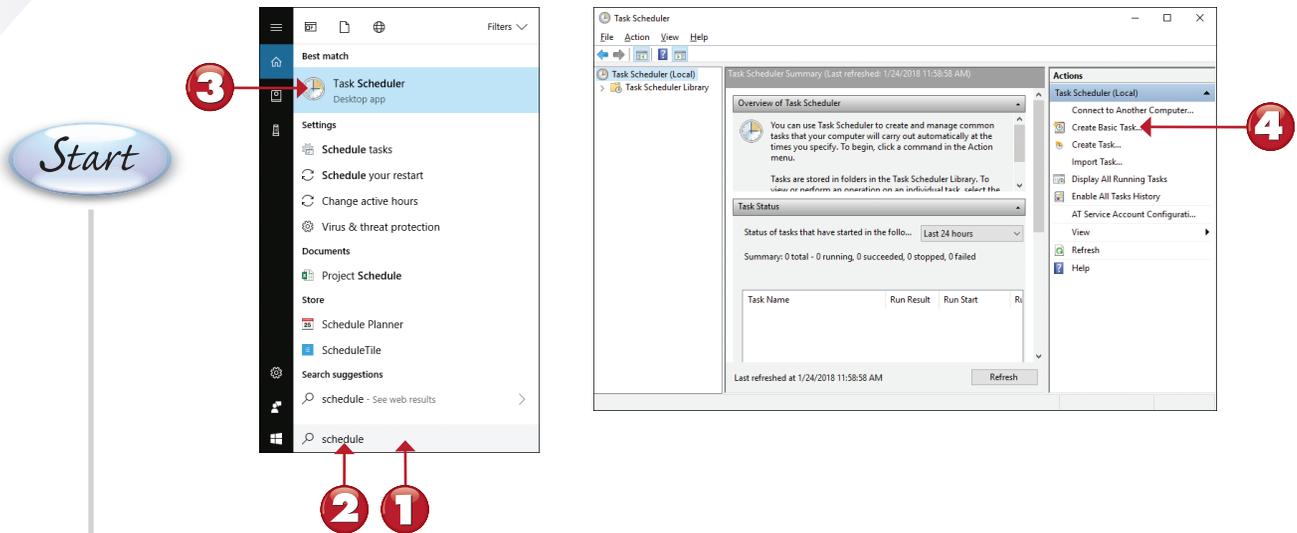


## NOTE

**No Filtering is Perfect** Occasionally, the filtering used by Edge and Internet Explorer might not block stylized artwork or some text in certain searches. Keep an eye on your child's searches (which are also reported weekly to Microsoft Family) and discuss searches you are uncomfortable with. ■

## SCHEDULING TASKS

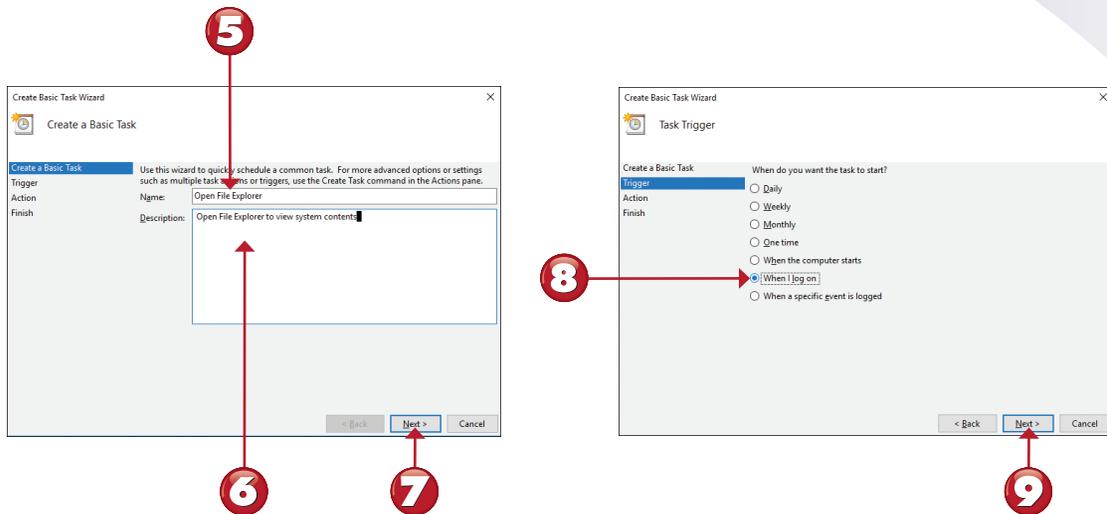
Some Windows 10 FCU utilities have their own built-in scheduling features. However, you can schedule other tasks, such as starting a program you use every day, with the built-in Schedule Tasks feature in Windows. This lesson shows you how to set up File Explorer to open automatically when you log on to your computer.



- 1** Click or tap the Cortana Search window.
- 2** Type **schedule**.
- 3** Click or tap **Task Scheduler**.
- 4** Click or tap **Create Basic Task**.

*Continued*





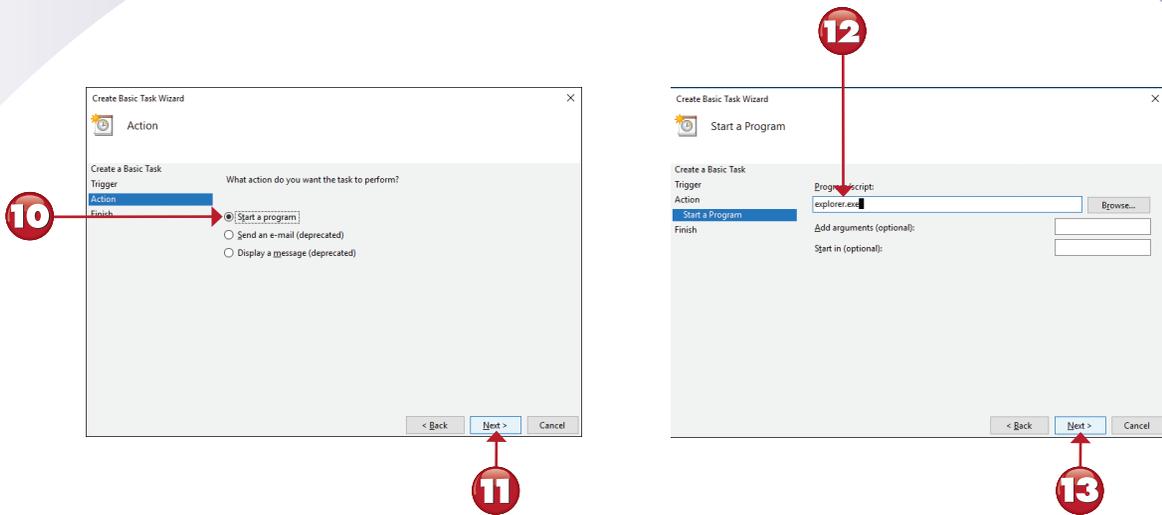
- 5** Enter a name for the task.
- 6** Enter a description.
- 7** Click or tap **Next**.
- 8** Click or tap **When I log on**.
- 9** Click or tap **Next**.

*Continued*



### NOTE

**Different Intervals, Different Options** If you choose a different interval (daily, monthly, one time, and so on) in step 8, the options in this dialog box vary. ■



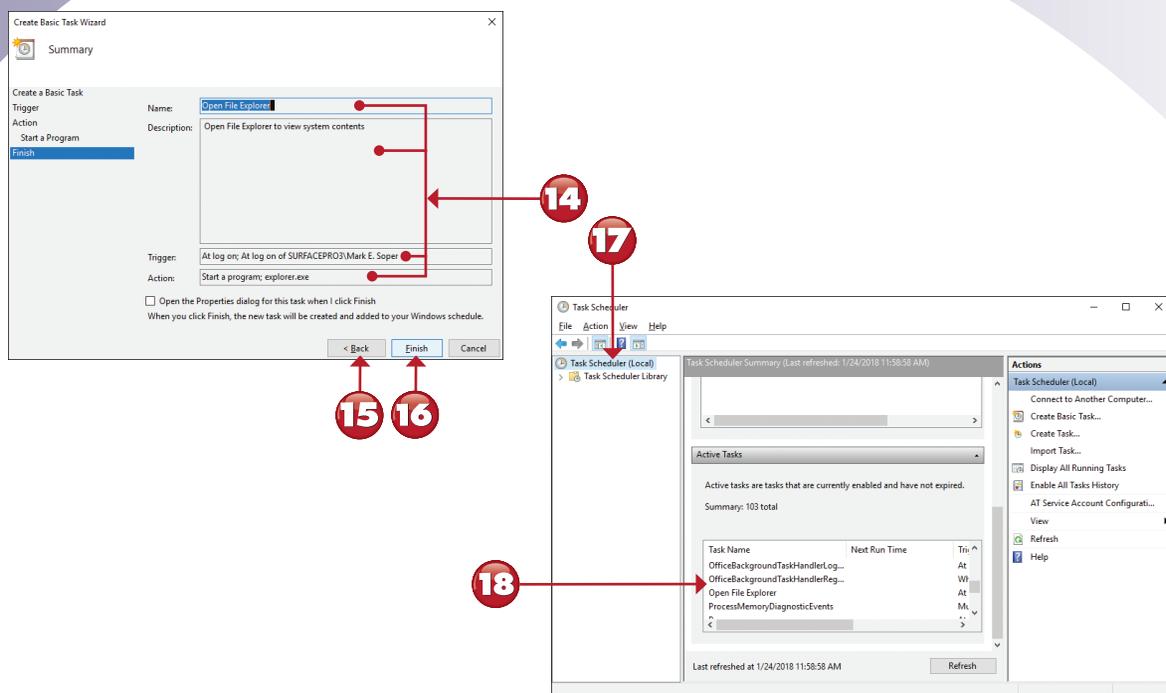
- 10** Click or tap **Start a program**.
- 11** Click or tap **Next**.
- 12** Enter the name of the program (in this example, explorer.exe).
- 13** Click or tap **Next**.

*Continued*



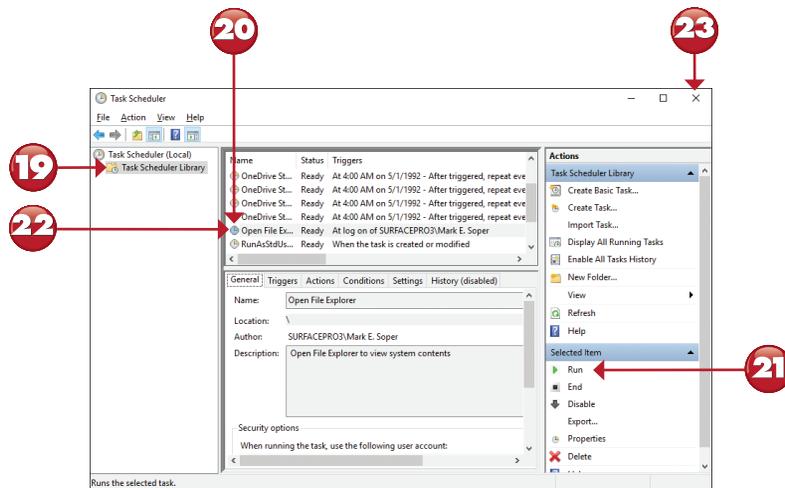
## NOTE

**When to Browse for an App** If you want to start a third-party app (an app not part of Windows), use the Browse button and navigate to the app's folder. Click or tap the app's program (.exe) file to select it. ■



- 14 Review the settings.
- 15 If any changes are needed, click or tap **Back** to return to the previous options to make changes.
- 16 Click or tap **Finish**.
- 17 Click or tap **Task Scheduler (Local)**.
- 18 Double-click or double-tap the task you just created in the Active Tasks window.

*Continued*



- 19 The Task Scheduler Library node opens.
- 20 Click or tap your task.
- 21 To test your task, click or tap **Run**. After your task runs, close it.
- 22 To make any changes, double-click or double-tap the task in Task Scheduler.
- 23 When you are satisfied, click or tap to close.

End