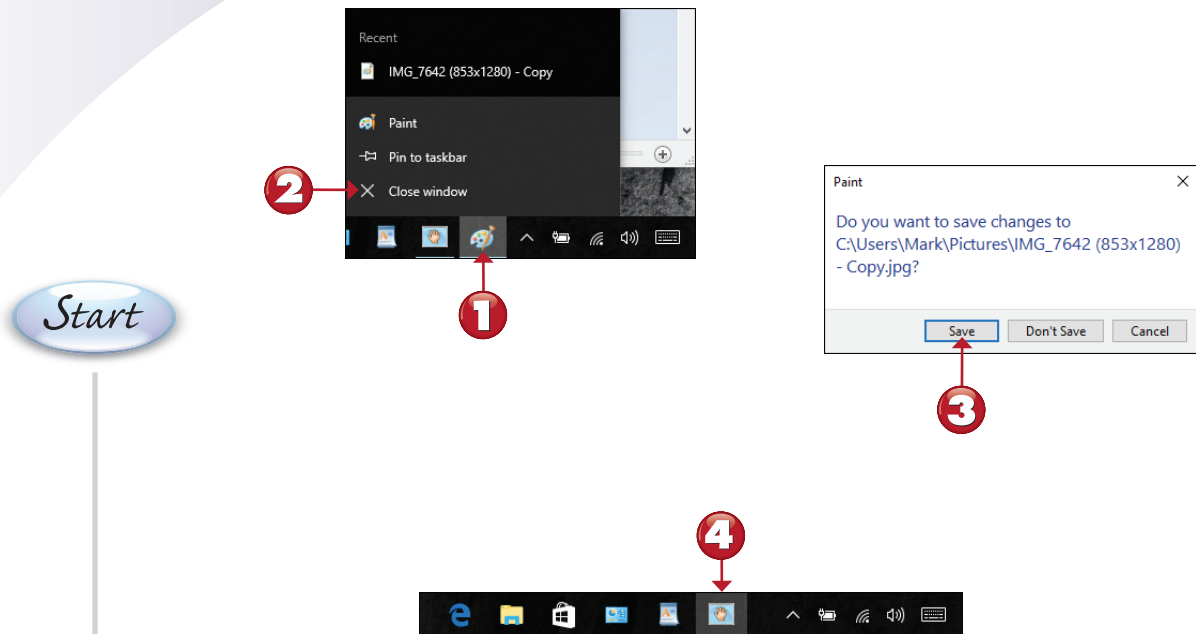


CLOSING AN APP FROM THE TASKBAR

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.

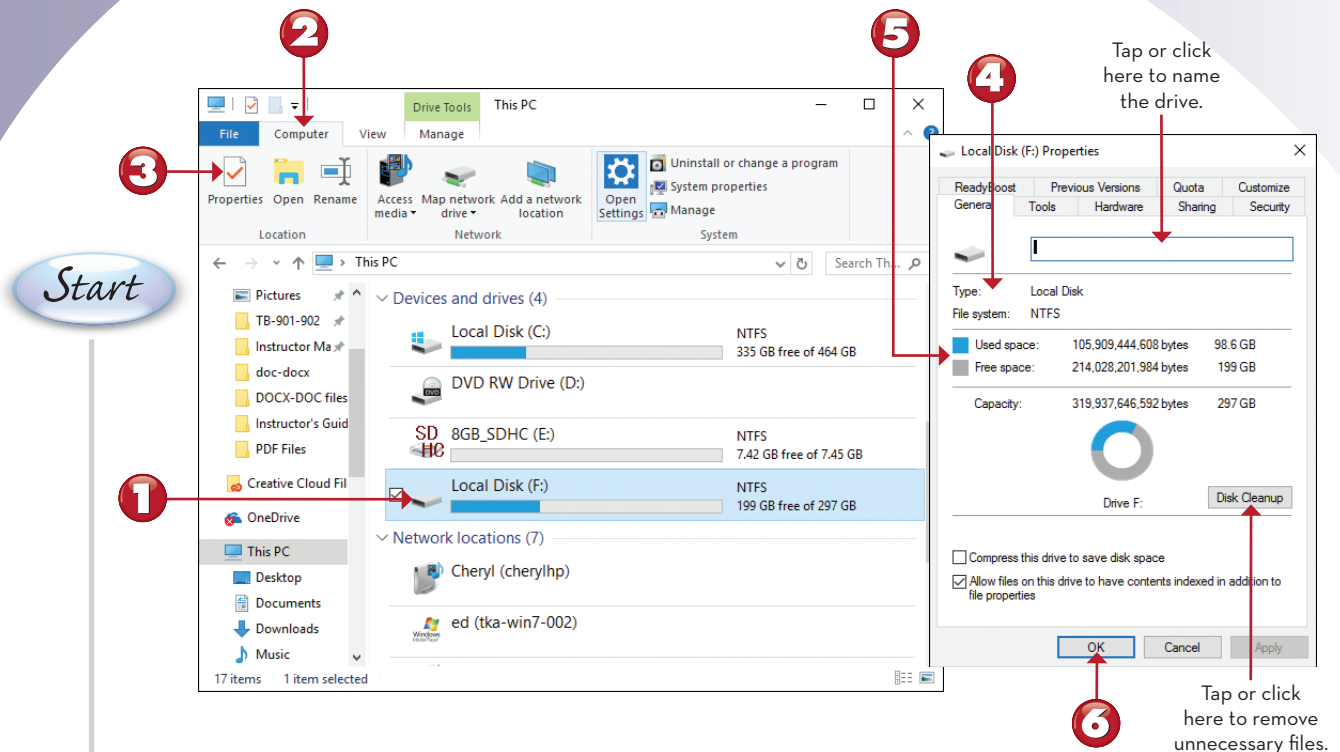


NOTE

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 use **File, Save As** to choose a different name for the file. Then, use **File, Exit** to close the app. ■

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) to do so.

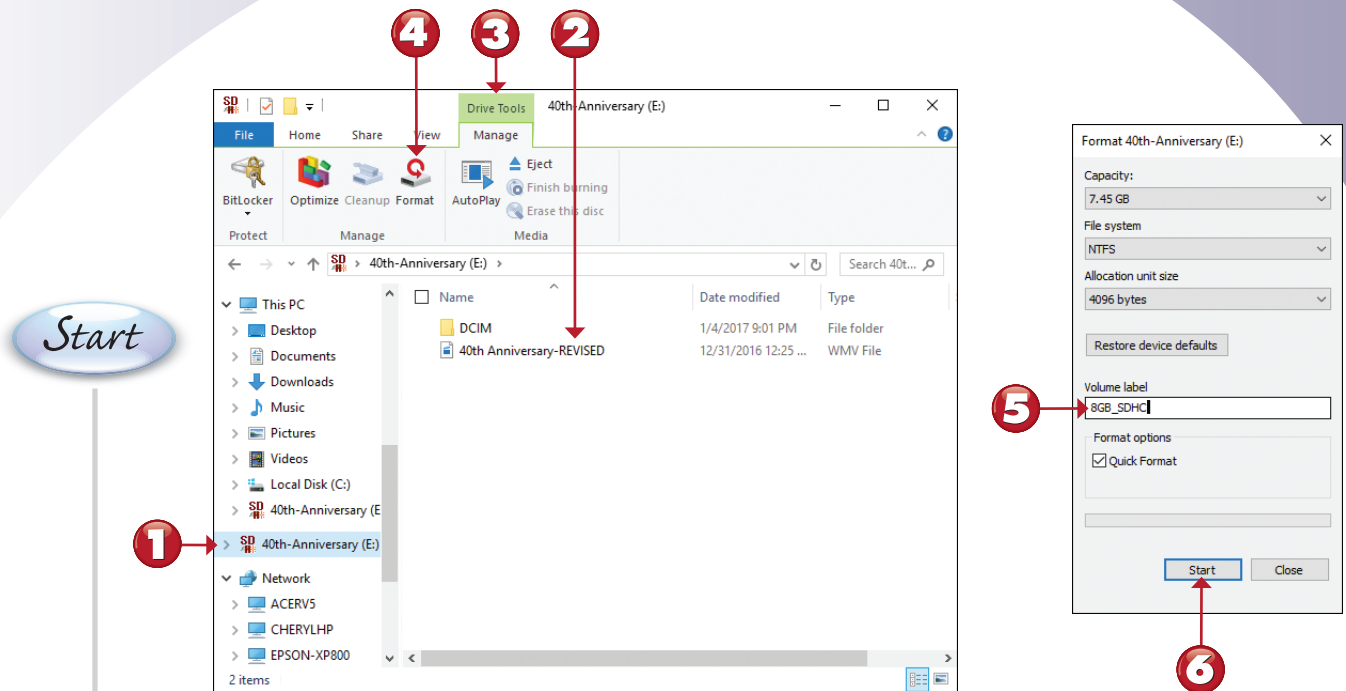


NOTE

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.



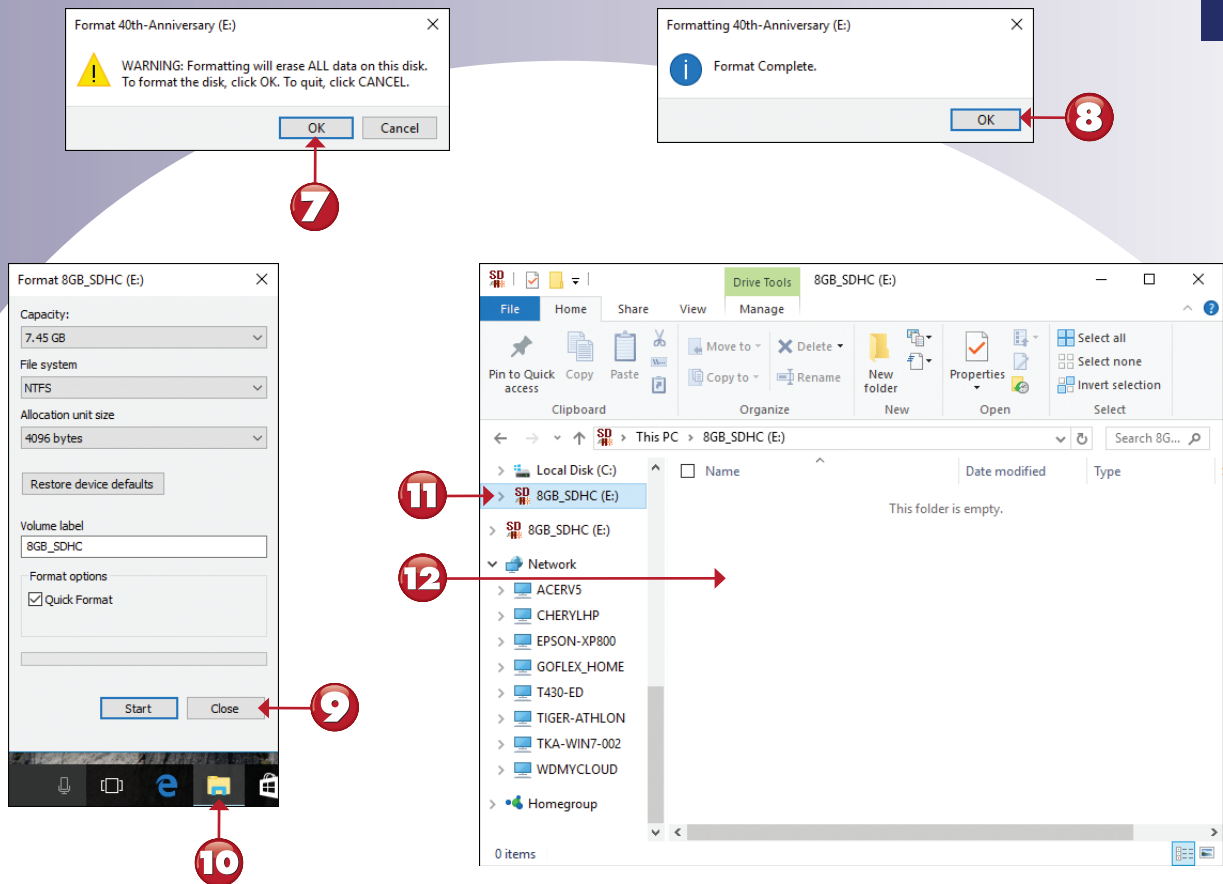
- 1 From File Explorer, click or tap the drive's icon in the left pane.
- 2 This drive currently contains folders and files. Make sure any files you want to keep have been backed up before continuing.
- 3 Click or tap the **Drive Tools** tab.
- 4 Click or tap **Format**.
- 5 Change or add a volume label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

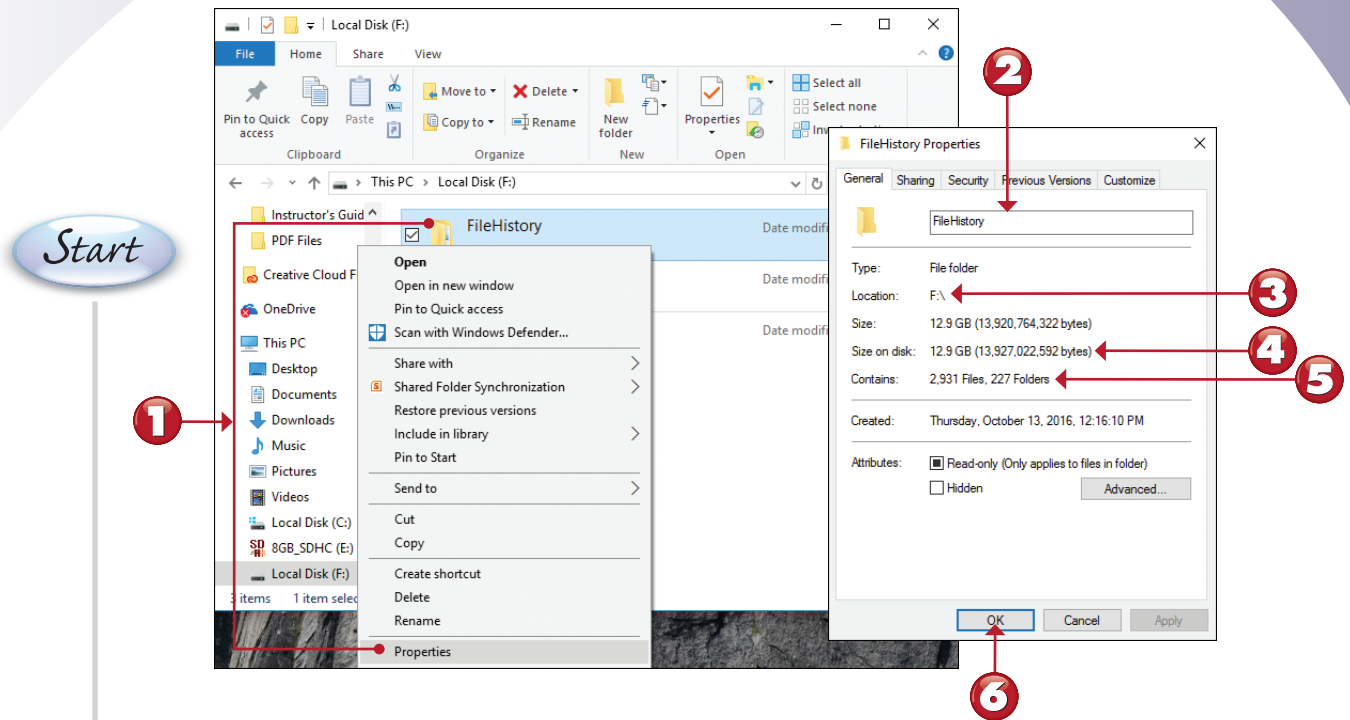


NOTE

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.

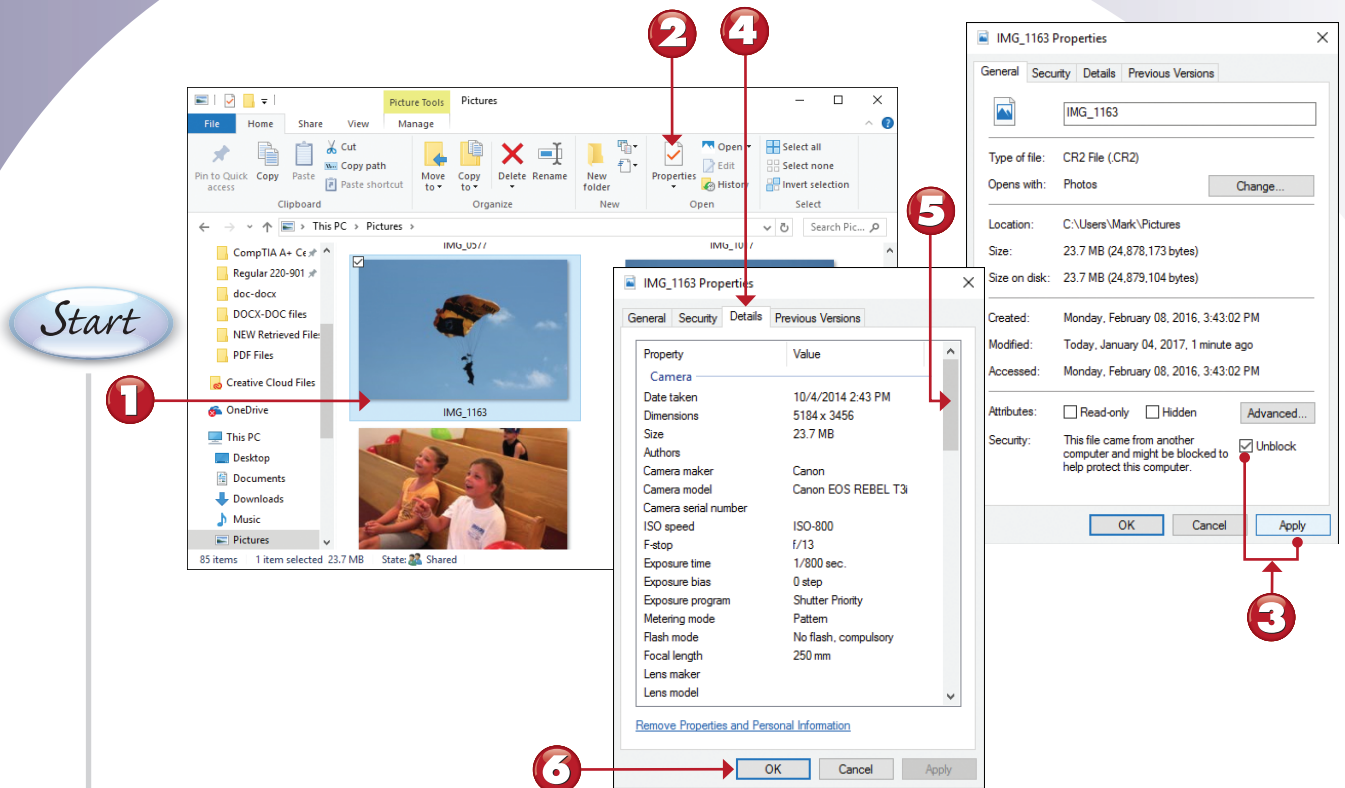


- 1 From File Explorer, right-click or press and hold a folder and select **Properties**.
- 2 View the folder name.
- 3 View the folder location.
- 4 View the amount of disk space the folder's contents use.
- 5 View the number of files and folders in the selected folder.
- 6 Click or tap **OK**.

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 If an Unblock box is displayed, click or tap **Apply**.
- 4 Click or tap **Details**.
- 5 Scroll down to view image, camera, exposure, and other metadata.
- 6 Click or tap **OK**.

End

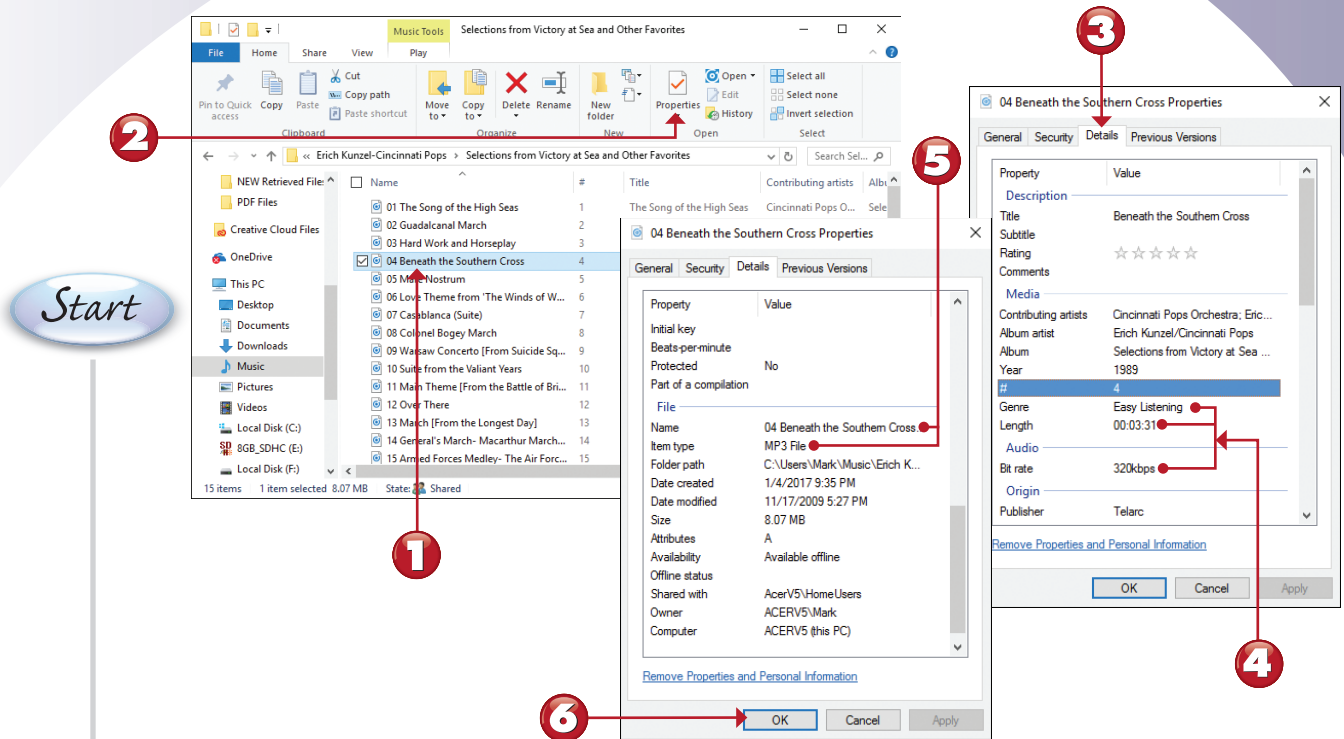


NOTE

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**. ■

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**.



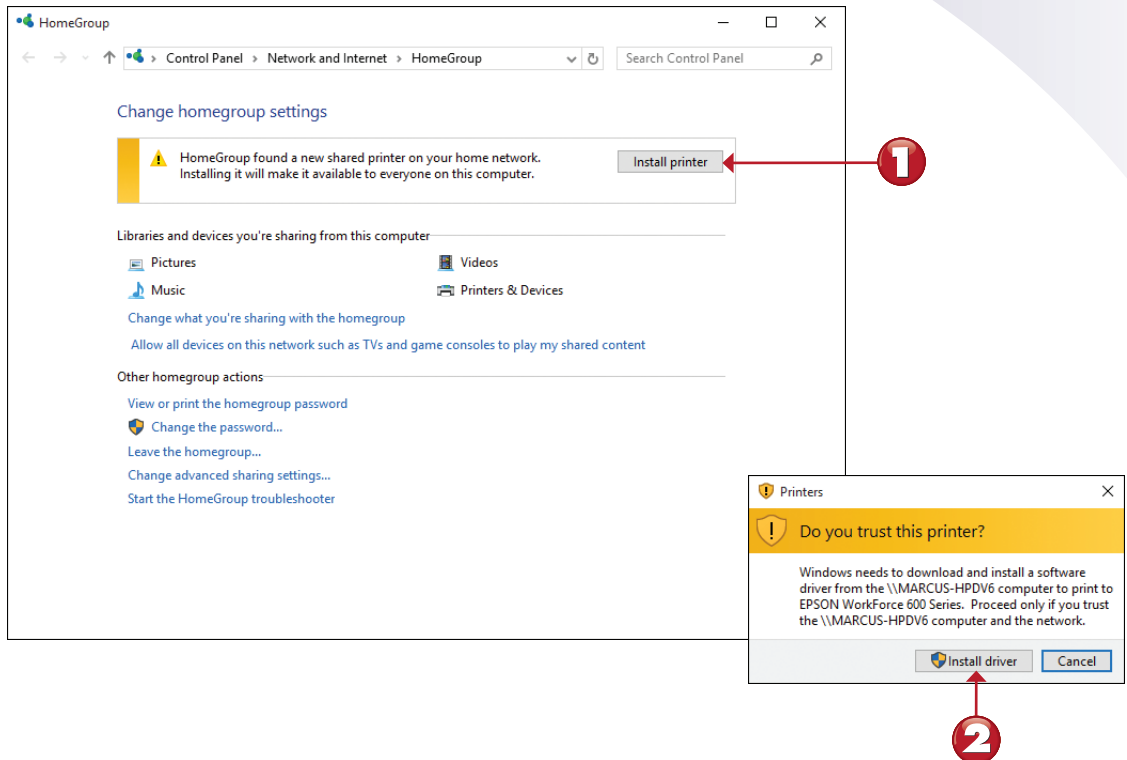
NOTE

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

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 through the Control Panel (**Control Panel, Network and Internet, HomeGroup**). Use Cortana Search to find and start Control Panel.

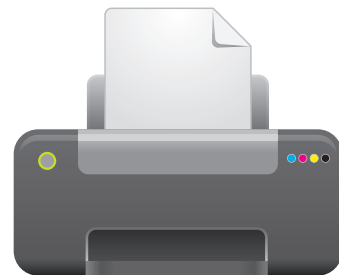


- 1** From the Control Panel's Homegroup listings, click or tap **Install printer**.
- 2** After reviewing the printer location, click or tap **Install driver**.



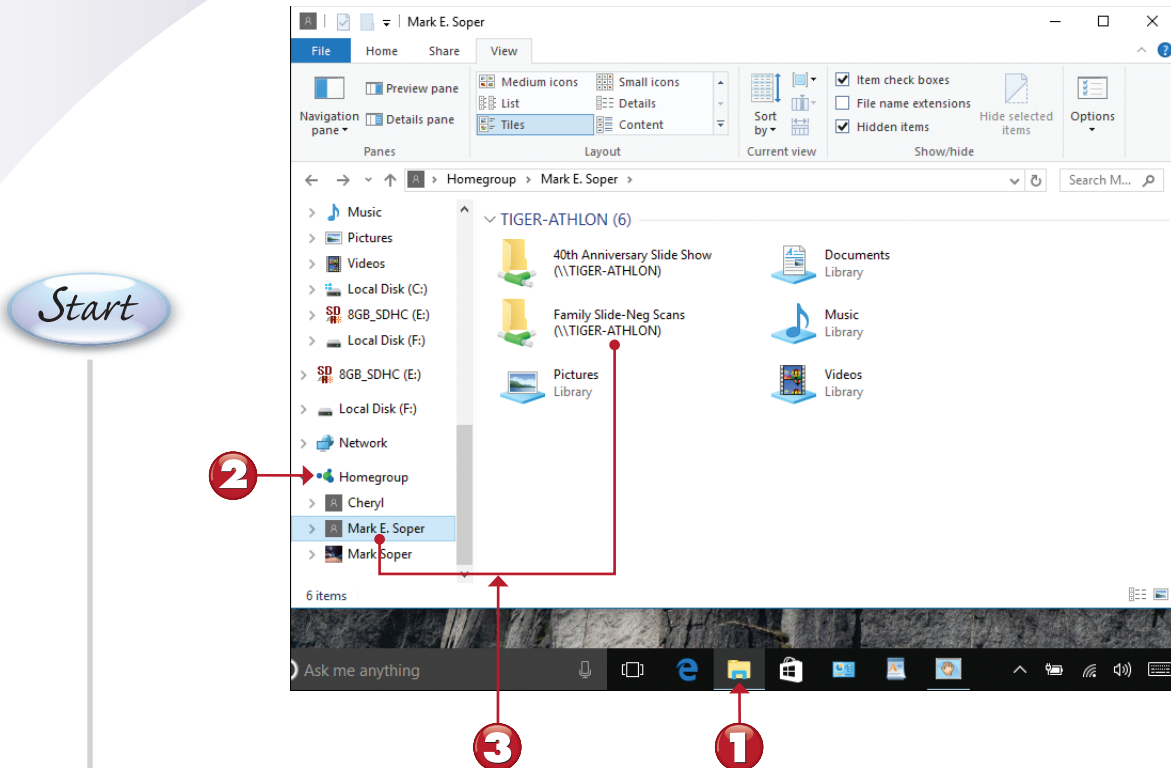
TIP

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



OPENING HOMEGROUP FILES

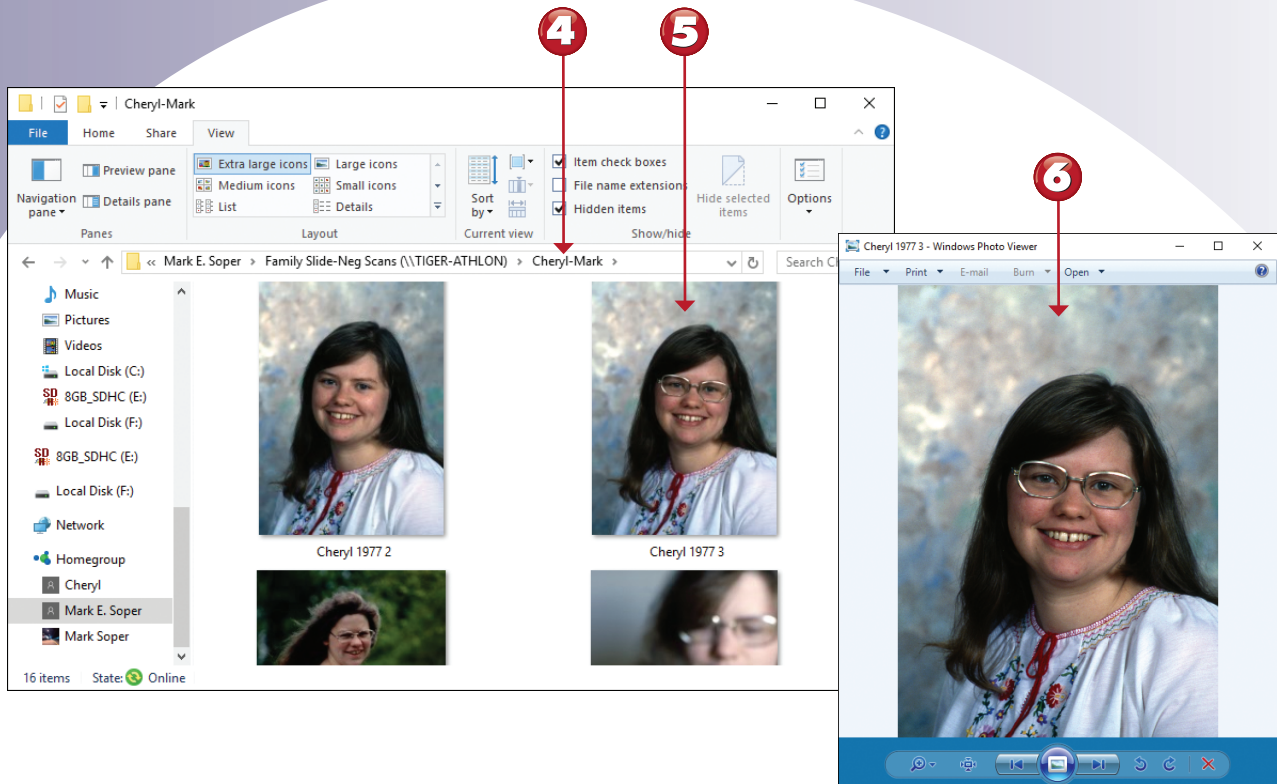
As soon as two or more computers with shared folders are part of your homegroup, you can access folders and files on the homegroup as easily as you access your own files. Here's how to open and use those files with File Explorer.



- 1** Click or tap **File Explorer**.
- 2** Click or tap **Homegroup**.
- 3** Click or tap a user's name and then an available folder or drive.

Continued





- 4** 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



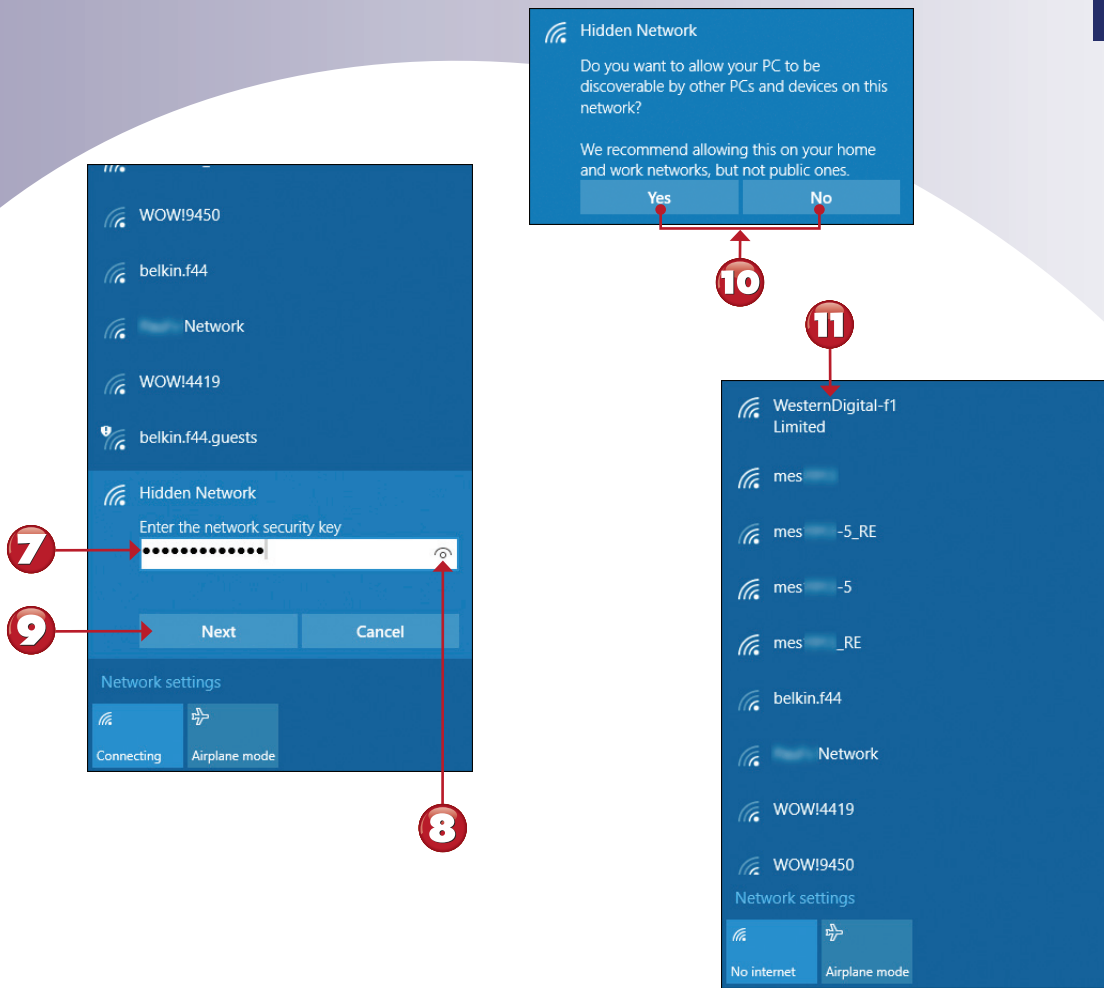
CONNECTING TO A HIDDEN NETWORK

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, click the empty **Connect automatically** checkbox.
- 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

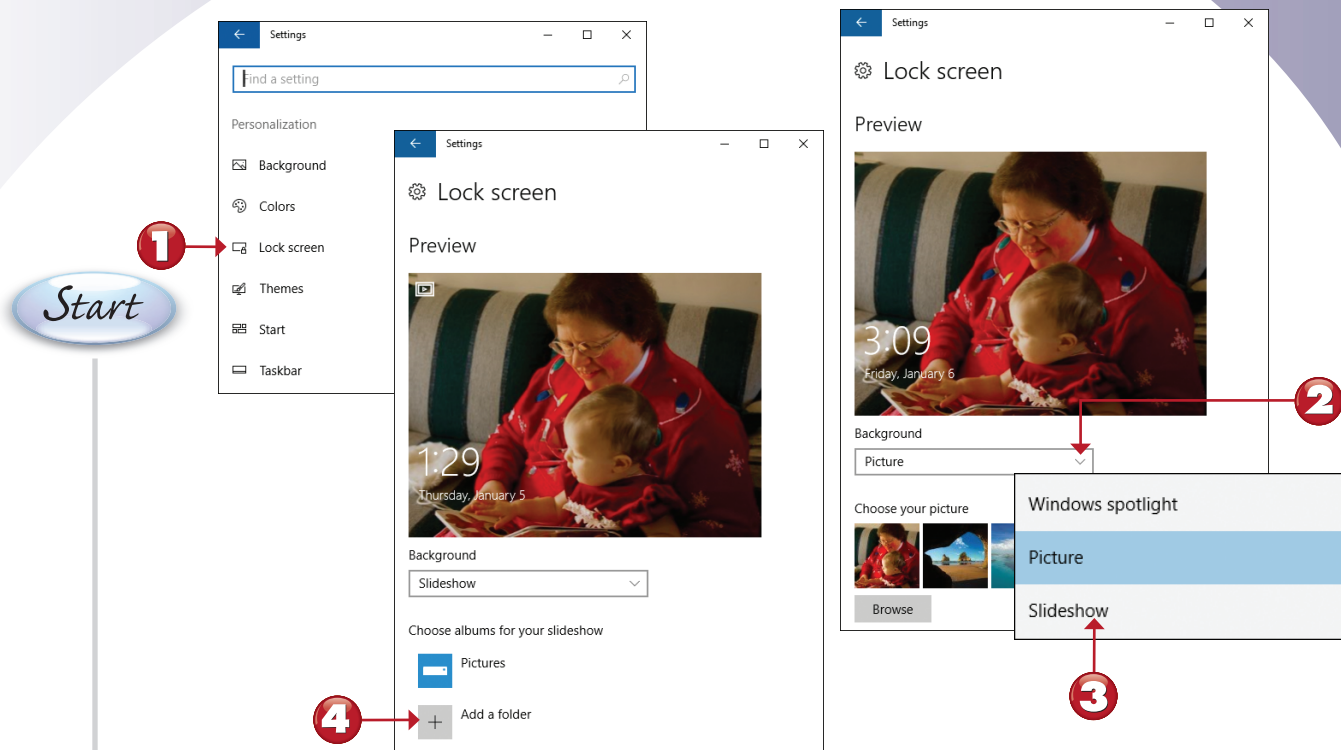


TIP

Fixing a Limited Connection If you see Limited instead of Connected (as in step 11), your network connection does not have Internet access. To find the cause of the problem, run a network troubleshooter. To learn how to find and use troubleshooters, see “Using Windows Troubleshooters,” in Chapter 24, “System Maintenance and Performance.” ■

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**.



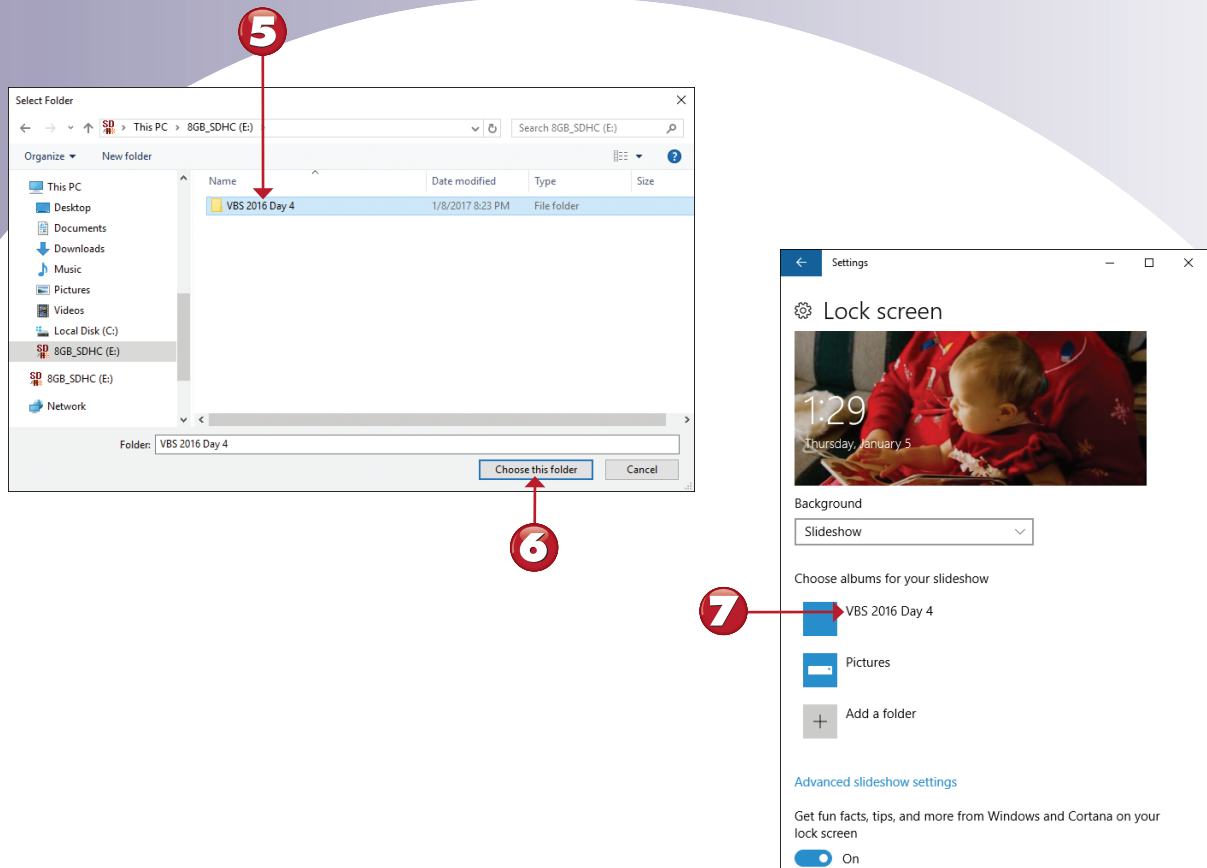
- 1 From Personalization, click or tap **Lock screen**.
- 2 Click or tap to select a background option.
- 3 Select **Slideshow**.
- 4 The Pictures folder is used as a picture source. To add additional folders, click or tap **Add a folder**.

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. ■



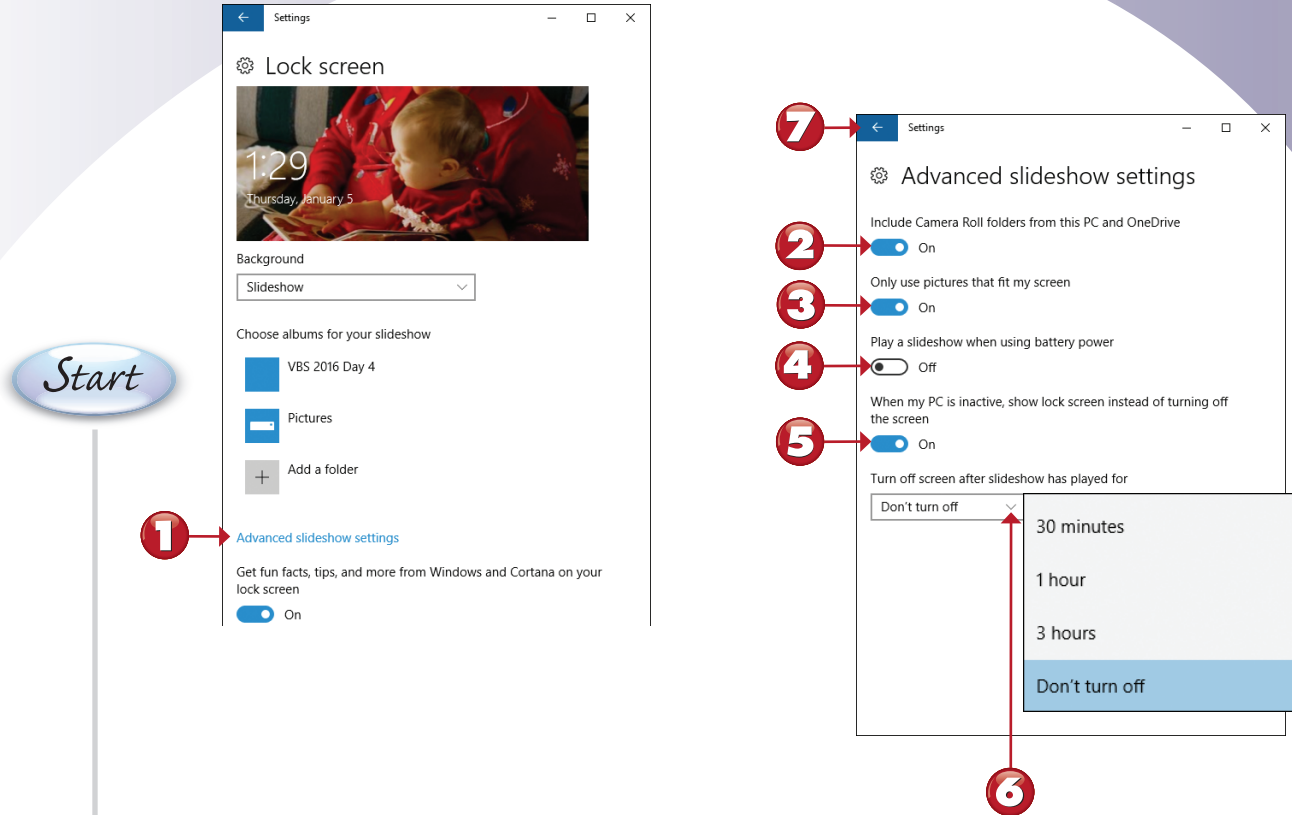
- 5** Navigate to the location desired, and click or tap it.
- 6** Click or tap **Choose this folder**.
- 7** The lock screen slide show will use the new folder as a source for photos.

End



ADVANCED SLIDE SHOW SETTINGS

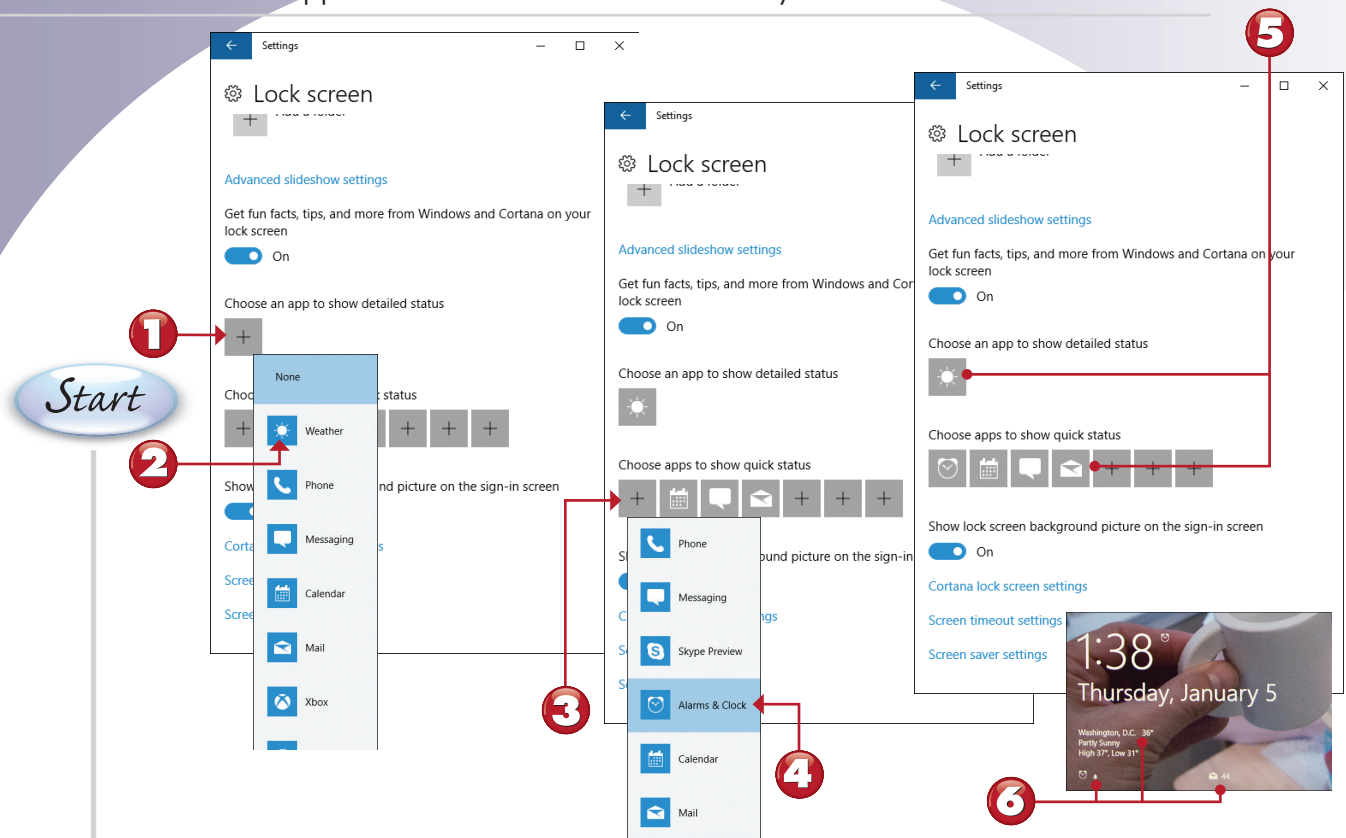
In this exercise, you learn how to fine-tune your Lock screen slide show.



- 1** From the Lock screen settings, 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 left **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 slideshow play time has been reached.
- 7** Click or tap to return to the Lock screen settings.

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 display 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.



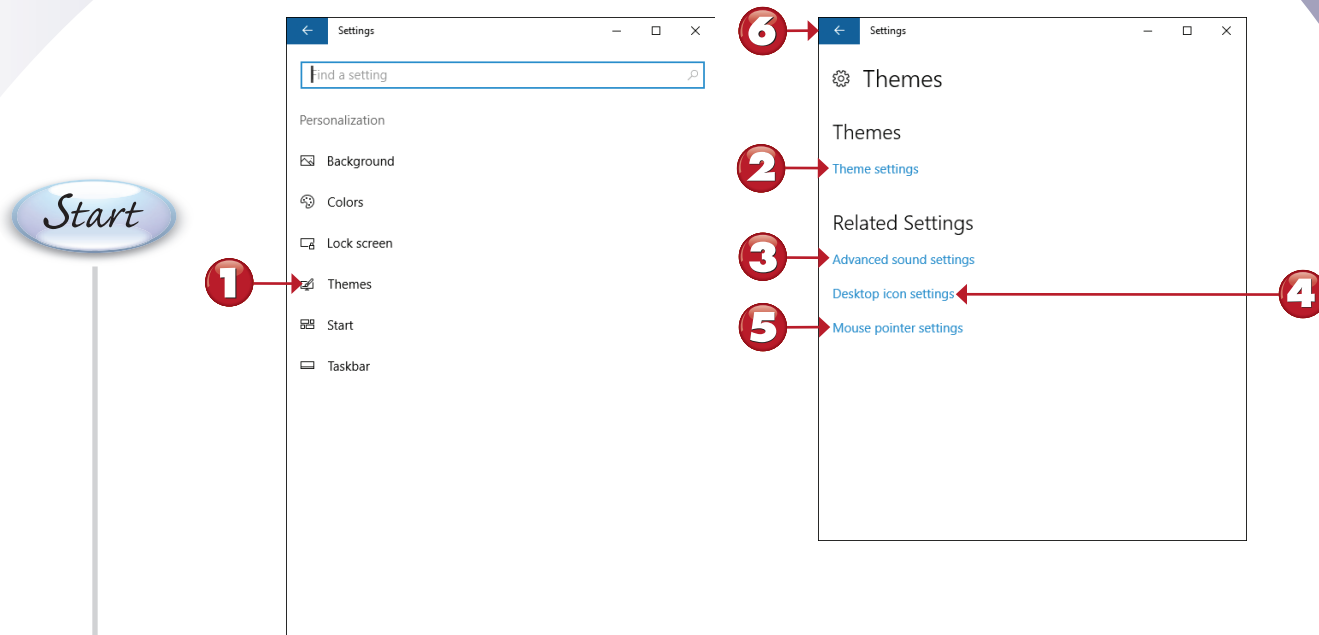
NOTE

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

End

OVERVIEW OF THE THEMES MENU

Found among Windows Settings, the Themes menu is used to select a theme—a combination of sounds, backgrounds, and icons to personalize your device. Theme customization also includes selecting mouse pointers, system sounds, and desktop icons. Here's a brief review of these options. To open Personalization settings, click or tap **Start, Settings, Personalization**.

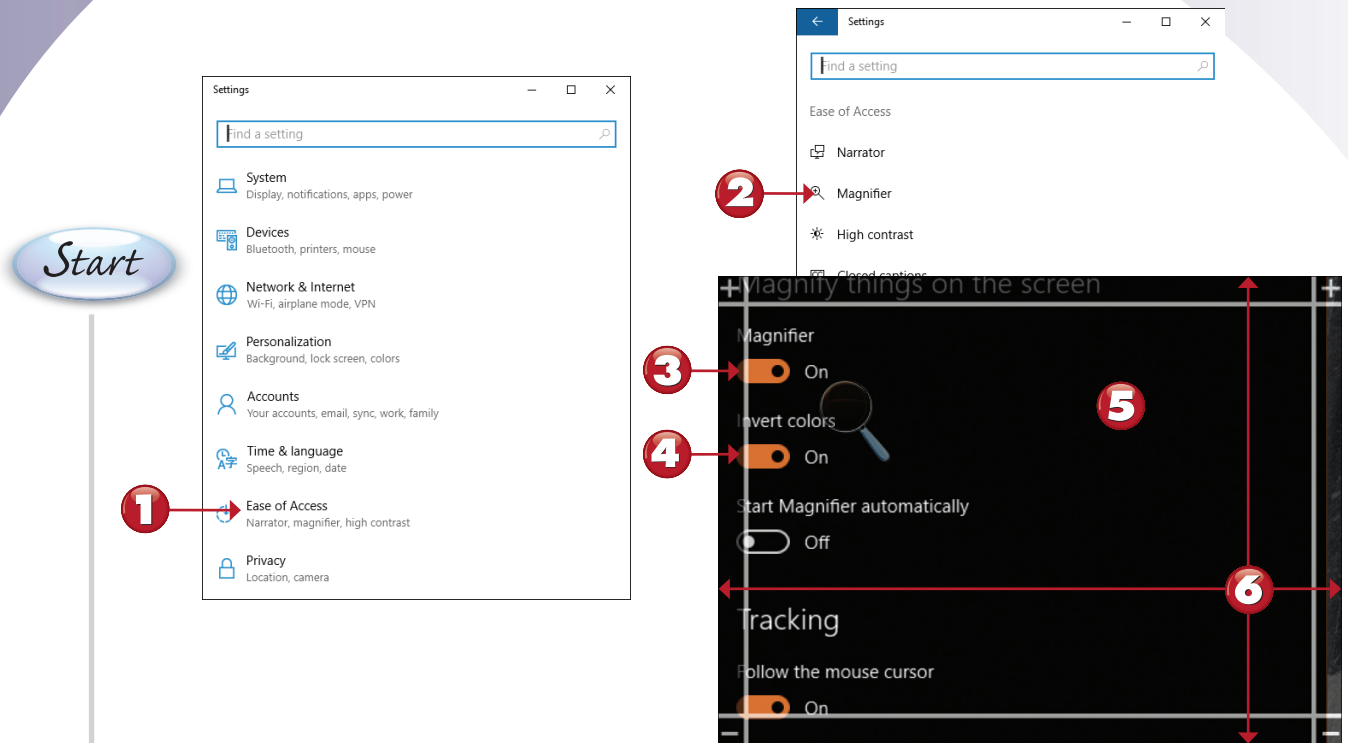


- 1 From the Personalization settings, click or tap **Themes**.
- 2 Click or tap **Theme settings** to select a combination of background, sounds, colors, and a screen saver.
- 3 Click or tap **Advanced sound settings** to change system sounds.
- 4 Click or tap **Desktop icon settings** to specify which icons (web browser, computer, Recycle Bin, and others) appear on the desktop.
- 5 Click or tap **Mouse pointer settings** to change the size or color of your mouse pointer.
- 6 Click or tap to return to the Personalization settings.

End

CONFIGURING EASE OF ACCESS'S MAGNIFIER

The Ease of Access menu provides options that make using Windows 10 AE 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.



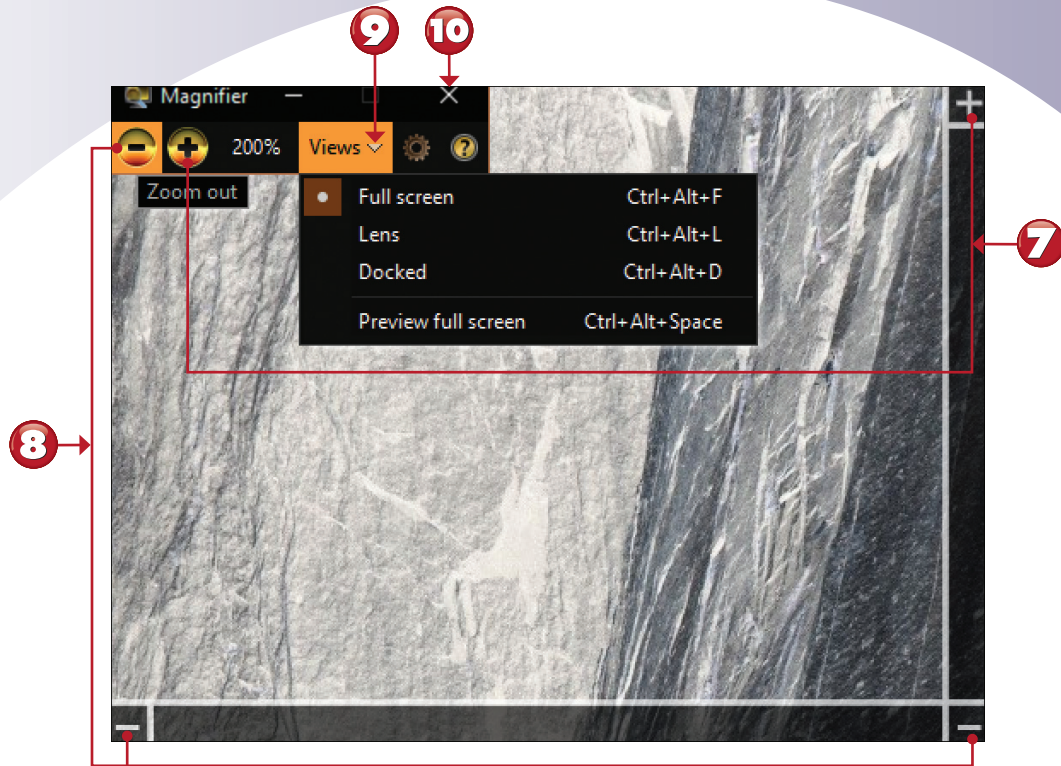
- 1 From Windows Settings, click or tap **Ease of Access**.
- 2 Click or tap **Magnifier**.
- 3 Click or press and drag to **On** to turn on Magnifier, which immediately magnifies the screen area near the mouse pointer.
- 4 Click or press and drag to **On** to invert colors.
- 5 Here the screen shows Magnifier with inverted colors active.
- 6 Tap or press and drag outside the frame to move the Magnifier window.

Continued



TIP

Fixing Magnifier Startup Issues If Magnifier won't start from the Ease of Access menu, search for Magnifier with Cortana/Search, right-click or press and hold the Magnifier shortcut, and select **Run as Administrator**. ■



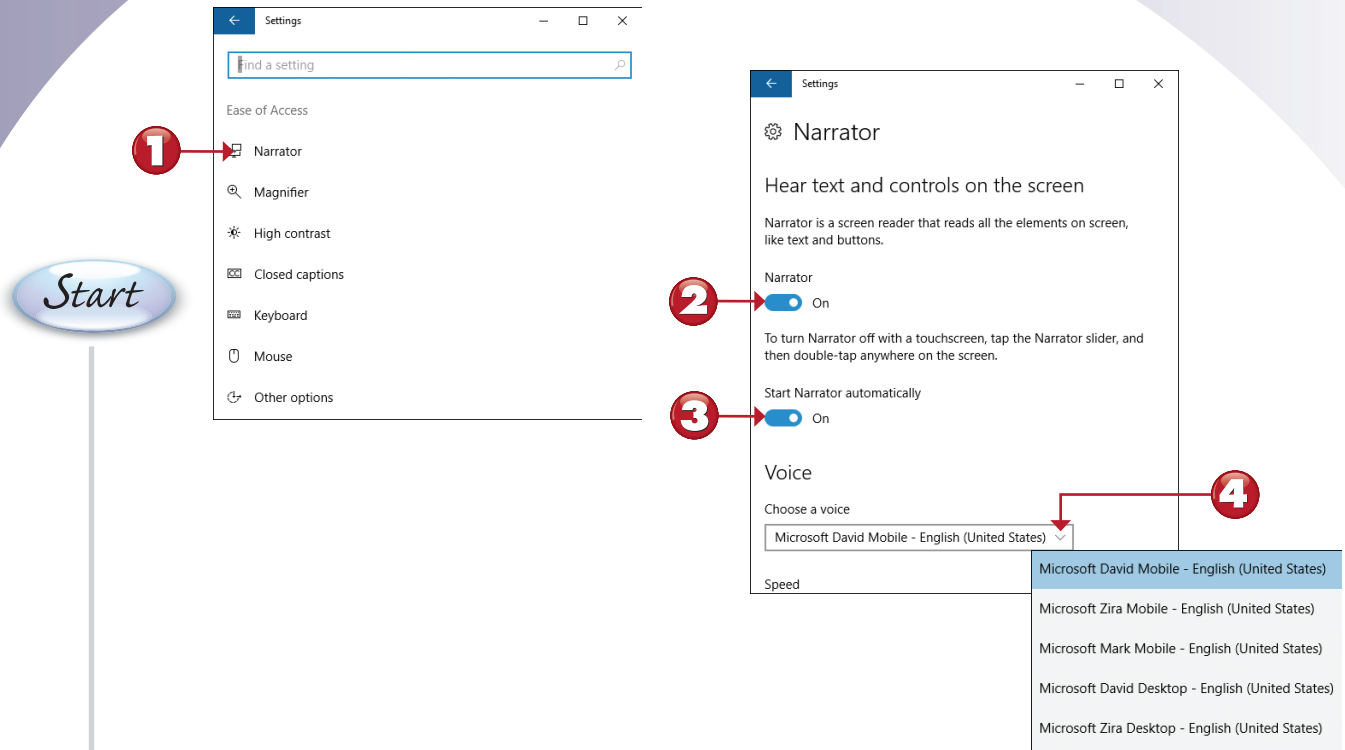
- 7** Click or tap to increase zoom.
- 8** Click or tap to decrease zoom.
- 9** Click or tap to select a different view. (Full screen is the default.)
- 10** Click or tap to exit Magnifier (also turns off Inverse if enabled as in this example).

End



CONFIGURING EASE OF ACCESS'S NARRATOR

Enable the Narrator feature to have Windows 10 AE 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.

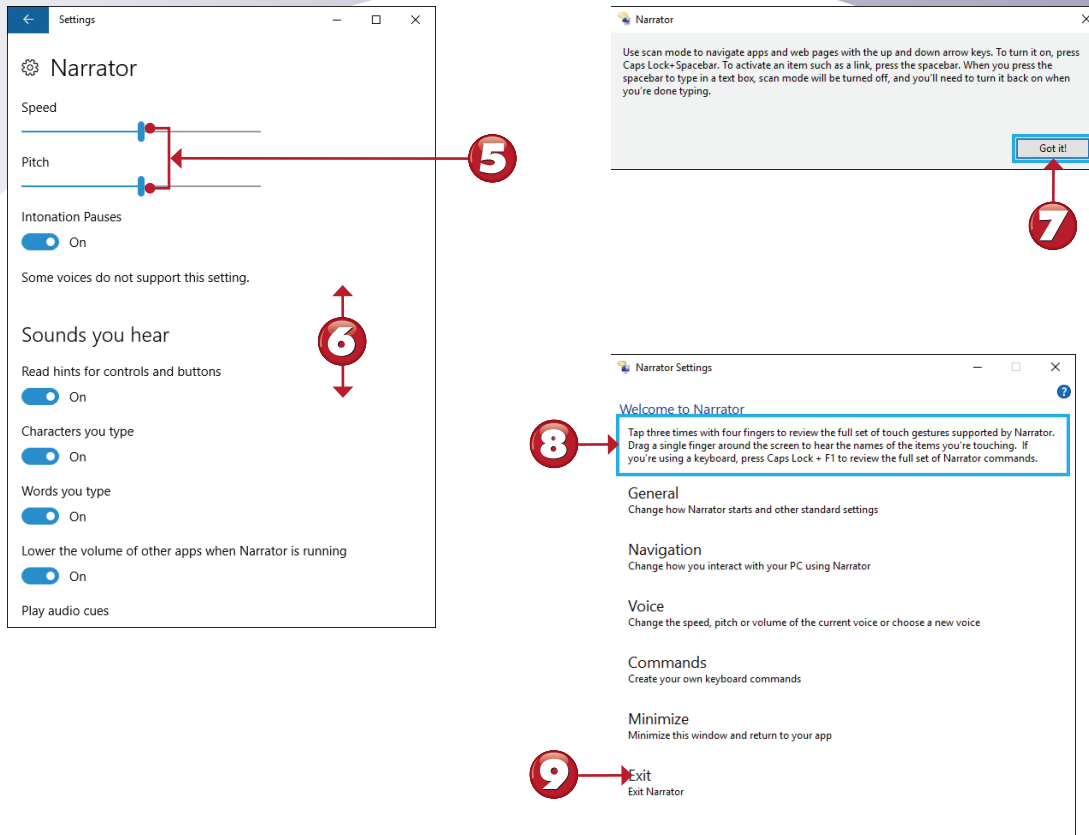
Continued



TIP

Browser Switching You might be prompted to use Internet Explorer (IE) instead of Edge with Narrator. If prompted, make IE your default browser. ■





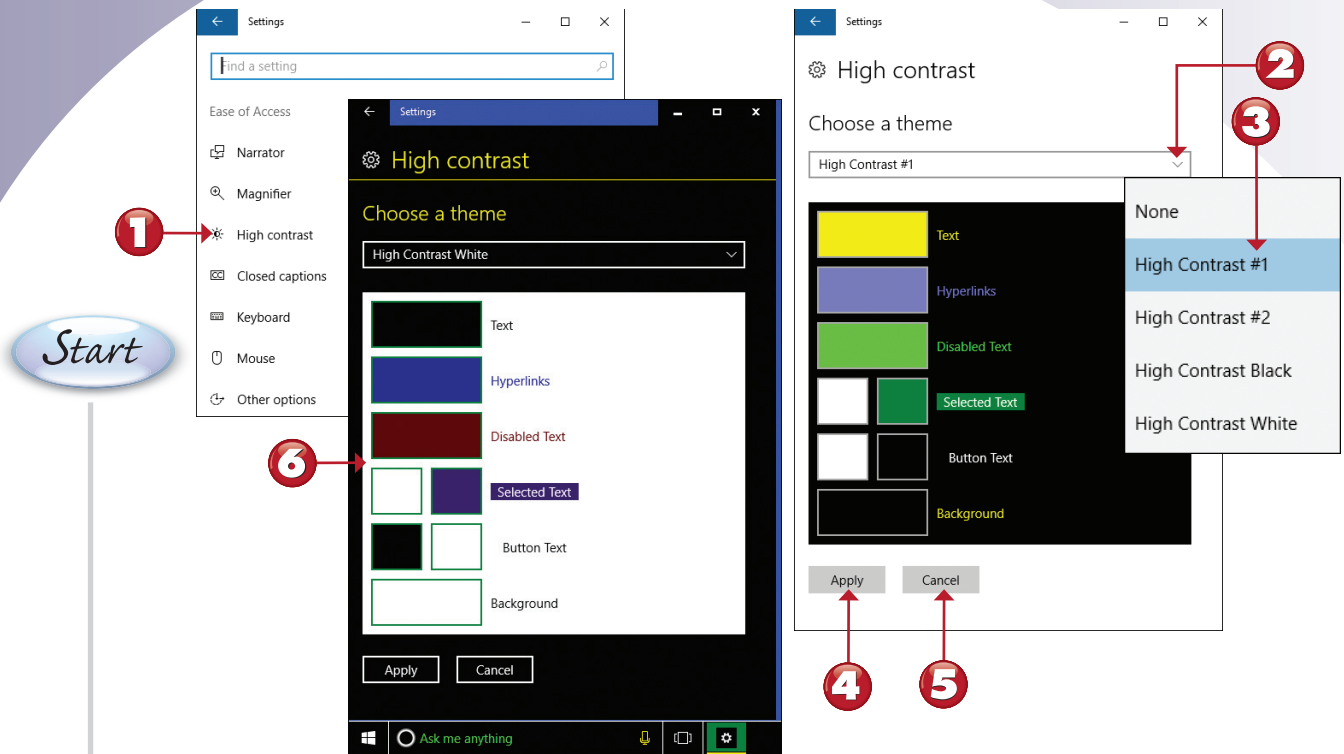
- 5** Click or press and drag to left (slower/lower) or right (faster/higher).
- 6** Scroll down or flick up to review or change default settings.
- 7** Note the special instructions for selecting menu items using Scan mode. Click or tap **Got it!** when you are finished reading.
- 8** The Welcome to Narrator box appears when Narrator starts. The box highlights what is being narrated.
- 9** Double-click or double-tap to exit Narrator.

End



CONFIGURING EASE OF ACCESS'S HIGH CONTRAST

The High Contrast feature found in the Ease of Access menu makes using Windows 10 AE easier for those with visual impairments. Here's how to set it up.



- 1 Click or tap **High contrast** from the Ease of Access menu (Windows Settings).
- 2 Open the theme menu.
- 3 Select a theme (High Contrast #1).
- 4 Click or tap **Apply** to use the selected scheme.
- 5 Click or tap **Cancel** to cancel the selected scheme.
- 6 This is what the High Contrast White scheme looks like.



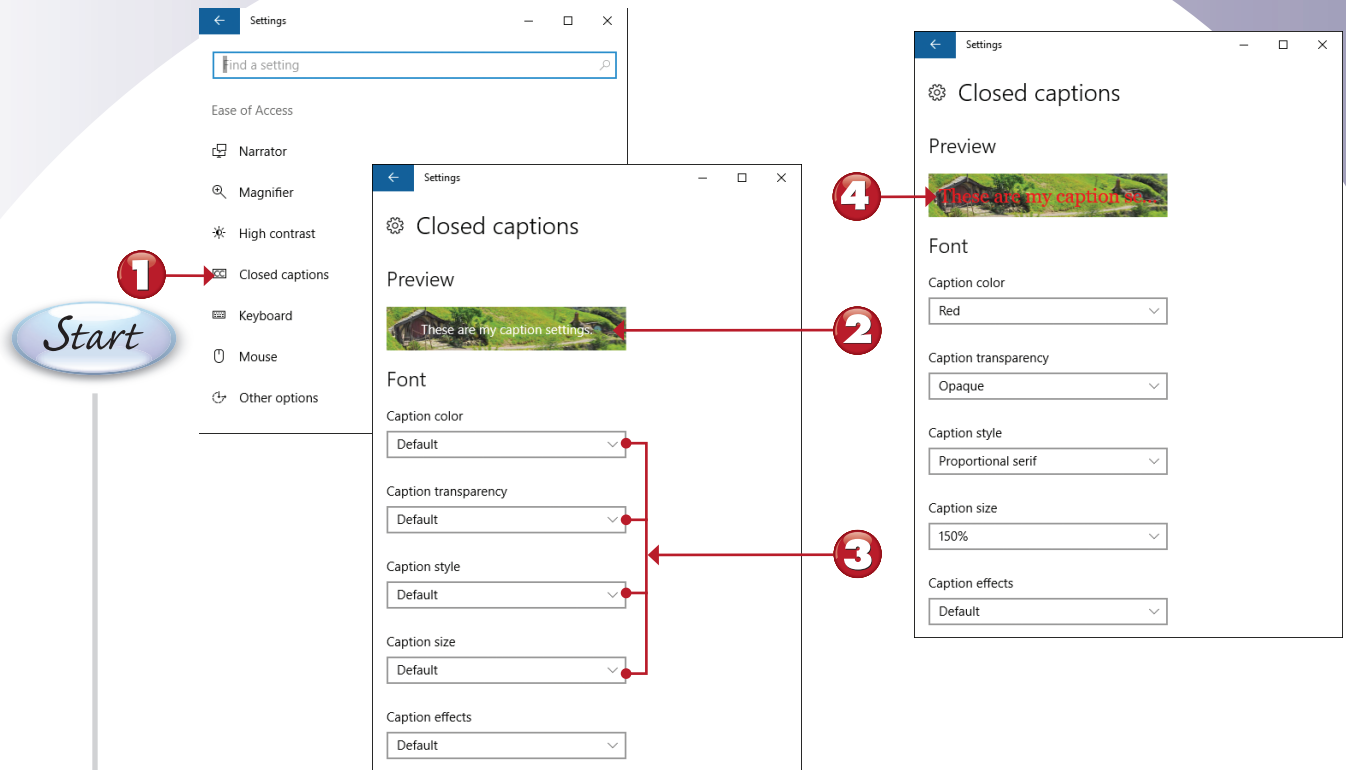
NOTE

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

End

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 Windows Settings Ease of Access options, click or tap **Closed captions**.
- 2 Preview the closed captioning using the current settings.
- 3 Change settings as desired.
- 4 View the preview after changing settings.



NOTE

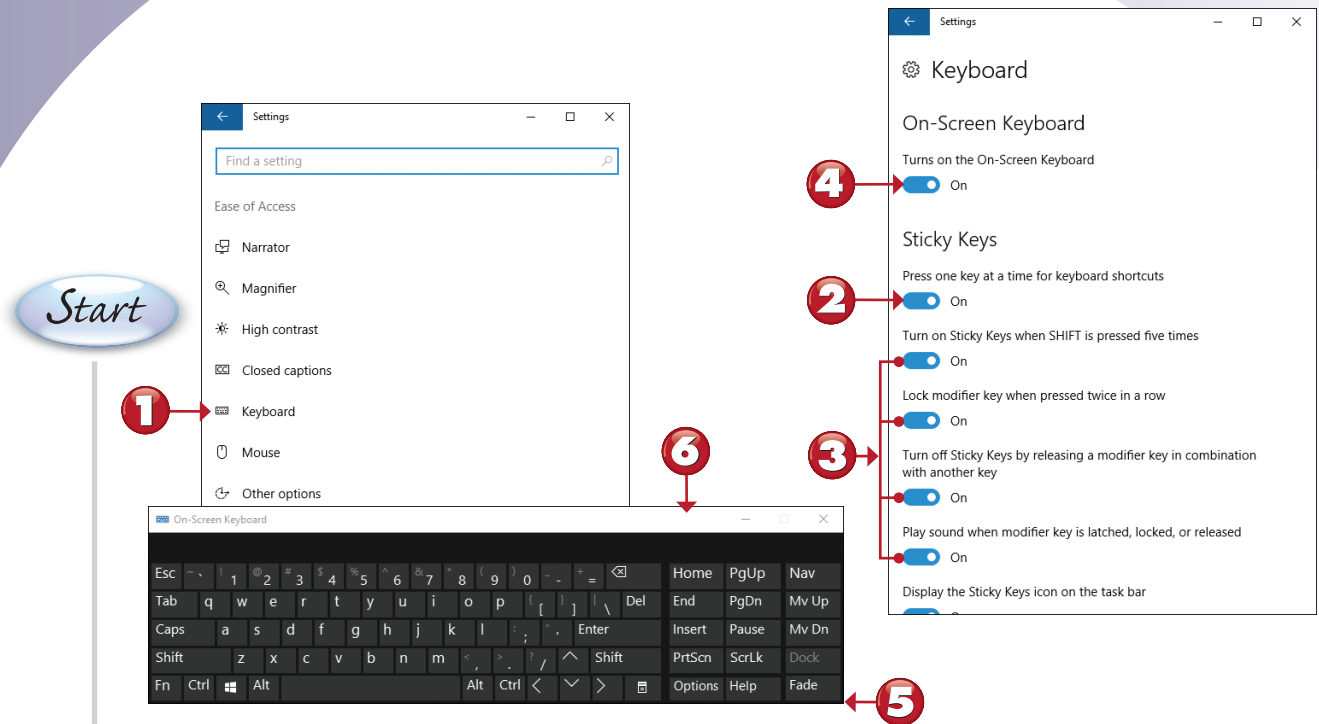
Background, Window, and Restore to Defaults To set options for background and window color and transparency, or to restore closed captions to its defaults, scroll down the Settings dialog box to view the background and window settings. ■



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 to **On** to enable Sticky Keys.
- 3 Disable features as desired.
- 4 Click or press and drag to **On** to turn on the on-screen keyboard.
- 5 Click or press and drag corners to adjust the size of the on-screen keyboard.
- 6 Click or press and drag the title bar to adjust the position of the on-screen keyboard.



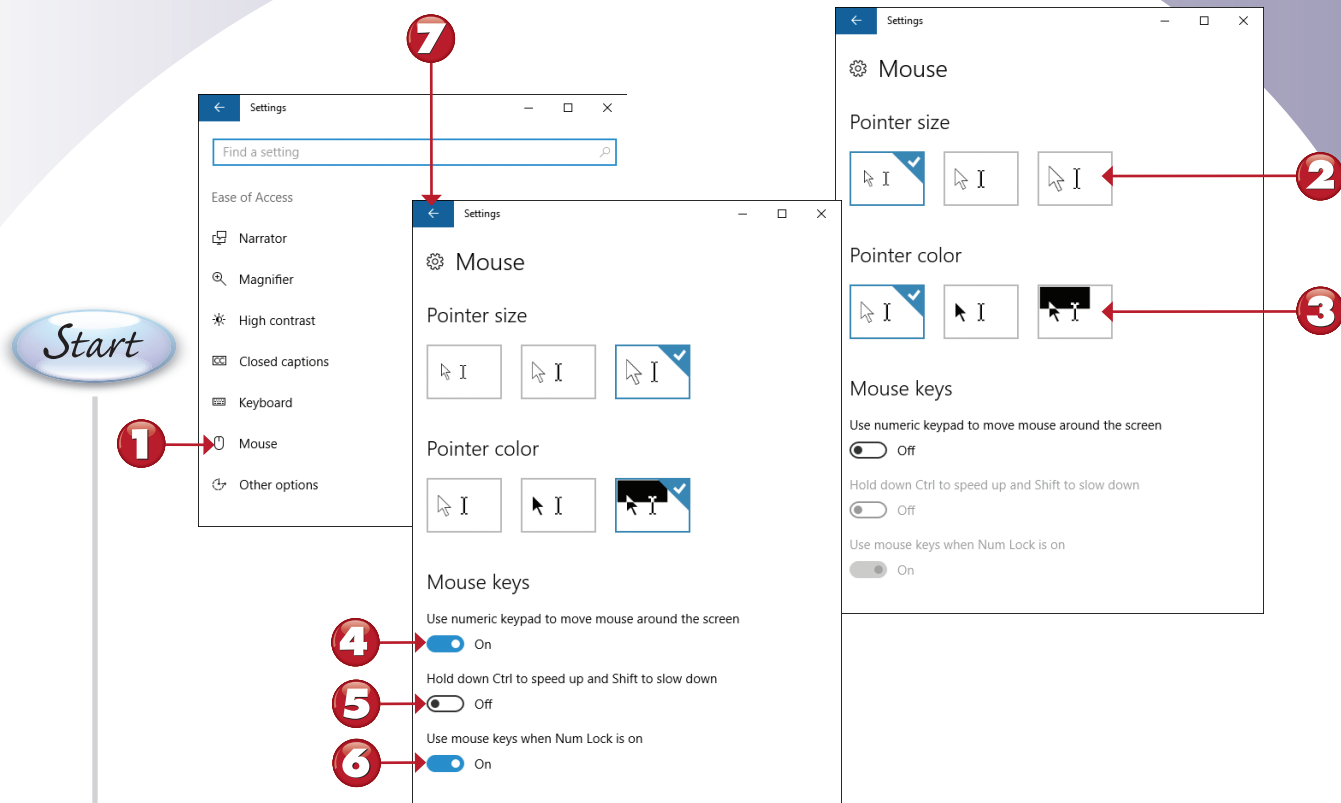
TIP

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. ■

End

CONFIGURING EASE OF ACCESS'S MOUSE SETTINGS

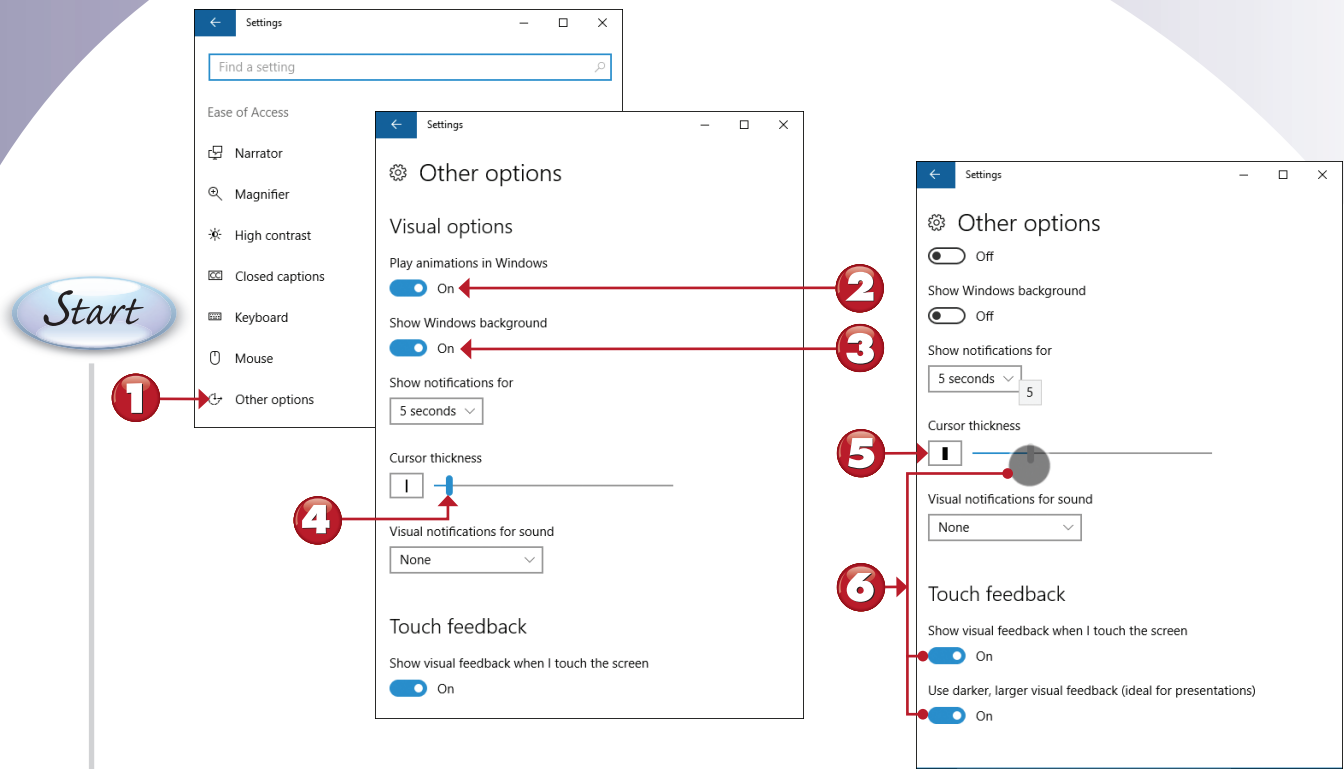
Ease of Access's Mouse settings make seeing and controlling the mouse pointer easier for users with vision or mobility issues.



- 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.)
- 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.
- 7** Click or tap to return to the Ease of Use menu.

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.

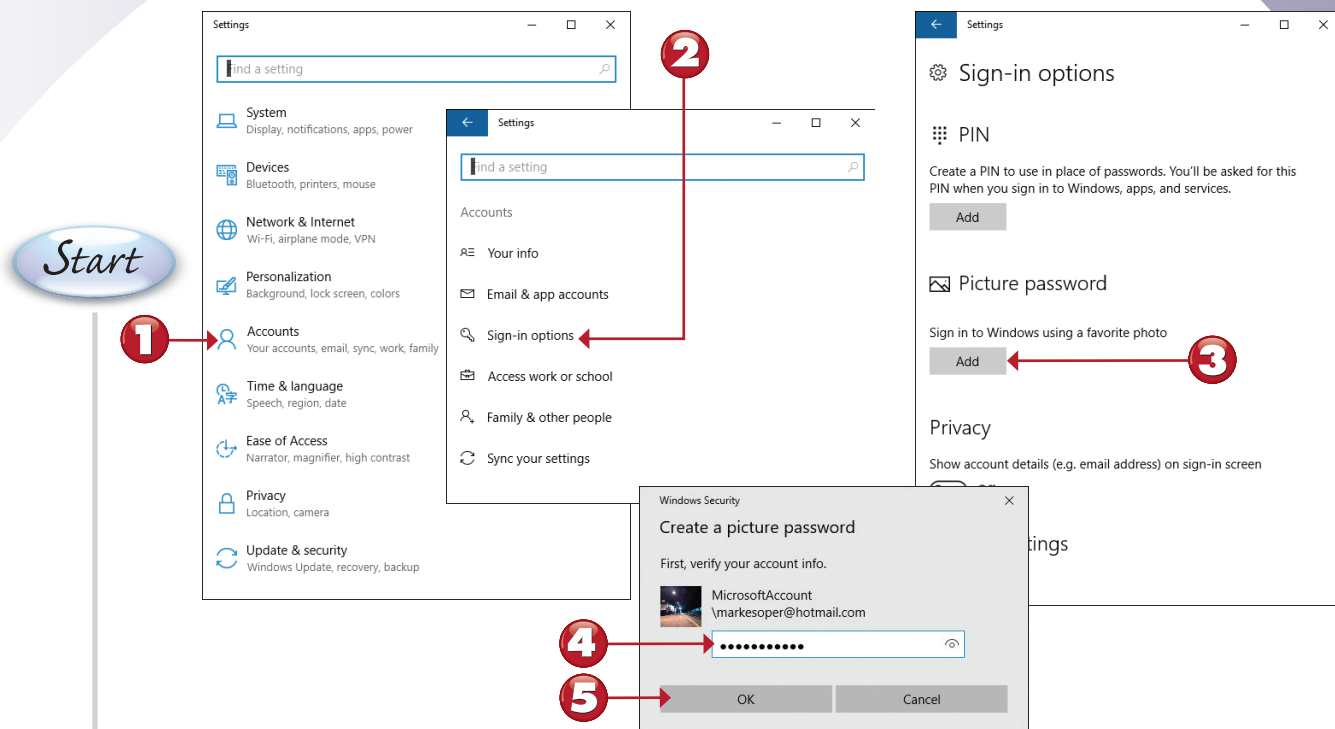


- 1 From the Ease of Access settings (Windows Settings), click or tap **Other options**.
- 2 Click or press and drag to **Off** to turn off animations.
- 3 Click or press and drag to **Off** to turn off backgrounds.
- 4 Click or press and drag to change the cursor size.
- 5 The cursor is thicker when the slider is to the right.
- 6 Enable visual touch feedback and darker, larger visual touch feedback to see touch highlights like this.

End

SETTING UP AND USING A PICTURE PASSWORD

Windows 10 AE 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. You can configure a picture password from Windows Settings. (Click or tap **Start, Settings.**)



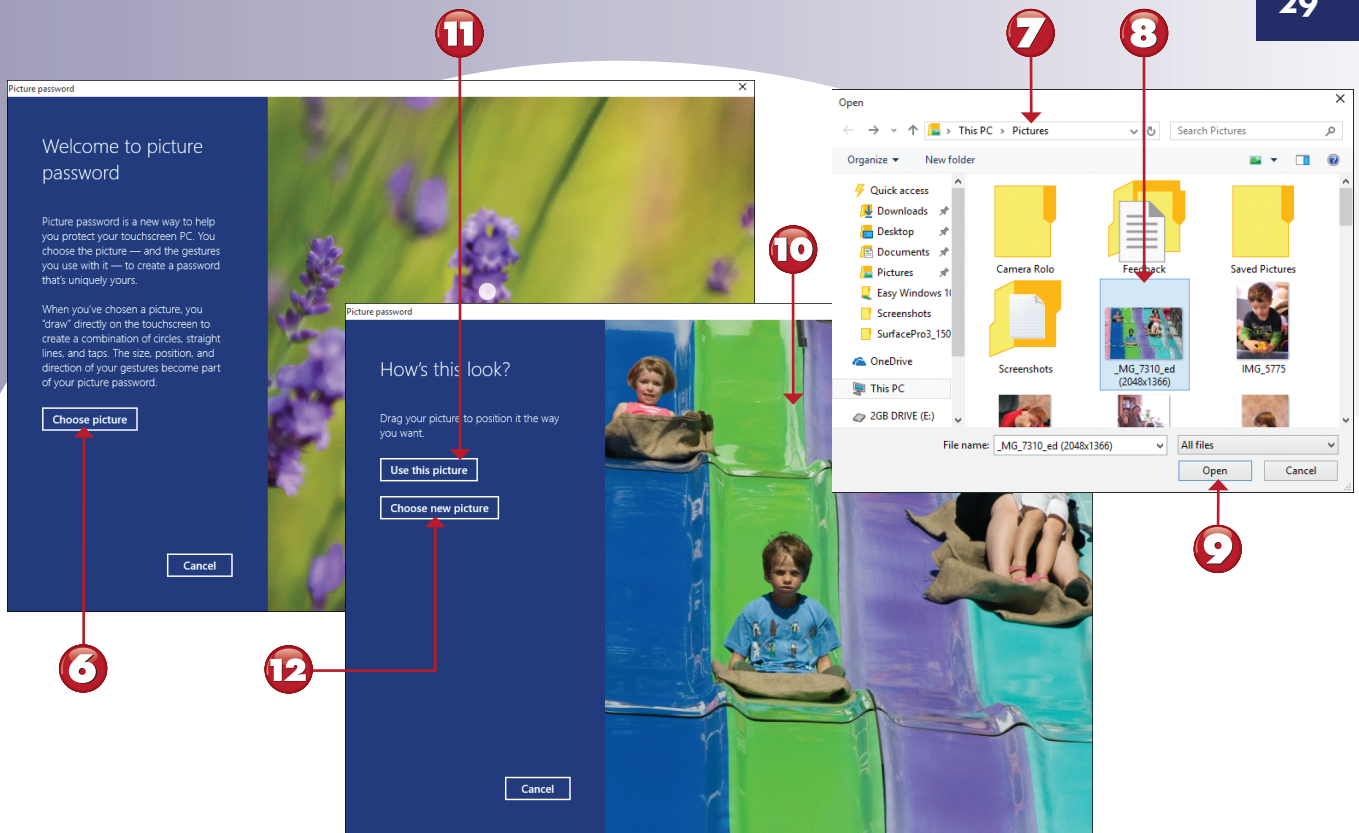
- 1** From the main Settings dialog box, click or tap **Accounts**.
- 2** From the **Accounts** menu, click or tap **Sign-in options**.
- 3** Click or tap **Add** in the Picture Password section.
- 4** Enter your current password.
- 5** Click or tap **OK**.

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. ■



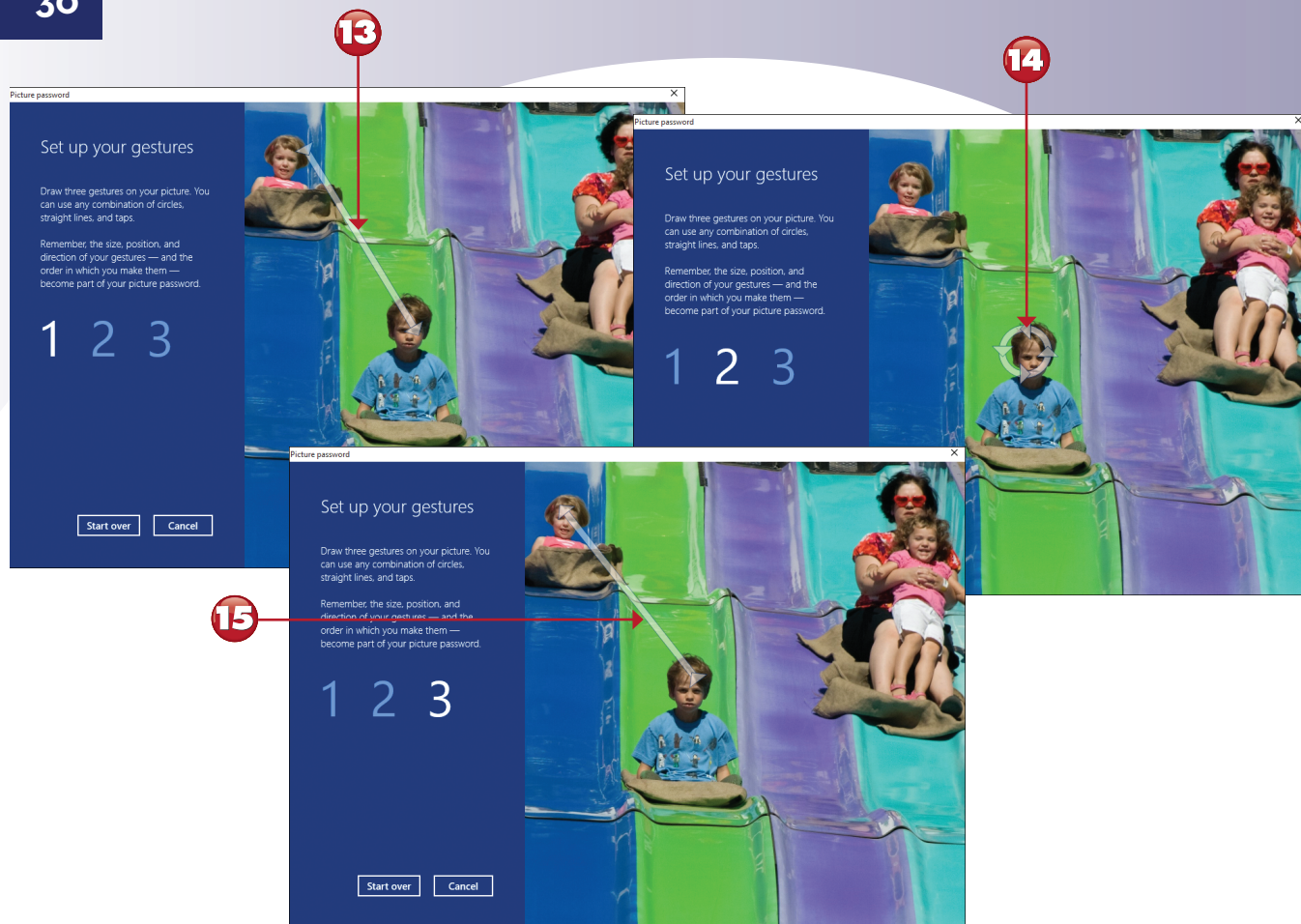
- 6 Click or tap **Choose picture**.
- 7 Navigate to the folder containing the picture you want to use.
- 8 Click or tap a photo.
- 9 Click or tap **Open**.
- 10 Click or press the photo and drag it into the desired position.
- 11 Click or tap **Use this picture** if you are satisfied.
- 12 If you aren't 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 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) on-screen.

14 Draw the second gesture on-screen.

15 Draw the third gesture on-screen.

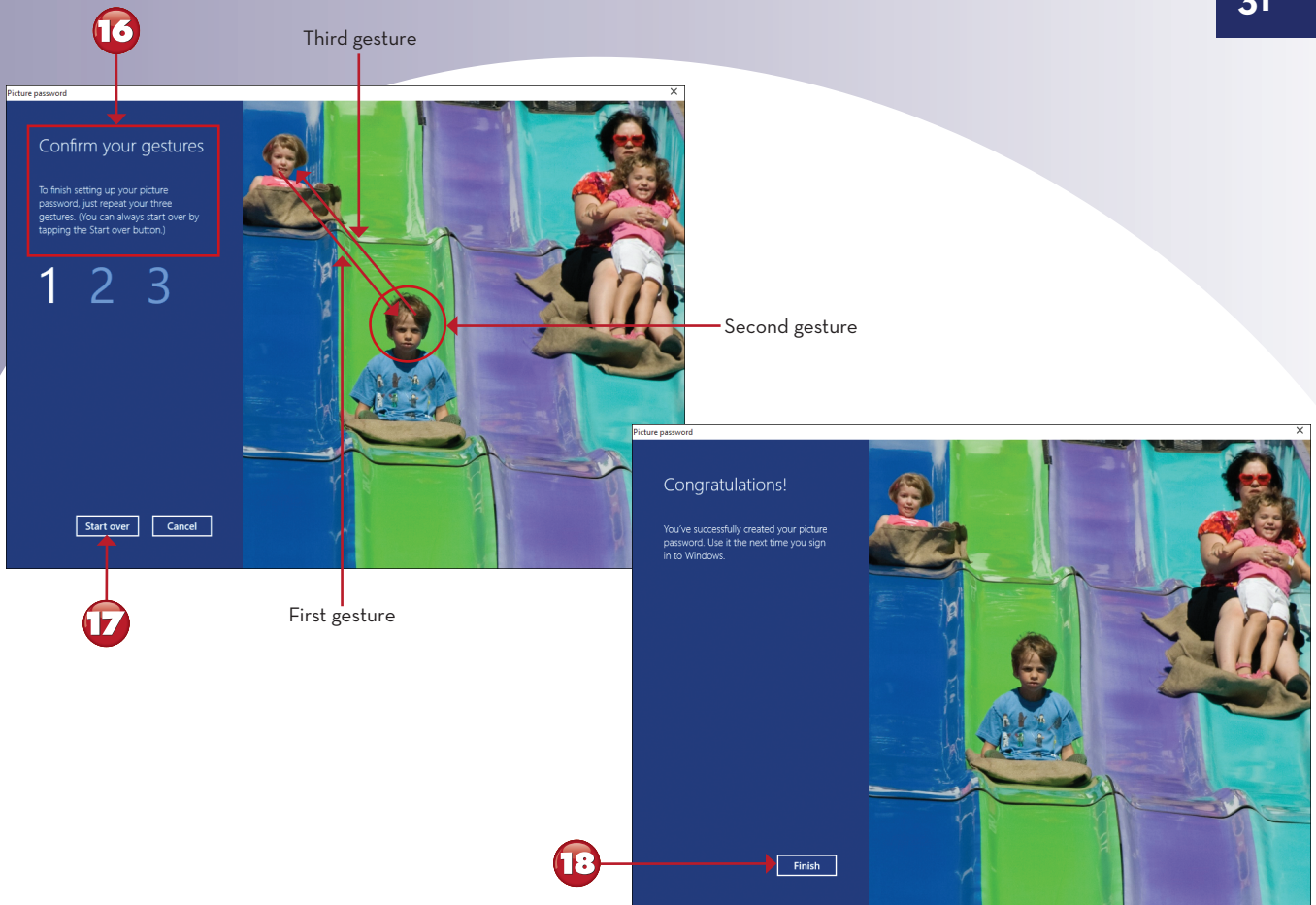
Continued



NOTE

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

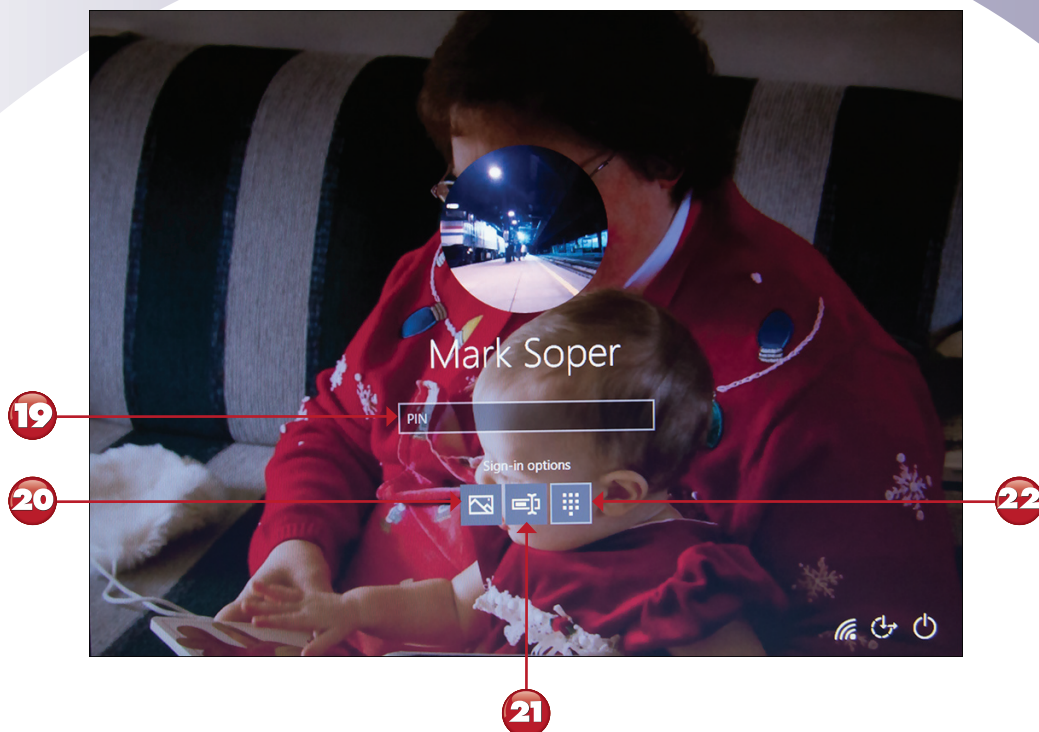




- 16 Draw the three gestures in the same locations and order to confirm.
- 17 If you don't repeat the gestures correctly, click or tap **Start over** to return to step 13.
- 18 If you are successful, click or tap **Finish**. The next time you log in, you can do so using your picture password.

Continued





- 19** 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.
- 20** Click or tap to use the picture password.
- 21** Click or tap to use the regular password.
- 22** Click or tap to use a PIN.

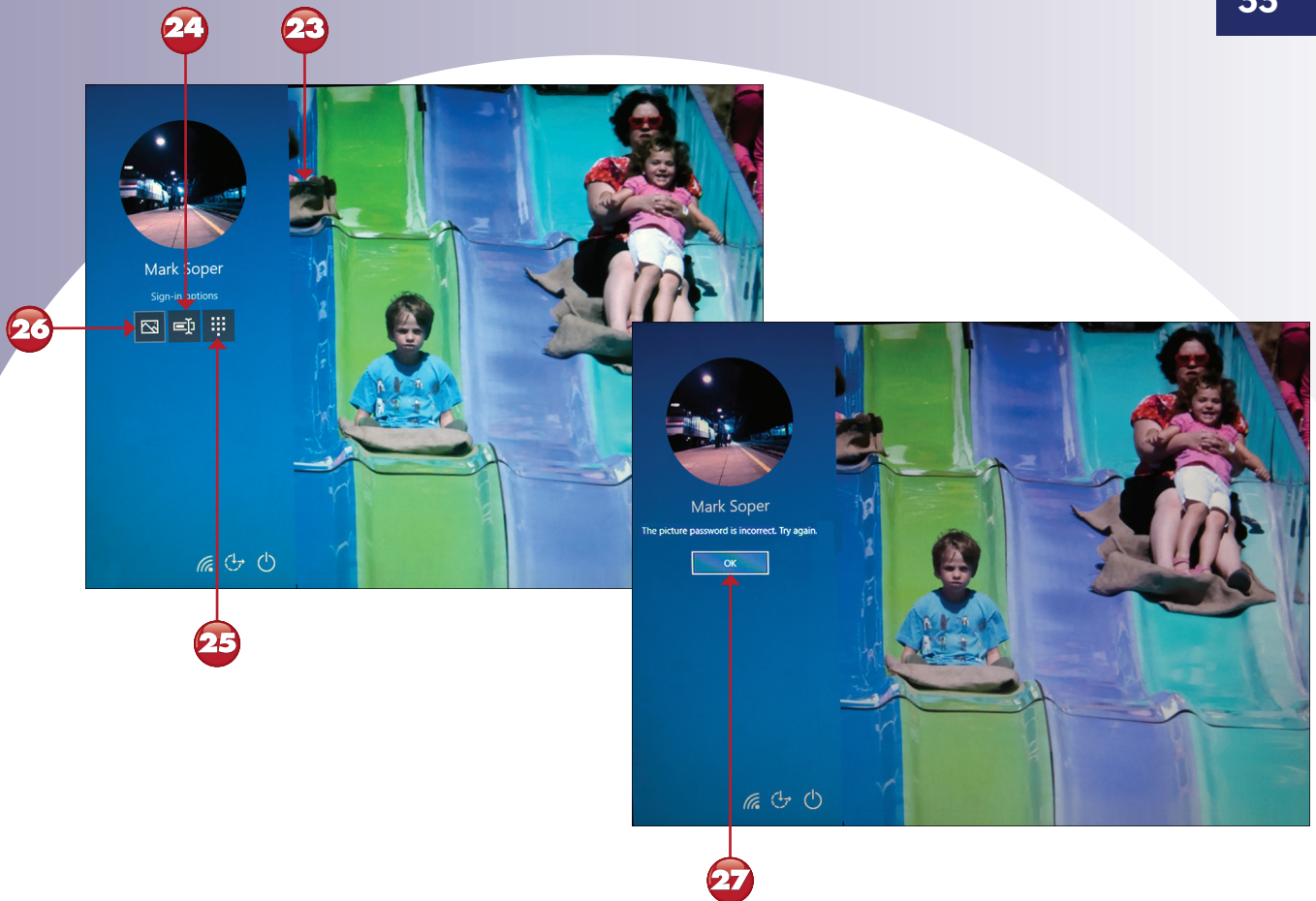
Continued



TIP

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





- 23 This login dialog appears when you select a picture password.
- 24 Click or tap to use the regular password.
- 25 Click or tap to use a PIN.
- 26 Click or tap to use the picture password.
- 27 If you use the picture password but don't use the correct gestures, click or tap **OK**, and then select the login method you want to use. (Refer to steps 24-26.)

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). ■

MANAGING CHILD USERS WITH MICROSOFT FAMILY

When you add a child to your family in Settings, you can view and manage their activity with the Microsoft Family website, which replaces Family Safety. Here's how to configure Microsoft Family settings.

Start

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

2 Click or tap **Family & other people**.

3 From the Family & other people settings, click or tap **Manage family settings online**.

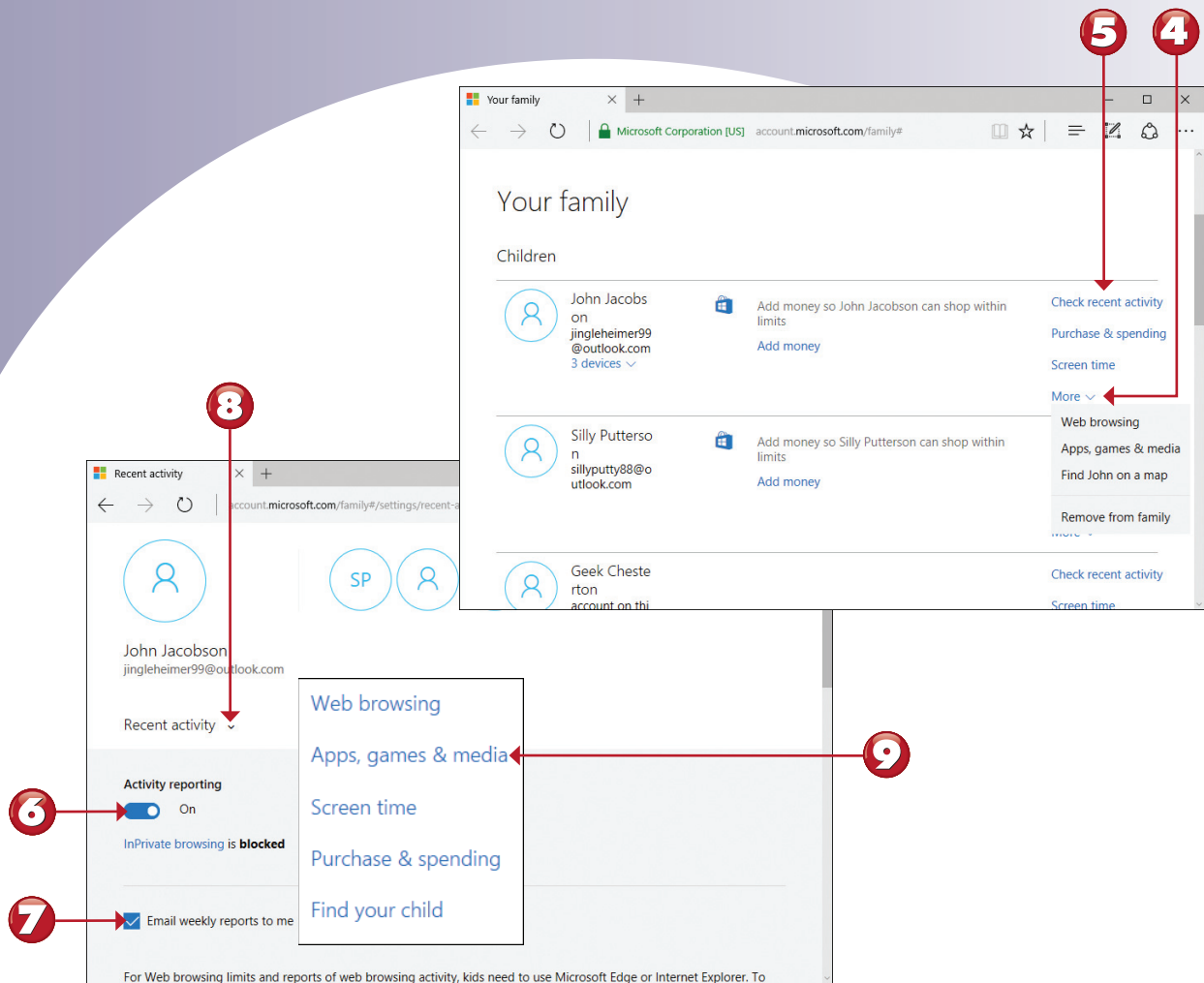
1 From Windows Settings, click or tap **Accounts**.

2 Click or tap **Family & other people**.

3 From the Family & other people settings, click or tap **Manage family settings online**.

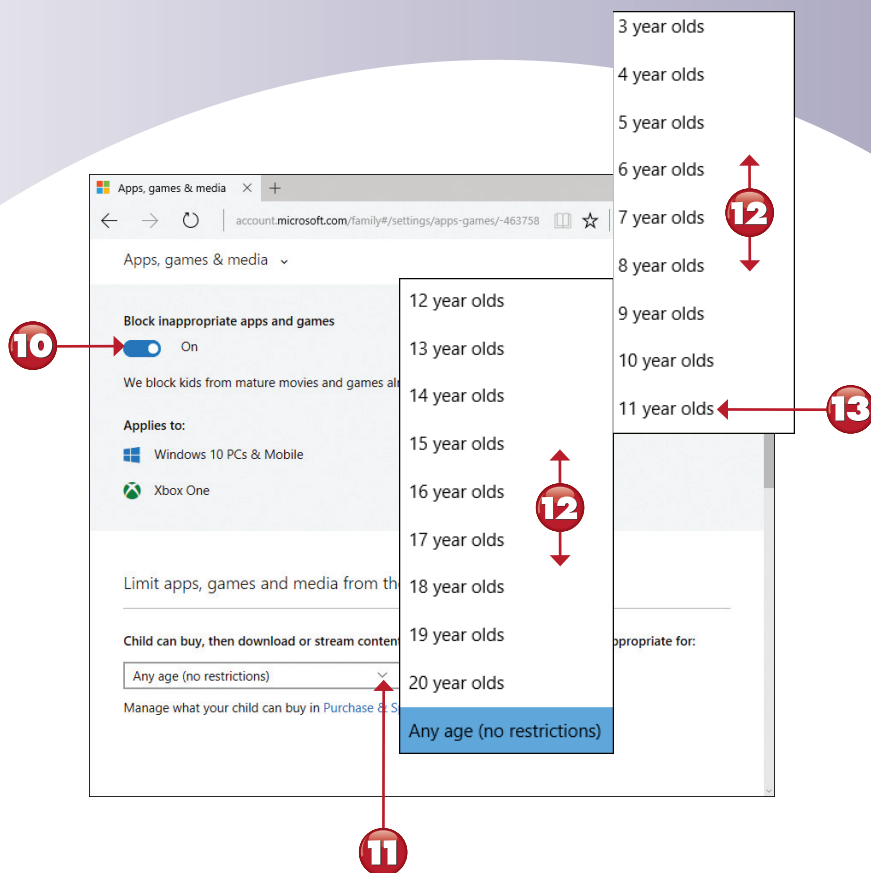
Continued





- 4** Your browser opens. Click or tap the down arrow to see all settings that can be managed.
- 5** Click or tap **Check recent activity**.
- 6** To enable activity reporting, press or click and drag to **On**.
- 7** To receive emailed activity reports for this account, make sure this box is checked.
- 8** Click or tap the down arrow.
- 9** Click or tap **Apps, games & media**.

Continued



10 Click or tap and drag to turn on app/game blocking.

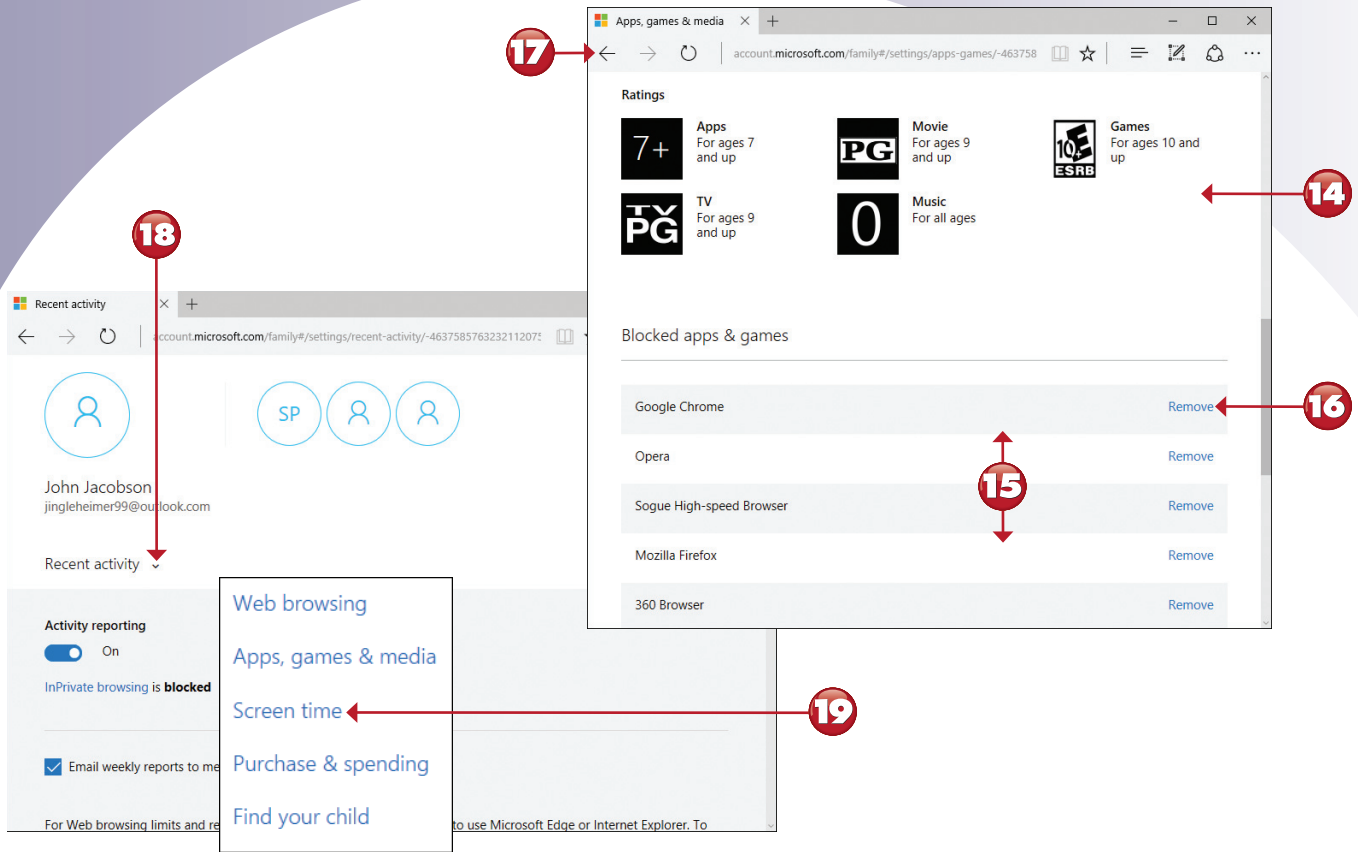
11 Click or tap to select an age restriction.

12 Scroll/flick to see all age settings.

13 Click or tap an age.

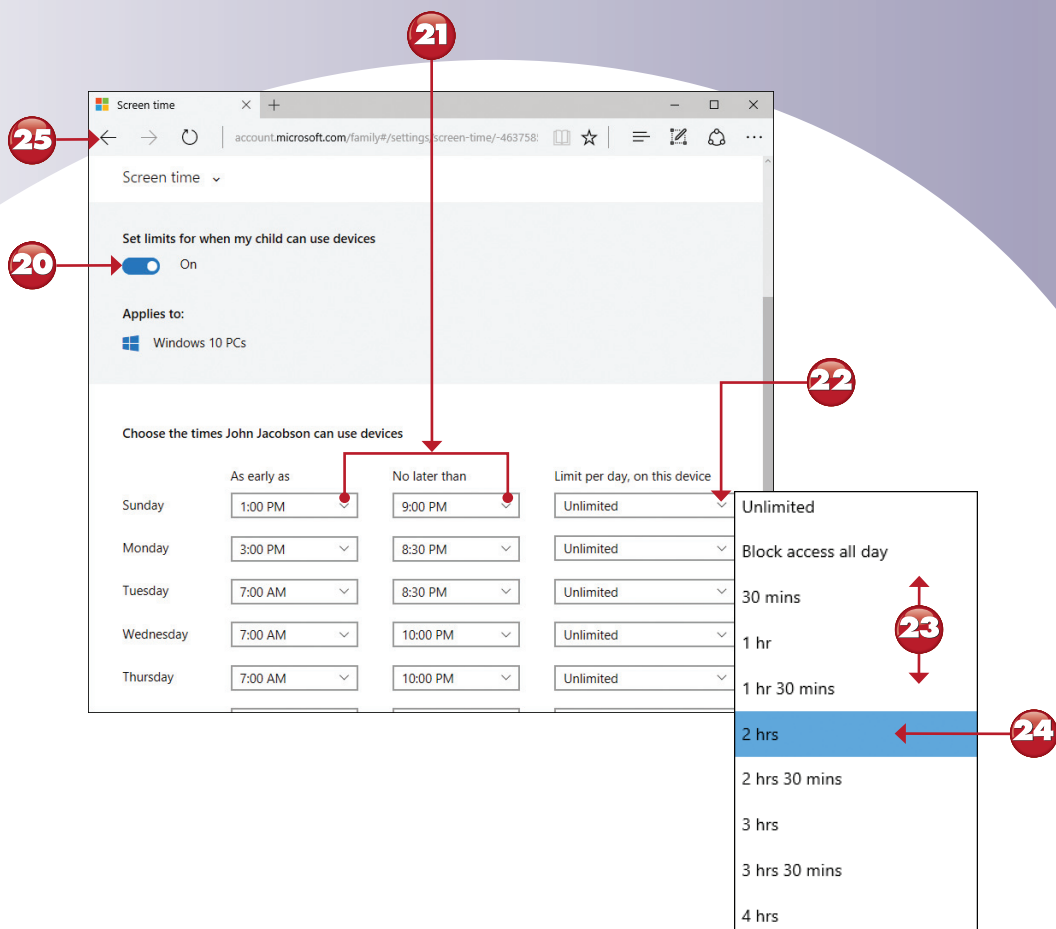
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- 14** Scroll down to see the game/movie ratings that are used based on the age restriction (if any) selected in step 13.
- 15** Scroll down to see installed games and apps (including third-party browsers) that are blocked for this user.
- 16** To unblock an app or game, click or tap **Remove**.
- 17** Click or tap to return to the main menu.
- 18** Click or tap the down arrow.
- 19** Click or tap **Screen time**.

Continued



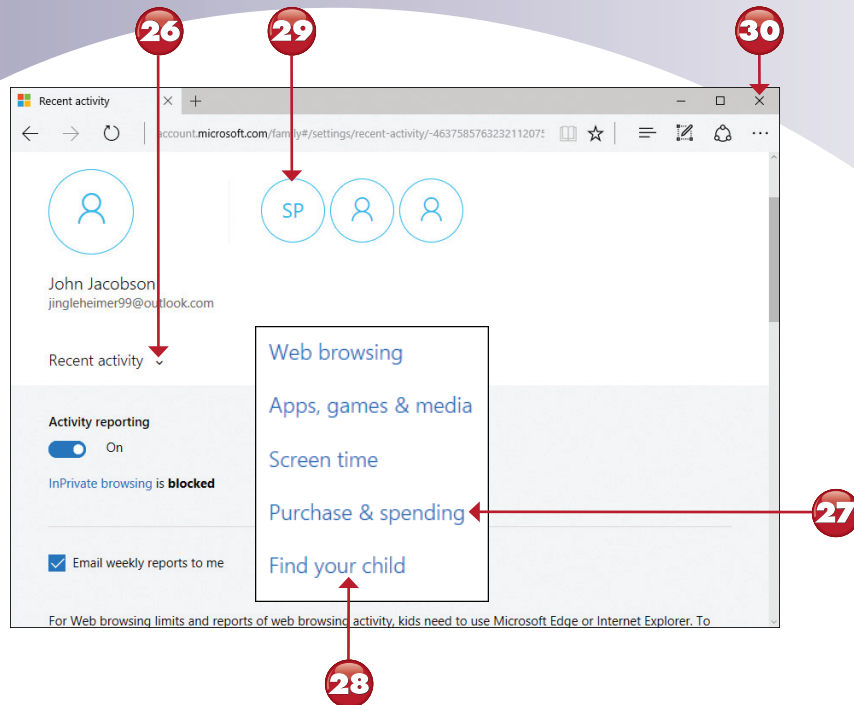
- 20** To set time limits, click or press and drag to **On**.
- 21** Select the earliest and latest times (in half-hour increments) that the computer is available to this account for a day.
- 22** Click or tap to choose the time limit for a day.
- 23** Scroll down or flick up to see all options (up to 7 hours, 30 minutes).
- 24** Click or tap a time limit for the selected day.
- 25** Click or tap to return to the main menu for this account.

Continued



NOTE

Maximizing Screen Time The maximum time per day when time limits are enabled is 8 hours, so remind children to log off when they are not using their devices. ■

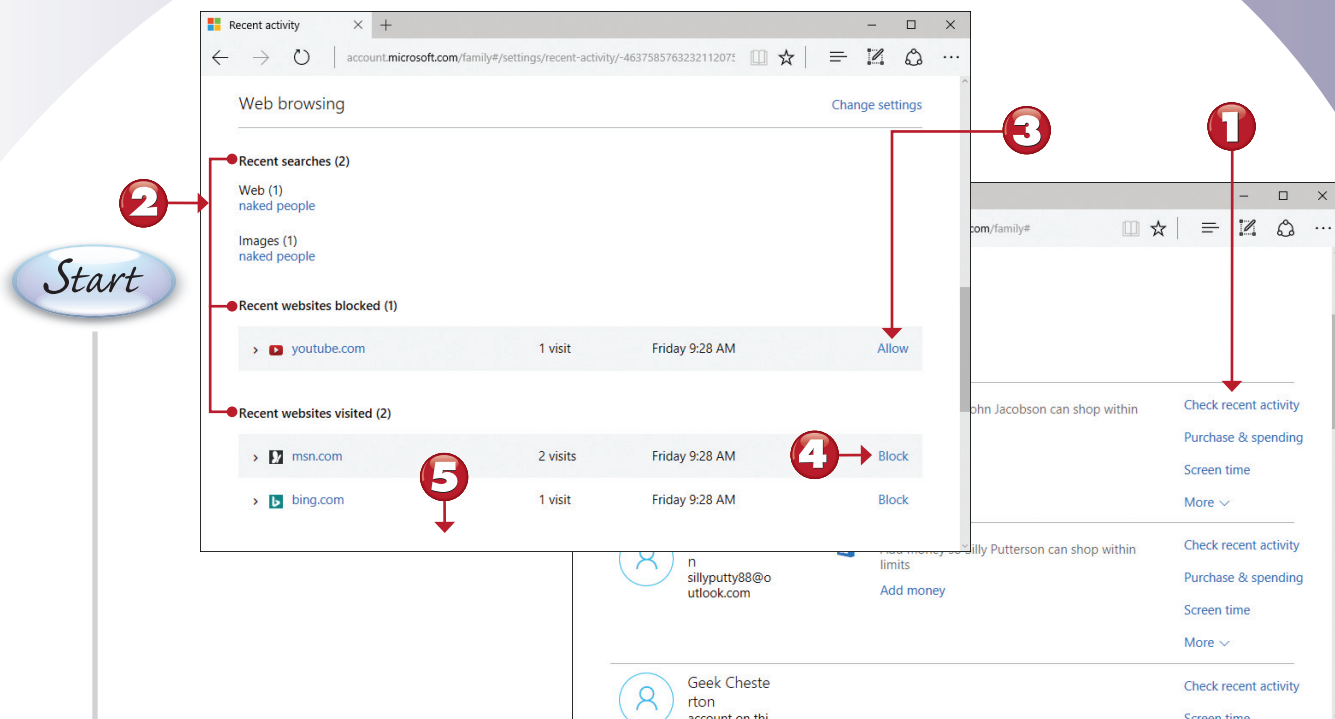


- 26** For other options, click or tap the down arrow.
- 27** Click or tap if you want to provide this account with purchase or free download options for apps and content from the Windows Store.
- 28** Click or tap to locate this account (used only with accounts running Windows 10 Mobile).
- 29** Click or tap here to edit another account.
- 30** Click or tap to exit. Your changes are effective immediately.

End

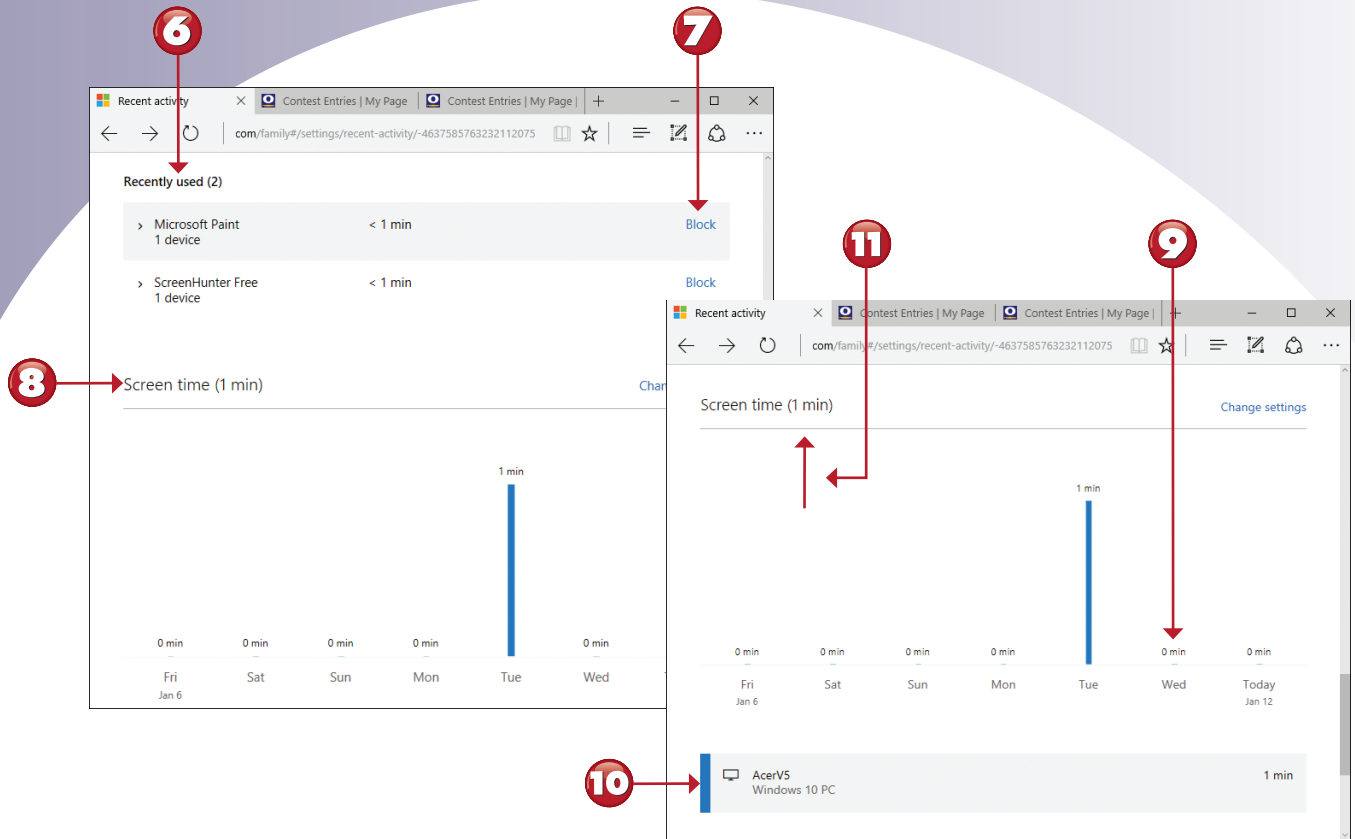
VIEWING CHILD ACTIVITY WITH MICROSOFT FAMILY

After you configure child activity settings, use Microsoft Family to view the activity for a particular child. You can also use Microsoft Family to block or allow access to particular websites. To access Microsoft Family, see steps 1–3 in the previous exercise (“Managing Child Users with Microsoft Family”).



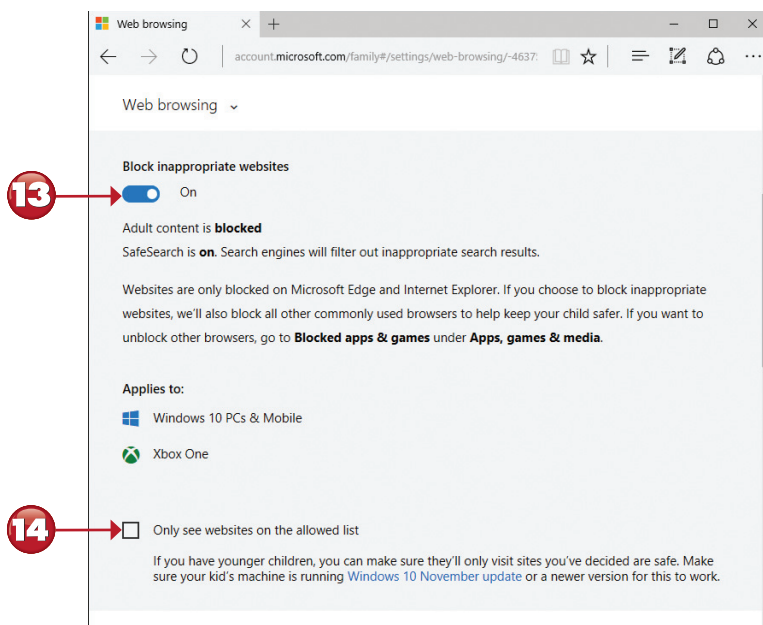
- 1 From the Microsoft Family browser window, click or tap **Check recent activity** for a child account.
- 2 Web searches, blocked websites, and website visits are listed first.
- 3 Click or tap to allow a blocked website.
- 4 Click or tap to block a website that has been visited.
- 5 Scroll down for apps and games activity and screen time used.

Continued



- 6 Recently used apps and games are listed here.
- 7 Click or tap to block an app or game.
- 8 The screen time for the previous seven days is shown as a graph.
- 9 Scroll down below the screen time graph.
- 10 View the device(s) used by this account.
- 11 Scroll up to the Web browsing section.

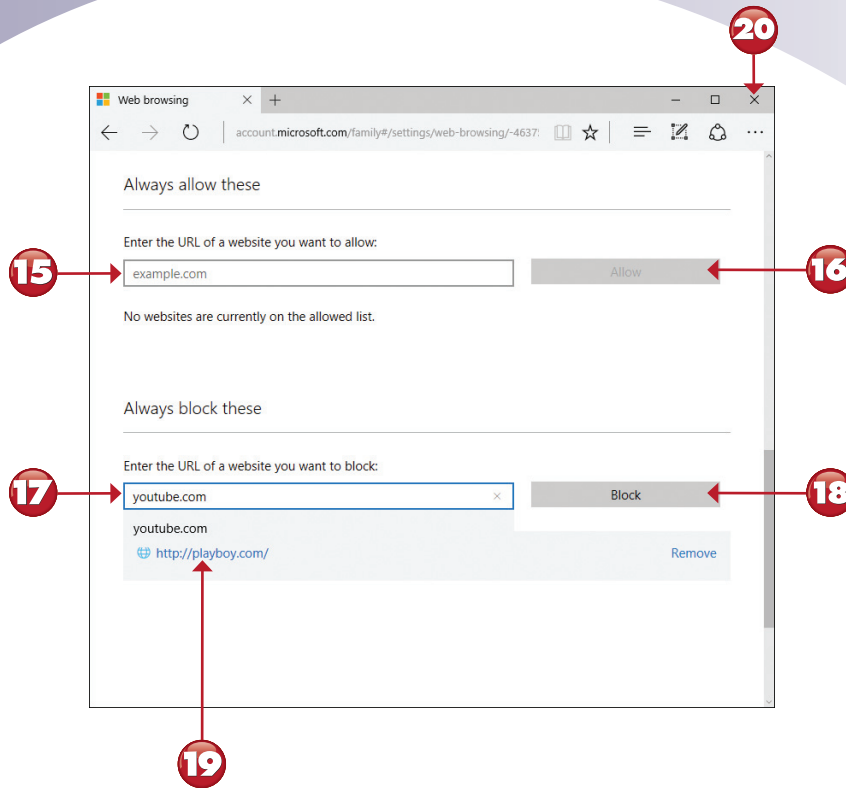
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- 12** Click or tap **Change settings**.
- 13** To block inappropriate websites, click or press and drag to **On**.
- 14** To enable this user to see only allowed websites, click or tap the empty box to check it, and then add websites to the allowed list (steps 15-16).

Continued



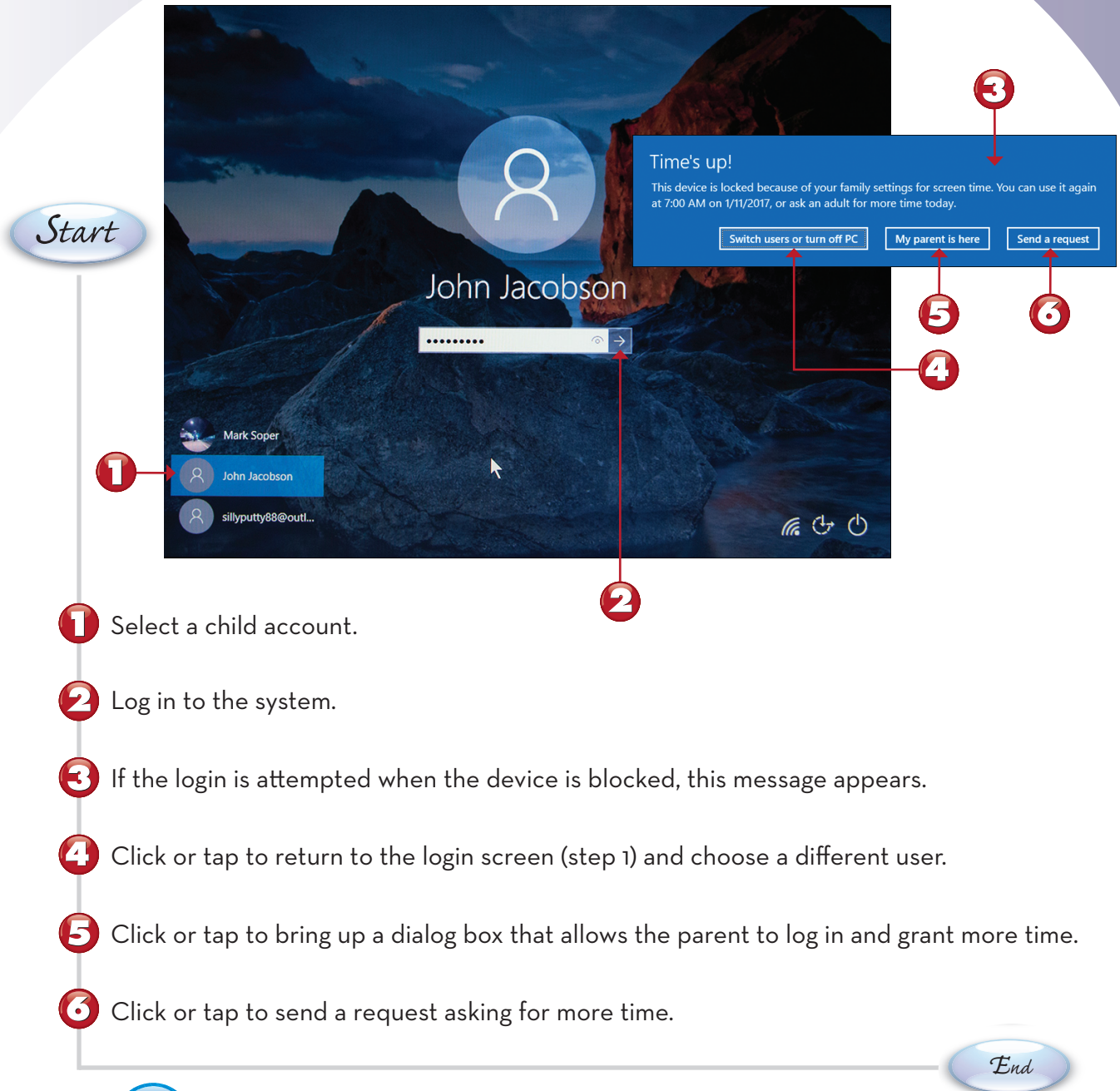


- 15 To allow a website, enter its URL.
- 16 Click or tap **Allow**.
- 17 To block a website, enter its URL.
- 18 Click or tap **Block**.
- 19 Blocked websites are listed here.
- 20 Click or tap to close the browser window. Your changes take place immediately.

End

LOGGING IN AFTER CURFEW WITH MICROSOFT FAMILY

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.

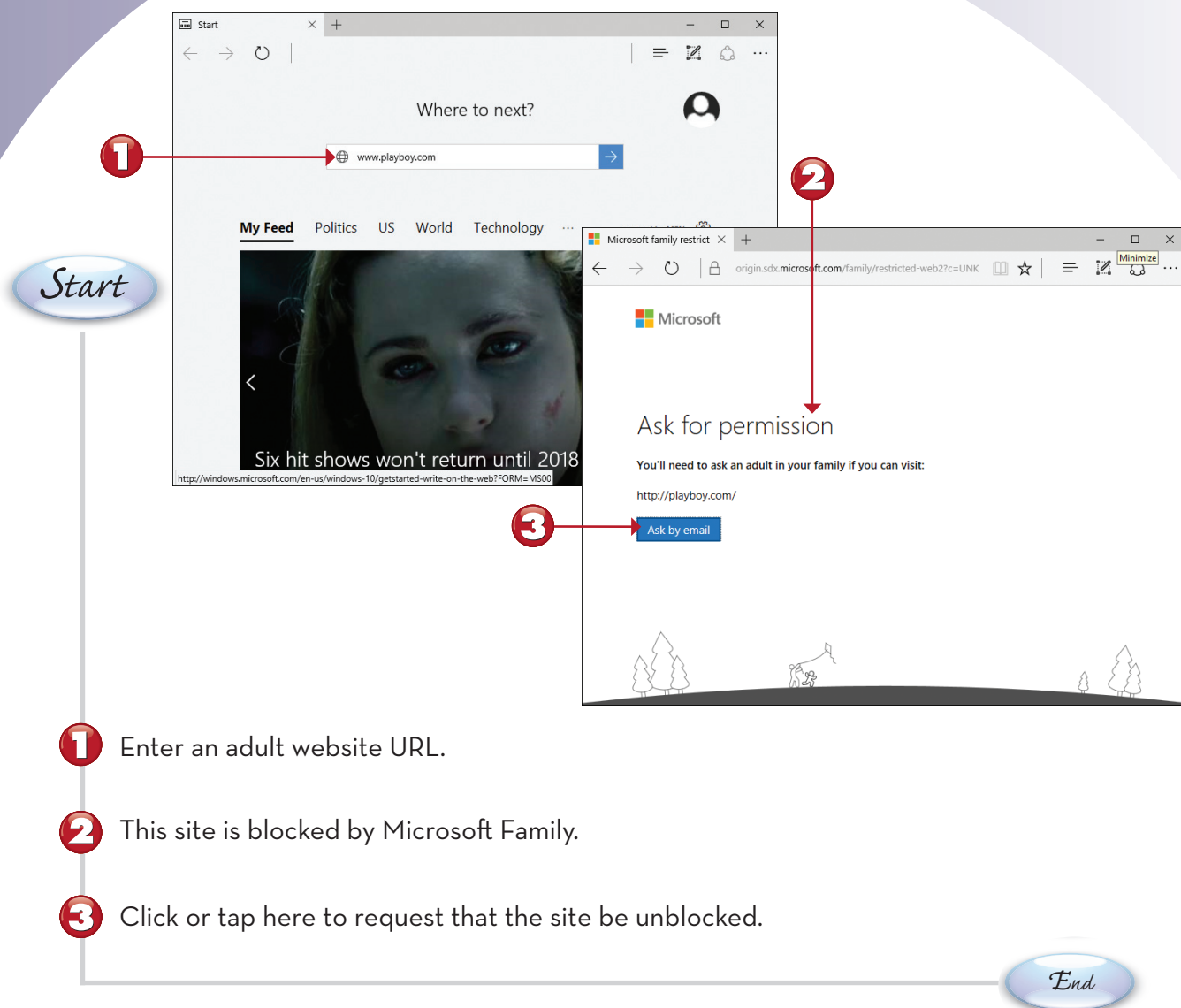


NOTE

Using the Computer at Curfew Time The dialog box shown in step 3 also appears if the user has been logged in before curfew but has run out of time. Before this box appears, a warning box appears, reminding the user to finish up his work. ■

BLOCKED WEBSITES WITH MICROSOFT FAMILY

Microsoft Family blocks certain types of websites when web filtering is enabled. Here's what to expect when encountering blocked content.



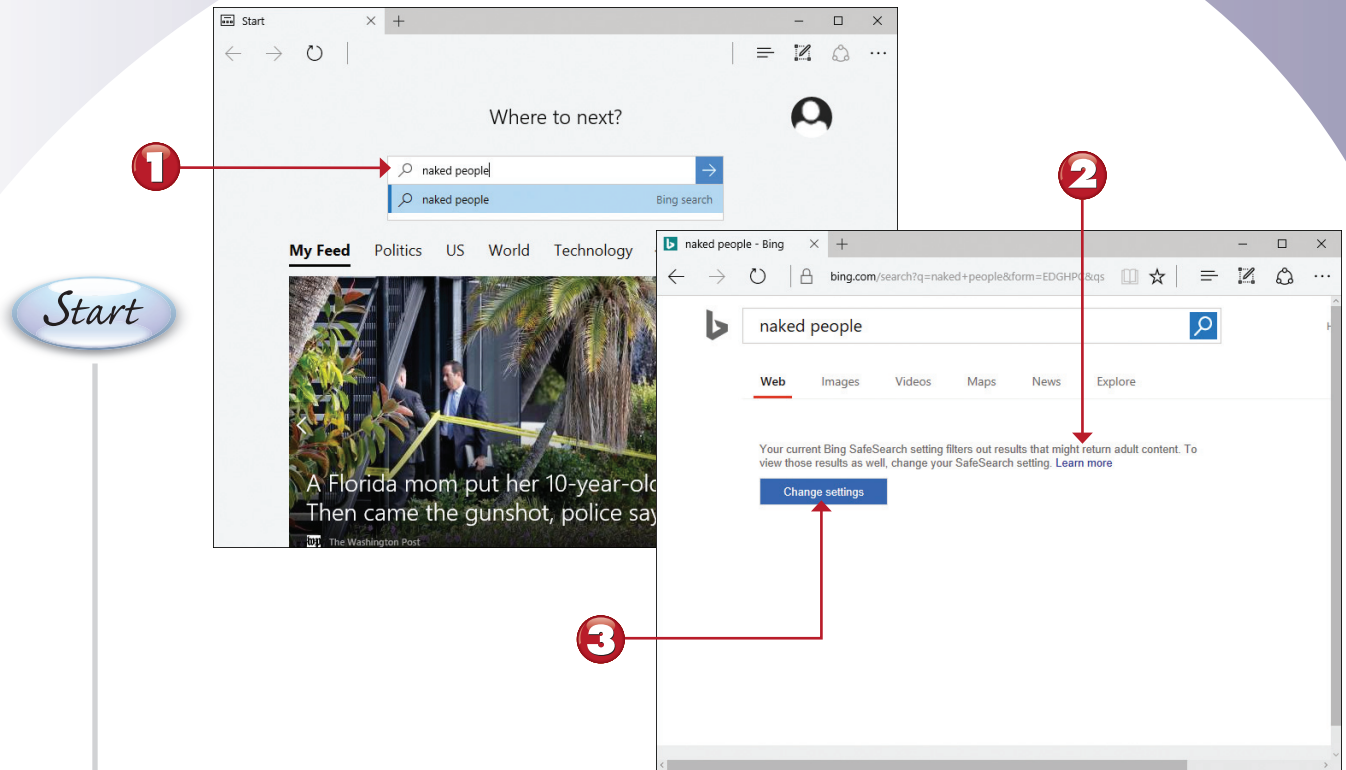
NOTE

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. ■



BLOCKED SEARCHES WITH MICROSOFT FAMILY

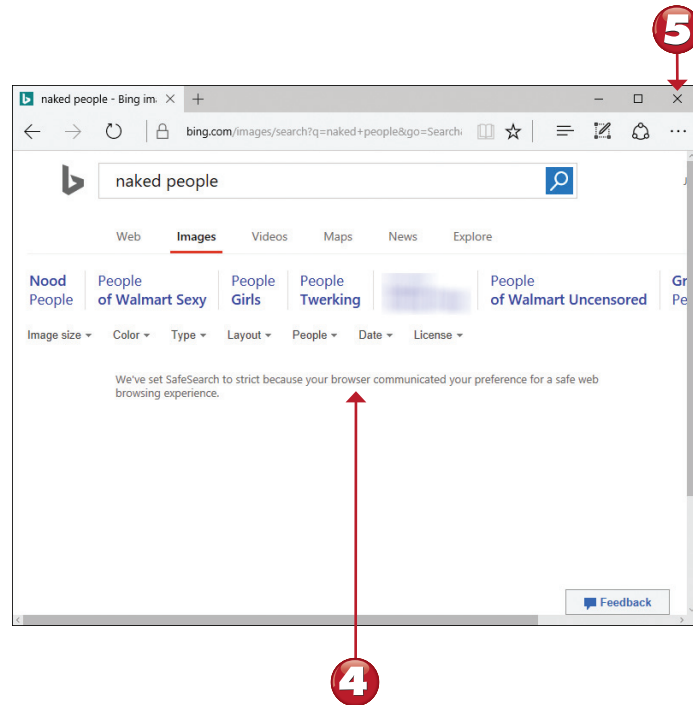
Microsoft Family blocks certain types of searches when web filtering is enabled (and it also blocks use of third-party browsers). Here's what to expect when encountering unauthorized searches.



- 1 Try a search for adult content from a child account using Microsoft Edge.
- 2 Microsoft Family blocks the search.
- 3 Click or tap **Change settings**.

Continued





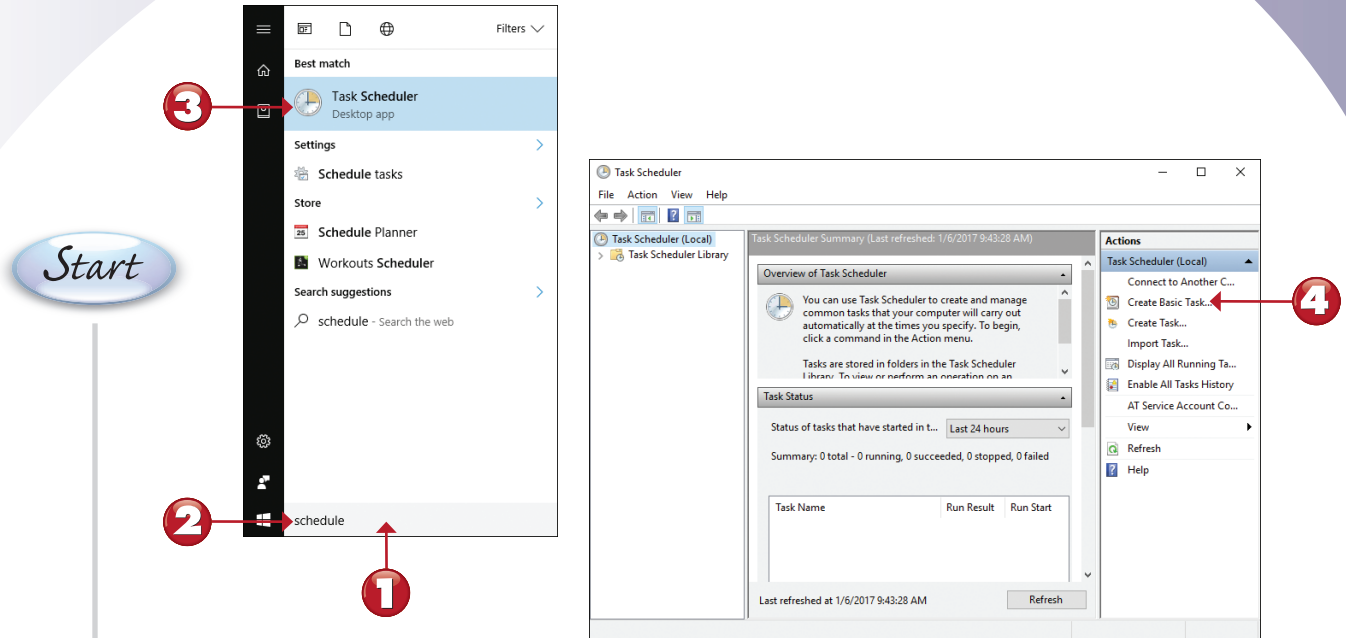
- 4** SafeSearch cannot be disabled.
- 5** Click or tap to close the browser window.

End



SCHEDULING TASKS

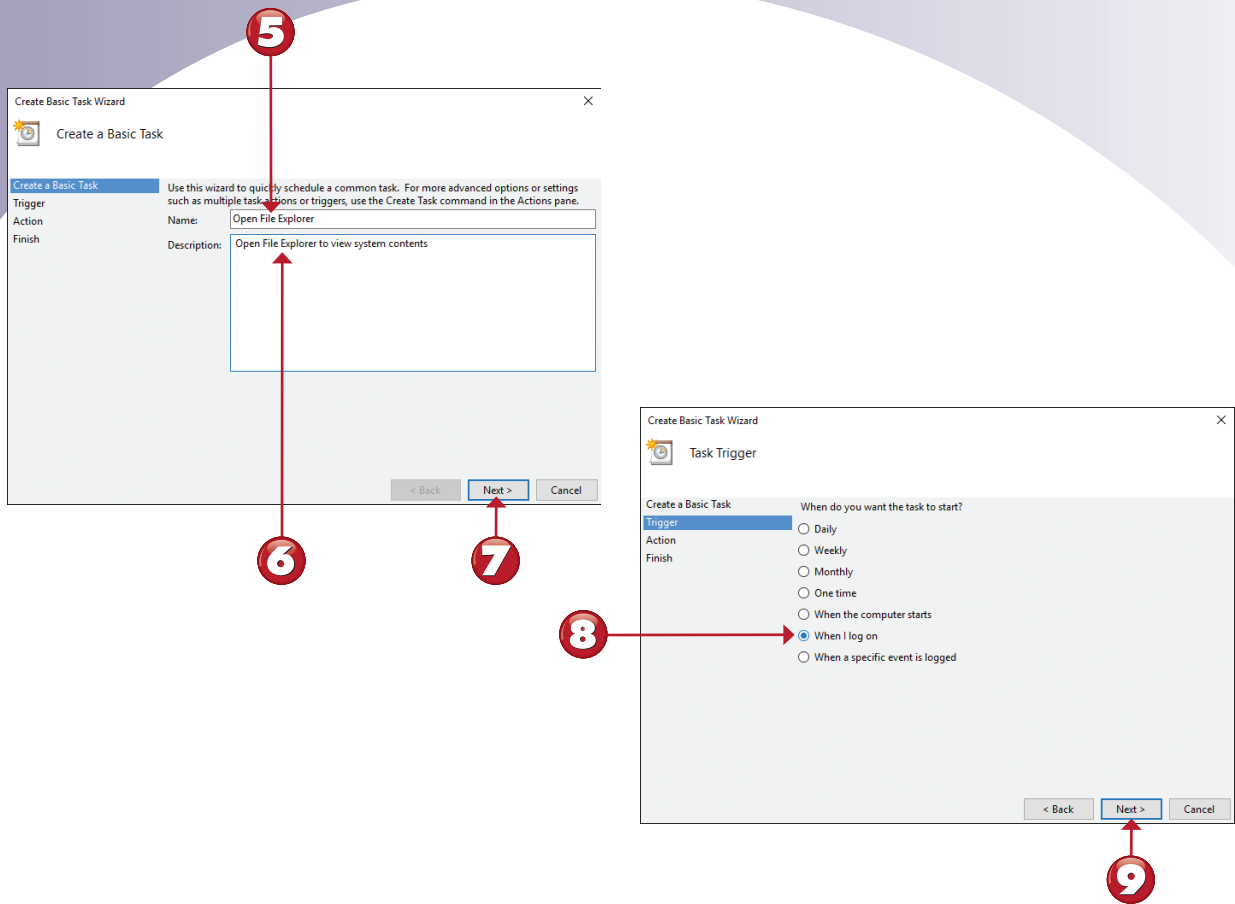
Some Windows 10 AE utilities have their own built-in scheduling features. However, you can schedule other tasks, such as starting a program you use every day, with the built-in Schedule Tasks feature in Control Panel. This lesson shows you how to set up File Explorer to open automatically when you log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





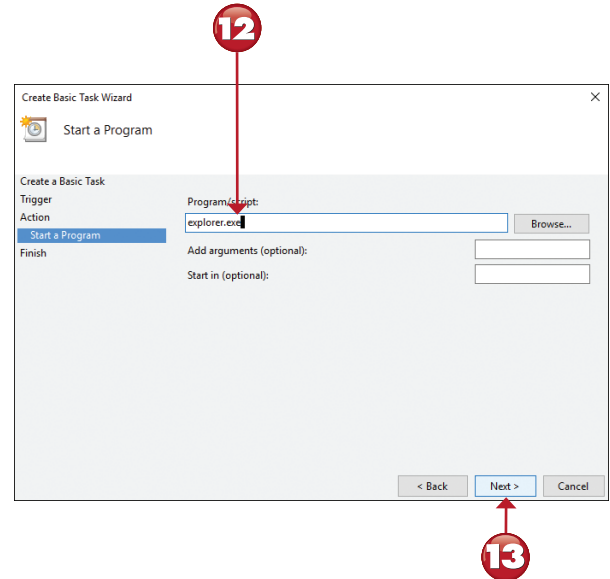
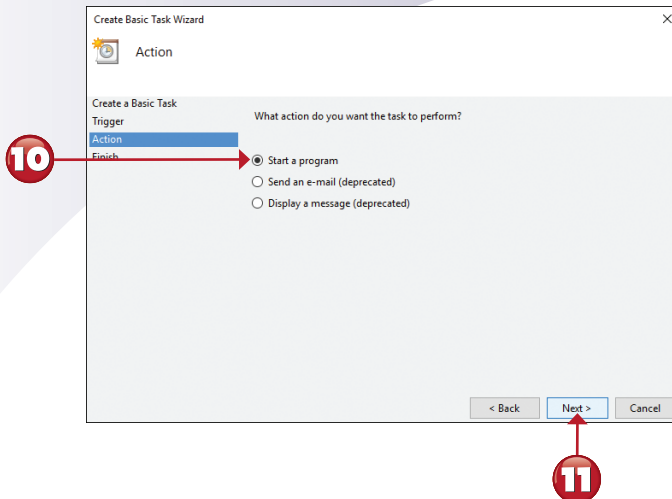
- 5 Enter a name for the task.
- 6 Enter a description.
- 7 Click or tap **Next**.
- 8 Click or tap **When I log on**.
- 9 Click or tap **Next**.

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**.

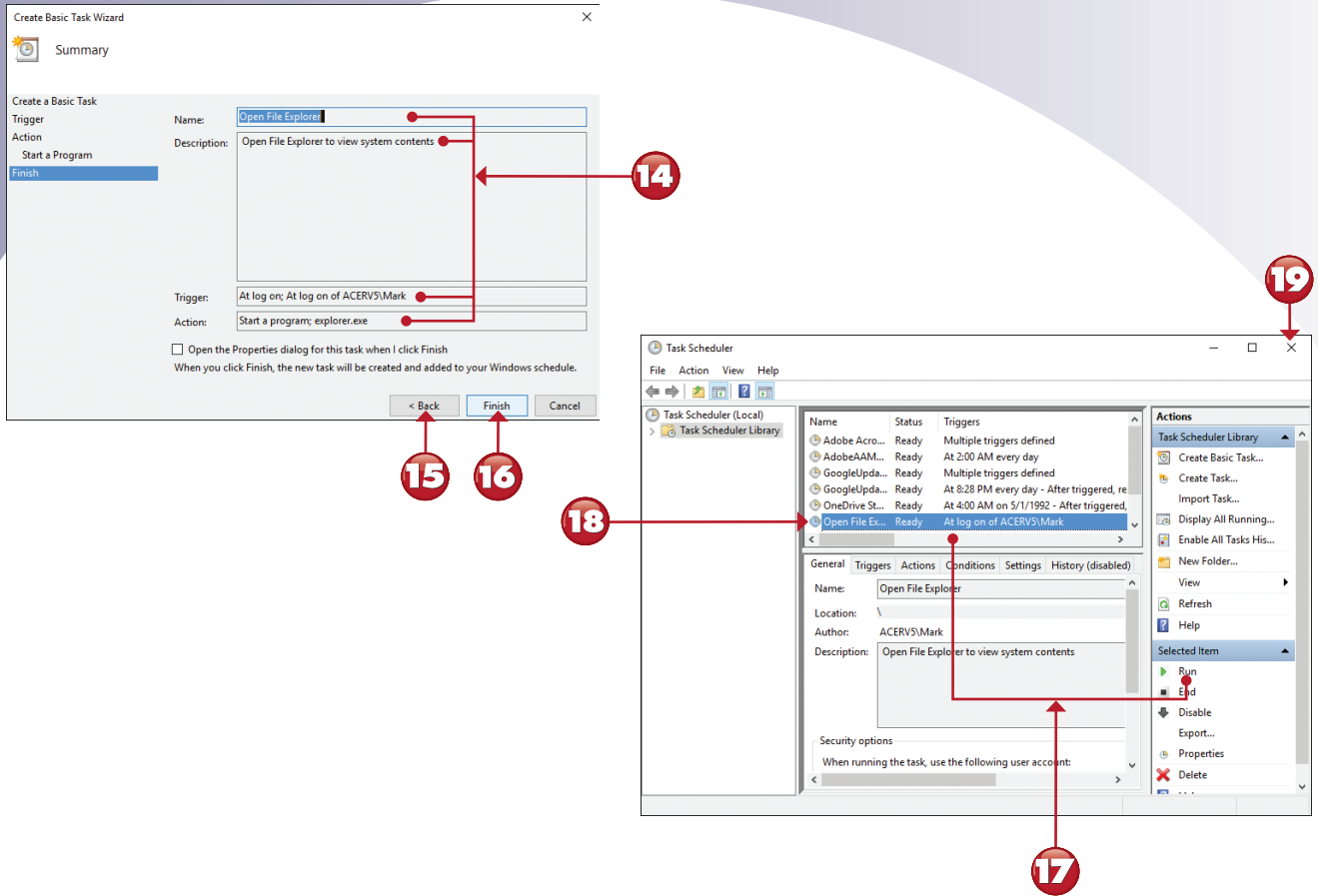
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NOTE

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** To test your task, click or tap the task, and then click **Run**.
- 18** To make any changes, double-click or double-tap the task. The task creation wizard shown in step 5 reopens.
- 19** When you are satisfied, click or tap to close.

End