

WINDOWS 10 INTRO & WALK-THROUGH



(or How to make Windows 10 look more like Windows 7)

LACS www.jimopi.net

(Re: Win10 build 1909) 2-11-2020

1. WELCOME SCREEN Demo: NOTE: You will never see it if you do not use a password.
2. VANILLA USER ACCOUNT DEMO: Demo the look of a new “vanilla” User Account vs the look of a customized User Account. *My “Win10 Install”, & “Win10 Tuneup” checklists both walk you through every step for customizing Win10 . See them at www.jimopi.net*
3. “START-ICON” Demo: (left-click vs right-click)
 - a. Start Menu: Demo Start Menu.
 - b. Tiles: Turn off Active Tiles. Remove unwanted Tiles.
 - c. Show where System Apps are located: IE11, Security Center, Windows Media Player.
 - d. Sign out if you want to log into a different User Account. (*Start > Click on user Icon > Sign out*)
4. TASKBAR Demo: Explain the Fields of the Taskbar: *Search, Cortana, Task view, “Quick Launch” Icon area, Programs area, Notification area, and Action Center Icon.*
 - a. Use Small Taskbar buttons to make more room on Taskbar. (*Right-click on the Taskbar > Taskbar settings*) Turn on “Use small taskbar buttons”.
 - b. If desired, you can hide the Search Bar, Cortana, Task view, People to make more room.
 - c. Make sure Taskbar is locked: (*Right-click on the Taskbar and may sure “Lock the taskbar” is checked*)
5. DESKTOP Demo: (*Right-click on the Desktop area > click Personalize*)
 - a. Move Start-Menu Icons to the Desktop. (*Left-click and drag*)
 - b. Add System Icons to the Desktop: “This PC (My Computer)”, “User’s Files”, “Control Panel”, & “Recycle Bin”. Check-mark all of them. (*Start > Settings > Personalize > Themes > Desktop icon settings*)
 - c. Demo Personalizing the Desktop. Themes, Background, Colors, Transparency,
 - d. Demo Colors: Default Windows mode = Dark Mode. Default App mode = Light Mode. See *my Windows 10 Install checklist for changing the colors and using Light/Dark Modes.*
 - e. Make TEXT Bigger: (*Start > Settings > Ease of access > Display*). Move the slider to the right as desired.
 - f. Show that the old style Control Panel is still there, just like Windows7
6. ACTION CENTER Demo:
 - a. Opening the Action Center. Show Expand/Collapse of Quick Actions.
 - b. Quick Actions: Edit the Buttons (*Right-click > Edit*). Delete the undesired Buttons & click Done
7. FIX THE DISAPPEARING SCROLL BARS (*Stop the hiding!*)
 - a. (*Start > Settings > Ease of Access > Turn off “Automatically hide scrollbars*). Now the Scrollbars are always there just like Windows 7.
8. “TABLET-MODE” DISABLE: (*Start > settings > Ease of access > Tablet Mode*).
 - a. Demo Tablet-Mode. (*Quick Action Button and Start > Settings > System > Tablet Mode*)
 - b. I usually Disable all Tablet Mode Features. *Make sure “Use Start full screen” is OFF.*
9. WINDOWS DEFENDER IS PART OF THE SECURITY CENTER and replaces MSE.
 - a. Demo: Security Center: If balloon is not green find out why.
10. USER ACCOUNTS: (*I recommend using only LOCAL Accounts, never a Microsoft live account*).
 - a. A PC should have at least 2 User Accounts.
 - b. A LIVE account vs LOCAL account. A LIVE User account is tied to a online Microsoft account. A LOCAL Account is more like Windows 7 & is not tied to anything outside the PC
 - c. NEW PC INSTALL. You can only create a LOCAL Acct if the PC is NOT on the Internet.
 - d. How to create a new LOCAL user account:
 - 1) First, You must be signed into an “Administrator” authority User Account.
 - 2) Then: (*Start > Settings > Accounts > Family & other users > click “Add someone else to this PC”*)
 - 3) Click “I don’t have this person’s sign in information”
 - 4) Click “Add a user without a Microsoft account.
 - 5) Enter a user Name for “Who is going to use this PC?” If desired create a Password.
 - 6) Account type: The new user will have “Standard” authority. If you desire “Administrator” authority go to the list of users, click on the newly created user. Click on “Change account type” and change it from Standard to Administrator. Click OK to save.

11. HOW TO:

- a. Demo: Ease of Access center. (*Start > Settings > Ease of Access*).
- b. Demo: Manual Windows Update: (*Start > Settings > Update & Security*).
- c. Demo: Customize Mouse Settings: (*Start > Settings > Devices > Mouse*)
- d. Demo: Customize Touchpad Settings: (*Start > Settings > Devices > Touchpad*)
- e. Demo: Create a shortcut or folder on the Desktop: (*Right-click Desktop > New > Folder or shortcut*)
- f. Demo: Recover Files from the Recycle Bin: (*Double-click Recycle Bin > Right-click desired Item > click Restore*).



12. CHROMIUM EDGE BROWSER **Old Edge Logo vs New Edge Logo >>>>>**

- a. Just released in January 2020 - version 80. See my *Win 10 Install list*.
- b. Even if you have the new version, I recommend setting a different Default browser: (*Start > Settings > Apps & features > Default Apps > Web Browser*). Change it to FIREFOX or CHROME.
- c. NOTE: IE11 is INSECURE & is not supported by Microsoft & many websites Do not use it.

13. FILE EXPLORER CUSTOMIZATIONS:

- a. Demo: Menu Bar = File Home Share View
- b. Change the Default characteristics for all File Explorer windows: Open any Window: (*Click View > Options > View tab*). NOTE: My recommended choices are in my "*Win10 Install checklist*"
- c. Changing the view of an individual Explorer Window. Open the window and click "View". Select the desired views (choose: Layout, Sorting, grouping, etc).
- d. "Details" view: Change, Add, or Move Column Headings. (*Right-click on any column heading*).

14. PRIVACY:

- a. Windows Permissions: (*Start > Settings > Privacy > General*)..Disable all desired options.
- b. App Permissions: (*Start > Settings > Privacy*) Turn OFF all desired options for Location, Camera, Microphone, etc, etc.
- c. Account Privacy: (*Start > Settings > Privacy > Account info*) Turn OFF "Allow apps to access your account info".

15. SNAP: To keep windows from auto resizing and moving around, turn off SNAP: (*Start > Settings > System > Multitasking > Snap Windows*), Turn Snap OFF.

16. NOTIFICATIONS: To avoid being disturbed by annoying Notifications, I recommend:

- a. Disable Individual Notifications: (*Start > Settings > System > Notifications & actions*).
 - 1) Do NOT turn off the main switch called: "Get notifications from apps & other senders."
 - 2) Do UN-CHECK all the boxes and turn OFF all the switches for individual notifications that you do not want. (*especially the one called "Get tips, tricks, & suggestions"*)

17. SYSTEM PROTECTION: (*System Restore*) is OFF by default by Microsoft, unless it was turned on by the manufacturer of the PC. (*Control Panel > System > System protection*)

- a. Make sure System Restore is running on Drive C and only on Drive C.
- b. Make sure the Max usage is configured for about 30 GB.

18. TASK MANAGER: Demo features (*Right-click on Taskbar > click on Task Manager*)

19. OneDrive: Hide or remove OneDrive if you don't need it.

- a. Hide OneDrive: For each user: Right click on the OneDrive Icon in the Notification area. Click (*Settings > Settings tab > uncheck "Start OneDrive automatically with Windows"*). Click OK.
- b. Remove OneDrive: (*Start > Settings > Apps > Apps & features > click on Microsoft OneDrive > Uninstall*)

20. UAC: User Account Control: (*Control Panel > Security & maintenance > Change UAC Settings*.) Move slider all the way up and click OK to save the setting.

21. WINAERO TWEAKER UTILITY - Free Utility to customize Text Size and Boldness:

- a. Download from: <https://winaero.com/download.php?view.1796=>
- b. See the writeup for using it on my website at: <http://www.jimopi.net>.

22. PASSWORD EXPIRATION: Windows 10 Pro and Enterprise only. Passwords expire every 42 days. See my "*Windows 10 Tips*" writeup to turn off Password Expiration. (*Control Panel > Administrative Tools > Local security policy > Account policies > Password policy > Maximum password age*)