








Microsoft Windows - Tips and Tricks

Here is a selection of our favourite tips and tricks.

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|  + M | Minimise all windows and show the desktop. |
|  + L | Lock the device - we recommend you do this when you leave your PC or Laptop unattended. |
|  + X | Open the alternative Windows 10 Start Menu which contains system options. |
|  + Print Screen | Take a screenshot. |
|  + 1-n | Open pinned applications from the Taskbar. |
| Stop showing recently opened apps | Settings > Personalisation > Start Start and toggle the 'Show recently added apps' option to off. |
| Choose folders on Start menu | Open the Settings app from Start Menu and go to Personalisation > Start and click on the 'Choose which folders appear on Start' link. Now you can customise the folders list that shows on the Start menu. |
| Turn off “Live Tiles” | If you're distracted by the constant updates and changes in the tiles, you can turn off their ability to display updates. Just right-click on them and select the 'Turn live tile off' option. |
| Remove Cortana search box | Right-click on an empty part of the taskbar, select Cortana and choose 'Hidden' to change it to a popup. |
| Download offline maps | Head to Start > Settings > System > Offline Maps and then click the Download maps button. |
| Move photos from your smartphone | Plug your Android/iOS phone to your Windows 10 computer using the regular microUSB cable. This will launch the new Phone Companion app with information about your phone. Now scroll and select the 'Import photos and videos into the Photos app' option. |
| Create a recovery disc | Plug in a USB drive and head to Start > Settings and type 'recovery' in the Find a setting textbox and select the 'Create a recovery drive' option. This will launch a wizard which wipes the USB drive and transforms it into a recovery drive |
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