
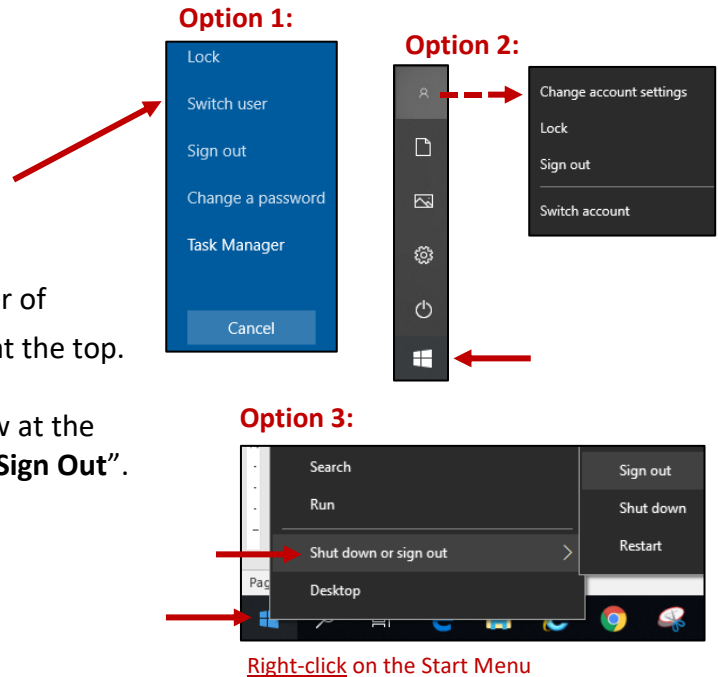


# What's New in Windows 10

## Logging Off & Shutting Down:

There are multiple ways to lock, log off, or shut down the computer.


1. Using your keyboard, press **Ctrl + Alt + Delete**.
2. Click on the **Start Menu** in the bottom left corner of your screen  and choose the **Profile Person** at the top.
3. Right-click on the **Start Menu** and click the arrow at the end of the line that says choose "**Shut Down or Sign Out**".



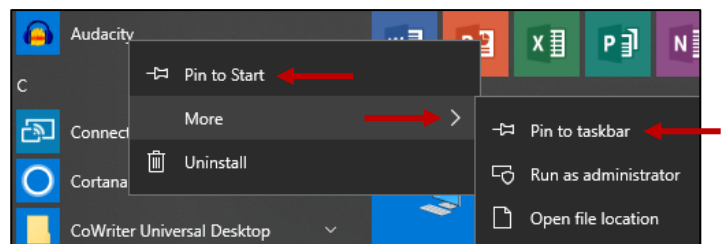
## Customizing the Start Menu and Taskbar:

Users now have control of customizing the start menu and taskbar on their laptops and desktop computers. After you log off, the settings that you create will remain for when you log in again. The settings do not carry over from one computer to another. You will need to customize each computer individually.

### To Pin a New Tile to the Start Menu or Taskbar:

There are TWO ways to pin a new icon. You will start by clicking the Start Menu  to view the programs.

1. Click on the program name and **drag** it to either the right side of the Start Menu or the Taskbar.
2. Right-click on the program name and choose **Pin to Start** to add the program to the Start Menu. To add the program to the Taskbar, you will right-click on the program name and choose **More** and then **Pin to Taskbar**.

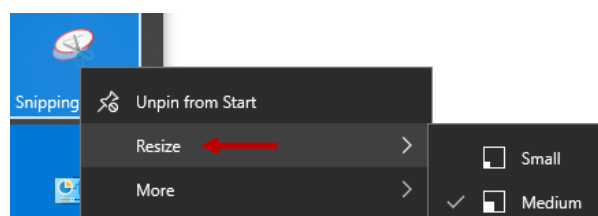


### Moving the Tiles in the Start Menu or Taskbar:

To move a tile in the start menu or in the taskbar, click on the tile and drag it to the desired location.

### Changing the Size of the Tiles in the Start Menu:

Right-click on the tile and choose **Resize**. You can make the tile small or medium.



### Unpinning a Tile in the Start Menu or the Taskbar:

Right-click on the tile and choose “**Unpin from Start**” or “**Unpin from Taskbar**”.

**\*NOTE:** You can unpin any of the original 5 shortcuts from the taskbar, however, when you log off and back on, these programs will automatically re-pin themselves. Any new pins you have made will remain though.



Original 5 programs that will re-pin after logging off.

### Adding and Renaming Groups:

To rename an existing group, click on the double-line at the end of the group name. Change the name and press Enter.



To create a group, drag a program to the empty section at the bottom of the start menu. Once the tile is at the bottom, hover the area above the tile and you will see a line like the other group titles. Click the double line at the end of the line to rename the group.



### Creating Subfolders (like on an iPhone):

Click on a program tile and drag it over top of another tile. This will combine these two tiles into a subfolder.

### Resize Area of Start Menu:

Hover the right side edge of the Start Menu until you see a double-headed arrow. Using the arrow, drag the menu to make it larger or smaller.

## Adding School District Printers:

After logging in, you will automatically have access to some of the printers for your home-based building. If you choose to add more printers, you will need to add them manually. However, you will only have to add the printer one time. After you log off the computer and back on, the computer will remember the printers that you previously added.

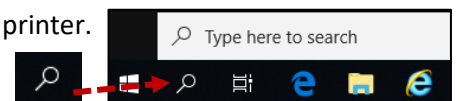
**\*NOTE:** When you add a printer, you are only adding it to the computer that you are using. The settings do not carry over from one computer to another. You will need to add printers to each computer that you use.

There are TWO ways to add a printer:

1. Click on the magnifying glass in the bottom left of the taskbar to search for a printer.

In the search box at the bottom, type **\\print1** and press Enter.

Find the printer you would like to add. They are alphabetized.



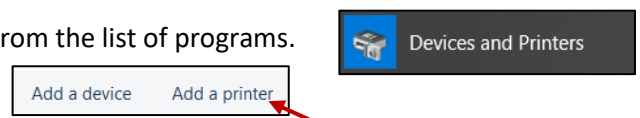
**\*NOTE:** For a quick find, you can begin to type the printer name and it will take you to that section of printers.

**\*NOTE:** If you take your laptop home, you will **NOT** be able to print to school printers from home.

**\*NOTE:** This option is only available for teachers and staff. Students will not be able to add printers this way.

2. Click on the **Start Menu**  and choose **Devices and Printers** from the list of programs.

Click on **Add a Printer** at the top of the pop-up box. Select the printer you want to add and press **Next** to add the printer.



**\*NOTE:** This is the only option available for students.

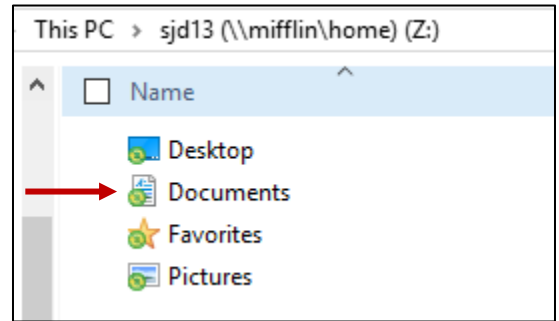
## Understanding Your Z Drive:

Your Z drive now contains several folders:  
(Desktop, Documents, Favorites, and Pictures)

**\*\*To find the documents that were previously in your Z drive, you will navigate to the Documents folder.**

You can access your Documents folder from TWO locations:

1. Open the **File Explorer** (yellow folder in the taskbar).
  - The Documents folder can be found under “**Quick Access**” AND under “**This PC**”.
  - If you open your Z drive, you will see a link to Documents there as well.
2. Open the **Start Menu** and click on the **Documents** icon.



### What's New About the Z Drive:

The desktop is now part of your Z drive. Files saved to the desktop will now be backed up on our server and will no longer be deleted after you log off of the computer. You can access these documents that are on the desktop through your Z drive and they will remain on the desktop even after you log off and back on.

If you open your Z drive, you will notice that there are green sync icons next to all 4 folders (desktop, documents, favorites, and pictures). This means that as you create documents, save pictures and create bookmarks on the Internet (Favorites), these items are being backed up on our district server and will remain in your Z drive even after logging off.

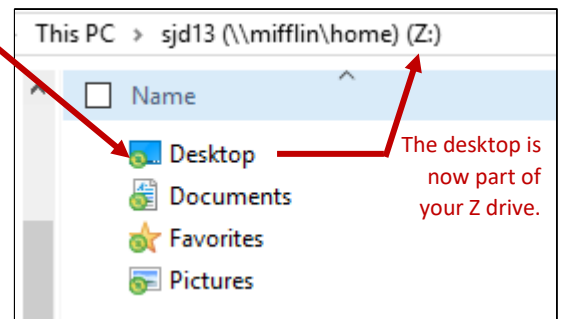
When you take the laptop home, you will NOT see the green sync arrows because you will not be connected to the MCS D network.

However, when you bring the laptop back to school, the laptop will automatically sync these 4 folders with your Z drive. This means that the items you save at home to either the desktop or the Documents folder will automatically be saved to your Z drive when you return to school. The syncing happens automatically.

Since you are able to access your “**Documents**” folder from home, you can open existing documents, work on them at home, and save them as the same name in your Documents folder. When you return to school, syncing will occur. The computer will automatically save the most recent version of the document (i.e. the one with the changes made at home).

**\*NOTE:** If you forget your laptop at home and open a document that you worked on at home but have not synced yet, you may have a discrepancy issue when you bring the laptop back to school the next day. When syncing, the computer will not understand which is the good copy of the file since both have been altered.

**\*NOTE:** You are unable to access mapped drives from home. This includes Faculty Resources, Student Resources, Class Resources and Drop Boxes. You will be able to access the Applications folder on the Desktop.



## Saving Documents:

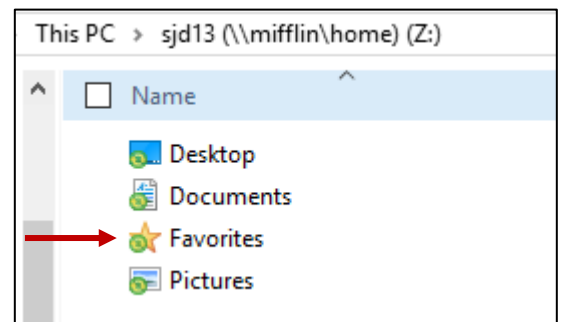
As you save documents now, you will want to save them to the **Documents** folder. This is where you will find your previously saved documents. If you accidentally save to the Z drive though, these files will still be backed up on the server and available after logging off of the computer.

## Favorites/Bookmarks:

You now have the option to bookmark your favorite websites on the Internet for quick access.

### Browser Options:

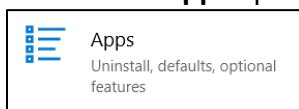
- **Internet Explorer:** These favorites are synced so if you save a bookmark on one computer, you will be able to access it on any computer. You can access the bookmarks through Internet Explorer or in the **Favorites** folder in your Z drive.
- **Microsoft Edge:** Edge is the new Internet Explorer. Favorites that are saved in Edge are not synced and will not be accessible on other computers.
- **Google Chrome:** Like Edge, Google Chrome is not synced. Favorites are saved per computer and are not accessible from computer to computer.



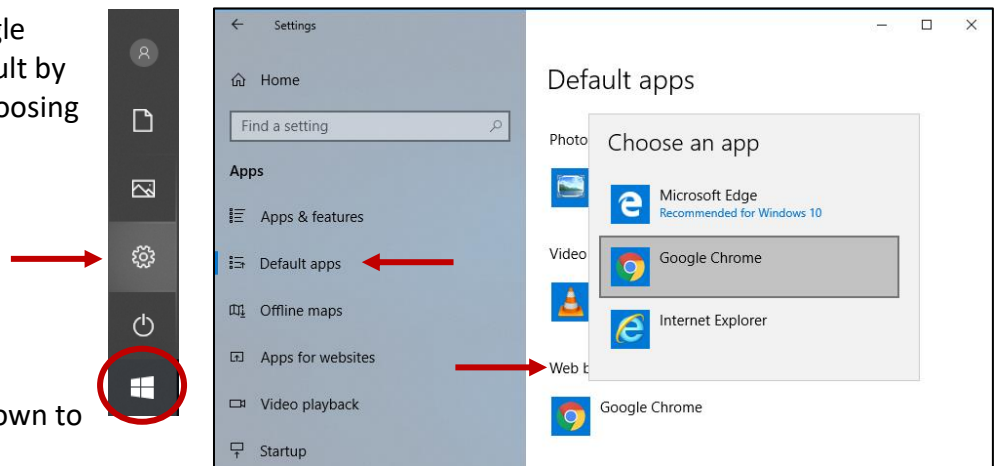
## Changing the Internet Browser Default:

The default browser is set to Google Chrome. You can change the default by clicking on the **Start Menu** and choosing the **Settings** icon.

Click on the **Apps** option.



Click on **Default Apps** and scroll down to the **Web Browser** section.



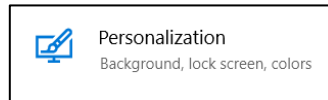
Make your selection and then close the window. This will change the default to the browser of your choice.

**\*NOTE:** Even though you have access to the Settings area, you will not be permitted to delete or download new programs.

## Changing the Background Image of the Desktop:

You now have permission to change the background image of your desktop. This image will remain after you log off of the computer. Click on the **Start Menu** and choose the **Settings** icon.

Click on the **Personalization** option.



Under the **Background** section, choose your background and then close the window.



## Task View:



Task view allows you to quickly see a small window of all documents and Internet browsers that are currently open. It also shows documents that were recently closed. You can click on these documents to re-open them.

Task View also allows you to create multiple desktops. Simply click the + sign to create a new desktop. To toggle between the desktops, click the **Task View** icon and choose the desktop you would like to work on.



**\*NOTE:** The recently viewed documents will still be shown in the Task View even after you log off.

**\*NOTE:** The Task View is only valid for the computer you are working on. It doesn't transfer from one computer to another.

## Snipping Tool:



The Snipping Tool is not a new tool but it is now pinned to the taskbar for easy access. This tool allows you to take a screenshot of anything on your screen. The snip can then be annotated and saved as an image or copied and pasted into a program.

1. Click on the **Snipping Tool** to open the toolbar.
2. Click on the **New** button to begin the screenshot.
3. Your mouse will be a plus sign. Click and drag across the area you would like to take a picture of.

**\*NOTE:** You can change the type of screenshot it is under the **Mode** option. Choose from Rectangle, Window, or Free-Form.

4. After you create the snip, you can use the pen, highlighter, or eraser to add information to the snip.
5. To save the image, go to **File** and choose **Save As**. Choose the title and save location for your snip. An image can be saved as a PNG, GIF, or JPEG.
6. To copy the image, click on **Edit** and choose **Copy**. Open any program and paste the image. If you added annotations, these marks will be included in the copied image.

