GGCS Introduction to Windows 10

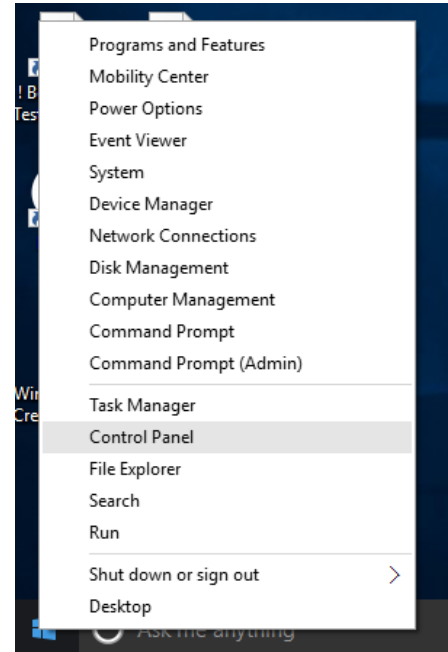## Part 3: The Control Panel and Settings in Windows 10

Most programs and apps have settings specific to that program. For example, in a word processor such as Microsoft Word there are settings for margins, fonts, tabs, etc. If you have another word processor, it can have different settings for margins, fonts, etc. These specific settings only affect one program.

The settings in the Control Panel and in Settings are more general and affect the whole computer and peripherals such as the mouse, keyboard, monitor and printers.

For example, if you switch the right and left buttons on the mouse in the Control Panel or in Settings, they are switched for everything you click on. If you change the resolution of the monitor, it is changed for the desktop, menus, Word, Internet Explorer and Edge, etc.

- **How to display the Control Panel**
    1. Right-click the Windows Start button or press the Windows key on the keyboard + X.
    2. Click "Control Panel" on the popup menu as shown in the first screen capture.

In Windows 10, many of the settings that once were in the Control Panel have moved to Settings. However, there are often links in Settings that take you back to the Control Panel and many other settings that still only exist in the Control Panel. Settings versus Control Panel is an evolving part of Windows design that started with Windows 8. It is not clear at this time whether the Control Panel will eventually go away or whether it will simply be used less frequently by most users.

- **How to display the Settings**
    1. Click the Windows Start button.
    2. Click the gear icon with the Settings label as shown in the second screen capture at the right.
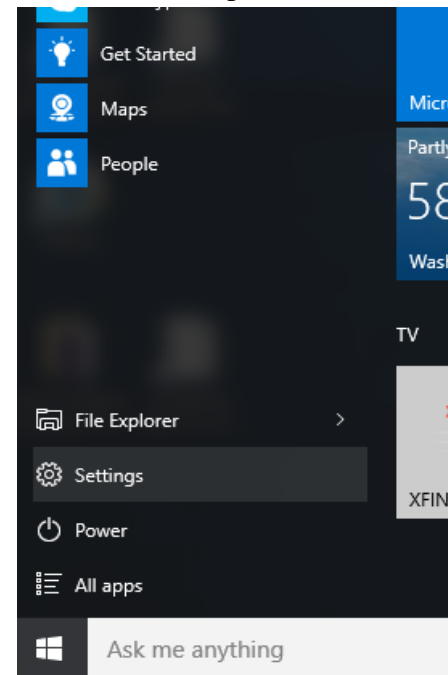
The Window 10 settings are sorted into nine groups. The organization seems reasonable and useful. This may be in part because there are not nearly as many items in Settings as there are in the Control Panel for earlier versions of Windows. Microsoft tried to make the Control Panel easier to use with an overlay of organizational groups. However, I just found that confusing and always went back to the original view that showed every item on one screen.

In this third part of Introduction to Windows 10, we will explore primarily the Settings functions in Windows 10.

The nine organizational groups in **Settings** are shown in the screenshot at the top right. Key contents are shown on the line below each group's name.

We will start our exploration with the first group, **System** and omit only **Network & Internet, Time & Language and Ease of Access.** Of course, you can explore any of these groups at any time by clicking Settings on the Start menu and then clicking one of the groups in Settings.

- **System settings**

    In the Settings window, click on **System**.

    The contents of **System** are shown in the lower screen capture at the right. While there are eleven System items, four are more often used than the others: **Display, Power & Sleep, Storage and About**. They will be covered in detail on the next pages

    Notifications & actions controls what is shown on the Lock screen and in the Action Center (the icon on the Taskbar next to the time and date.

    Apps & features is like Programs and Features in the Control Panel and allows you to uninstall apps/programs or modify or move them.

    Multitasking has setting for the Snap feature for arranging windows and virtual desktops.

    Tablet mode has settings that are useful on tablets, especially ones with small screens.

    Battery saver appears only on notebooks and tablets and has settings to prolong battery life.

    Offline maps allows you to obtain maps of all parts of the world and store them for future use with the Maps app.

    Default apps allows you to select which app opens when you click on different file types. For example, Mail, music, photo and video files or web site URLs.
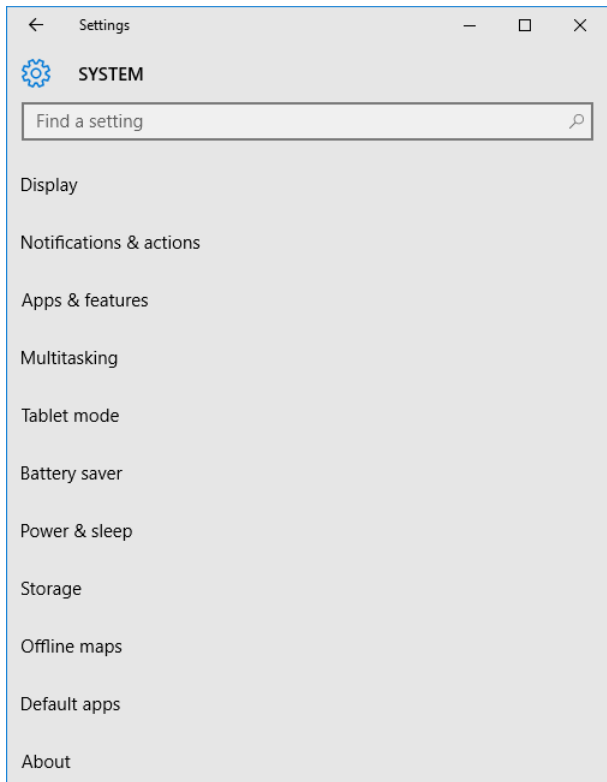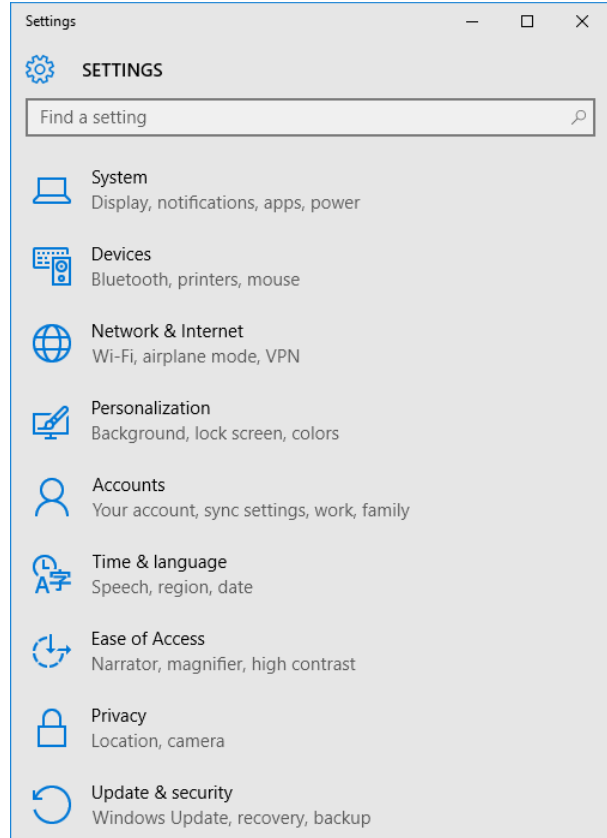
1. Display

Most Windows computers only have one monitor, so there is only the blue box with a 1 under Customize your display in the top screenshot on the right. If there are two monitors, there will be a second box with the number 2. This allows different settings for each monitor.

The first setting is for the size of text, apps and other items. You can experiment with this if you are having trouble reading the screen for some apps. However, changing this may have unexpected undesirable effects. Make a note that you changed this setting so you can undo the change if you decide it isn't helpful.

The Orientation setting is not often needed, but it is available. The normal setting is Landscape (the long dimension of the monitor is at the bottom). Portrait reverses that so the short dimension is down. If your monitor has a swivel base, you might use Portrait when editing documents in order to see more of the page. The flipped settings are used with projectors, especially when the projector is mounted upside down on the ceiling and the flipped Landscape setting puts the image right side up on the screen.

Brightness is self-explanatory and normally only used on notebooks and tablets. Reduced brightness means longer battery life.

Click Apply or Cancel after you make changes.

The **Advanced Display settings** are shown in the lower screenshot.

The screen resolution is usually the maximum possible for the monitor. Lower settings make everything larger, but less information can be shown on the screen.

Color calibration is a wizard to set the screen to best appearance as is Clear Type text settings.
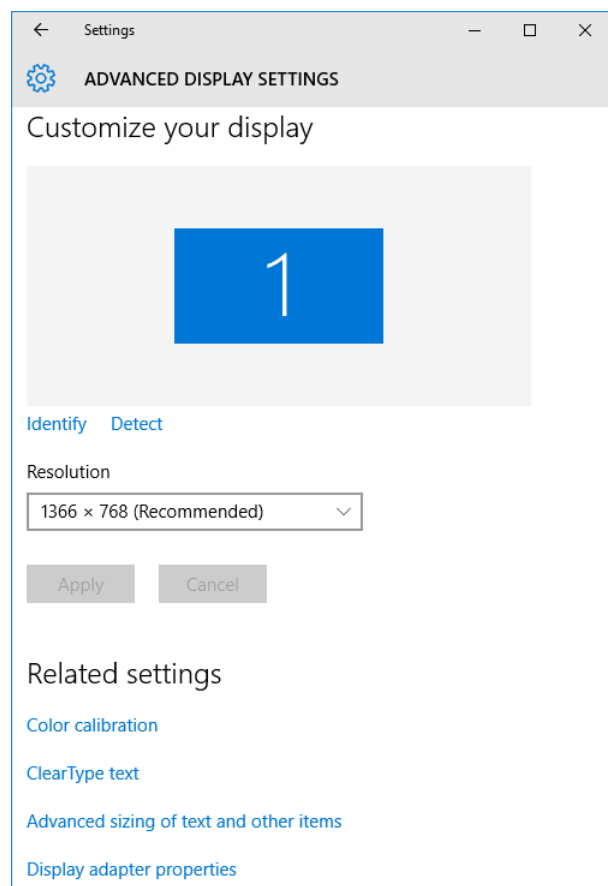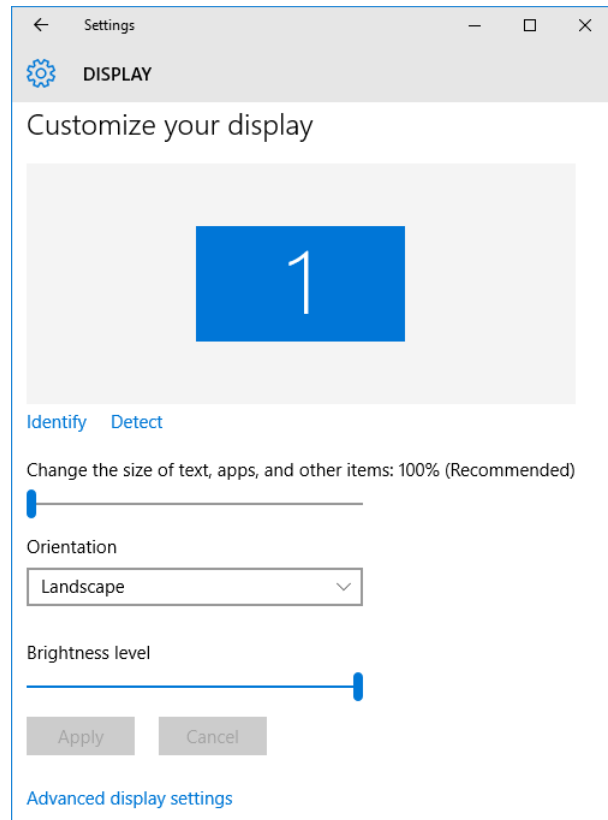
2. Power & Sleep

The power and sleep settings are especially important for battery powered computers to maximize battery life. However, they are also helpful on AC powered computers to reduce power when the device is not in use.

At the bottom of the screen capture at the right is a link to Additional power settings.

This link, leads to the Control Panel's Power Options screen with many more settings as shown in the screenshot below

On the left side of Power Options,
   - Require a password on wakeup
   - Choose what the power buttons do and
   - Choose what closing the lid does
all link to the same "Define power buttons and turn on password protection" screen. Near the top of that screen, there is a shield next to the "Change settings that are currently unavailable" link. You must click this link to change password protection on wakeup or shutdown settings.
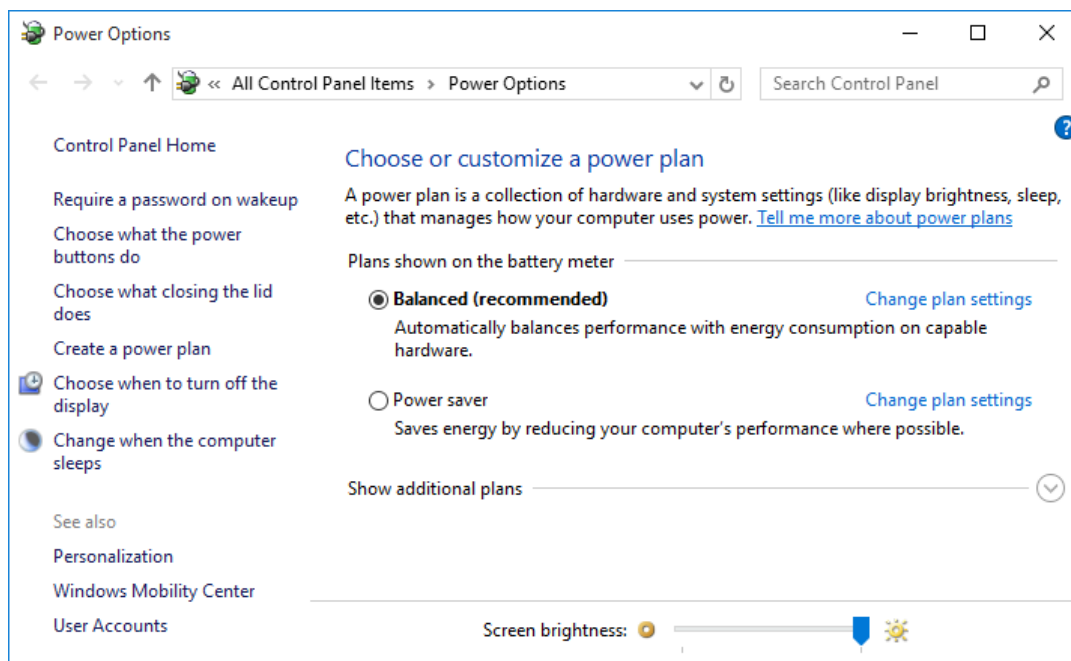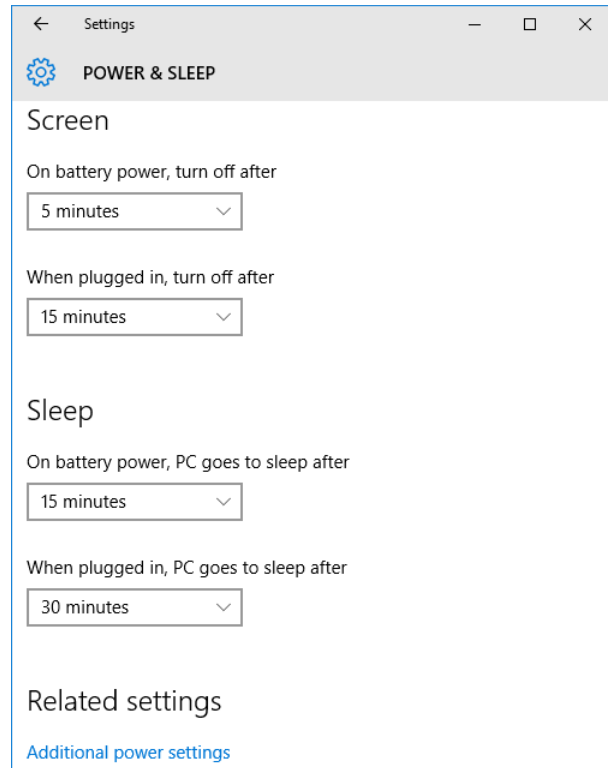
Requiring a password on wakeup is helpful if you are concerned about people accessing your computer when you are away from it. Changing what power buttons and closing lid on a notebook do is also helpful if you don't like the default settings.

Under Shutdown settings, you will need to uncheck "Turn on fast startup (recommended)" in order to boot from power off into the UEFI BIOS screen or with a boot CD or flash drive.

3. Storage

The storage settings start with information about the hard drives attached to the computer. In the screenshot at the top right, the hard drive has been divided into three partitions available for storage: C:, D: and E:. There are other partitions on the hard drive, but none of them have a drive letter, so they cannot be used to store files. This is an unusual drive in that there are two Windows partitions so that the system can dual boot Windows 8.1 and 10.

The size of each partition is shown as well as how much is used.

Click on a partition for more detailed information, and click on the detailed information entries for candidates for deletion if you need to free up space.
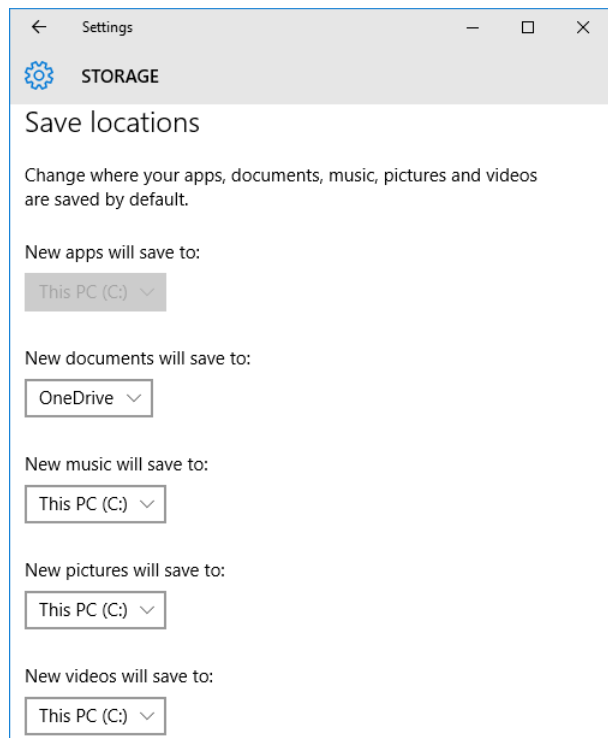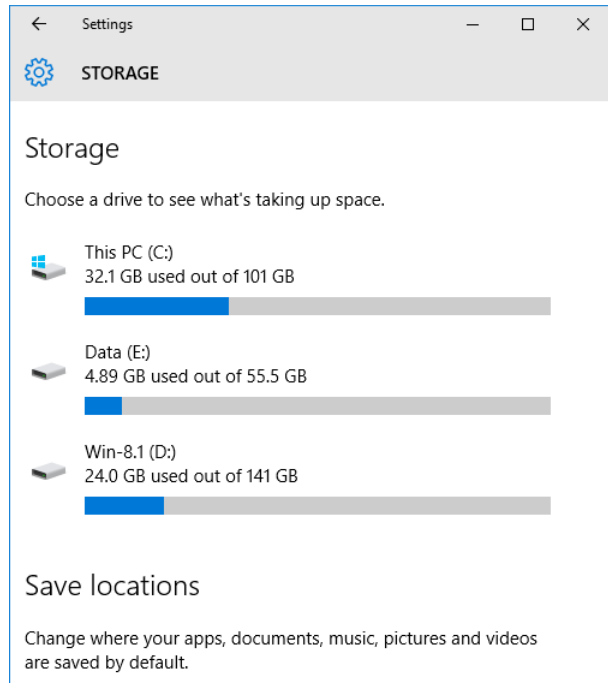
If you scroll down in the Storage window, you will see the Save locations shown in the second screenshot on the right.

You can set the default location for files to be saved by file type. In this case, documents are saved by default in the cloud on Microsoft OneDrive. The other files are saved on the local C: drive. Saving files on OneDrive makes them available to other computers via the Internet.

Storage space on OneDrive is free with a Microsoft account and more space is available with a Microsoft Office 365 subscription.

If you do not see the option to save to OneDrive but know you have OneDrive set up on your computer, it may be because of the settings in OneDrive.

Locate the OneDrive icon (it is two overlapping clouds) on the Taskbar or in Hidden icons (caret icon) on the Taskbar. Right click the OneDrive icon and select Settings. Click on the Auto save tab and set the save location for documents or photos to OneDrive. The OneDrive storage location will then be available for documents and/or photos.

4. About

The About settings screen has information about the computer as shown in the screenshot below on the left. If you scroll down the About window, you will see the Related settings shown in the screenshot on the right.
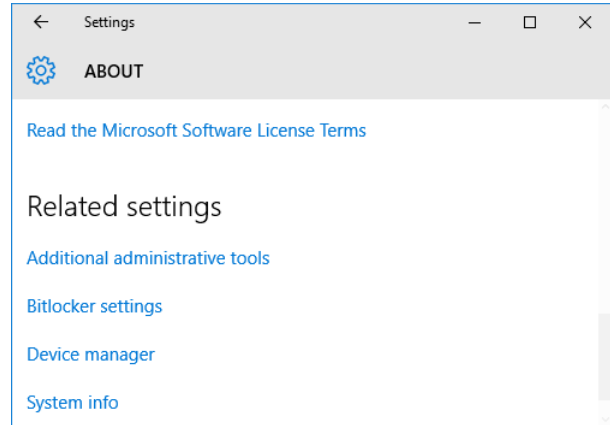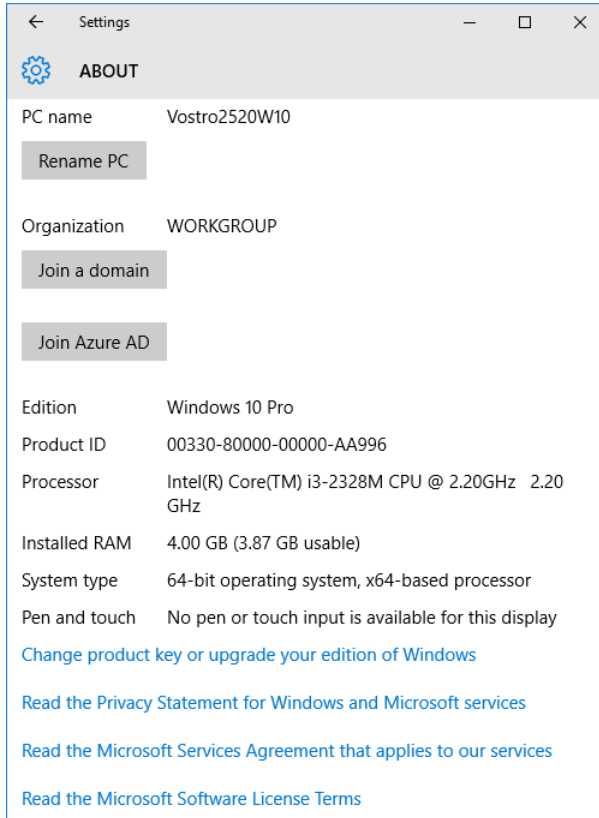
When you click on the last item under Related settings, System info, the Control Panel System windows shown below opens.

You can also access the System window by right clicking on the Start menu as shown in the first screenshot on page 1.

The Windows Activation status is shown in the System window at the very bottom of the screen. It is also shown in Settings in Update & Security under Activation.

The System Protection link on the left side, shown by the arrow, provides access to System Restore in Windows 10.

In Windows 7 and XP, System Restore was on the Start menu in All Programs / Accessories / System tools.

Clicking the System protection link opens the
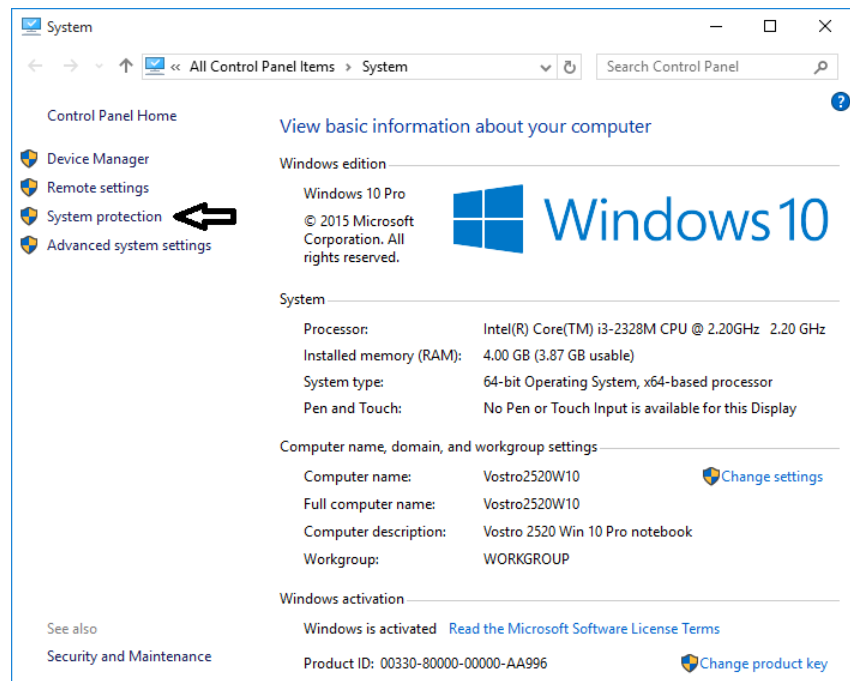
System protection tab of System Properties as shown in the screenshot at the right.

If you are having problems with your computer, System Restore can return Windows to a previous condition. Windows files, program files, device drivers that have been changed are restored to their previous state.

In some Windows 10 installations, System Restore is turned off by default. It's smart to confirm that it is turned on for the boot drive, C:.

Click on the line with the boot drive letter, and then click the Configure button.
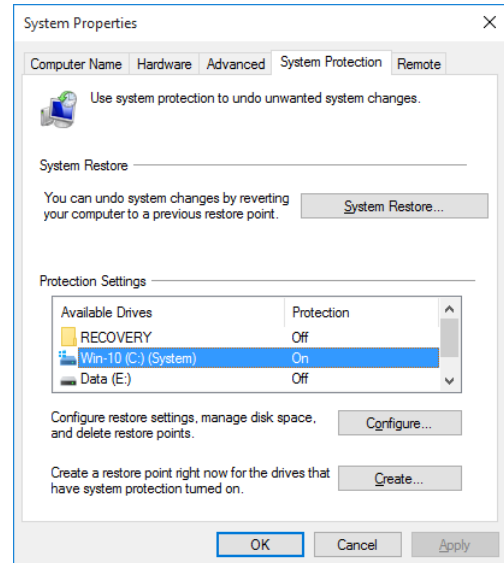
In the popup window shown at the right, click on the radio button next to "Turn on system protection," and set the Max usage slider to 10% as shown. Click the OK button to save the changes and close the popup window.

You can also create a restore point or restore a previous restore point by clicking the Create… or System Restore buttons.
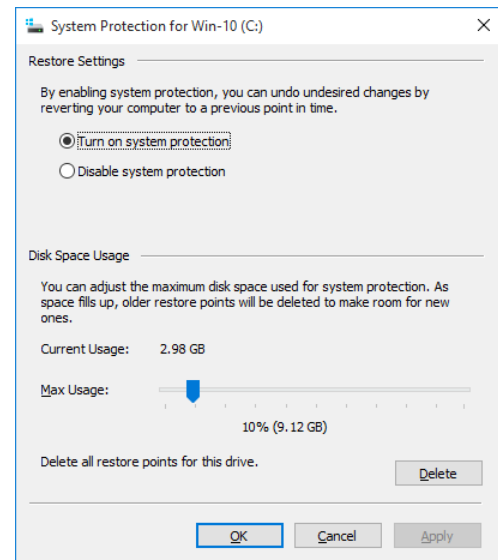
For more information about System Protection and System Restore go to:
http://www.tenforums.com/tutorials/4588-system-restore-windows-10-a.html

- **Devices**

  In the Settings window, click on **Devices**.

  The types of devices are shown in the top screenshot on the right. Just about everything that's plugged into your computer or connected wirelessly by Bluetooth will be listed.

  There are also settings for typing and the autoplay feature that applies to CD/DVD drives and memory card readers.
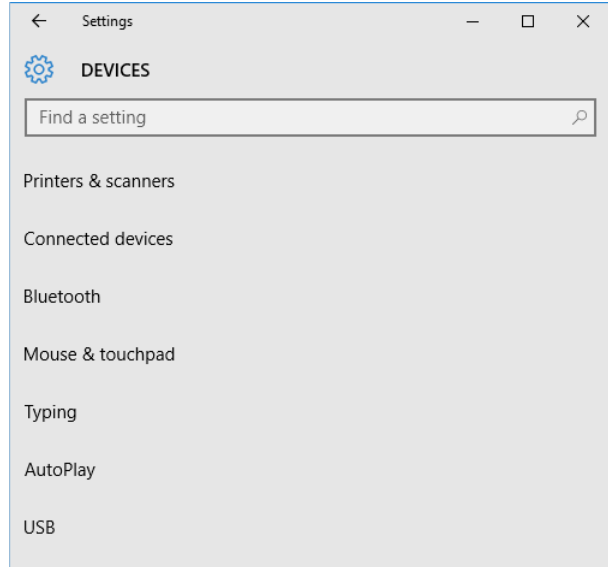
  The **Printers & scanners** settings (screenshot on lower right) allow you to add a new printer or scanner. For a printer or scanner that's already listed, you can set it as the default device or remove it if you no longer are using it.

  The option to have the last used printer become the default printer can be useful if you do printing jobs that switch back and forth between printers. However, you need to be aware that the default printer may not be the one you expect when you start to print, so select the right printer the first time you start a new project.

  Connected devices are monitors and web cams and devices on your network such as a Roku box. Normally, you don't need to do anything, but if you remove a device, it may be wise to check that it has been removed from connected devices.

  Bluetooth devices can be keyboards and mice and even smart TVs. You can check here to see if they are correctly paired or to remove them.
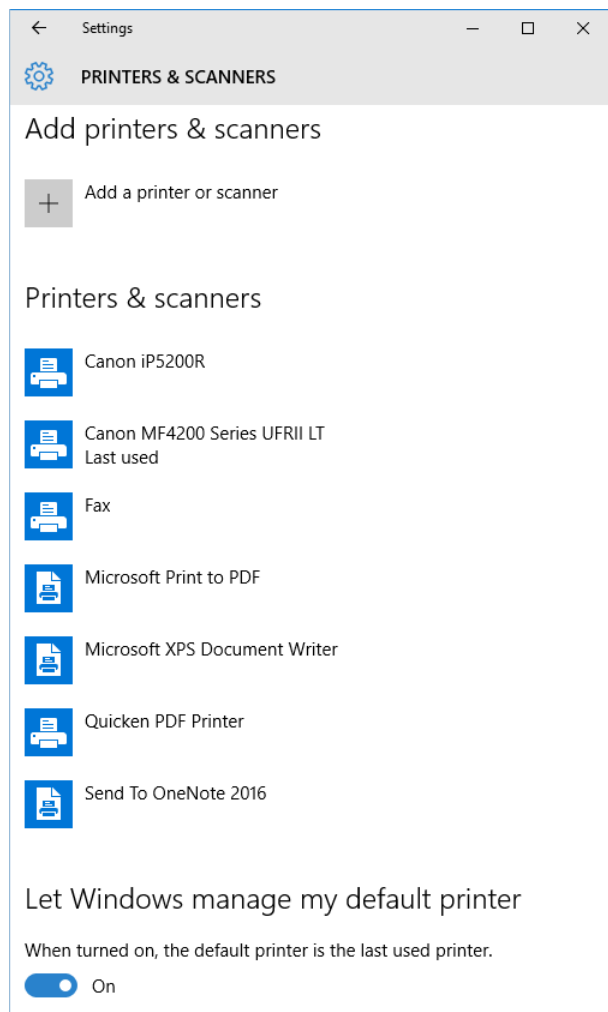
The **Mouse & touchpad settings** (screen-shot on the top right) used to be only in the Control panel. They are still there, but the most frequently used settings are also here.

Left handed users may want to select the right button as the primary "click" button. As you can see, I set my mouse that way.

The "Additional mouse settings" link at the bottom of the window takes you to the Control panel settings.

The **Typing** settings allow you to turn autocorrect on or off and to have misspelled words highlighted.

Autoplay is the feature that starts a program installation CD or DVD automatically when you insert it in the drive. This can be very convenient, but it is a security risk if unknown disks might be put into your computer's drive.

The only setting for **USB** devices is whether you get notifications of USB device problems that pop up on your screen.
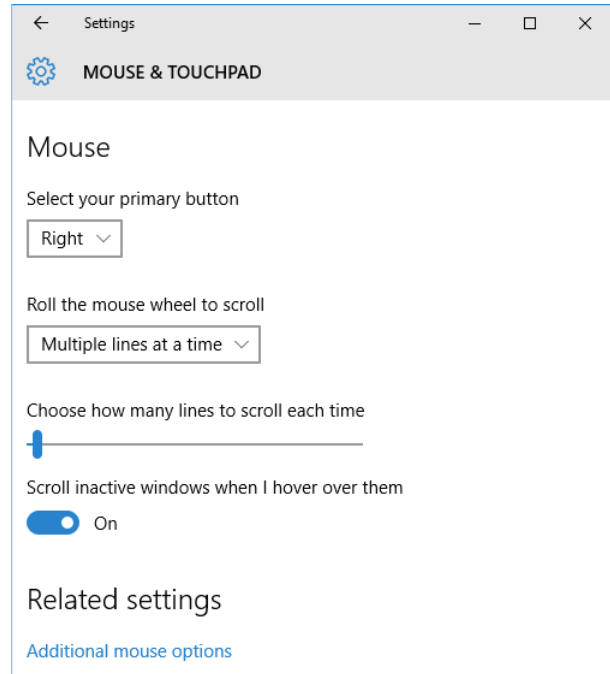
- **Personalization**

  In the Settings window, click on **Personalization**.

  The **Personalization** settings involve mainly the appearances of the Desktop, Lock screen, Taskbar and Start menu.

  The best way to learn about these settings is to open each group and try out different settings to see if you like the change and want to keep it. This is a personal preference area, but there are useful changes available in some cases.
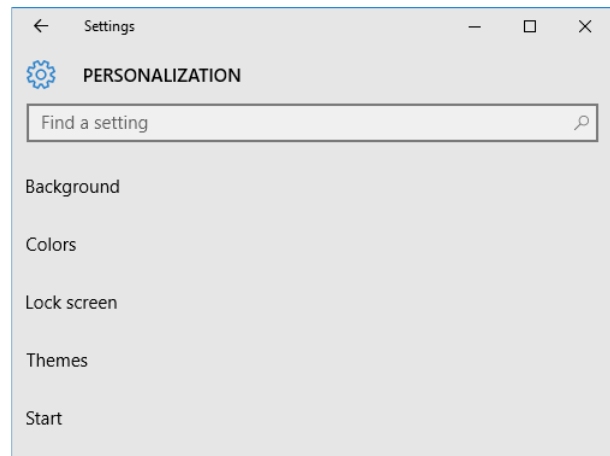
For example, on tablets and notebooks, the Lock screen is often displayed when you are not actively using the device. You can choose what apps can display information on the Lock screen such as the calendar to remind you of your next appointment.

Definitely, look at the **Start menu** settings. You can add or remove items such as "most used apps" or "recently added apps" and folders such as Documents, Downloads, Music, etc. that appear on the Start menu.

- **Accounts**

  In the Settings window, click on **Accounts**.

  Accounts (top right screenshot) is where you can choose the type of account that you use to sign in to your computer, chose whether to use a password, a PIN or a picture password on a touchscreen device.

  You can add family members or other people as users with their own accounts.

  You can choose to have all your devices that you sign into with the same Microsoft account sync their settings.

  Your email and accounts (bottom right screenshot) is important because it allows you to manage your Microsoft account.

  The "Manage my Microsoft account" link takes you to the Microsoft web site. You can change the name you use (very handy if you made a typo when registering your computer).

  You can change your password, and the change will apply to all the devices that you log into with that Microsoft account. There's a list of the devices that you use your Microsoft account on as well.

  If you have a credit card linked to your Microsoft account for purchasing things at the Microsoft store, you can update that information here.

  "Sign in with a local account instead" (or Sign in with a Microsoft account instead" if you are using a local account) allows you to change the type of account you use to sign in.

  I strongly believe that a Microsoft account sign it very useful, but some people prefer not to share any information with Microsoft even if they lose some functionality.

  You can also add or create a picture of yourself or your favorite avatar such as my seahorse.
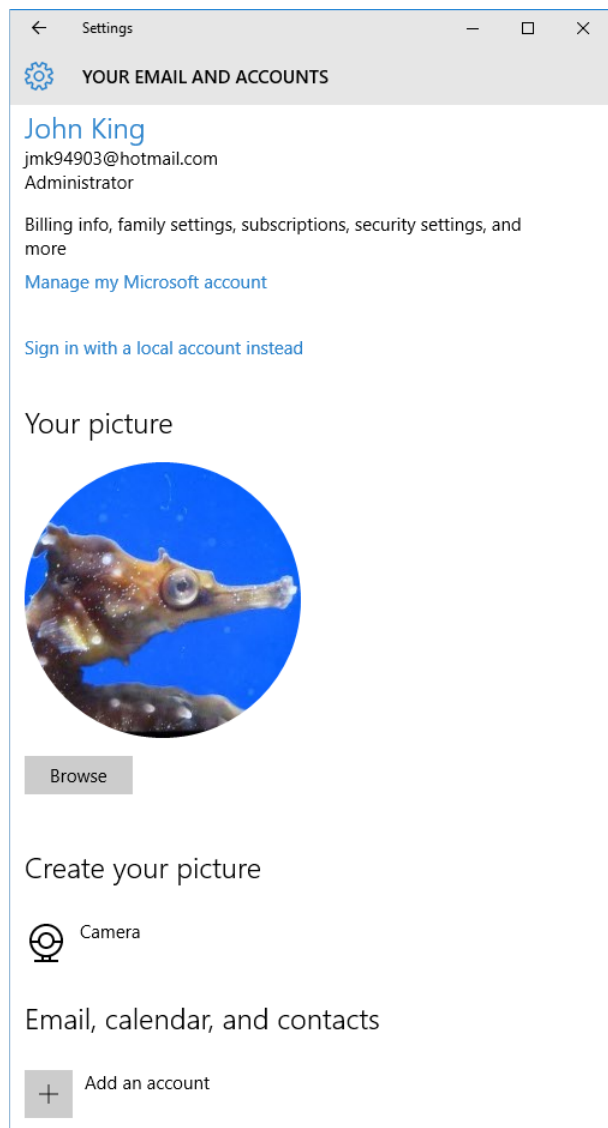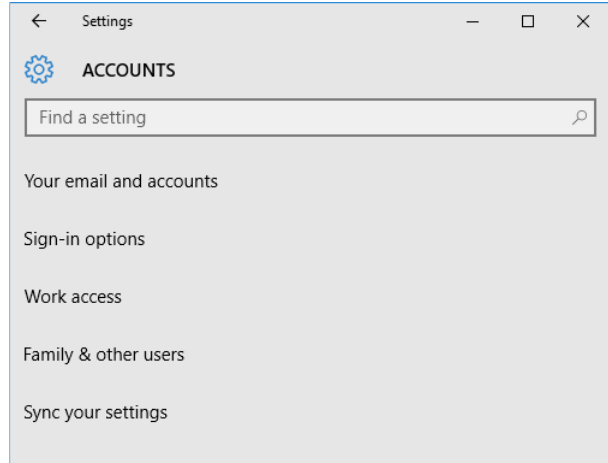
Sign-in options has a number of useful settings (top right screenshot).

"Require sign-in" sets whether you have to re-enter your password or PIN when your computer has switched to the screensaver. This is good security on portable devices and, perhaps, when others have access to your desktop computer.

Here's another place to change your sign-in password. If you sign in with a Microsoft account, remember that the new password will have to be used on all devices where you sign in with that account.

You can set up a PIN for signing into this device instead of your password, The PIN only applies to this specific device. You can use a different PIN on other devices even when you sign in with the same Microsoft account. PINs are both handy (only four digits) and can be very secure since they are device specific.

Picture passwords are another alternative to a normal password. Like PINs, they can be very secure.

Work access applies to school or office computer networks. The organization's tech support staff will provide instructions on how to use these settings.

Family & other users (bottom right screenshot) is where you can create accounts for other users or additional accounts for yourself.
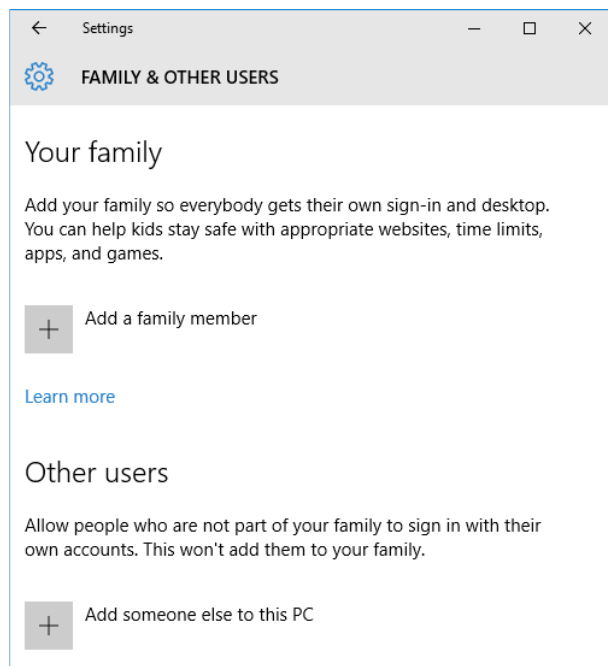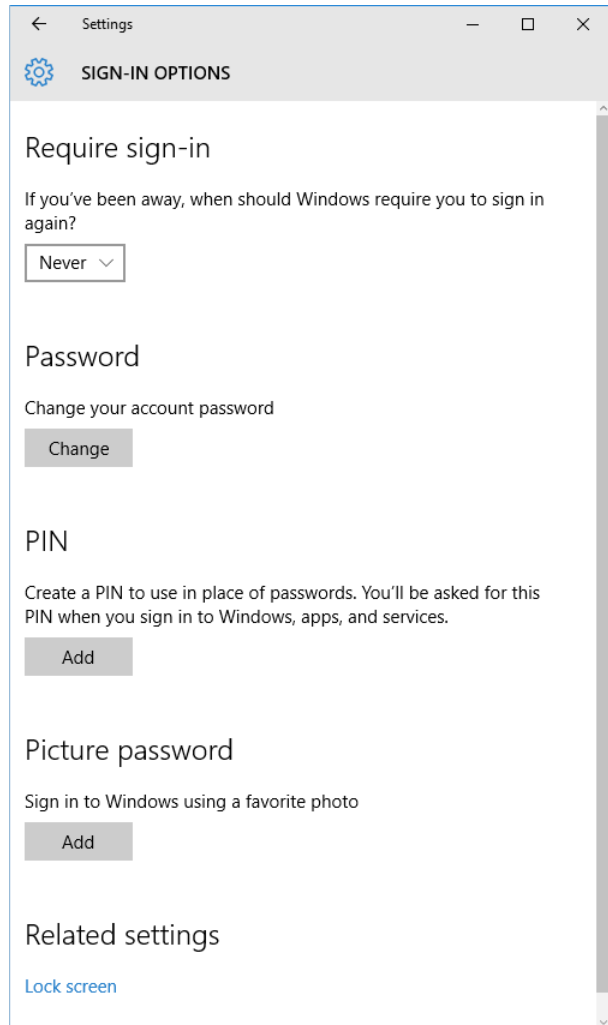
Sync your settings allows all your devices sharing the same Microsoft sign-in to share many setting if you want them to.

I prefer slightly different settings on different devices, so I turn off all or almost all the options on all my computers.

As far as I can find out, the passwords referred to in "Sync your settings" are only passwords Windows 10 <u>offers</u> to save for you when you enter them such as for web sites and possibly some other apps.

Syncing of your Windows logon password that you use to sign in when Widows boots is not affected whether "Sync settings" or "Passwords" syncing is turned on or off.

Your Windows logon password will sync between computers only if you use a Microsoft account with a Microsoft email address to logon.
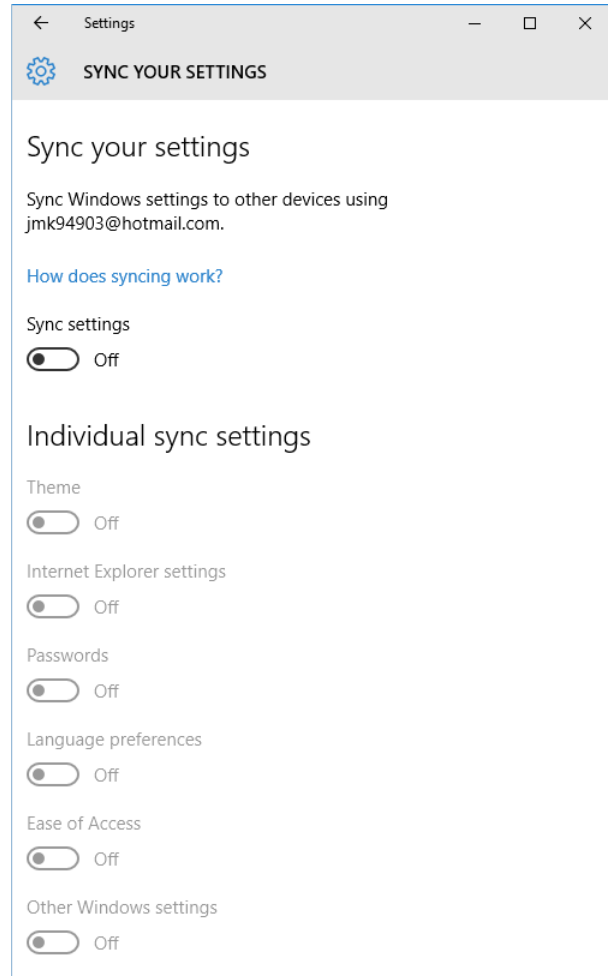
- **Privacy**

In the Settings window, click on **Privacy**. The sub groups in Privacy settings are shown with brief descriptions.

General – several privacy settings that do not relate to specific hardware or apps.
Location – control the use of your computer's location (detected by GPS or IP address) by apps.
Camera – allows you to choose which apps may use this device on your computer.
Microphone – allows you to choose which apps may use this device on your computer.
Speech, inking & typing – allow you to control whether Cortana can "get to know you."
Account info – allows you to choose which apps may use your name, picture and other info.
Contacts – allows you to choose which apps may use your information of this type.
Calendar – allows you to choose which apps may use your information of this type.
Call history – allows you to choose which apps may use your information of this type.
Email – allows you to choose which apps may read or send email from your computer.
Messaging – allows you to choose which apps may read or send messages from your computer.
Radios – allows you to choose which apps may use this device on your computer.
Other devices – covers other devices not already listed.
Feedback & diagnostics – allows you to control how much data is sent to Microsoft.
Background apps – allows you to choose which apps can run in the background.

The privacy settings allow you to control how apps use your information.

General (top right screenshot) has controls for what advertising information (web sites you visit, ads you click on and items you buy) is shared.

The "Manage my Microsoft advertising and other personalization info" link is worth looking at to understand more about what Microsoft does with data that is obtains over the Internet.

Camera is a typical hardware privacy group that allows you to control what apps, if any, can use your camera. While you might need Skype to use the camera for video calls, you might not want Twitter or Facebook to do so.

The **Location**, **Microphone**, **Radios** (Bluetooth for example) and **Other devices** are very similar.

If you do not have any apps installed that try to access a particular device type, then there will not be any apps listed for that device.

The **Speech, inking & typing**, **Account info**, **Contacts** (your address book in the People app for example), **Calendar** and **Call history** privacy settings are also similar but allow you to control how your information is used by apps.

If you do not have any apps installed that try to access a particular type of information, then there will not be any apps listed for that that information.

Email and **Messaging** are similar and often have the same apps listed that want to access their messages. You get to decide which apps are allowed to do so.

Feedback & Diagnostics is information that Microsoft collects to improve its services.

Background apps allows you to disable apps that you do not want to be active when they are not in the foreground (the active window where you can type or click to make selections).
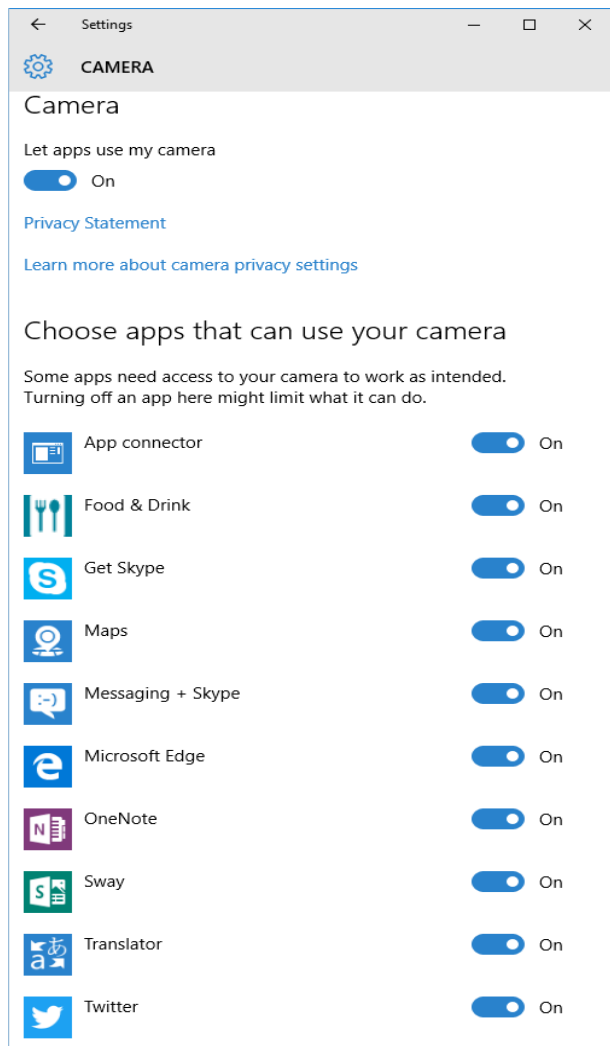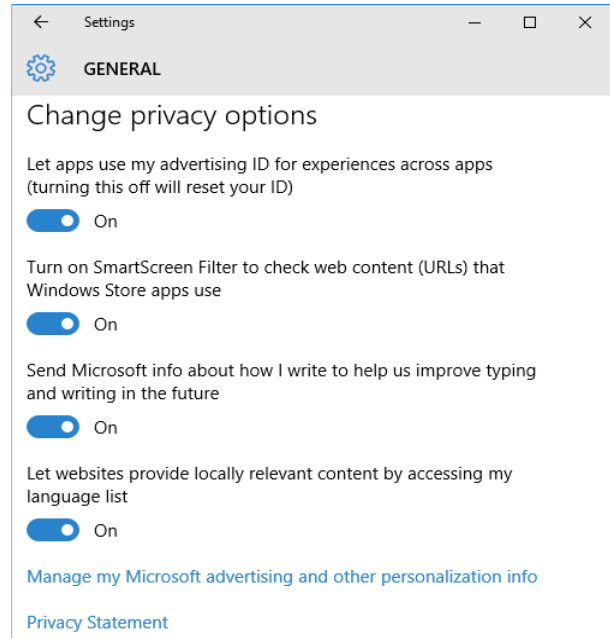
- **Update & Security settings**

  In the Settings window, click on **Update & Security**.

  The contents of Update & Security are shown in the screenshot at the right.

  Windows Update is shown in the screenshot on the next page at the top right.

  In Windows 10, almost all updates are delivered automatically when you are connected to the Internet. In previous versions of Windows, you could pick and choose which updates to install and which to ignore. That is not the case in Windows 10. For the Home version, all updates are installed automatically. For the Pro version, some non-security updates can be delayed but only for a few months.

  You can manually check for Windows 10 updates by clicking the Check for updates button to be sure your system is up-to-date as shown in the middle screenshot at the right.

  When you click the "Check for updates" button, Windows 10 checks for updates, lists any that are available and then downloads and installs them as shown in the screenshot at the center right.

  Under "Advanced options," you can review your update history if you need to check whether a particular update was installed.

  Windows Defender settings let you control how the anti-malware program operates. It's best to leave all of these set to On.

  Backup allows you to set up File History to backup your data files to an external USB drive. This is only a data backup, but it runs so frequently that is should almost eliminate data loss in the event of a drive failure.

  Recovery is the entry point to both Reset and Advanced Startup.
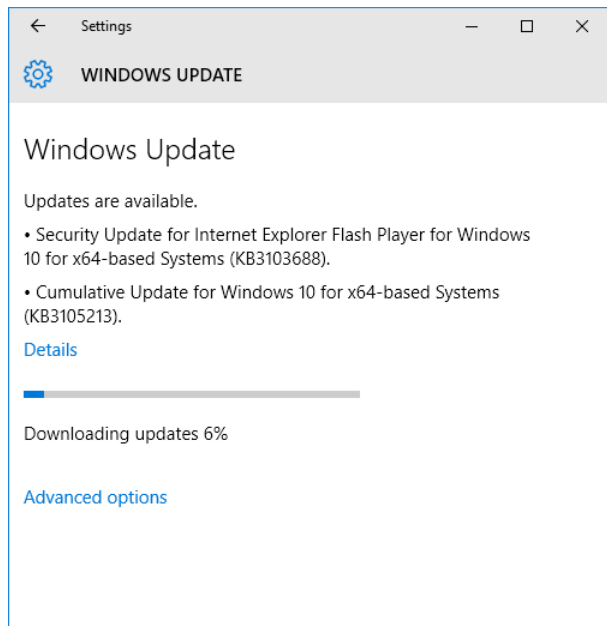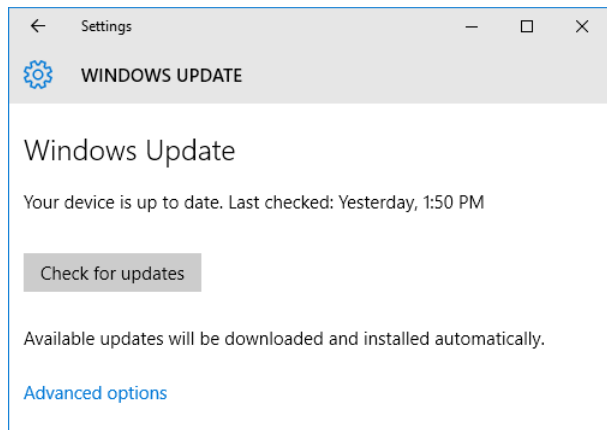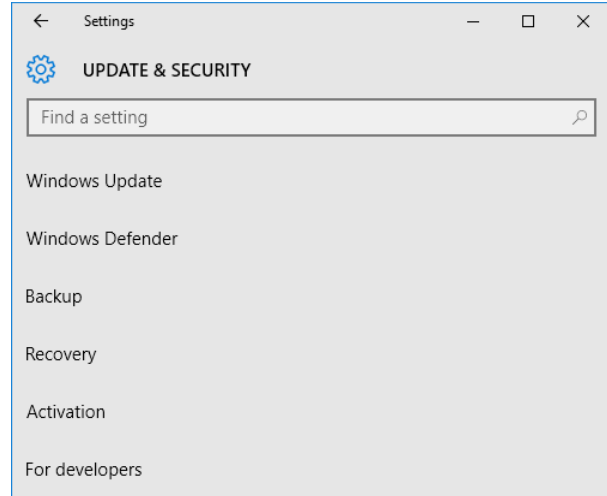
Activation (screenshot on bottom right) shows whether Windows is activated. After upgrading from Windows 7 or 8.1, it's a good idea to check that your new copy of Windows 10 is activated.

Once Windows 10 is activated on a computer, you can reinstall it on that computer without having to enter a product key. When you connect the computer to the Internet, Microsoft will recognize your computer by the motherboard or CPU serial number and automatically activate it. That's why there is no little Microsoft product key sticker on new Windows 10 computers like there was on Windows 7, Vista and XP computers. You don't need it any more.

The edition of Windows 10 is shown as well as the activation status. If you need to reinstall Windows, it must be the same edition in order to be automatically activated.

If Windows 10 is *not* activated, you need to get it activated before 30 days from installation pass. After 30 days, some features will stop working, and Windows will shut down after one hour until it is activated. Call the store where you bought the computer, the manufacturer of the computer or Microsoft tech support to learn how to get Windows 10 activated.

For developers is to assist programmers writing new apps for Windows 10. It has settings allowing the side-loading of apps and installing apps in development.

- **Conclusion**

  I hope this review of **Settings** will prove useful to you as you learn how to use Windows 10. The three groups that I omitted here may be covered in future classes. **Network & Internet** is a fairly complex group that might need its own class. **Time & Language** is not complex, and **Ease of Access** you can probably figure out on your own if you need any of the features.