

Windows 10: Decisions, Preparation and Boot Camp

Introduction

Ernie and John conversation

1. Why upgrade to Windows 10 rather than staying with Windows 7 or 8.1?
 - a. Windows 7 is over 5 years old. There will be **no new features**.
 - b. Windows 8.1 **is not as easy** to use as Windows 10.
2. Is Windows 10 really free?
 - a. Yes. There are no “gotchas.” Note: Android and Apple upgrades are free.
 - b. Microsoft needs as many people as possible on Windows 10 to meet their computer, tablet and phone goals.
3. I need a new computer. Should I wait and buy one that has Windows 10 already installed?
 - a. Can you wait for a month or two? If so, wait.
 - b. Factory installed will be a cleaner Windows 10 installation.
4. What features are removed in Windows 10?
 - a. Windows Media Center – this ceases to exist in Windows 10
 - b. DVDs need playback software. Microsoft says they will provide a free player.
 - c. Windows 7 Desktop Gadgets are gone, but they were security risks anyway.
 - d. Solitaire, Minesweeper, Hearts and other games are not automatically installed. Microsoft Solitaire Collection and Minesweeper are free at the Microsoft Store.
 - e. Windows Virtual PC with XP mode in Windows 7 Pro is gone. Windows 10 Pro now has Hyper-V for virtualization, but you have to install your own copy of XP.

The Free Upgrade to Windows 10

John at PC using Windows 8.1, Ernie commenting

1. Does my system **qualify** for a free upgrade?
 - a. Look for the **Get Windows 10** icon. Hardware qualifies.
 - b. It’s the same as the icon on the keyboard Windows key.
 - c. Located in the System tray on the right side of the Taskbar.
 - d. Reasons not to get the icon:
 - i. Your device isn’t up-to-date: **Win 7 SP1 or Win 8.1 Update**.
Demo: Win-X / System shows which Windows.
 - ii. Your device is not running **genuine Windows**.
Demo: Win-X / System shows Windows is **Activated**
 - iii. Windows **Update is not set to receive updates** automatically.
Demo: Win-X / Control panel / Windows Update / Change settings
 - iv. Microsoft has said:
“PCs that we determine cannot run Windows 10 will not see the Get Windows 10 app before July 29, 2015. After July 29, 2015, we’ll enable the icon in the system tray. This is to help ensure that you can easily check your PC’s compatibility if you choose.”
- e. If there is no Get Windows 10 icon:
 - i. Uninstall **KB 3035583** (same KB number in all Win 7 and 8.1 versions)
Demo how to uninstall an update.
 - ii. Run Windows Update to reinstall it.
- f. If the compatibility test report is not showing up, uninstall:
 - i. KB 2976978 (Windows 8.1)
 - ii. KB 2952664 in Windows 7.
 - iii. Run Windows Update to reinstall.

2. How to **use the Get Windows 10 Upgrade app**
 - a. Click on the Get Windows 10 icon
 - i. **Reserve when you are prepared** (see next section).
 - ii. After reserving, Win 10 downloads in the background.
 - iii. **View your report.** So far only hardware info.
 - iv. **Learn more on windows.com** (upper right corner) – good info.
 - v. Other stuff is just advertising.
3. When should I upgrade to Windows 10?
 - a. **When you have some time** to devote to learning a new Windows!
 - b. You should upgrade **before July 28, 2016** or never.
 - c. We do not recommend never.
4. Do I **need a reservation**?
 - a. Not now.
 - b. Unless you are prepared to update. Then it will speed things up a bit.
5. Can I **cancel my reservation**?
 - a. Yes, click on the “Get Windows 10” icon.
 - b. Click the menu icon on the top left side of the
 - c. Click on “**View confirmation.**”
 - d. In the lower, left corner of the confirmation window, click “**Cancel reservation.**”
 - e. In the “**Wait, really? Cancel?**” window, click “**Cancel reservation.**”
 - f. On the “**OK, reservation canceled!**” screen, click “**Close.**”

Preparing to Upgrade to Windows 10

Ernie and John conversation, perhaps a brief Q & A. (John’s PC still Windows 8.1.)

1. Do a **full system backup** of your computer. (In case, some people missed the Intro class.)
 - a. Create the manufacturer’s Windows reinstall disks if you haven’t yet.
 - b. Upgrading to Windows 10 makes the **recovery partition unusable**, but you can revert to the previous version of Windows from Windows 10.
2. Should I upgrade or do a clean install? What’s the difference?
 - a. Must do the **Upgrade first** – this certifies the system for Windows 10.
 - b. **Download** the Windows 10 install files as an ISO to burn to a DVD or to a flash drive of 8 GB. We may know about this after 7/29.
 - c. **Boot** Windows 10 installation media and do a **clean install**.
3. What will happen to my Windows 7 or 8.1 **programs and data**?
 - a. Old Windows is stored in the Windows.old folder until deleted.
 - b. Programs that are compatible will be as they were.
 - c. Incompatible programs will be uninstalled.
 - d. Up-to-date antivirus programs will be uninstalled and reinstalled with the latest version which is Windows 10 compatible.
 - e. Data is not altered.
4. What about data on a **D: partition**?
 - a. The upgrade occurs only on the C: partition and hidden System partitions.
 - b. Nothing happens to programs or data on another partition.
5. Why and when should I get a **Microsoft Account**?
 - a. Starting with Windows 8, you can log onto your PC with a Microsoft account. This is best with a Microsoft **Hotmail, Outlook.com or MSN email** account and password.
Demo: Get Outlook.com email account. www.microsoft.com/en-us/outlook-com/
 - i. **Sign out** of my Hotmail.com account. (Click my picture then sign out.)
 - ii. **Go to www.outlook.com**

- iii. Lower right: Don't have a... **Sign up now**
- iv. Below **Sign in: Can't access your account?**
- b. If you **forget your password**, you can get it emailed to you by trying to open your Microsoft email account on another computer and using "I forgot my password."

Performing the upgrade

Ernie at PC using Windows 10, John commenting

1. How do I get the upgrade?
 - a. Reserve with the "Get Windows 10" icon, but not until you are prepared.
 - b. What does the upgrade look like as it progresses?
 - c. What decisions do I have to make during the upgrade, etc.

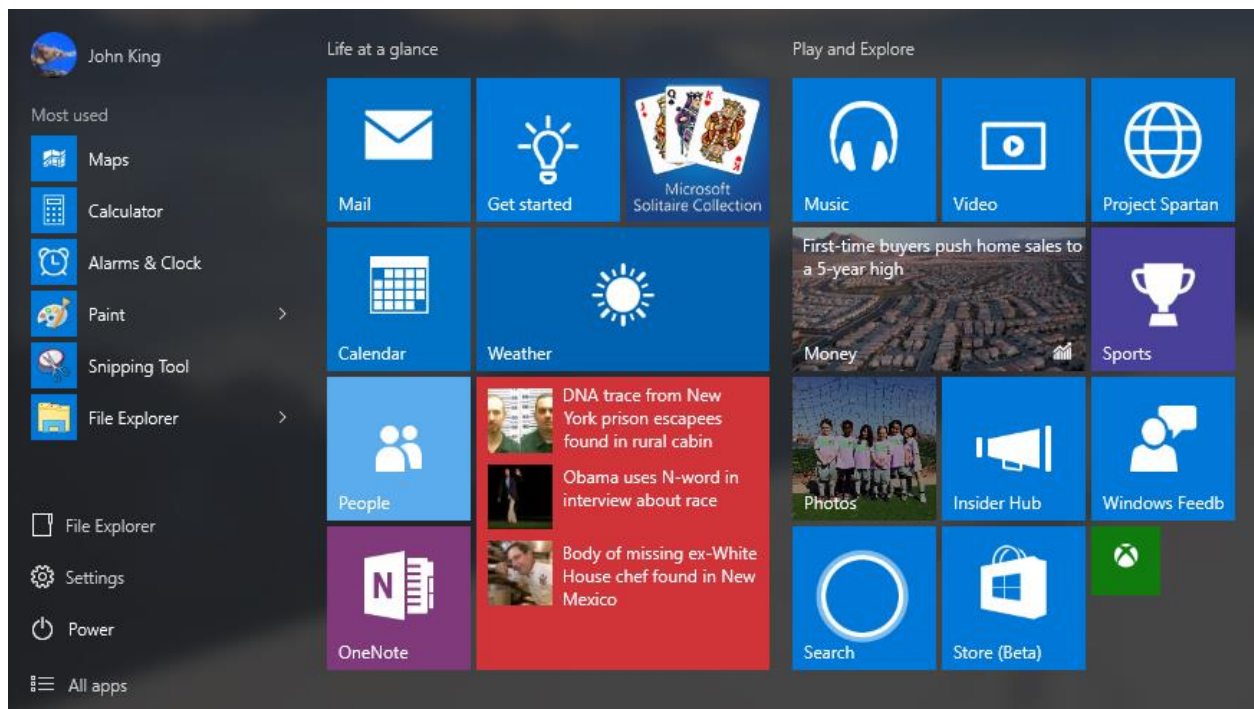
Demo: Ernie's **PowerPoint Slides** of an upgrade. (Read the Install Slide Show notes .pdf file while watching the slideshow.)
2. Cleaning up after the upgrade.
 - a. **Demo:** Click File Manager / This PC / C: drive / Properties / General tab
 - b. **Disk Cleanup** to delete Windows.old when you are satisfied the upgrade went well.
 - i. After this cleanup, you have no way to return to the previous version of Windows unless you made an image backup or have manufacture's disks.
 - ii. A restore partition will probably not work.
 - c. Tools tab / Optimize:
 - i. Defragment the hard drive.
 - ii. Do not defragment an SSD (Solid State Drive).
3. Make a full system backup of the Windows 10 installation.
 - a. In case you screw something up installing new software.
 - b. In case you get a virus.

Boot Camp: Using Windows 10

John at PC using Windows 10, Ernie commenting to start

- **The Start Menu**

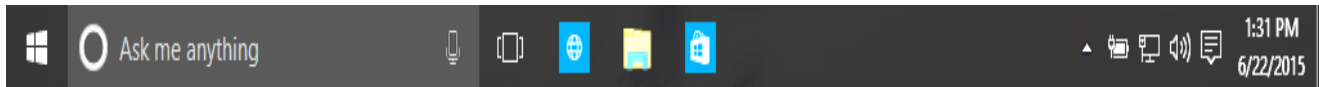
1. Click the square Windows icon at the far left of the Taskbar to open the Start menu.



2. On the left side of the menu, there are icons. Starting from the top of the column:
 - a. Click your **user name** to change your account settings, lock the computer or sign out.
 - b. **Most used** is a list of programs and apps you use frequently.
 - i. Click an icon to start that program or app.
 - ii. Right-click an icon to pin the icon to the Taskbar, add it to the group of Start menu tiles at the right or remove it from the list.
 - iii. Click the greater than (>) symbol to the right of a program such as Paint to open a jump list of places or files recently accessed with the program.
 - c. Click **File Explorer** to start the file manager (Windows Explorer). A shortcut with the same function is on the Taskbar. This is essentially the same as in previous Windows.
 - d. **Settings** is the new location for many options previously found in the Control panel. The Control panel still exists, and there is some duplication between two.
Demo: what Settings looks like and return to Start menu.
 - e. Click **Power** to choose Shut down, Restart or Sleep.
 - f. Click **All apps** to open an alphabetical list of all the installed programs and apps.
 - i. The scroll bar for the list will appear just to the left of the Mail, Calendar, People and OneNote tiles in the above screen shot. It's thin, hard to see and disappears when not being used. Move the mouse up or down the list to make the scroll bar reappear.
 - ii. Some items on the list have a yellow folder icon and a drop down arrow (V) just to the right of the folder's name. Click anywhere on that line to display the folder's contents. Windows Accessories is an example and contains Internet Explorer, Paint, Snipping Tool and WordPad among others.
Demo: All apps / Windows Accessories / Internet Explorer. Right-click IE and pin Internet Explorer to the Taskbar and Start menu.
 - iii. Click the icon for a program or app to start it.
 - iv. Right-click an icon to pin/unpin it on the Start menu or Taskbar or to uninstall the program or app.
 3. On the right side of the Start menu are groups of tiles.
 - a. A tile is a shortcut for a program or app. Click a tile to start that program or app.
 - b. **Right-click a tile** to remove it or modify its appearance with the following choices.
 - i. **Unpin** the tile from the Start menu. The program or app will still be available on the All apps list and can be re-pinned to the Start menu at any time.
 - ii. **Uninstall** the program or app. It will be necessary to reinstall program or app to use it again.
 - iii. For most tiles, there will be the option to **pin the tile to the Taskbar**.
 - iv. **Resize the tile**. Chooses from Small (small tab in the lower right corner of the Start menu screen shot), Medium (Mail or Calendar), Wide (Weather or Money) or Large (the largest tile, News).
 - v. **Turn the "live" tile feature on or off**. Money and News are live tiles that show changing content.
 - c. You can move tiles around by clicking and dragging them. You can move them between groups.
- **The Right-Click Start Menu = Windows Key + X menu**
 1. Right-click the square Windows icon (visible at the bottom left corner of the screen shot) at the far left of the Taskbar to open the Right-click Start menu.
 2. Pressing the Windows key and X opens the same menu.

3. The commands are self-explanatory, so don't spend any time here tonight.

- **The Taskbar**



Key to Icons: (**Hover the mouse pointer over an icon** to display its name.)

1. Start button – click to open the Start menu.
2. Search bar with microphone icon – cover in “Hey, Cortana” section.
3. Task view – create multiple Desktops for different jobs.
4. Edge browser – cover in Edge section
5. File Explorer – shortcut to File Explorer, the file manager.
6. Microsoft store – check out the store for free and paid for apps.

The rest of the Taskbar is the same as Windows 7 and 8.1.

7. Show hidden icons – some icons are put here to make more room on the Taskbar.

Demo: Click hidden icon.

8. Battery level – on notebooks and pads
9. Network connection
10. Speaker level volume
11. **Notifications** – **various messages come in here.** When there's a new message, the icon is white.
12. Clock and Calendar – click here to show the full calendar and clock.
13. Peek button – click and hold to momentarily minimize all windows and show the Desktop.

- **What's Edge and where is Internet Explorer?**

Ernie at PC using Windows 10, John commenting – **10 minutes**

1. **Edge is the new browser.**
2. There's no brand new version of Internet Explorer in Windows 10. However, Internet Explorer 11 is included for backward compatibility. Here's how to find it:
Start / All apps / Scroll down to Windows / Accessories / IE
3. The new web browser is called **Microsoft Edge** (formerly Project Spartan).
 - a. Microsoft Edge is a **Universal Windows App**. It's designed to run on Windows phones, tablets, notebooks and desktop computers.
 - b. EDGE will live in a “**sandboxed**” world. Internet pages are rendered inside a secure client-side app (a sandbox) which keeps everything on the pages separate from everything else on your computer.
 - c. Edge will use a new rendering engine called **Microsoft Edge HTML**.
 - d. Microsoft will use **HTML5** for Edge and an extension-based model that will take advantage of HTML and **JavaScript**.
 - e. **ActiveX, B Script and Browser Helper Objects (BHO)** are gone because they all were security problems.
 - f. Microsoft's **SmartScreen** features, attempts to check the "reputation" of websites and software downloads to make sure they're legitimate.
 - g. Microsoft Passport will be used in Edge in the future. Here's a link to an article describing Passport:

<http://www.thewindowsclub.com/microsoft-passport-windows-10>

- **Who is Cortana?**
 - Ernie and John and Cortana conversation – 5 minutes**
 - 1. Voice commands to your computer.
 - 2. **Demo:**
 - a. Click on the “**Ask me anything**” bar (but not on the microphone icon).
 - b. Click on the **Menu icon** (three lines) at the upper left to reveal the names of the icons below.
 - i. Home is where you are initially.
 - ii. Notepad has information about you and settings.
 - iii. Reminders is exactly that.
 - iv. Feedback lets you send info to Microsoft.
 - c. **Click Notepad**
 - i. **Click About me** – your name and favorite places.
 - ii. **Settings** – turn on voice recognition
 - d. **Hey, Cortana** - requests for Cortana to respond to:
 - i. Start Internet Explorer.
 - ii. What time is it in London, England?
 - iii. What’s the weather in Paris?
 - iv. What’s on my calendar for next week?
 - v. What did Chevron stock close at today?
 - vi. Put swimming on my calendar for tomorrow.
 - vii. Tell me a joke.
“I’d tell a chemistry joke, but I’m afraid I wouldn’t get a reaction.”
 - e. Here’s a link to a review of Cortana:
<http://www.msn.com/en-us/news/technology/living-with-cortana-windows-10s-thoughtful-flaky-assistant/ar-AAAdIHfN>