

TECH NEWS YOU CAN USE



August 2016

We, at Compu 360, believe that our customers are a part of our family. Our role in your technology world begins with a simple call or visit to our store. However, that is just the beginning of our relationship. Through this newsletter, we intend to keep you up-to-date with the latest technology trends and other useful technology information that you can use in your daily life. Please visit our site at <http://www.compu360.com> and let us know as to how we can improve our services and offerings to better meet your technology needs.

Arun Singh

Windows 10 Tips and Tricks

Customize your Start Menu

Windows 10 combines the traditional Start Menu with the Live Tiles, You can right-click on any tile and select Resize to change a specific tile's dimensions. You can also place a shortcut from a tile to your taskbar. To do so, right-click on a Live Tile > More > Pin to taskbar.

Windows 10 Keyboard Shortcuts

Snapping Window: Windows key + Left or Right arrow keys will snap a program window to the left or right-hand side of your display. Alternatively, Windows key + Up or Down arrow key will snap a program window to the four quarters of your screen.

Switch windows: You can use the Alt + Tab keys to switch between apps.

Create new virtual desktop: Windows key + Ctrl + D

Close current virtual desktop: Windows key + Ctrl + F4

Switch virtual desktop: Windows key + Ctrl + Left or Right (arrow keys).

Copy an item: To copy, select the item and press Ctrl + C.

Paste an item: Ctrl + V

Select all items in a document: Ctrl + A

Close an active document: Ctrl + F4

Refresh the content of a website: press F5 function key.

In a browser, if you want to **add a site to your Favorites:** Ctrl + D

Open browser history: Ctrl + H

Do I need to create a Windows user account with Microsoft to login to Windows 10?

I am of the opinion that the less information you need to share with Microsoft (or any other company), the better. That said, Microsoft user account created to login to Windows at startup of your computer provides you with a very useful feature. Microsoft asks you for your e-mail address and password to create a login for your computer. If you forget your password (yes, I have seen this happens very often to some computer users who do not use their computer regularly), then you can login to your Microsoft user account online using a different computer and then reset your password.

Once you have reset your password, you can login to your computer with the new password. The only thing you need to remember is that your computer needs to be connected to the Internet so that Microsoft Windows can confirm you newly changed password.

Now, on the subject of how to create a local user account for your computer without using an e-mail address. Here are the steps involved to do this in Windows 10 Home and Windows 10 Professional editions:

1. Select the Start button, then select Settings > Accounts > Family & other people > Add someone else to this PC (Note: Windows asks for Email or phone).
2. Select "I don't have this person's sign-in information", and then select Next.
3. Windows still wants you to fill-in the boxes for First name, last name, and e-mail address. Just skip these boxes and look at the bottom of your screen to select the option "Add a user without a Microsoft account".
4. Enter a user name, password, password hint, and then select Next. That is all. Windows will create a new user account for you.

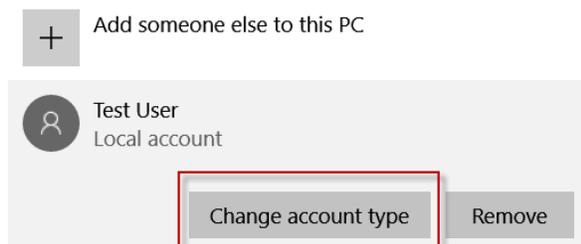
Note that Windows by default adds a user account as a "Standard User". This user type does not have all the permissions as an "Administrator" account.

Switch an account type from Standard User to Administrator

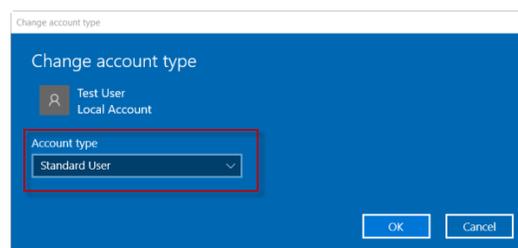
Once an account has been added to your computer, you can switch it from a "Standard User" to "Administrator" by using following steps:

1. Select the **Start** button, then select **Settings > Accounts**
2. Click on the user account you would like to change.

Other people



3. Click on "Change account type". Then from the click on the arrow for "Standard



User” and select “Administrator”.

Then click “OK” button. Now your user type has changed to an administrator.

Is your computer running slow?

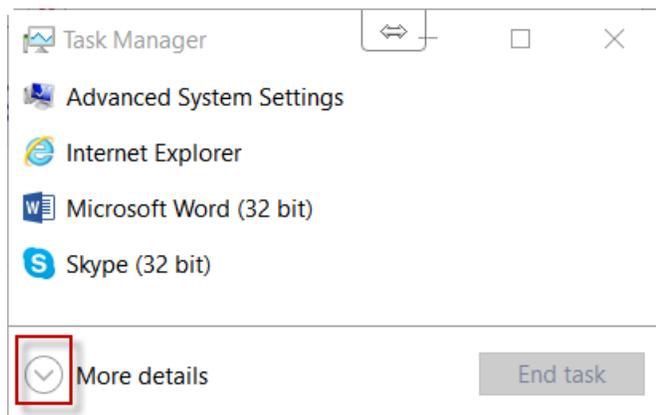
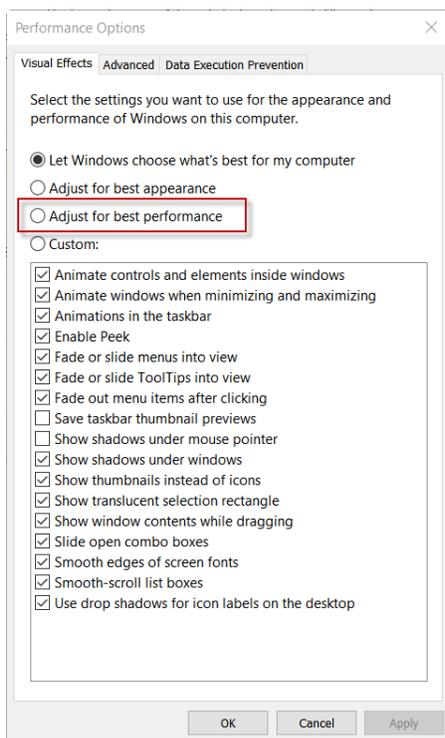
Microsoft Windows software uses a certain amount of memory when you boot up your computer. Latest versions of Windows (Windows 8, 8.1 and 10) use a number of visual effects, e.g. fading or sliding menu, drop shadows, pointer shadows, etc. These visual effects make Windows look “cool” but also utilize more memory (RAM) and system resources.

To improve performance of your computer, you can do the following:

1. Press Windows + X to open Power User menu.
2. In the System windows, in the left pane, click on Advanced system settings. Alternatively, click on Search button or in Search box, and type in “Advanced system settings”
3. In the Performance section, click Settings button.
4. Click in the radio button “Adjust for best performance”. Then, click OK button.

Clear Out the Startup Folder

When you install new software programs, a lot of them (like Skype, printer software, Intuit, Adobe Reader, and so on), like to startup along with Windows. Do you need them at startup? Most probably, No. So how do you disable them? Here is how:



1. Right-click on Start button
2. Select Task Manager by clicking (left-clicking) on it.
3. You should see the “Startup” tab. If not, click on the arrow for “More details”.
4. Click on “Startup” tab. You will see all the programs which startup as your computer does.

Simply click on an application to select it and then click "Disable" button.

Stopping unnecessary services to load at startup will speed-up the startup of your computer and get to Windows desktop faster.

Change/Set File Associations

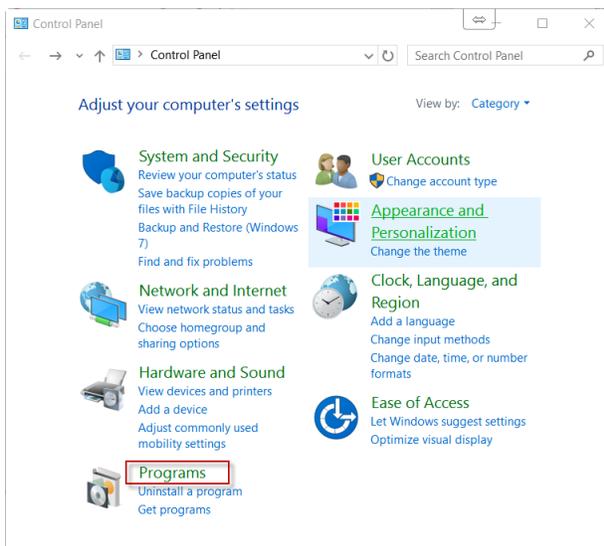
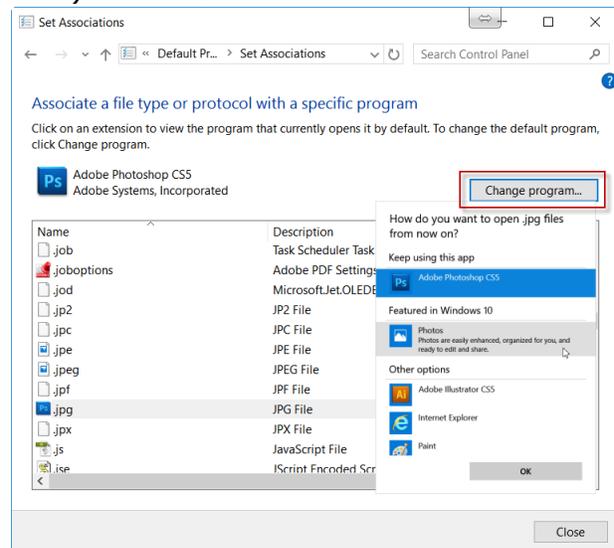
All files are designed to be opened with a specific type of program. For example, a picture or graphics file can be opened with Microsoft Paint, Photoshop, or many other programs. What do you do if Windows selects a default program to open a certain file, but you want a different program to open a file by default? This happens when a program decides to make itself the default program to open a certain type of files.

To change a default program, do the following:

1. Right-click on Start button > click (left-click) on Control Panel
2. Click on Programs.
3. From Default Programs, select **"Make a file type always open in a specific program"**.
4. Select a file type (for example, .jpg). Then click the button "Change program".

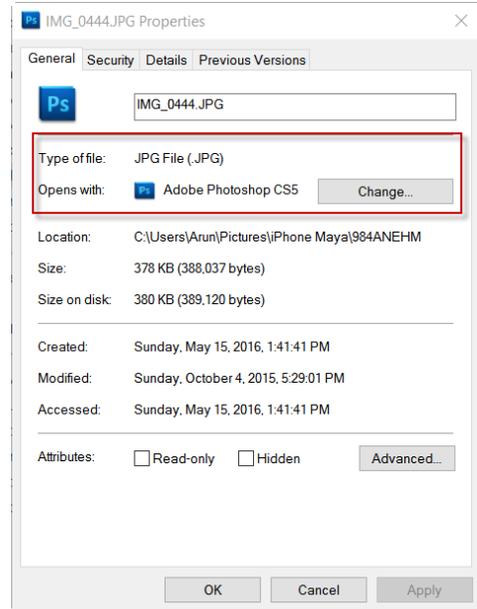
5. From the pop-up box, select a program that you would like to open this file, then click OK.

Note: All files cannot be opened by one program. For example, one cannot open a picture file using Microsoft Word (however, you can insert a picture in Microsoft Word).



Alternatively, in Windows Explorer,

1. Right-click on a file > select "Properties"
2. In the Properties box, click on General tab
3. In the section where you see the option "Opens with", click on the "Change" button.
4. From the pop-up menu, find a program that you would like to open this type of file, then click OK.



VIRUS REMOVAL WEB DESIGN COMPUTER REPAIR IT SUPPORT



26056 Center Ridge Road, Suite B
Westlake, OH 44145
Tel: 440.871.9300
Web: <http://www.compu360.com>

Locally Owned & Operated . Quick service . We also make house calls

FREE!! PC CHECKUP
FREE!! COMPUTER OPTIMIZATION
FREE!! ANTI-VIRUS SOFTWARE

\$10 OFF ANY SERVICE
(Offer expires 9/30/16)
(Compu 360 coupon. Tel. 440.871.9300)

\$59 VIRUS REMOVAL
(Offer expires 9/30/16)
(Compu 360 coupon. Tel. 440.871.9300)

SMALL BUSINESS WEBSITE STARTING AT \$599
(Compu 360 coupon. Tel. 440.871-9300) (Offer expires 9/30/16)