

# WINDOWS 10 PLAIN & SIMPLE



## Bonus eBook for the Windows 10 Anniversary Update

Nancy Muir Boysen

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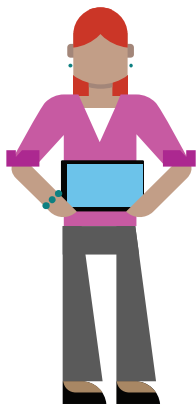
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# Introduction

Windows 10 Anniversary Update introduces some exciting changes and new additions to the Windows 10 environment. The book *Windows 10 Plain & Simple* provides an excellent overview of features of Windows 10 for the beginning user. This ebook provides information and some step-by-step procedures that expand on the contents of that book and let you take advantage of features introduced in the first major upgrade to Windows 10, the Windows 10 Anniversary Update.

# How to use this content with the printed book

*Windows 10 Plain & Simple* was published following the release of the Windows 10 operating system in the summer of 2015. In 2016, Microsoft released the next major update to Windows 10, Windows 10 Anniversary Update. This document was created to be used along with the original book to add coverage of any relevant changed or added features.

The sections of this document provide, in some cases, updated information about features covered in sections of the book, which I've noted. Other sections, such as the one covering Windows Ink, introduce entirely new features that arrived with Windows 10 Anniversary Update.

## What is the Anniversary Update?

The Windows 10 Anniversary Update was released on August 2, 2016, just over a year after the Windows 10 initial release. It adds features and updates to the operating system, and is a free download to Windows 10 users.

To verify that you have this latest version of Windows 10, you can click the Start button, go to Settings, then Update & Security, and then Windows Update.

## Overview of major additions and updates

Updates to operating systems such as Windows typically ensure that security and privacy are more robust. But in addition to those upgrades, Microsoft also modified some existing features as well as added new ones.

Changes in Windows 10 Anniversary Update feature the following:

- **Start menu** The Start menu received a new layout with the All Apps list available along with tiles and commands such as Power, File Explorer, and Settings.
- **Microsoft Edge** Updates to the built-in browser include Swipe navigation; drag-and-drop folders to apps such as OneDrive and Dropbox; the ability to import Favorites from other browsers; the ability to set a default Save location; and, finally, the option to pin tabs so that they stay available.

- **Cortana** The personal assistant feature of Windows boasts a slew of new features. In the Windows 10 Anniversary Update you can now access Cortana from the Lock screen. You can use Cortana to schedule appointments in Outlook, move conflicting events, and ask Cortana to display information about online images in Microsoft Edge.
- **Xbox** The Xbox app has gained features for connecting across all devices, as well as additional game offerings.
- **Security** Windows Defender has gained some new features to keep you safer. In addition, Microsoft Edge can help keep your browsing history safer, and one of the new available extensions, LastPass, helps you to manage your passwords.
- **Windows Ink and pen input** Microsoft brings a powerful new capability to Windows 10 Anniversary Update that makes it possible for you to write and draw in a workspace, place sticky notes on your desktop with handwritten notes, and share your pen content with others. You can even access Windows Ink from the Lock screen.

- **Windows Hello** This is a new feature that offers biometric security. You can take advantage of Windows Hello to unlock Windows using facial or fingerprint recognition. Windows Hello will also be useable on more and more compatible websites so that you don't need passwords to access them.

Use the following sections to discover the main new features in the Windows 10 Anniversary Edition and expand your learning above and beyond [\*Windows 10 Plain & Simple\*](#).

## Acknowledgments

My thanks to Rosemary Caperton for arranging for me to do this update. Also, thanks to Bob and Dianne Russell of Octal Publishing, who provided wonderful editorial and layout support. Finally, to Kim Spilker at Microsoft Press, I admire you for carrying the ball forward, and wish you the best of luck!

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# Navigating the Windows 10 Anniversary Update interface

Not unlike updates to any other software, there are several shifts in the interface that are introduced in Windows 10 Anniversary Update. The arrangement of options in the Start menu has changed and some taskbar functionality has been updated. Also, the update introduces “chasable” live tiles, a feature that makes using live tiles much more convenient and logical.



In addition, the Action Center is now more customizable, and the Settings app sports a new look and a few new settings. There's a new Dark Mode theme available, and you can configure transparency and colors in the Start menu, taskbar, and Action Center. Those changes are covered in this section

## Overview of changes to the Windows 10 Anniversary Update interface

An introduction to the Windows 10 interface and how to navigate around the Start menu, taskbar, Action Center, and Settings is provided in Sections 2 and 3 of [\*Windows 10 Plain & Simple\*](#). The changes in this section update information

on those features for Windows 10 Anniversary Update.

**Tip** Picture-in-Picture is a new interface feature coming with Windows 10 Anniversary Update but is not available as of this writing. With this feature, you can view a window containing media, such as a video, overlaid on an app screen so that you can multitask more easily.

**Tip** The Start menu comes with a certain number of “programmable” tiles, which essentially advertise items from the Windows Store. With the Anniversary Update, newer PCs will include more ads in the Start menu than in the previous edition of Windows. If you’d prefer to get rid of certain ads, you can right-click any advertising tile and unpin it from the Start menu.

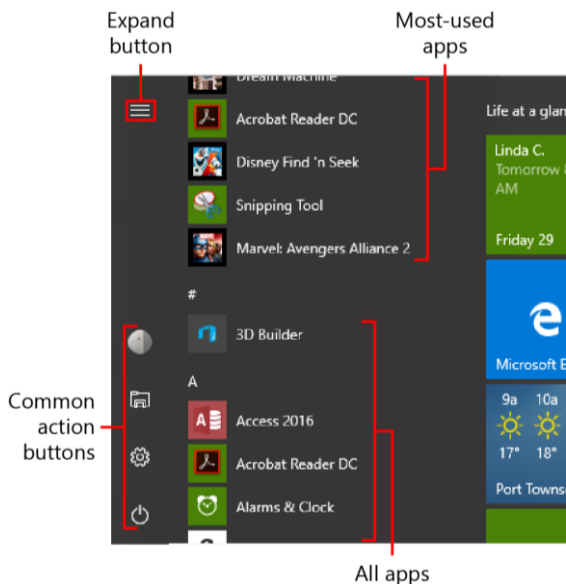
## Understanding changes to the Start menu

The Start menu has been tweaked in the Windows 10 Anniversary Update. The layout of items in the menu have changed and *chasable* live tiles (more on these in just a moment) have been turned on.

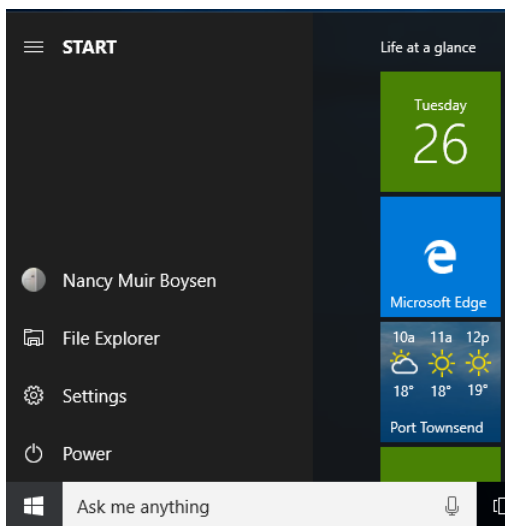
## Looking at the Start menu layout changes

Whereas the previous Windows 10 required you to click a button to display All Apps, the Start menu now puts apps front and center along with commonly used features such as File Explorer and Power Tiles. And, in case you're wondering, live tiles are still available on the Start menu.

As you can see in Figure 1-1, in the upper-left corner of the Start menu is the Expand button, which you can click to expand the action buttons in the lower left so that they cover the apps listing (see Figure 1-2). The area just to the right of the Expand button displays your apps. Most Used apps are listed at the top, followed by an alphabetical list of All apps. This arrangement makes it easier to scroll through available apps without having to click a button to display them.



**Figure 1-1:** The new Start menu interface



**Figure 1-2:** The resulting interface when you click the Expand button

**Tip** The new After Hours app available in Settings offers more control over automatic reboots when updating Windows.

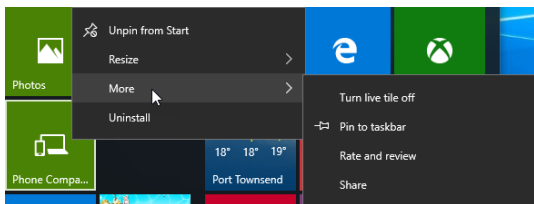
Action buttons that used to fall at the bottom of the apps area now are located to the left of All Apps. The buttons for User Account, Settings, File Explorer, and Power are now displayed as icons with no labels. However, you can position your pointer over any button to display a tool tip that gives you the feature's name.

There are a few new options related to tiles on the Start menu. When you right-clicked a tile in the original Windows 10 Start menu, you got these options:

- Pin To Start
- Pin To taskbar
- Run As Administrator
- Open File Location
- Don't Show In This List

In Windows 10 Anniversary Update, there are some changes:

- Unpin From Start and Resize are offered on the shortcut menu that appears when you right-click a tile.
- Run As Administrator is no longer offered.
- If you click More, you see the options shown in Figure 1-3, including Turn Live Tile Off, Pin To Taskbar, Rate And Review, and Share.
- You can use the Pin/Unpin From Start Menu command for apps you've added, but not for preinstalled apps such as Store or People.



**Figure 1-3:** Tile settings

**Tip** There are also changes to how you view the All Apps list in Tablet mode, which you access through a button in the Action Center. With the Windows 10 Anniversary Update, the listing of All Apps can be shown full screen by clicking the All Apps button near the upper-left corner of the Tablet mode screen.

## Understanding chasable live tiles

In the original Windows 10, there were live tiles among the tiles on the Start menu. Live tiles would show content from the Internet such as, for example, top news stories or feature articles about finances on the Money tile. When you clicked these live tiles, you'd be taken to the associated app, but not necessarily to the featured content.

With Windows 10 Anniversary Update these live tiles have been made "chasable," meaning that when you click them, you go directly to the

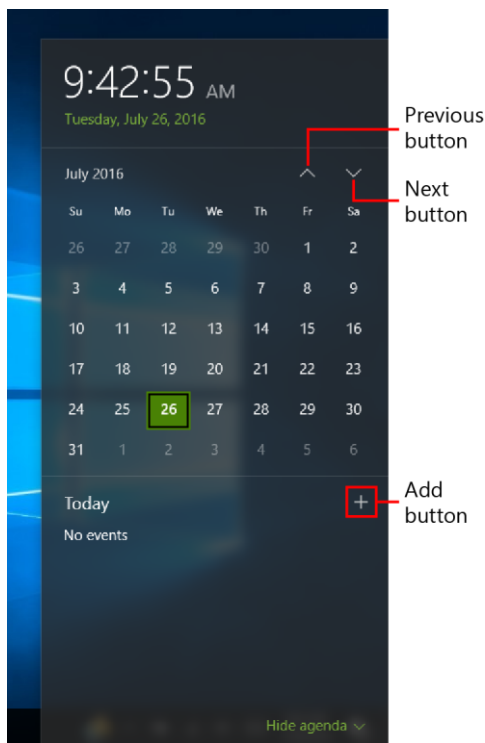
featured story, not to the main screen of the associated app.

## Overview of changes to the taskbar

The taskbar, which runs along the bottom of your Windows screen by default, contains several buttons for quick access to common features and apps. In Windows 10 Anniversary Update, there are a few changes to look for that add to information provided in Sections 3 and 4 of [\*Windows 10 Plain & Simple\*](#).

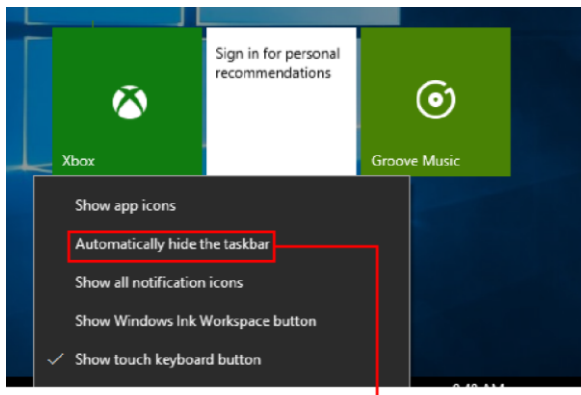
Now, when you click the Clock button, a calendar appears that includes any scheduled upcoming events. You can move from month to month by using the Next and Previous buttons, and click the Add button (see Figure 1-4) to add an event.





**Figure 1-4:** The calendar that displays when you click the Clock button on the taskbar.

You can now easily hide the taskbar in Tablet mode. Just right-click the taskbar and then choose Automatically Hide The Taskbar, as shown in Figure 1-5.



Click to hide  
the taskbar

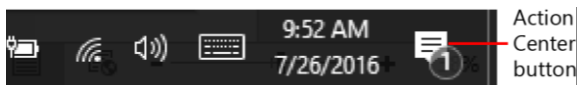
**Figure 1-5:** The menu that appears in Tablet View when you right-click the taskbar.

## Introducing a more customizable Action Center

The Action Center is a central location for getting a quick status on your life in Windows 10. The Action Center provides some buttons for common features such as switching to Tablet Mode and turning on Airplane Mode as well as notifications of items such as calendar events, new email, and alerts about suggested changes

to Settings. Changes discussed here provide an update to coverage of the Action Center in Section 2 of [Windows 10 Plain & Simple](#).

The Action Center button on the taskbar is now located at the far right, just to the right of the Time And Date display. With this version of Windows 10, a display indicating the number of unread notifications appears on the button (see Figure 1-6). Click this button, or swipe in from the right side of a touchscreen to display the Action Center.



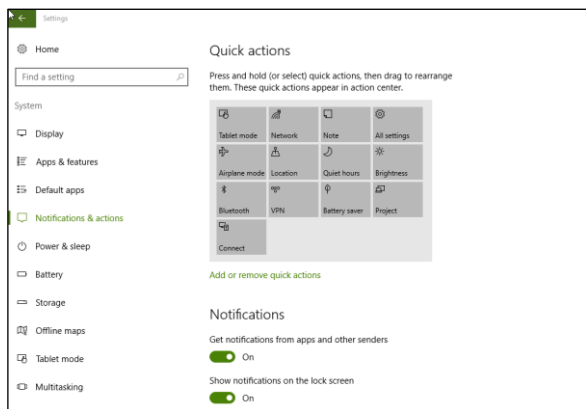
**Figure 1-6:** The new location for the Action Center button on the taskbar

You can use the new Notifications & Actions option (see Figure 1-7) to customize which notifications appear, and to customize Quick Action buttons. Follow these steps to make these settings:

1. Click the Start button.
2. Click Settings.
3. Click System.
4. Click Notifications & Actions to display those settings.

You can press and hold a quick action button in the Quick Actions category to rearrange them or delete one or more buttons.

In the Notifications section, click buttons to turn on or off settings that control what notifications are shown and whether notifications appear on the Lock screen.

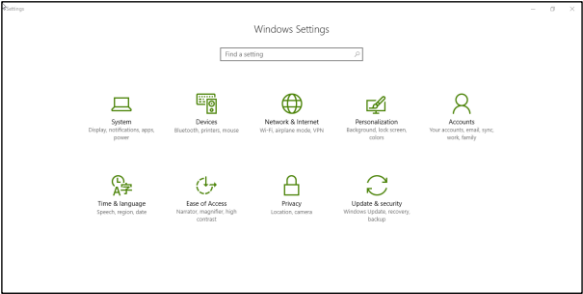


**Figure 1-7:** New Notifications & Actions settings to customize the Action Center

## Viewing the new Settings app look

The Settings app has gained a cleaner look with Windows 10 Anniversary Update, with a white

background and more logical placement for the Search box on each Setting screen (see Figure 1-8).



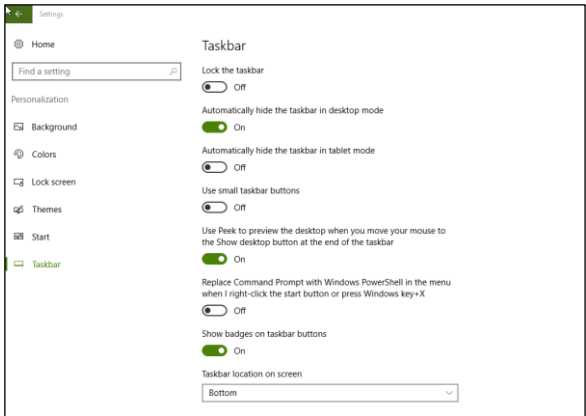
**Figure 1-8:** The new look of the Settings app

Another change to Settings is that, in addition to the aforementioned new Notifications & Actions settings, customization options for the taskbar have been added in the Personalization category (see Figure 1-9). To get to these, follow these steps:

1. Click the Start button.
2. Click Settings.
3. Click Personalization.
4. Click Taskbar.

Using these settings, you can lock or unlock the taskbar, hide it in desktop or tablet mode,

change its location on your screen, and more. You can still access many, but not all, of these settings by right-clicking the taskbar, as described in Section 4 of [Windows 10 Plain & Simple](#).

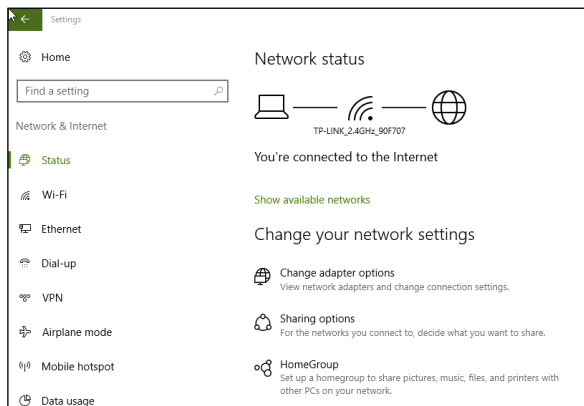


**Figure 1-9:** Taskbar settings in the Personalization section of the Settings app

A Status page has been added to Network & Internet settings to help you to resolve connectivity problems. Here, you can view your current connection, change network settings such as settings for your network adapter or sharing, and use the Network troubleshooter to solve problems (see Figure 1-10). There are also several links at the bottom of the Status page

with which you can view your network properties, get to Firewall and Network and Sharing settings, and reset your network.

Network information is covered in Section 8 of [\*Windows 10 Plain & Simple\*](#).



**Figure 1-10:** The new Status page in the Network & Internet Network & Internet section of Settings

## Applying the new Dark mode

With Windows 10 Anniversary Update, the Personalization settings have gained a Dark mode for dialog boxes and the desktop. Choose this to display a black background with

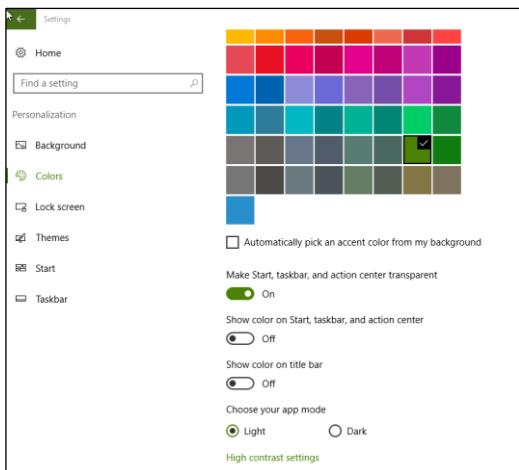
white text rather than a white background with black text.

These new settings add to information about personalization provided in Section 4 of [\*Windows 10 Plain & Simple\*](#).

To turn on Dark mode, follow these steps:

1. Click the Start button.
2. Click Settings.
3. Click Personalization.
4. Click Colors.
5. Scroll down to the Choose Your App Mode section (see Figure 1-11), and then click Light or Dark.





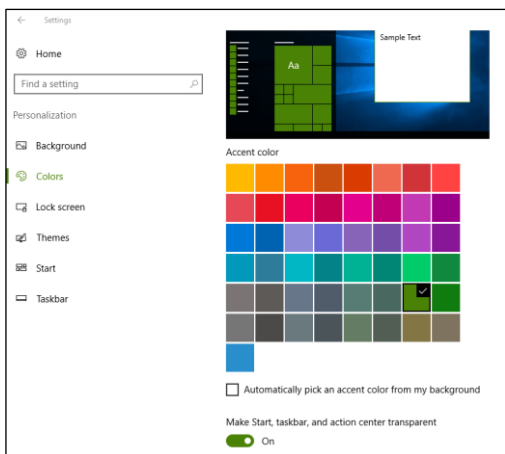
**Figure 1-11:** Settings for Your App Mode

# Configuring colors and transparency for the Start menu, taskbar, and Action Center

With the Windows 10 Anniversary Update come some new settings for transparency and color on the Start menu, taskbar, and Action Center. You can use these settings to customize their display; be aware, though, that the color setting you choose applies to all three elements.

To make transparency settings, follow these steps:

1. Click the Start button.
2. Click Settings.
3. Click Personalization.
4. Click Colors.
5. Click Make Start, Taskbar, and Action Center Transparent (see Figure 1-12).

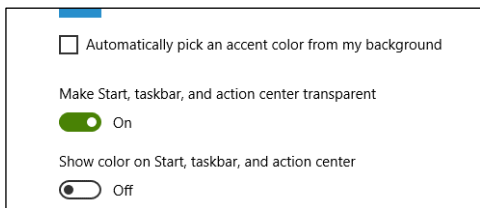


**Figure 1-12:** Setting transparency for Start, taskbar, and Action Center

To customize colors for the Start menu, taskbar, and Action Center, follow these steps:

1. Click the Start button.
2. Click Settings.
3. Click Personalization.

4. Click Colors.
5. Click Show Color On Start, Taskbar, And Action Center, as depicted in Figure 1-13.



**Figure 1-13:** Settings for colors on the Start, taskbar, and Action Center

6. Click a color on the color palette.

**Tip** One other interface change that you'll note in Windows 10 Anniversary Update is the look and feel of emojis. These little graphical smilies, frowns, and so on have been redesigned with what Microsoft calls a more "detailed, expressive, and playful" look.

# Working with Microsoft Edge

Microsoft Edge is a browser that was first introduced along with Windows 10 in 2015. This browser offers several features that make for a safe and efficient way to navigate websites and experience and download content.

With Windows 10 Anniversary Update, you'll find that several new features have been introduced that will make your online experience even more productive and enjoyable. Added to the coverage

of Microsoft Edge provided in Section 9 of [\*Windows 10 Plain & Simple\*](#), this update covers all of the changes to Microsoft Edge introduced in the Anniversary Update.

**Tip** Check out the Windows Store for new extensions that work with Microsoft Edge that add yet more functionality, such as Evernote Web Clipper, Ad Block, and Pinterest.

## Overview of changes to Microsoft Edge in Windows 10 Anniversary Update

From new tools to manage Favorites, to innovative ways to use tabs to more easily navigate, the latest version of Microsoft's browser offers many enhancements. In this

section, you discover how to use new features such as Swipe navigation, drag-and-drop folders, a new sorting function for Favorites, and Pin Tab.

## Working with Swipe navigation

If you've moved among several pages while displaying a tab in Microsoft Edge, you'll appreciate a new feature that now makes it possible for you to move back and forth among those pages with a simple finger gesture rather than using the back and forward arrow buttons

Using Swipe navigation is about as easy as it gets: just display a tab on which you have viewed more than one web page and then swipe from the left or right to view the next or previous page you've viewed on that tab, respectively.

## Dragging folders

Uploading files and folders to an online storage location such as Microsoft OneDrive or Dropbox has just become much simpler. In the latest Microsoft Edge, you can use a drag-and-drop method to place a folder or file from your hard drive on to the online location.

With File Explorer open in one window and Microsoft Edge open in another, click or tap a file or folder, and then drag it to the destination in Microsoft Edge. Release the file or folder, and it uploads.

## Working with Favorites

Favorites is a great feature for keeping track of sites you visit on a regular basis. You can save webpages to Favorites and then view those pages in the Hub in Microsoft Edge. Click a Favorite in the Hub to quickly go to that site. In the latest version of Microsoft Edge, you can import Favorites from several other browsers, and sort Favorites by name.

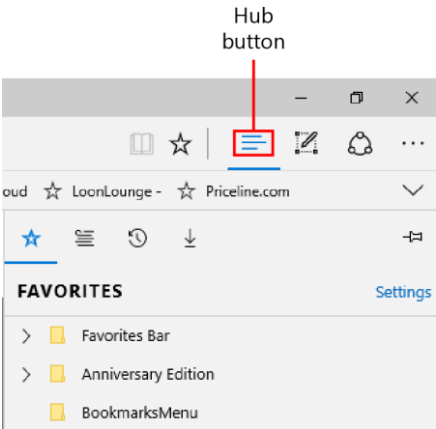
### Import Favorites from other browsers

Many people use more than one browser, and they have saved favorite sites on all of them. The ability to import favorite online locations from other browsers into Microsoft Edge makes your move to Edge that much easier.

To import Favorites in Microsoft Edge, follow these steps:

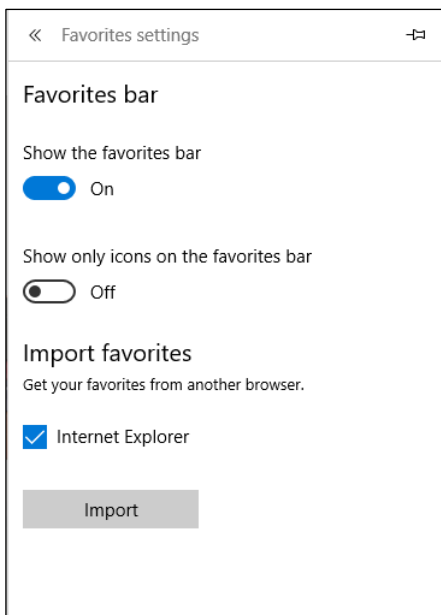


- 1. With Microsoft Edge open, click the Hub button (see Figure 2-1).
- 2. Click Settings.



**Figure 2-1:** The Hub pane

- 3. Click a browser, such as Internet Explorer (see Figure 2-2).



**Figure 2-2:** The Hub Settings pane

4. Click the Import button.

Your Favorites are imported for you.

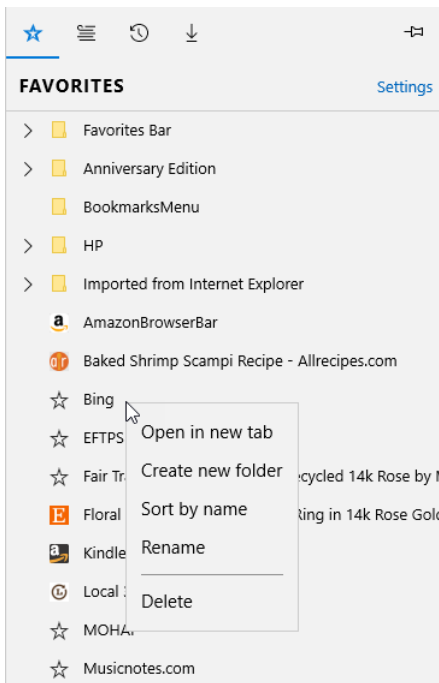
## Sort Favorites by name

By default, Favorites are listed in the order in which you saved them. It can be useful to find a

Favorite by name rather than by when it was saved.

To sort Favorites, follow these steps:

1. Click the Hub button.
2. Right-click anywhere in the Favorites list.
3. On the shortcut menu that opens, click Sort By Name (see Figure 2-3).



**Figure 2-3:** The shortcut menu displaying the Sort Favorites command

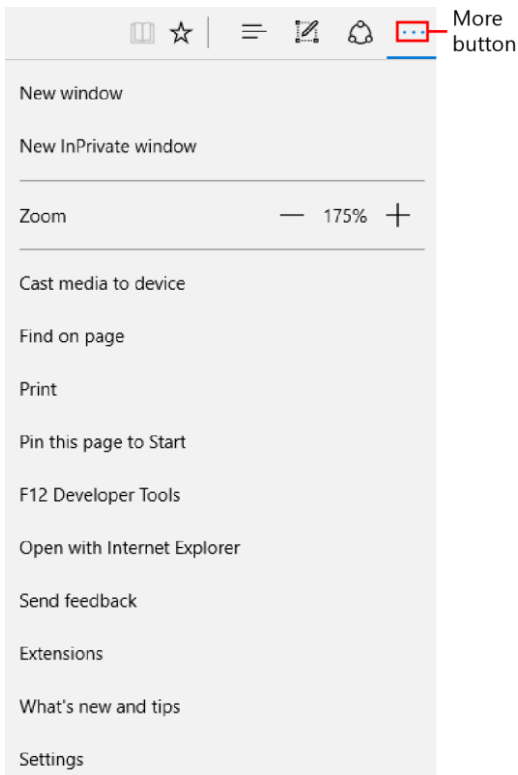
**Note** If you click a folder in the Favorites list the sort action occurs only to the Favorites in that folder.

# Changing the default Save location

When you locate a file that you want to download, either from an email attachment or in an online service such as OneDrive, you click a download button. By default, Microsoft Edge saves any downloads to the Download folder on your computer's hard drive. You might prefer that downloads are saved, for example, to Documents or another folder.

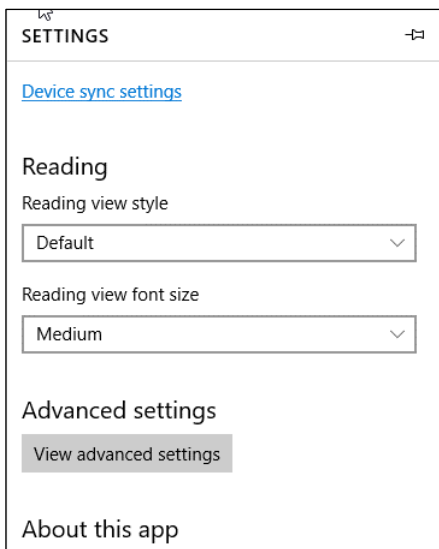
To change the location to which files are downloaded, follow these steps:

1. With Microsoft Edge open, in the upper-right corner, click the More button, as shown in Figure 2-4.



**Figure 2-4:** The More button in Microsoft Edge

2. Click Settings.
3. Scroll down, and then click View Advanced Settings, as shown in Figure 2-5.



**Figure 2-5:** Accessing the Microsoft Edge Advanced Settings

4. In the Downloads section, click Change.
5. Browse for the folder to which you want files to download, and then click Select Folder.

**Tip** When you download a file, the notification you get now contains more information about that file, including filename, download status, and site domain.

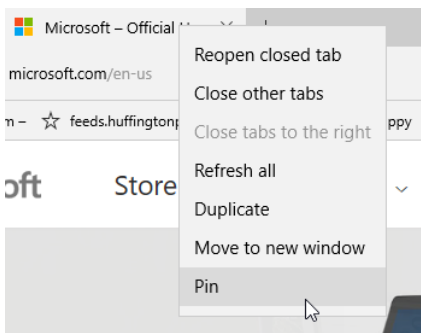
# Pinning tabs in Edge

If you want to see a specific tabs available every time you open Microsoft Edge, for example to have your email account or a news site always available, you can make use of the new Pin Tab feature.

## Pin a tab in Edge

To pin a tab, follow this procedure:

1. Display the tab that you want to pin.
2. Right-click the tab.
3. On the shortcut menu, click Pin (see Figure 2-6).



**Figure 2-6:** The shortcut menu that appears when you right-click a tab



Now, whenever you open Microsoft Edge, an icon will appear to the left of the tabs (see Figure 2-7) that you can click to go to that site.

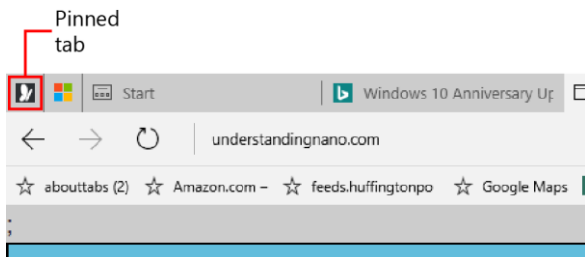
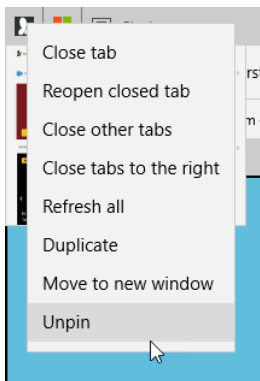


Figure 2-7: A pinned tab

## Unpin a tab

If you no longer need a tab to be available any time you open Microsoft Edge, you can unpin it. To unpin a tab, follow these steps:

1. Right-click the icon for that tab.
2. On the shortcut menu, click Unpin (see Figure 2-8).



**Figure 2-8:** The shortcut menu that you use to unpin a tab

The item disappears from the left side of the tab bar.

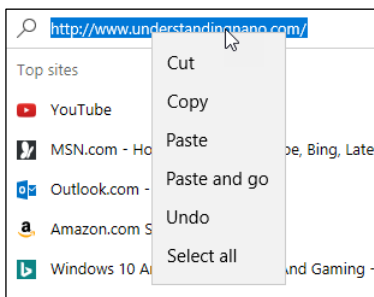
## Paste and Go

A neat shortcut available in the latest version of Microsoft Edge is the Paste and Go feature. Using this feature, you can quickly place a URL in the address bar by using the Windows Clipboard and go to the site.

To use Paste and Go:

1. Locate a URL either on a webpage or in a document.
2. Copy the URL to the Clipboard.

3. Right-click the Microsoft Edge address bar.
4. On the shortcut menu that opens, choose the Paste And Go command (see Figure 2-9).



**Figure 2-9:** The shortcut menu that displays when you right-click the address bar

The URL appears in the address bar, and then Microsoft Edge sends you to that site without any further action on your part.

## New extensions

Along with new features in Windows 10 Anniversary Update, Microsoft Edge has made available various extensions that add functionality to the browser. These are small programs that you can download from the Windows Store to work with your browser. Extensions were left out of the previous version of Microsoft Edge because of security concerns,

but those concerns have been addressed and extensions have finally arrived with Windows 10 Anniversary Update.

Newly supported extensions include Adblock, Evernote, LastPass (a password manager), improved support for mouse gestures, and the Reddit Enhancement Suite. In addition, Microsoft Translator automatically translates pages into more than 50 languages.

Another extension gives users the ability to create, edit, and view Office files from inside the Edge browser without having to install Microsoft Office.

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# Using Cortana in Windows 10 Anniversary Update

Cortana, the personal assistant feature introduced with the release of Windows 10, has grown up to incorporate several more features and capabilities in the Windows 10 Anniversary Update

For starters, you can now access Cortana from the Lock screen, and alerts from Cortana appear in the Action Center. Also, Cortana can schedule appointments in your Microsoft Outlook calendar. And if you try to schedule a conflicting event, she offers a quick and easy method for rescheduling one of the events.

In addition, if you right-click an image in Microsoft Edge, Cortana can provide information about the image and offer related images. Cortana can even give answers to questions related to your current location.

Finally, you can install the Cortana app on your phone (Windows or Android) and take advantage of all of Cortana's features on the go.

This chapter provides an overview of these exciting new features.

## Using Cortana on the Lock screen

In Windows 10, to use Cortana you needed to have the desktop displayed. But now, in the Windows 10 Anniversary Update, you have convenient access to Cortana right on the Lock screen. If you need to find out the date, the address or phone number of a business, or any other information with a specific answer, you can just ask Cortana without the need to sign in to Windows. Cortana can even display a map for a specific address.

To set up Cortana for access on the Lock screen, follow these steps:

1. Open Cortana (say “Hey, Cortana” or click in the Cortana search box).
2. Click the Settings button.
3. In the Settings pane, in the Lock Screen section, click the Use Cortana Even When My Device Is Locked switch to On (see Figure 3-1).

The Cortana Settings menu with the Use My Cortana even When My Device Is Locked setting visible.

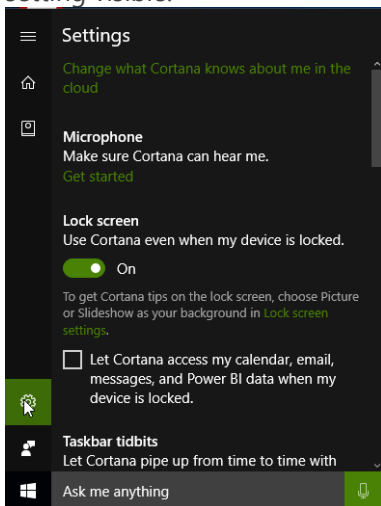
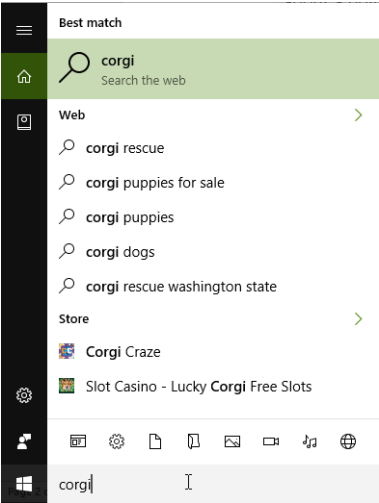


Figure 3-1: Cortana settings



Cortana has a slightly new look, with a row of buttons along the bottom of a search result panel with which you can control where results should come from, such as from folders, photos, or email (see Figure 3-2).

**Tip** If you have a question that requires more than a simple answer, for example asking for information about a politician rather than the time or an address, Cortana will ask you to sign in to Windows so that she can display web results.



**Figure 3-2:** Cortana’s new interface with buttons for controlling results

To use Cortana on the Lock screen, follow these steps:

1. Press Windows key+L.
2. Say "Hey, Cortana."
3. Ask a question, such as, "What time is it in Sydney, Australia?"

Cortana displays the answer.

## Working with events

Adding an event to your calendar isn't difficult, and now Cortana makes it even easier to do so. In addition, she can help you to avoid entering two events on the same day and time.

## Schedule appointments in Outlook

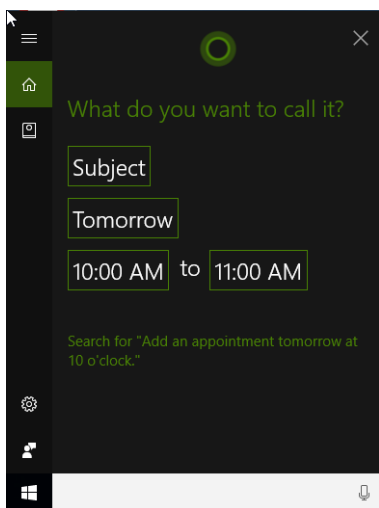
You can use Cortana to schedule an event in your Outlook calendar. Using Cortana's voice entry, you can save yourself some keystrokes and get things done faster.

**Tip** You can speak to Cortana to add an event or you can type your request in the Cortana

search box. In the steps that follow, you use voice entry.

Add an event using these few steps:

1. Say "Hey, Cortana."
2. Ask Cortana to schedule an appointment.
3. If you didn't name the event, she asks you to provide it (see Figure 3-3).
4. Say "Yes" to confirm the appointment.



**Figure 3-3:** Cortana prompts to help you to add event details

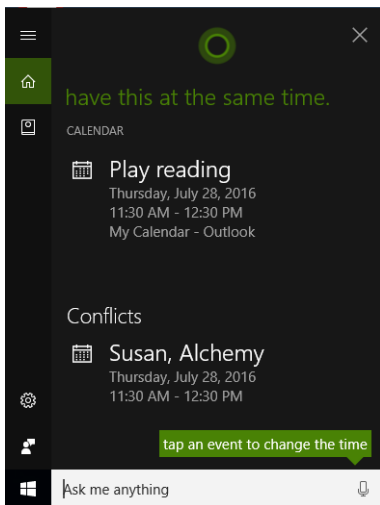
**Tip** Note that there are additional apps you can download that will work with Cortana, such as Hulu, Uber, and Fox News. Visit the Windows Store and search for Cortana to find them.

## Move conflicting events

We've all done it: scheduled two events at the same time on the same day. Now, you can avoid that by using Cortana to schedule your appointments. If you try to schedule an event at a time and date when another event already exists, Cortana will notify you of the conflict and offer you a way to edit one of the events.

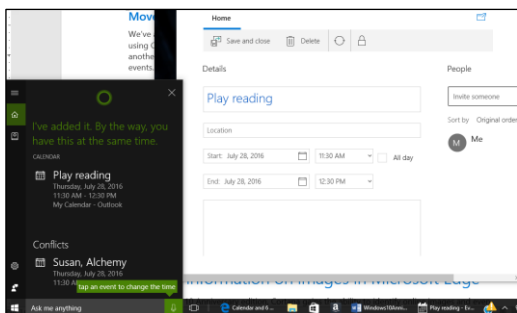
Here are the steps involved in moving a conflicting event:

1. Say "Hey, Cortana."
2. Ask Cortana to schedule an appointment on a day and at a time when an appointment already exists.
3. Confirm that you want to schedule the appointment by saying "Yes" when prompted.
4. When Cortana informs you that there's a conflict, you are shown both appointments (see Figure 3-4). Click or tap one to edit it.



**Figure 3-4:** Cortana informs you if there's a conflict in your calendar

5. Change the time or delete the event (click Delete, and then choose Delete Event) (see Figure 3-5).
6. Click Save and Close.



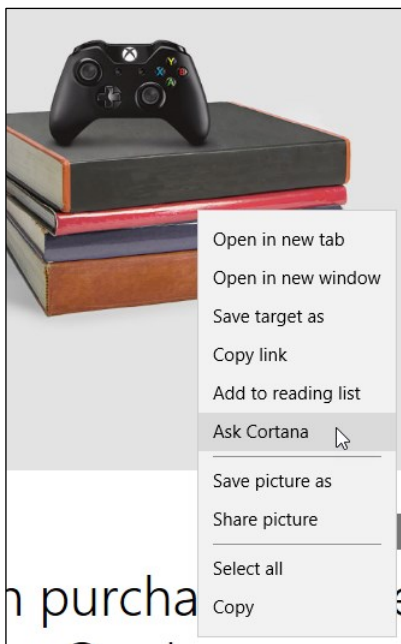
**Figure 3-5:** The window where you can edit event details or delete an event

## Getting information on images in Microsoft Edge

With Windows 10 Anniversary Update, Cortana has gained the ability to identify online images and even suggest related images.

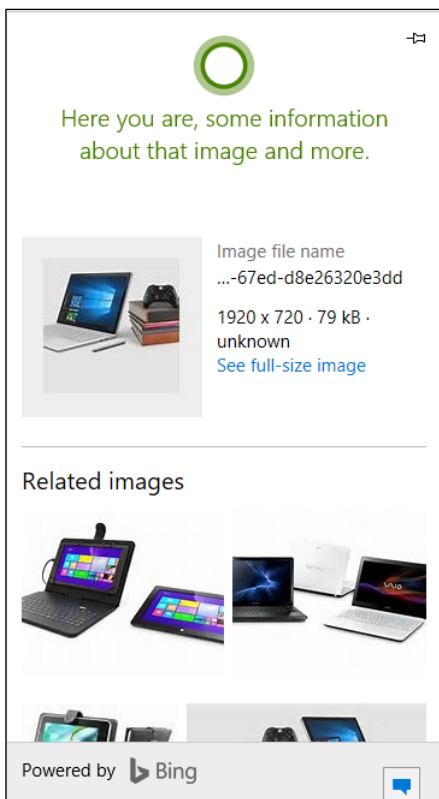
The procedure is simple:

1. Locate an online image.
2. Right-click the image.
3. On the shortcut menu that opens, choose Ask Cortana, as shown in Figure 3-6.



**Figure 3-6:** The shortcut menu in Microsoft Edge, on which you can ask Cortana about images

Cortana displays results in a panel on the right side of the screen, including her guess as to what the image represents, along with related images and links, as illustrated in Figure 3-7.



**Figure 3-7:** Results of a Cortana search based on an online image

**Note** Not all images will provide the Ask Cortana option, and even some that do might

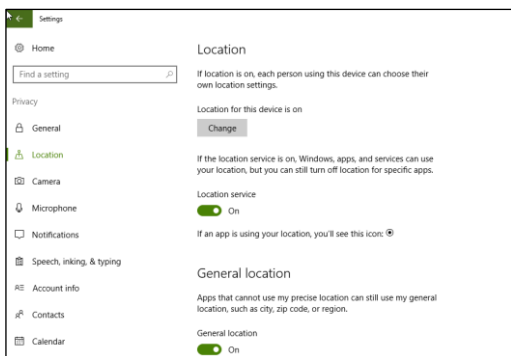


not provide a result. Typically, breaking news stories will confound Cortana, for example. Images of dogs or travel destinations, flowers, and so on work best.

## Getting suggestions from Cortana based on location

You can ask Cortana to locate places relative to your current location. First, you need to configure Windows to identify your location by following these steps:

1. Click the Start menu.
2. Click Settings.
3. Click Privacy.
4. Click Location.
5. Click the Location Service switch to turn on this feature (see Figure 3-8).

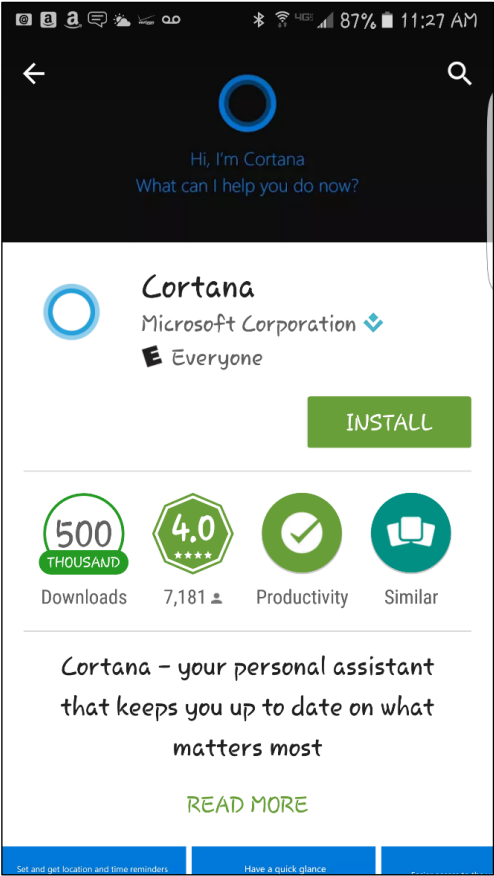


**Figure 3-8:** Location settings

Now you can say “Hey, Cortana” and ask questions such as “Find a restaurant,” or “Where’s the nearest gas station,” and Cortana will provide information based on your location.

## Using Cortana on your smartphone

You can now install the Cortana app, for free, on your Windows-based phone to use all of Cortana’s features while you’re on the go. You also can synchronize information and settings between your phone and PC. To locate and install the free app, use the app store that your phone accesses, such as Google Play Store or Windows Store (see Figure 3-9).



**Figure 3-9:** The Google Play Store listing for the Cortana app

# Playing games in Windows 10 Anniversary Update

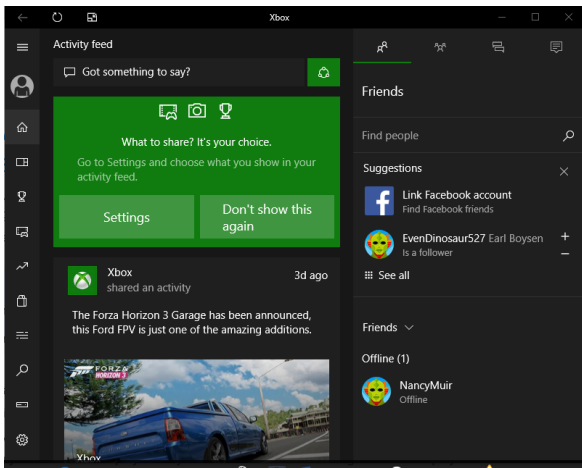
The gaming world is constantly evolving, so the fact that Windows 10 Anniversary Update offers a few new gaming features and supports some new games isn't surprising. Some changes are coming to Microsoft Xbox, some to your PC, and some that affect connectivity between Microsoft devices.

In this section, I provide a quick overview of changes as well as a

few new or updated games to look for.

## Overview of changes to Xbox in Windows 10 Anniversary Update

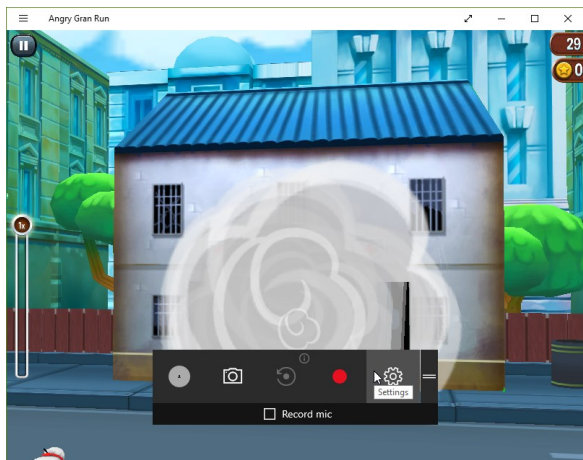
The Xbox Games app interface has changed slightly in Windows 10 Anniversary Update. Some buttons have been reorganized along the left side, and the look and feel has been streamlined (see Figure 4-1).



**Figure 4-1:** The latest Xbox Games interface

**Tip** If you own an Xbox, you'll be glad to hear that Xbox One now supports background music and multiple GPUs. Region Independence is also coming to Xbox, meaning that you can experience your games in 50 or more languages.

The Windows Game bar, which you can use to record videos, has also been updated. Just press Windows key+G while playing certain games to display the Game bar (see Figure 4-2).



**Figure 4-2:** The Windows Game bar

Xbox Play Anywhere is a game changer for Xbox and Windows 10 devices. With this feature, games that you buy on your Xbox can be played on your Windows 10 PC, and PC games can be played on Xbox. Also, using the Continuum feature, you can begin playing a game on your Xbox One and then pick up where you left off on your PC. You can even Play multiplayer games across your console and PC.

With the Windows 10 Anniversary Update, Cortana is coming to Xbox One, so you'll be able to talk to your Xbox device to give it instructions and even turn it on.

# Exploring new and updated games

With the Windows 10 Anniversary Update come some new and updated games. Of course, new games come along all the time, but you can start by checking out these new and updated old favorites.

- **Disney Find 'N Seek** This one is for the kids. It features a friendly book librarian who takes the player through a series of scenes in which various stickers have escaped and hide among other objects. It's a search-for-hidden-objects game based on Disney characters and stories such as Donald Duck and the movie *Frozen* (see Figure 4-3).



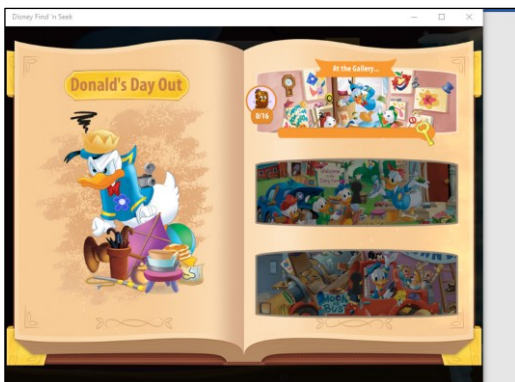
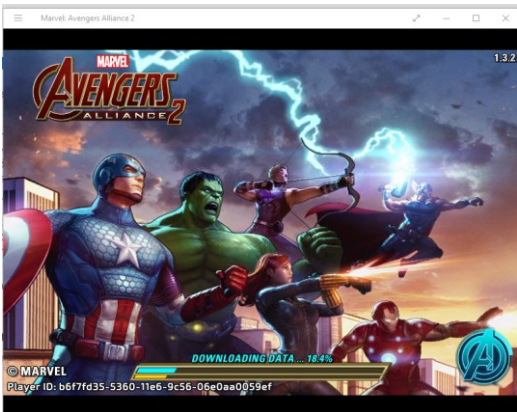


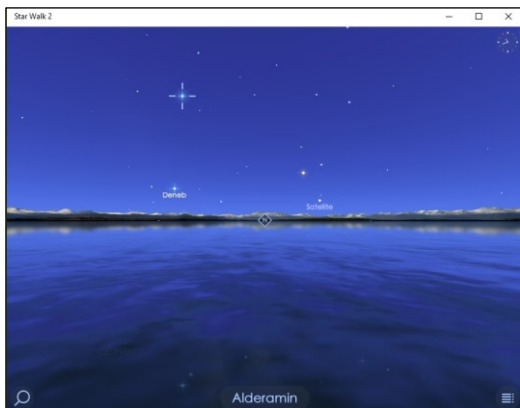
Figure 4-3: Disney's new *Find 'N Seek* game

- **Marvel: Avengers Alliance 2** This sequel to *Marvel: Avengers Alliance* provides higher-end graphics and the ability to customize the game. You get to create a team made up of superheroes to fight supervillains and save the world from incursions from throughout the galaxy. You can gather superhero abilities and use energy to defeat intergalactic dangers.



**Figure 4-4:** *Marvel: Avengers Alliance 2* offers lots of gaming fun

- **StarWalk 2** This one's not so much a game as a learning experience about astronomy. Through dazzling images, you can explore nebulae, star clusters, and more. This works best with a phone or tablet because you need to face the device to the sky.



**Figure 4-5:** *StarWalk 2* is a great game app for learning about planets

- **Dream Machine** If you're an engineer at heart, you'll love this game. You move levers to rearrange machinery so that a lone robot can escape a cold factory world. This game includes three dimensional puzzles and a variety of visual illusions to keep your interest.



**Figure 4-6:** *Dream Machine's* intriguing 3D maze offers interesting challenges



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# Improved security in Windows 10 Anniversary Update

Some changes that come along with Windows 10 Anniversary Update are built in to Windows itself, whereas others show up in Microsoft Edge browser settings. Another useful security tool is the Last Pass extension, with which you can safely store online passwords.

# Finding new resources in Windows Defender

Windows Defender is the Windows 10 built-in antivirus program that can help to keep your computer safer from outside threats. This feature is covered in Section 23 in [\*Windows 10 Plain & Simple\*](#).

With Windows 10 Anniversary Update, a few new Windows Defender features have been added.

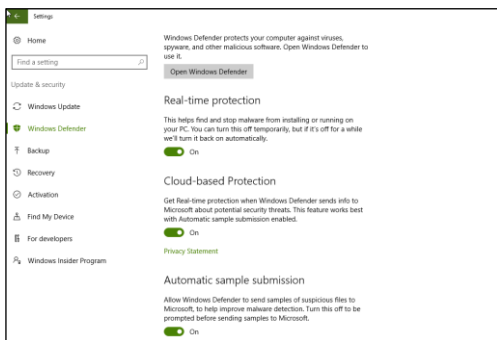
## Getting threat notifications

Windows Defender can post notifications to the Action Center if your computer is at risk. You can turn on the Enhanced Notifications feature to ensure that all security notifications get through. Note that, even with this feature turned off, notifications of critical threats that require an action on your part will still appear in Action Center.

To turn on this setting, follow these steps:

1. Click the Start button.
2. Click the Settings button.

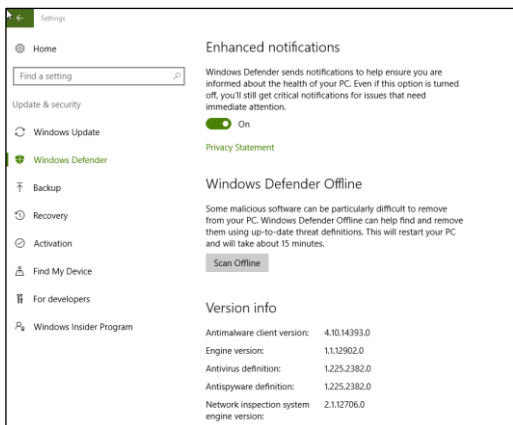
3. Click Update & Security (see Figure 5-1).



**Figure 5-1:** The Update & Security option in the Settings app main window

4. Click Windows Defender.
5. Scroll down, and then, in the Enhanced Notifications section, click the switch to On, as shown in Figure 5-2.
6. Click the Close button to close Settings.





**Figure 5-2:** The Enhanced Notifications setting

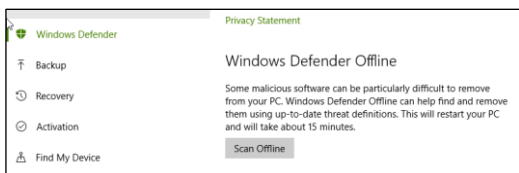
## Running Windows Defender offline

Some threats to your computer can be particularly difficult to root out. If your computer seems to be having problems with threats such as viruses, you can use Windows Defender to scan for malware threats, whether your computer is online or offline.

To turn on this offline coverage, follow these steps:

1. Click the Start button.

2. Click the Settings button.
3. Click Update & Security.
4. Click Windows Defender.
5. Scroll down to Windows Defender Offline.
6. Click the Scan Offline button (see Figure 5-3). Your computer will restart and Windows will scan for threats.



**Figure 5-3:** Initiating an offline scan

**Tip** The offline scan could take as much as 15 minutes to run and will restart your computer. Be sure to save any documents you're working on before starting the scan.

## New Microsoft Edge settings for security

The Microsoft Edge browser gained certain updates coincident with the release of Windows

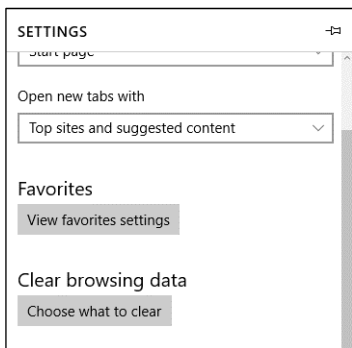
10 Anniversary Update. Two of these features provide improved security. These features build on the coverage provided in Section 9 of [\*Windows 10 Plain & Simple\*](#).

## Clearing browsing data

Data kept by your browser can be useful for finding information about sites you've visited previously, but it can also be used by those who have access to your computer to follow your movements and habits.

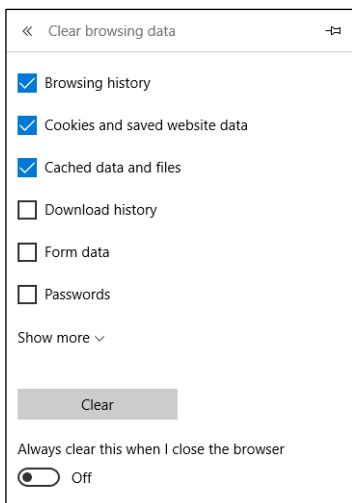
Windows 10 Anniversary Update offers a new feature that you can use to clear your browsing data. Just follow these steps:

1. With Microsoft Edge open, click the More button.
2. Click Settings.
3. Below the Clear Browsing Data heading, click the Choose What To Clear button (see Figure 5-4).



**Figure 5-4:** Find the Clear Browsing Data button in the Settings pane

4. In the pane shown in Figure 5-5, click the types of data you'd like to remove.
5. Click the Clear button.
6. Click anywhere outside the pane to close it.



**Figure 5-5:** Select which types of browsing data for Microsoft Edge to delete

**Tip** If you want Microsoft Edge to clear the selected types of data every time you close the browser, click the Always Clear This When I Close the Browser switch to On before step 5.

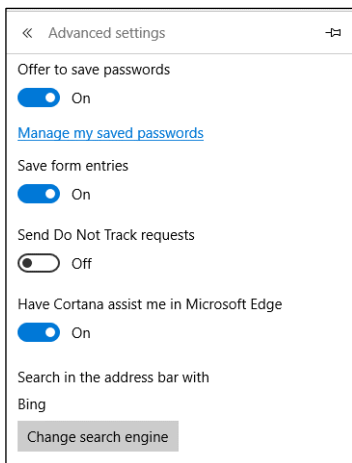
## Sending Do Not Track requests

Many websites track your movements when you're visiting. You can request that these sites not track you. Be aware, though, that not all sites

will honor these requests; however, legitimate sites typically stop tracking your actions when this setting is turned on.

Follow these steps to send Do Not Track requests:

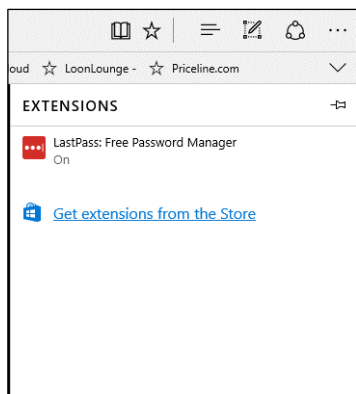
1. With Microsoft Edge open, click the More button.
2. Click Settings.
3. Click the View Advanced Settings button.
4. Scroll down to the Send Do Not Track Requests setting.
5. Click the On/Off switch to turn the setting to On.



**Figure 5-6:** Use this setting to ask that people stop tracking your activities on their sites

## Discovering the LastPass extension

With Windows 10 Anniversary Update, Microsoft Edge has gained the ability to use extensions, which are small programs that add functionality to your browser. You can download these extensions from the Windows Store. After you do, they will appear when you click the Extension item on the More menu (see Figure 5-7). Click an extension to manage its settings.



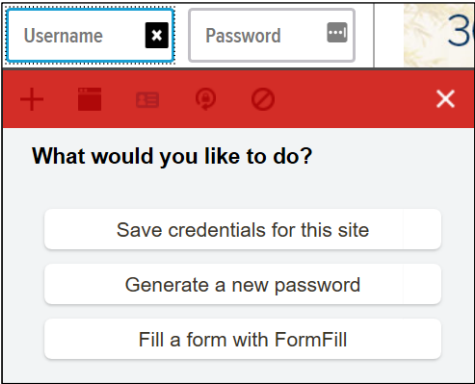
**Figure 5-7:** Accessing extensions on the Microsoft Edge More menu

One such extension that can help to keep your passwords more secure is LastPass, a free password manager. Rather than jotting down your passwords on scraps of paper or losing them, you can use this extension to store and access them from any computing device. The extension also helps you to create safer passwords.

You simply download and install LastPass and then create an account. Go to a site that requires a user ID and password, type them, and then click the button on the right side of the user ID field. You're given the option of saving the

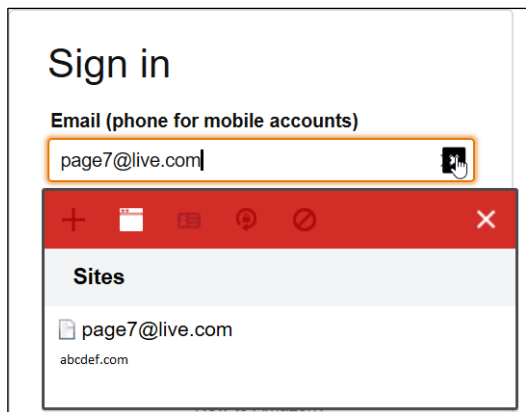


credentials (see Figure 5-8). Choose this option and then click Save. As simple as that, your passwords are saved in LastPass.



**Figure 5-8:** Choose to save credentials for a site and you never need to type them again when you visit that site

The next time you go to that site just click the LastPass button on a sign-in field, click the account name in the list that appears (see Figure 5-9), and your credentials are filled in for you.



**Figure 5-9:** Choose the account you want to sign in to from this list

You can open the LastPass extension from the apps list in the Start menu to view your stored accounts.

# Using Windows Ink in Windows 10 Anniversary Update

Windows Ink is an exciting new feature introduced with Windows 10 Anniversary Update. Using Windows Ink, you can draw on a touchscreen computer in a variety of settings. At Build 2016, Microsoft's developers' conference, a Microsoft representative stated that "Windows Ink can help people not just create notes or write like they're on a whiteboard, but also how Windows Ink integration into

apps like Maps, Microsoft Edge, and Office can unlock the power of Windows 10.”

## Overview of Windows Ink

Windows Ink is a technology that works with a digital pen or your finger to write on a touchscreen computer. Windows Ink offers three environments for writing: Sticky Notes, Sketchpad, and Screen Sketch. You also can use pen input in apps such as Maps and Office. Windows Ink even works from the Lock screen, so you can dash off notes quickly without having to sign in to Windows.

**Tip** Not all digital pens will work with Windows Ink. Microsoft promises that a pen specifically designed to work with Windows Ink will be coming by the end of 2016.

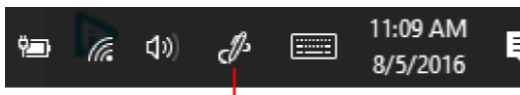
# Creating Sticky Notes

Everybody has used sticky notes—those ubiquitous small pieces of paper that you can write on and stick on practically any surface such as your front door or a report. The Sticky Notes app uses that same idea, giving you the ability to “stick” a note on your computer screen and write on it using your keyboard. Unlike other Windows Ink features, you don’t need a touchscreen to write a sticky note.

## Create a Sticky Note

To create a Sticky Note you first need to open the Windows Ink workspace. Follow these steps to open Windows Ink and create a blank sticky note:

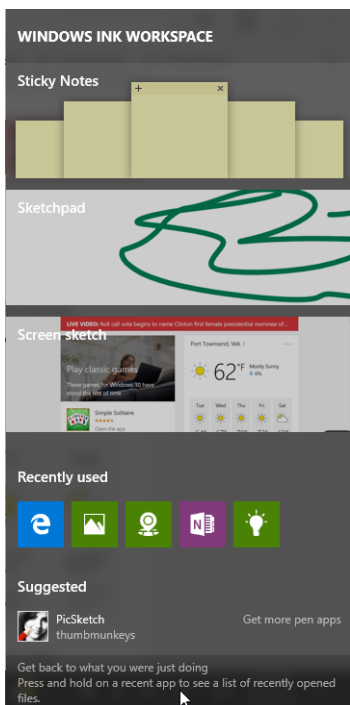
1. On the taskbar, click the Windows Ink Workspace button.



Windows Ink Workspace  
button

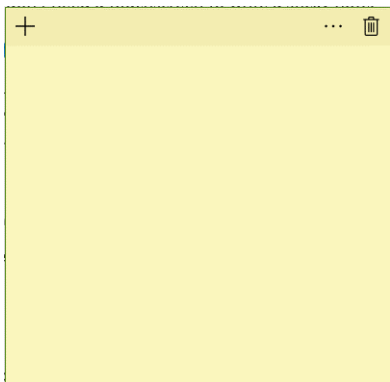
**Figure 6-1:** Click to open the Windows Ink workspace

2. Click Sticky Notes (see Figure 6-2).



**Figure 6-2:** The Windows Ink workspace

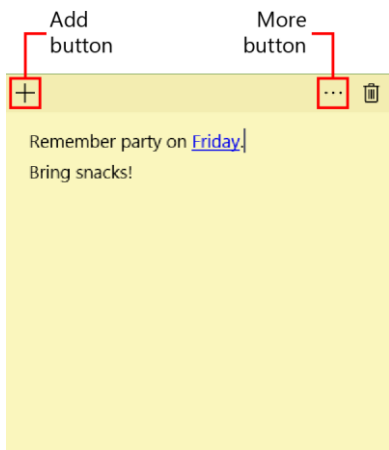
The sticky note appears, as shown in Figure 6-3.



**Figure 6-3:** A blank sticky note

## Write a note

After you create a sticky note, writing on it couldn't be easier. With a blank sticky note open (see Figure 6-3), simply type your note (see Figure 6-4). To save the note and return to another open app, press **Alt+Tab**.



**Figure 6-4:** A sticky note with text added

To view all sticky notes that you've created, open the Windows Ink Workspace, and then click Sticky Notes, or press Alt+Tab to cycle through open items. To edit the content on a particular note, just click it. To create another note, in the upper-left corner of an open note, click the Add button.

## Change settings

Sticky Notes is a pretty simple app that lets you create a note and adjust a few simple settings. You can change the color of your note, and take advantage of the Insights feature, with which you



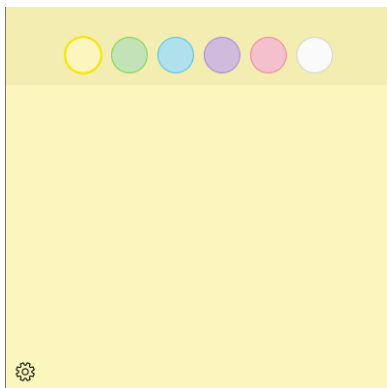
can use information from your note to add a reminder.

## Change color

Not everybody likes yellow sticky notes, so you might want to take advantage of the ability to change the color to be green, blue, pink, purple, or white.

With a sticky note open, follow these steps to change the color of the note:

1. Click the More button (see Figure 6-4).
2. Click a color (see Figure 6-5) to apply it.



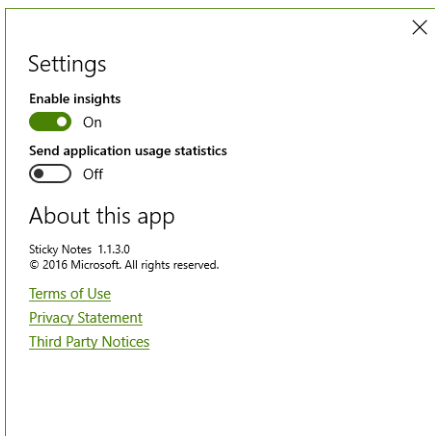
**Figure 6-5:** Clicking the More button displays available settings

## Use Insights

Insights is a feature that places a highlight on information such as a date, day, or time, to which you can then add a reminder about that item.

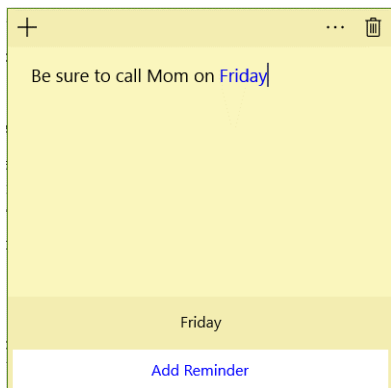
You can turn on Insights for an individual sticky note. To do so, follow these steps:

1. With a sticky note displayed, click the More button.
2. In the lower-left corner, click the Settings button (the small gear-shaped icon).
3. On the menu that appears (see Figure 6-6), click the Enable Insights switch.



**Figure 6-6:** Use the Enable Insights switch to turn the feature on

Now, when you type information about an appointment or event, that information is highlighted (see Figure 6-7). Click the highlighted text, and an Add Reminder button appears. Click the button and Cortana opens, where you can then set the details for the reminder.



**Figure 6-7:** The Add Reminder button appears when you click a link in a sticky note

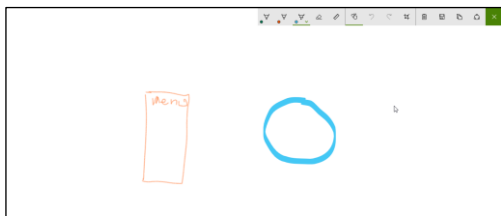
## Using Sketchpad

Sketchpad is a more sophisticated feature of Windows Ink with which you can open a workspace and draw using your mouse, finger,

or a digital pen. You can choose different settings to modify the writing implement (ballpoint pen, pencil, or highlighter), colors, and more. You also can share what you create in Sketchpad (see the later section, “Customizing Windows Ink settings,” for more about these features). To draw in Sketchpad using a digital pen or your fingers, you need a computer with a touchscreen.

To open and draw in Sketchpad, follow these steps:

1. On the taskbar, click the Windows Ink Workspace button.
2. Click Sketchpad.
3. Using your mouse, digital pen, or fingers, draw lines on the screen, as depicted in Figure 6-8.



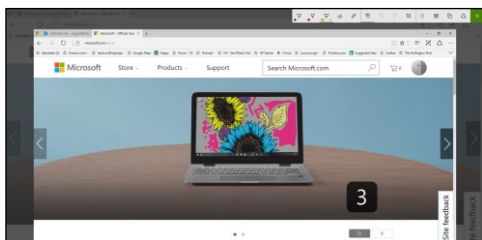
**Figure 6-8:** The Sketchpad workspace

# Using Screen Sketch

Screen Sketch captures a screenshot from your computer or tablet, which you can then draw on and share with others. This can be handy for sharing a section of a document or web page with annotations. You can make various settings for Screen Sketch, which are discussed in the next section.

To use Screen Sketch, follow these steps:

1. Display the window you want to sketch on, such as a Microsoft Office document or web page.
2. On the taskbar, click the Windows Ink Workspace button.
3. Click Screen Sketch. The window appears with a work surface and drawing tools, as demonstrated in Figure 6-9.



**Figure 6-9:** The Screen Sketch screen

# Customizing Windows Ink Settings

Both Screen Sketch and Sketchpad include tools that you can use to set the writing implement, drawing colors, and more, as shown in Figure 6-10. By using these tools, you can customize your drawings and even share them with others.

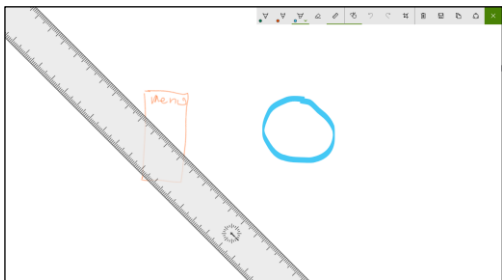


**Figure 6-10:** Tools available for your sketches

Settings for Sketchpad and Screen Sketch, from left to right in Figure 6-9, include the following:

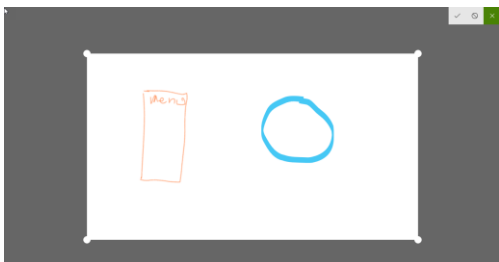
- **Writing implements** You can choose (from left to right) a Ballpoint Pen, Pencil, or Highlighter.
- **Color and Size** Click a writing implement to select it, and then click again to see a drop-down palette of colors and a Size setting.
- **Eraser** Click the Eraser button and then click among the drawing lines to erase them. Or, click the Erase button and then click it again to display the Erase All Ink option.

- **Display the Ruler** Click the Ruler button to display an onscreen ruler that you can use to draw straight lines (see Figure 6-11).



**Figure 6-11:** The onscreen Ruler makes drawing a straight line easy

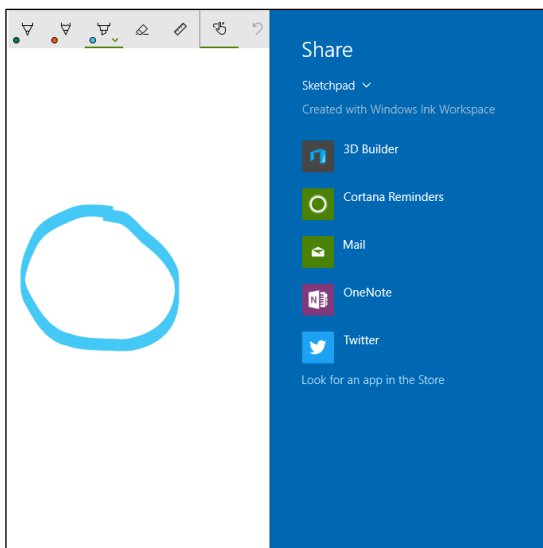
- **Enable Touch Writing** If you want to use your finger or a digital pen to draw, click this button.
- **Undo/Redo** Use these buttons to undo or redo the last line you drew.
- **Crop** Click this button and your drawing is reduced to a window with handles on the corners. Drag these corners to crop your drawing to focus on just the portion you want to keep. Click the Apply button (the check mark button shown in Figure 6-12) to apply the cropping.



**Figure 6-12:** Drag a handle to crop your drawing

- **Delete** Click this button to delete your drawing.
- **Save** Click this button to name and save your drawing.
- **Copy** Click the Copy button to place a copy of your drawing on the Windows Clipboard.
- **Share** Click this button and Windows Ink displays the panel shown in Figure 6-13. Use the buttons here to share by email, Twitter, or other means.





**Figure 6-13:** Sharing options in Sketchpad

# Working with Windows Hello Biometric Security in Windows 10 Anniversary Update

One of the ways in which Windows continually tries to improve your world is by tightening security to protect your computer's contents. Your computer and other devices contain valuable information that could put you at risk if others gained access to it, such as bank account statements or

correspondence. Windows Hello offers strong authentication to help ensure that only you can access your computer or other Windows devices.

## Overview of Windows Hello

Windows Hello is a biometric feature that makes it possible for your computer to recognize your face, fingerprint, or iris. If you are recognized, Windows will then allow you to access your computer without you having to enter a PIN or password.

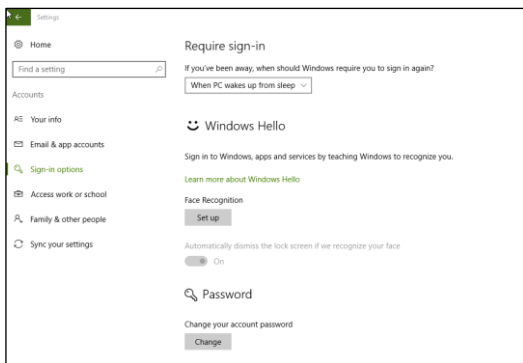
To use Windows Hello, you need to have the appropriate camera or a fingerprint reader on your computing device. Over time, more and more computers will contain these features, making Windows Hello available to all. If you have the appropriate hardware, the next thing to do is to set up Windows Hello to recognize you.

# Setting up Windows Hello

Here, I'll introduce you to the steps involved in setting up Windows Hello to recognize your face. If your computing device has a fingerprint reader, you'll likely need to work with options other than those described here.

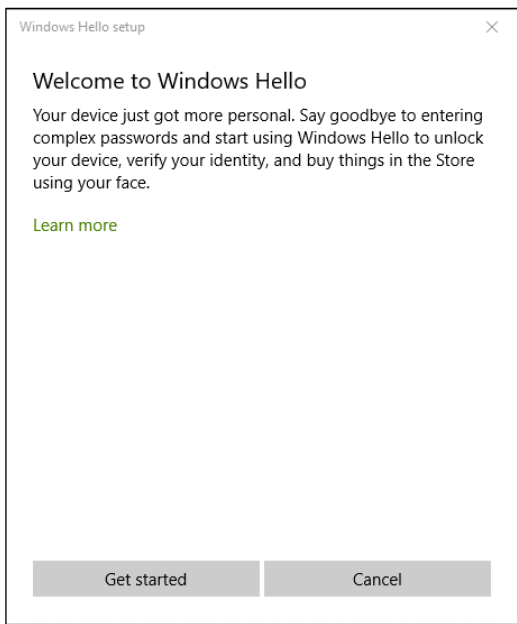
To set up facial recognition in Windows Hello, follow these steps:

1. Click the Start button, and then click Settings.
2. In Settings, click Accounts and then Sign-in.
3. In the Windows Hello section, click Set Up (see Figure 7-1).



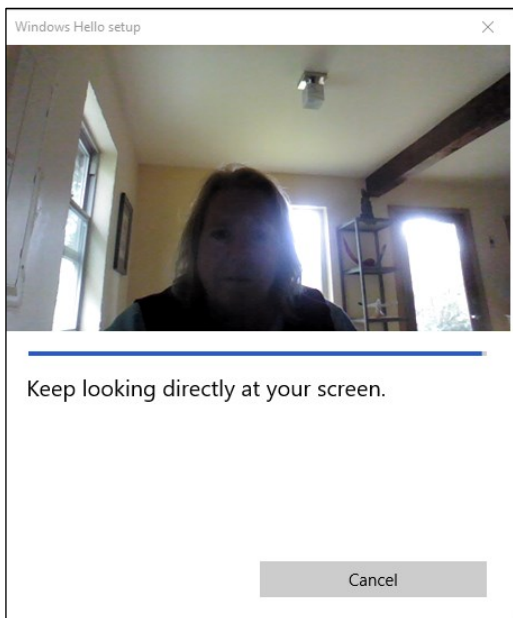
**Figure 7-1:** Windows Hello options in the Accounts settings

4. In the Windows Hello screen that opens, click Get Started (see Figure 7-2).



**Figure 7-2:** The initial setup screen for Windows Hello

5. Type your PIN or password. (If there's no Sign-In option at this point, your device doesn't support Windows Hello).
6. Windows scans your face, as demonstrated in Figure 7-3. When it's done, click Close to close the All Set dialog box.



**Figure 7-3:** Windows Hello remembering your face

7. Click OK.
8. Select the Automatically Dismiss The Lock Screen If We Recognize Your Face check box.

**Tip** If Windows has trouble recognizing your face, go to Settings, Accounts, and then Sign-In. In the Hello Windows section, click the Improve Recognition button, click Get Started,

and then click OK. Windows Hello will identify you again; when it's done, just click Close.

## Using biometric authentication from the Lock screen

After you set up Windows Hello, it's simple to use your face from the Lock screen to verify your identity, avoiding the need to type a password or PIN.

When the black Lock screen appears, follow these steps:

1. Click the black screen and the Lock screen picture appears.
2. Windows checks your face. When a message appears on the Lock screen, just click the screen, and Windows opens.



# Working with Windows Hello and Microsoft Edge to authenticate websites

As you move around the web, you probably end up typing passwords on various sites, such as online stores, to verify your identity, but remembering all those passwords can be problematic. Windows Hello brings the promise of a new way of doing things, where websites that you visit using Microsoft Edge, and eventually others browsers, can recognize you without you ever typing a password. This approach is not only more convenient, it's safer.

Authenticating you on websites depends on the web authentication specification supported by various alliances, and that is still a work in progress. Look for future implementations of Windows Hello authentication on various websites as you browse the Internet, as well as using the feature when making purchases in the Windows Store.

# About the Author



**Nancy Muir Boysen** is the author of more than 100 books on technology topics, including several award-winning titles. Prior to her writing career, Nancy worked in publishing at MacMillan and Wiley, and as a training manager in the

software industry. Nancy holds a certificate in Distance Learning Design from The University of Washington and helped to create and teach an online course on Internet Safety at Washington State University.



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