

Firefox

Menu (☰) > Options (⚙) > Home

In Home under New Windows & Tabs you can either type in a valid URI in the provided text box or choose either “Use Current Page” to set the page you are currently on as the home page or choose “Use Bookmark” to open a list of bookmarks from which to choose a home page. When done simply close Firefox. The next time you open Firefox your new home page should open.

Chrome

Menu (☰) > Settings > Scroll down to the “On Startup” section

Choose “Open a New Tab page” to open a page with your currently selected default browser, or

Choose “Continue where you left off”, or

Choose “Open a specific page or set of pages” to choose what page or pages open when you start Chrome. To add a new page click on that option and type the URL you want as your new home page. To have multiple home pages simply open the pages you want prior to setting your home pages, then click on “Use Current Pages” under “Open a specific page or set of pages”. The next time you open Chrome all of these pages will open as your home page.

Edge

Menu (☰) > Settings

Click on the hamburger icon (☰) to the left of Settings. Scroll down and click on “On Startup”

Choose “Open a New Tab Page” to start with a new tab or

Choose “Continue where you left off” to open the pages you had open when you last closed Edge, or

Choose “Open a Specific Page or Pages” to have the same page or pages open every time you open Edge.

To add the page you want to use as your home page type its URL into the provided text box

For more information about Windows 10 Emoji check-out:

<https://www.howtogeek.com/353045/how-to-change-the-home-page-in-your-web-browser/>

If you're tired of wiggling your mouse around endlessly while searching for the cursor on your computer screen then you might want to think about changing the appearance of your mouse. To do this start at your "Start" screen.

Start () > Settings () > Devices > Mouse

Under Related Settings click on "Adjust mouse and cursor size". From here you can change the cursor size and color to suit your needs.

OR...for even more control over your cursors appearance

Instead of clicking on "Adjust mouse and cursor size" click on "Additional mouse options". This opens the "Mouse Properties" screen. Clicking on the "Pointers" tab on this screen opens the pointers window. Here you'll find a "Customize:" window listing the various cursor types you can modify

Cursor types include the "normal selection" cursor, the white arrow that normally appears on your computer screen. Other cursor types are the "text select" cursor normally seen when inserting or editing text and the "resize" cursors, the double headed arrow cursors, used to resize various windows on your screen.

To select the cursor type you wish to modify simply click on it's line item in the "Customize:" box to highlight it. Clicking the browse button beneath the "Customize:" box gives you a list of options available for changing the appearance of that cursor type. Once you've made your selection click "Open". Then click "Apply" and "OK" and your new cursor will appear.

With a little bit of experimentation with the other tabs on the "Mouse Properties" screen coupled with the "Adjust mouse and cursor size" option you can customize your mouse cursor and its operation to meet almost any need.


Clipboard History

It sounds kind of mundane but its one of the coolest new functions that has been added to Windows 10 in the 1809 update. Anybody who does word processing or uses Excel or Power Point probably uses the clipboard on a regular basis, whether they know it or not. Every time you use the key combination CTRL + X to delete text or numeric entries or use CTRL + C to copy those items you are sending them to the clipboard. When you use CTRL + V to re-insert the deleted or copied items you are calling on the clipboard to make them available again. The one drawback of the clipboard has been that it only holds one item at a time. As soon as you add something new to the clipboard, whatever was previously there is lost. But not anymore. The 1809 Windows 10 update has added “Clipboard History” which allows you to go back in clipboard time and access previously deleted or copied items even after you’ve added new material to the clipboard. Here’s how to do it.

First you have to turn on Clipboard History in your settings:

Settings () > System > Clipboard > turn on Clipboard History

Next you need to generate a clipboard history. You can do this easily by creating a text document, spread sheet document etc. Once created, add some data, then delete that data. This generates a clipboard history.

Once you have a clipboard history you can access it by using the key combination Windows Logo Key () + V. When the Clipboard History page opens, simply scroll to the entry you want to use and click on it. It will be inserted into whatever application you’re using at the time as long as that application can appropriately handle the type of information the clipboard is presenting.

Restore points are one way of insuring that you can return your computer to a normal operating state if changes you make cause your computer to act erratically. Restore points are automatically made prior to major Windows updates IF you have your system configured to do so. Restore points can also be made manually at any time and SHOULD be made prior to any changes you make to your computer that have the potential to effect its ability to operate normally. This includes adding or deleting applications, making changes to system files or doing anything that effects the registry files. Finally, a restore point is only useful if it has been made BEFORE you need to use it to restore your computer.

Configuring your system to make restore points

In Windows 10

- Click on Cortana (the circle next to the start button)
- Start typing **Control Panel**
- When you see Control Panel at the top of the Cortana list, left click on it.

OR

- Open the **Start** page and start typing **Control Panel**
- When you see Control Panel at the top of the search list, left click on it.

In Windows 7

- Left click the start button in the left lower corner of the task bar
- Left click on “Control Panel”

Continue below for both Windows 7 & 10

- Left click “System”
- Left click “System Protection” at the left upper edge of the “System” screen to open the “System Properties” window
- Look in the “Protection Settings” window to find a list of your available drives. Make sure the protection setting for the system drive is “On”. If not, highlight the system drive by placing your mouse cursor on that drives label and click once with your left mouse button.
- Click the “Configure” button below the “Protection Settings” window
- Click the “Turn on System Protection” radio button and set the “Disk Space Usage” slider to +/- 5-10% of your available storage.
- Click “Apply” then click “OK”. Your system drive protection settings should now be “On”

Creating a Manual Restore Point

In Windows 10

- Click on Cortana (the circle next to the start button)
- Start typing **Control Panel**
- When you see Control Panel at the top of the Cortana list, left click on it.

OR

- Open the **Start** page and start typing **Control Panel**

- When you see Control Panel at the top of the search list, left click on it.

In Windows 7

- Left click the start button in the left lower corner of the task bar
- Left click “Control Panel”

Continue below for both Windows 7 & 10

- Left click “System”
- Left click “System Protection” at the left upper edge of the “System” screen to open the “System Properties” window
- Near the bottom of the “System Properties” window click on the “Create” button
- This opens a “Create a Restore Point” window with a data entry box. Type a name for your restore point in the data entry box, ie if you’re planning on installing a new solitaire game you might name your point “This point created before installing solitaire game”. Now click the “Create” button. Your restore point will be created. When completed you will see the message “The Restore Point Was Created Successfully”.
- Click “Close”
- To verify that you’re restore point was created click the “System Restore” button on the “System Properties” window. A “Restore System Files and Settings” window appears.
- Click “Next” and the restore point you just made should be listed. Click the “X” in the right upper corner to close this window.
- Click “OK” on the “System Properties” window and you’re done.

How to Turn on Cortana's Voice Activation Feature

To use Cortana's voice activation feature you must have a working microphone on your computer and you must turn on Cortana's voice activation. To enable this feature:

Start () > Settings () > Cortana > Talk to Cortana > Let Cortana respond to "Hey Cortana"

Windows 10 new Emoji keyboard

Windows 10 provides a full complement of Emoji for use in word documents and a variety of other apps. They work in MS Word, MS Power Point, MS One Note, MS Access, Google Docs and Google Sheets, as well as in both Yahoo and Gmail emails. They work, kind of, in WPS Presentations and Libra Office Writer and emoji's render in white only in Libra Office Impress. They Do not work in MS Publisher, MS Excel, WPS Write and WPS Spreadsheets.

Windows Key+.(Period) or Windows key+;(semi colon)

For more information about Windows 10 Emoji check-out:

<https://www.pcworld.com/article/3223429/windows/windows-10-how-to-type-emoji-on-your-pc.html>

Being able to uninstall Apps that you are no longer using, no longer want, or that are causing problems with your system is one of the most common and most important tasks you'll do in Windows 10. Above and beyond the more traditional old school programs found in earlier versions of Windows, Windows 10 includes a variety of modern apps and universal apps. The Programs and Features section in the control panel menu that Windows 7 and XP users used to uninstall programs still exists, but won't actually delete some of these newer types of apps. So here's how to uninstall the new as well as the old apps in Windows 10.



Uninstalling from the Start Screen:

Position your cursor over the app you want to uninstall and click your Right mouse button. Left click "Uninstall" on the pop-up menu that opens and follow the resulting prompts. Your App should now be uninstalled.

Note:

If the "Uninstall" option is grayed out or not present when you right click it's Start Screen icon it's probably an app that Microsoft doesn't want you to uninstall. You can still uninstall these apps, however Microsoft doesn't allow you to easily uninstall them in the usual way. These apps can be uninstalled using PowerShell commands but that process is technically more difficult and beyond the scope of this Quick Tip.

Uninstalling from "Settings":

Start () > Settings () > Apps > Apps & Features

This reveals a list of your Apps in alphabetical order.

Left click on the App you wish to uninstall. Left click on "Uninstall". Left click on the "Uninstall" pop-up switch to confirm the uninstall order and follow the resulting prompts. Your App should now be uninstalled.

Uninstalling from "Control Panel":

Left click on Cortana () and in the search bar type "Control Panel". Click on "Control Panel" at the top of the results screen.

Once Control Panel opens adjust your view to either Large Icons or Small Icons using the "View By:" switch on the upper right of the page.

Left click "Programs and Features" > Right click on the app you want to uninstall > Left click "Uninstall" and follow the resulting prompts. Your app should now be uninstalled.

For more information on how to uninstall Apps in Windows 10 check out the following web sites:

<https://www.howtogeek.com/224798/how-to-uninstall-windows-10s-built-in-apps-and-how-to-reinstall-them/>
<https://www.laptopmag.com/articles/uninstall-programs-windows-10>

<https://www.cnet.com/how-to/how-to-uninstall-an-app-or-program-in-windows-10/>

Working with Jump Lists

Have you ever wished you could quickly find and open a recently created file without having to search through multiple folders using File Explorer. Well, if so then jump lists will be your new best friend. Here's how they work.

When you open an app in Windows 10 its icon will appear on the task bar at the bottom of the display screen. Once the icon is in the task bar right clicking on it will, in most cases, open a pop-up menu called a jump list. A jump list is a list of the files you've most recently opened in that app. As you open more and more files the most recently opened files appear on the jump list and the files that haven't been opened recently drop off. However, if you hover your cursor over a file in the list a small pin icon will appear to the right of the file name. Clicking on that pin will transfer the file to a separate pinned area where it will remain until you remove the pin. To remove the pin simply hover over the pinned file and click on the pin icon again and the file will be unpinned.

You can also use the jump list to pin the app you are currently using to the task bar. To do this right click on the apps task bar icon and then click on "Pin to taskbar" near the bottom of the jump list. The app is now pinned to the task bar and its icon will remain there once you close the app.

Have you ever wanted to change the appearance or location of your task bar but didn't know how to do it? It's really pretty easy, here's how.

Right Click on an empty section of the task bar. A pop-up menu opens allowing you to fine tune your task bar. You can...

- Make changes to the tool bars on your task bar - click on "Toolbars"
- Adjust whether your search area is presented as a text box, a simple icon or not visible at all - click on "Search"
- Show or hide several task bar items including Cortana, the task view button, People, Windows Ink, and a touch keyboard option.
- Change the way open windows present on your monitor screen
- Quickly open the task manager
- Move your task bar to any edge of your monitor screen and lock it in place or unlock it as you choose (see below).

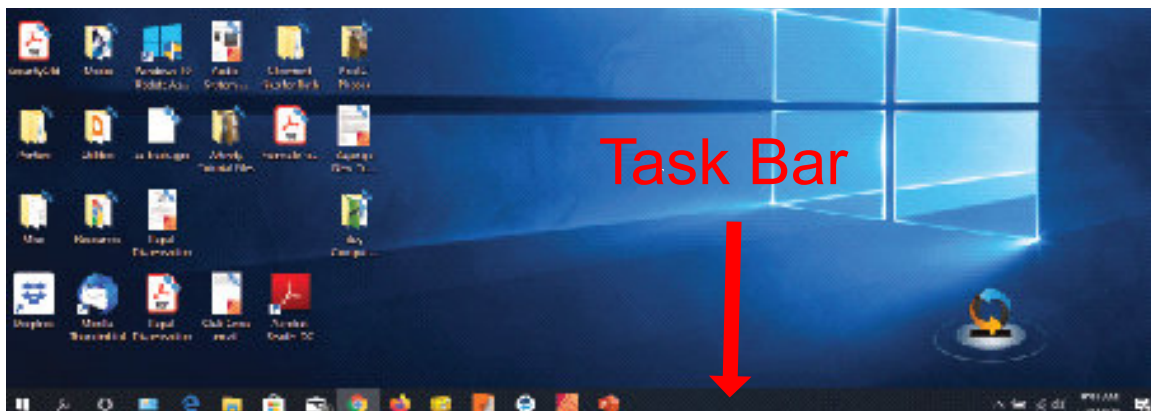
"Taskbar Settings" gives you a multitude of additional options to customize your task bar.

Moving your task bar to a new location

To change the location of your task bar it needs to be "Unlocked". To check the lock status of your task bar:

Right Click on an empty section of the task bar > Verify there is NO check mark next to the "Lock all Taskbars" option. If there is a check mark here, left click on the "Lock all Taskbars" option to remove the check mark. Your task bar is now unlocked.

The task bar can reside on the top, the bottom, or either side of your display. To move the task bar to a different location you can **either** go to "Taskbar Settings" and use the "Taskbar Location on Screen" box **or** you can move it on-the-fly with your mouse. To move the task bar on-the-fly place the mouse cursor in an empty section of the task bar. Click and hold down the left mouse button and while continuing to hold down the left mouse button drag the cursor to the new location. As you approach the new location with your cursor you'll notice the task bar snap to the new location. Release the left mouse button and you're done.



Open With One Click

Double clicking is the standard method for opening files and apps in Windows 10. However some people may prefer to open files or apps with just a single click. If this is you, here's how to do it.

File Explorer () > View > Options > Change Folder and Search Options

Under the “General” tab click the radio button next to “Single click to open an item (point to select)”. Now click “apply” and then “OK”.

NOTE: Once you apply these changes you will no longer be able to use a single click to select files or apps as before. To select files and apps without opening them you'll need to activate the “Use check boxes to select items” option. To do this:

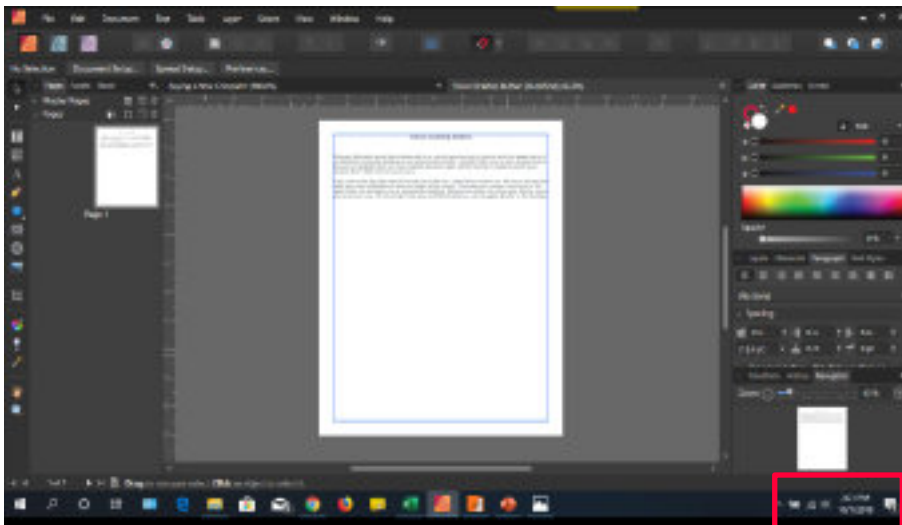
File Explorer () > View > Options > Change Folder and Search Options

Under the “View” tab place a check mark in the “Use check boxes to select items” option. Now click “apply” and then “OK”.

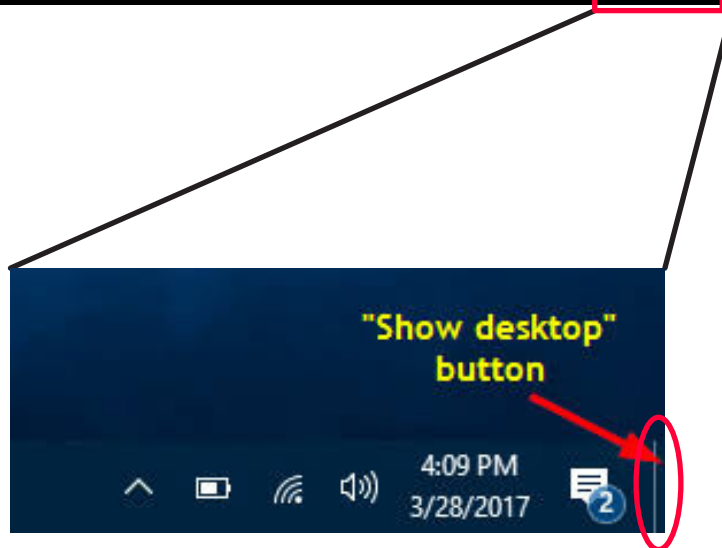
Now when you hover over an item a small box will appear next to the items name. Clicking in that box will select the item without opening it allowing you to make multiple selections. A single click on the items name itself will open it.

Although Microsoft would favor having all of us use the start screen to launch our apps many of us still prefer using the desktop as our primary launch site. Wouldn't it be nice to have a quick way to access our desktop when we have multiple windows open without having to minimize each open window first? Well, here's how to do it.

If you look to the far right side of the task bar at the very edge of the screen you will see a thin vertical white line a few millimeters in from the edge of the screen. Hovering your mouse cursor just to the right of this line will allow you to preview the desktop. Moving the cursor off of this area returns you to your previous view. By hovering in this area and left clicking you can navigate directly to the desktop.



Note: If the desktop doesn't appear when you hover over the "show desktop" area, position your cursor in the "show desktop" area and click your right mouse button. You'll see a pop-up menu with two options appear, "show desktop" and "peek at desktop". Left click on the "peek at desktop" option and a check mark will appear next to it. Now when you hover over the "show desktop" area your desktop should appear.



Windows 10 has a night light setting that tones down the intensity and the brightness of the background light on your screen to decrease eye strain when working at night. Here's how to activate it.

Start () > Settings () > System > Display > Click the "Night Lite" switch to "ON"

Now click on "Night Light Settings" to adjust how your night light works.

Use the strength slider to adjust the tone of your night light.

Click the "Schedule Night Light" switch to turn on the scheduling options. You can either set the night light to come on from sunset to sunrise or customize the schedule to your own specifications.

Once you have everything adjusted the way you like you can use the "Turn on Now" switch at the top of the page to see how your new night light looks. If all is satisfactory simply close the page and you're done.