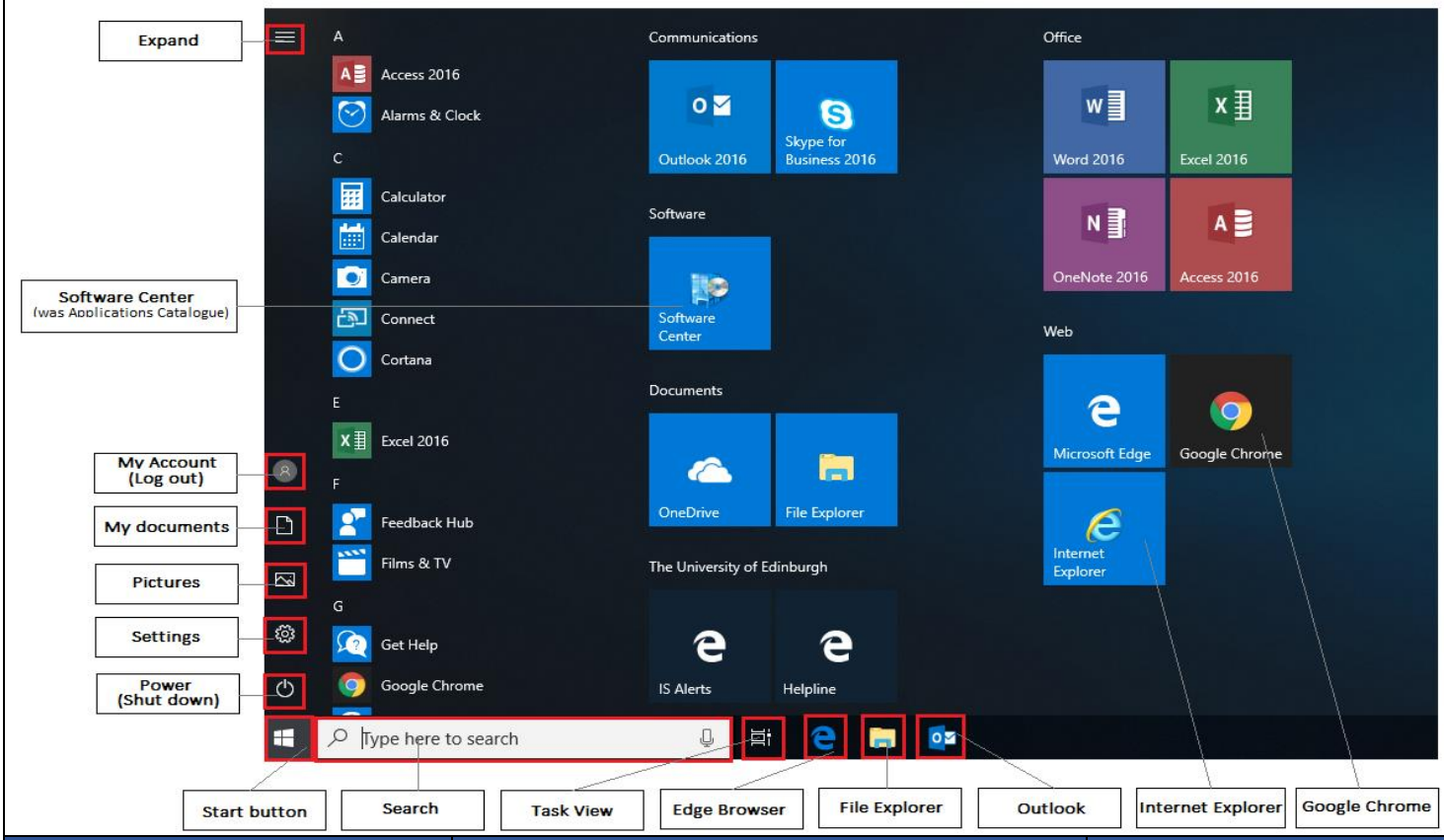
# Windows 10

## Supported Desktop Quick Start Guide

THE UNIVERSITY of EDINBURGH




### Log in/Log out/Shut down

**Log in**

Log in as usual using your UUN and password.

(**Your UUN is your University User Name**)

**Log out**

1. Click the Start button or press the Windows key.
2. Click the My Account icon at the left of the screen.
3. Select Sign out.
4. You are now logged out.

**Shut down**

1. Click the Start button or press the Windows key.
2. Select the Power button.
3. Select Shutdown.

**Launching applications from the Start menu**

Click the Start button or press the Windows key.

If the app is represented by a tile on the desktop, click the tile once to open it.

### Internet access/Add a printer/Open Office365

If you are using a desktop machine it is already connected to the University network.

**Connect to internet access when using a laptop or tablet**

1. Click the Internet access icon to the right of the taskbar.
2. Click ***eduroam*** from the list of services that appears.
3. Click the Connect automatically checkbox.
4. Enter your **UUN@ed.ac.uk** address and password. Click OK.

**Do not enter your firstname.lastname@ed.ac.uk address: this will fail to connect.**

**Add a printer**

Go to this webpage and follow the instructions to install a printer:
https://www.ed.ac.uk/information-services/computing/desktop-personal/printing/printers

**Open Office 365**

1. Open the Edge browser by clicking the Edge icon on the Taskbar.
2. Type www.office365.ed.ac.uk in the Edge address bar and press Enter.
3. The Microsoft login page is displayed. Click the Sign In button.
4. The University Office365 login page is displayed.
5. Enter your UUN followed by @ed.ac.uk and your password. Click the Sign In button and your Outlook mailbox is displayed.

### Windows key shortcuts

| | |
|---|---|
| ⊞ | Start menu |
| ⊞ + A | Action Centre |
| ⊞ + B | Notifications |
| ⊞ + C | Cortana (speech) |
| ⊞ + D | Go to/show desktop |
| ⊞ + E | Open File Explorer |
| ⊞ + F | Feedback Hub |
| ⊞ + I | Settings |
| ⊞ + K | Connect to a wireless display |
| ⊞ + L | Lock computer |
| ⊞ + M | Minimise all windows |
| ⊞ + P | Use dual screens |
| ⊞ + R | Command line |
| ⊞ + S | Cortana search (text) |
| ⊞ + T | Cycle thru taskbar apps |
| ⊞ + U | Ease of Access Centre |
| ⊞ + W | Windows Ink |
| ⊞ + X | Start menu right click |
| ⊞ +Tab | Open TimeLine |
| ⊞ + Spacebar | Switch language & keyboard |
| ⊞ + Ctrl + Enter | Start/Stop Narrator |

Shading denotes most used shortcuts

## Pin an app to the Taskbar/Start menu

**Pin an app to the Taskbar or Start menu**

1. Click the Start button or press the Windows key.
2. Type the name of the app to be added.
3. Right click the app name from the list of search results (if the app is not found, click away from the pane to close it).
4. Select pin to Taskbar/Start menu.

## Change the default search engine (Bing)

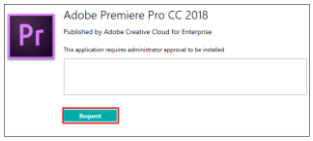
1. Open the Edge browser by clicking the Edge icon on the Taskbar.
2. Navigate to your favoured search engine's home page.
3. Click the ellipsis button ... to the top right of the window.
4. Select Settings > View Advanced Settings > Change Search Engine.
5. Select your favourite search engine from the list > Set as Default.
6. Click away from the grey pane to the right of the window to close it.
7. Close the Edge browser.

## The Software Center

**The Applications Catalogue is now the Software Center. To find specialist-software:**

1. Click the Start button or press the Windows key.
2. Type Software Center and press Enter.
3. Click on the item that appears.
4. The Software Center window is opened.

5. You may change the filter by clicking the dropdown arrow to the right of the Filter box and selecting another category to view.
6. You may also sort applications alphabetically and under various other conditions by clicking the downwards arrow in the Sort by: box and selecting a different means of sorting.
7. Click in the Search box to the right of the window, type the name of the software you are looking for and press Enter. Any matches for the text you typed are displayed.
8. Some apps require licence approval. If this is the case, a pane similar to that shown below is displayed. You must enter the reason for your requirement in the textbox and click the Request button.




Once approval is confirmed, follow steps 1-7, select the app to be installed and follow the installation instructions.

## General shortcuts

| | |
|---|---|
| Alt+Tab | Switch between apps |
| Alt+F4 | Close an app |
| Ctrl+C | Copy a file/folder/text |
| Ctrl+P | Print |
| Ctrl+V | Paste a file/folder/text |
| Ctrl+X | Cut a file/folder/text |
| Ctrl+Z | Undo an action |
| Ctrl+Y | Redo an action |
| **Browser shortcuts** | |
| Ctrl+T | Add a new tab (in a browser) |

## Change the default browser (Edge)

The browsers offered are Edge, Firefox, Google Chrome and Internet Explorer. If your favoured browser is not one of these, ensure that you have already downloaded and installed it, if necessary. Then:

1. Hold down the Windows key and press I to view Settings. Select Apps > Default apps.
2. Under the Web browser heading, click the current browser name to see alternatives.
3. Select the new browser. Close the dialogue.

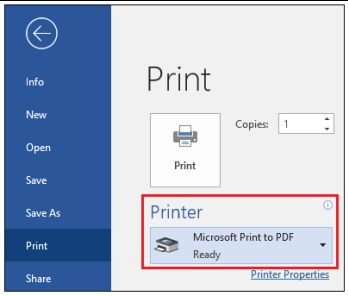
## Save a file as a PDF

**Save as PDF**

Some Office apps, including Word, Excel and PowerPoint, allow you to save a file as a pdf. Windows 10 allows users to save any app product as a PDF if it can be printed, using the Print to PDF function. To use this feature:

**From within the app with the item to be saved onscreen:**

1. Hold down the Ctrl key and press P (Print). The Save Print Output As window appears.
2. Under the Printer heading, select the Microsoft Print to PDF option.
3. Make any further selections required (i.e. pages to be included). Click the Print button.
4. Select the desired location for the new file.
5. Type a filename and click the Save button.




## Get Help

**In Windows 10**

To find help on a Windows 10 feature, click the Start button, type the name of the feature (where it says 'Type here to search') and press Enter.
Information can also be found on the Windows 10 training site: http://www.ed.ac.uk/is/windows10/training

**Microsoft Support**

The Microsoft site offers help on all Windows 10 topics:
https://support.microsoft.com/en-gb/hub/4338813/windows-help?os=windows-10
Click the link above to enter the site. Click the magnifying glass icon to the top right of the page, type your query and press Enter. Matching articles are displayed.

**Lynda.com**

The Lynda.com online video service offers help on several Windows 10 topics. See playlists in the Supported Desktop section of the Windows 10 training site:
http://www.ed.ac.uk/is/windows10/training

We hope this guide has answered your questions.
If not, please contact the IS Helpline: www.ed.ac.uk/is/helpline or phone 0131 651 5151
If you require this document in an alternative format please contact is.skills@ed.ac.uk or phone 0131 650 3141