Windows 10

Technical Preview

Quick Guide v.2

Contents

Welcome to Windows 10 Technical Preview

Windows 10 Technical Preview ushers in a new generation of Windows. From big screens to small screens to no screens at all, Windows 10 extends across a range of devices to bring you a more personal computing experience for everything you do.

Windows 10 Tech Preview provides an advance look at some exciting new additions that will empower you to do great things, including these:

- **Cortana** — the more personal digital assistant loved by Windows Phone users is now available across all your Windows devices to help make things easier throughout your day. Cortana is available in select global markets at launch.
- **Project Spartan** — the next-generation browser designed to put the Web to work makes its debut.
- **Xbox for Windows 10** — the biggest Xbox franchises, the best of Xbox Live and DirectX12 technology come to your PC so your gaming experience – including the games you love and the friends you game with – is better than ever. DirectX 12 is only available with supported games and graphics chips.
- **Updated apps** — built-in apps like Photos, People, Music, Maps, Mail, and Calendar now look and work the same across all of your devices.

And that's just the beginning. Use this Quick Guide to learn more about the latest release of Windows 10 Technical Preview, from updated features and functionality to innovative ways to have fun and get things done. A whole new world of Windows is waiting to be discovered.

The Start menu

The Start menu just keeps getting better—it's more personal, more organized, and more fun than before.

To get there, select the Start ⊞ button on your desktop, or press the Start button on your keyboard or device. Then, jump right in and make it yours. Pin your favorite apps and content, arrange items into groups, move and resize tiles, and even change the size of the Start menu itself.

The Start menu can be customized to suit your needs

Your apps—right at your fingertips

Here's what you'll see on the left side of the Start menu:

- **Places** — the fastest way to access your Settings, Documents, and File Explorer.
- **Most used** — the apps that you use every day, front and center.
- **Recently added** — the place to find any new apps you install from Windows Store.
- **All apps** —a list of all your installed apps, arranged for easy alphabetical browsing.

If you see an arrow next to an app, hover over it to see a list of your recently used files for that app. Then, select any file in the list to open it.

And don't forget that you can always use the search box (located next to Start ⊞ on the taskbar) to find the app you're looking for. It's a fast and convenient way to search for apps, help, files, settings—you name it— across your PC, the web, and OneDrive.

Pin all your favorite things to Start

If you want fast access to the things that matter most to you—whether it's favorite apps, programs, folders, people, or websites—pin them to Start.

To pin an app or other item, press and hold (or right-click) whatever it is you want to pin, and then select **Pin to Start**.

Get up-to-the-minute updates with Live Tiles
New email, your next appointment, or the weekend weather: Live Tiles deliver updates from your apps right on your Start screen so you can easily see what's happening in your world and jump right into an app when you need to.

Showcase the content you love
Showcase tiles give you quick access to the content you care about from your favorite apps. Pin your favorite album from the Music app so your top songs are always accessible, or pin your latest book from the Kindle app to keep your reading at the ready. Pinning content to your Start screen works just like pinning apps: just press and hold (or right-click) the content you want to pin, and then select **Pin to Start**.

Resize your tiles
Press and hold (or right-click) a tile to change its size. Drag it to move it around. Don't worry about running out of space – the Start menu will automatically resize to hold everything.

Stay organized with tile groups
If your Start menu starts to feel cluttered, try moving some of your pinned apps into a group of similar items. Just move a tile to an open space, and when a gray divider bar appears, release the tile. Then move more tiles in or out of the group to suit your needs.

To give your new group a name, press and hold (or right-click) in an open space above your new group and select **Name groups**.

Go full screen

If you want to see everything on Start in a single view, select the **Resize** button ↗ to make Start full screen. Select it again to go back to the previous size.

The full-screen view of Start lets you see everything at once

Seamlessly switch between keyboard and touch

If you're using a 2-in-1 device, you'll enjoy smoother transitions between laptop and tablet modes. Windows will detect when you add or remove a keyboard and instantly and beautifully optimize the display for type or touch.
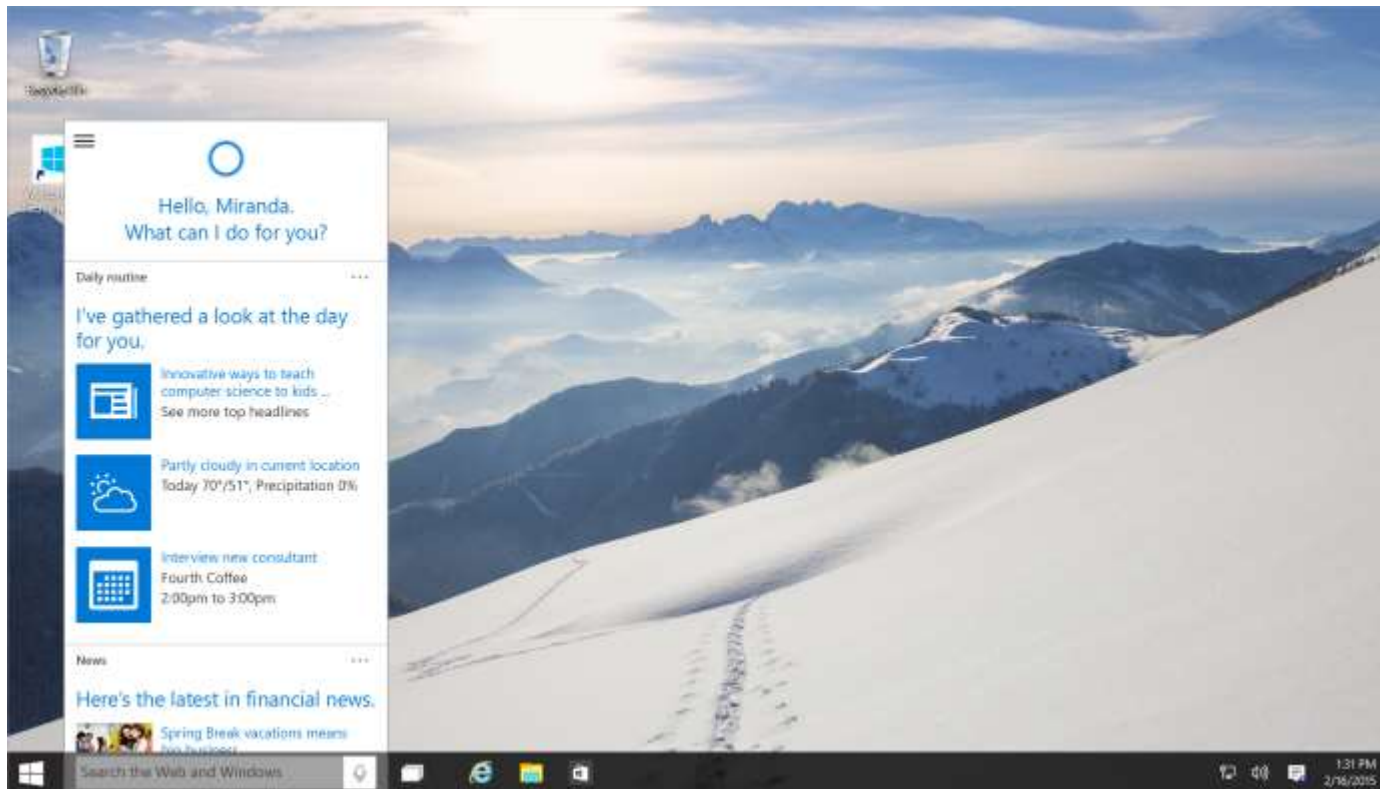
You have the power

The power button ⏻ is right at the top of Start. Want to sign out of your PC, switch accounts, or change your account picture? Just select your name in the upper-left corner of Start.

Cortana

Think of Cortana as your personal digital assistant. Cortana can help you search for stuff on your device or the web, manage your calendar, and even tell you jokes. The more you use Cortana, the more Cortana learns about your interests.

To get started with Cortana, type a question into the search box on the taskbar, or select the microphone icon and talk.

Cortana Home gives you helpful info at a glance

To open Cortana Home, click the search box

Cortana Home is the place to go for personal suggestions, a daily glance of the day ahead, recommendations for restaurants to check out, and more. You can get to Cortana Home by clicking the search box or the Live Tile.

Keep track of your preferences in Cortana's Notebook

The Notebook is where Cortana keeps track of what you like and what you want. Use it to control what Cortana knows about you, including your interests, favorite places, and the "quiet hours" when you don't want to be disturbed.

To open Cortana's Notebook, click the icon in the upper-left corner of the Cortana window, and then select **Notebook**
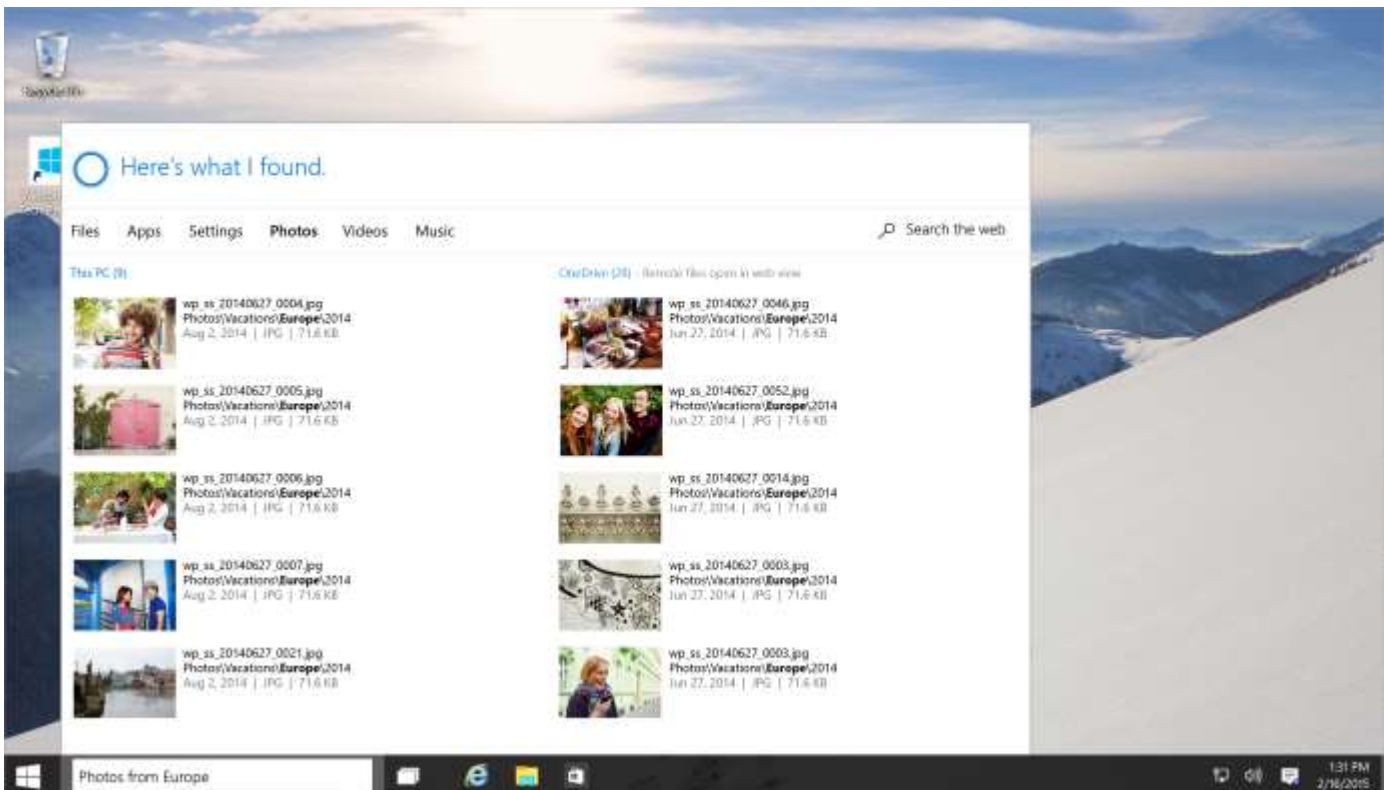
Cortana makes it easy to keep up with your schedule

Cortana is the best personal assistant for reminding you about all the important things in your life. Time-based, location-based, and people-based reminders all trigger at the right time on any device, making sure that you never miss a thing.

To set a reminder using your voice, select the microphone icon and then say what you want Cortana to remind you about. Start by saying "Remind me to" and then add any details you need. You can include a time, location, or even the name of one of your contacts when setting the reminder as well. For example, you can say "Remind me to feed the fish at 3 PM," or, "Remind me to water the plants when I get home." If more information is needed to set the reminder, Cortana will ask you for it.

Let Cortana find what you're looking for

When you search from the taskbar, Cortana will be your guide.

Cortana provides helpful search results from your PC, the web, and OneDrive

After you enter a search term, select **Search my stuff** to find results for apps, settings, photos, videos, and music. Cortana shows you results from your PC, the web, and OneDrive.

You can also use Cortana for help with troubleshooting. If you run into a problem or have a question about how to get things done, just type something about it into the search box. Cortana will provide instant answers or links to helpful websites. And for serious issues, Cortana will point you to the Answer Desk, where you'll be connected with live help.

Change Cortana's settings

To get to Cortana's settings, select the icon in the upper-left corner of the Cortana window, and then select **Settings**. This is where you can set preferences for things like battery, speech, and search. It's also where you turn Cortana off. (If you do turn Cortana off, you can still search all the same places from the search box.)
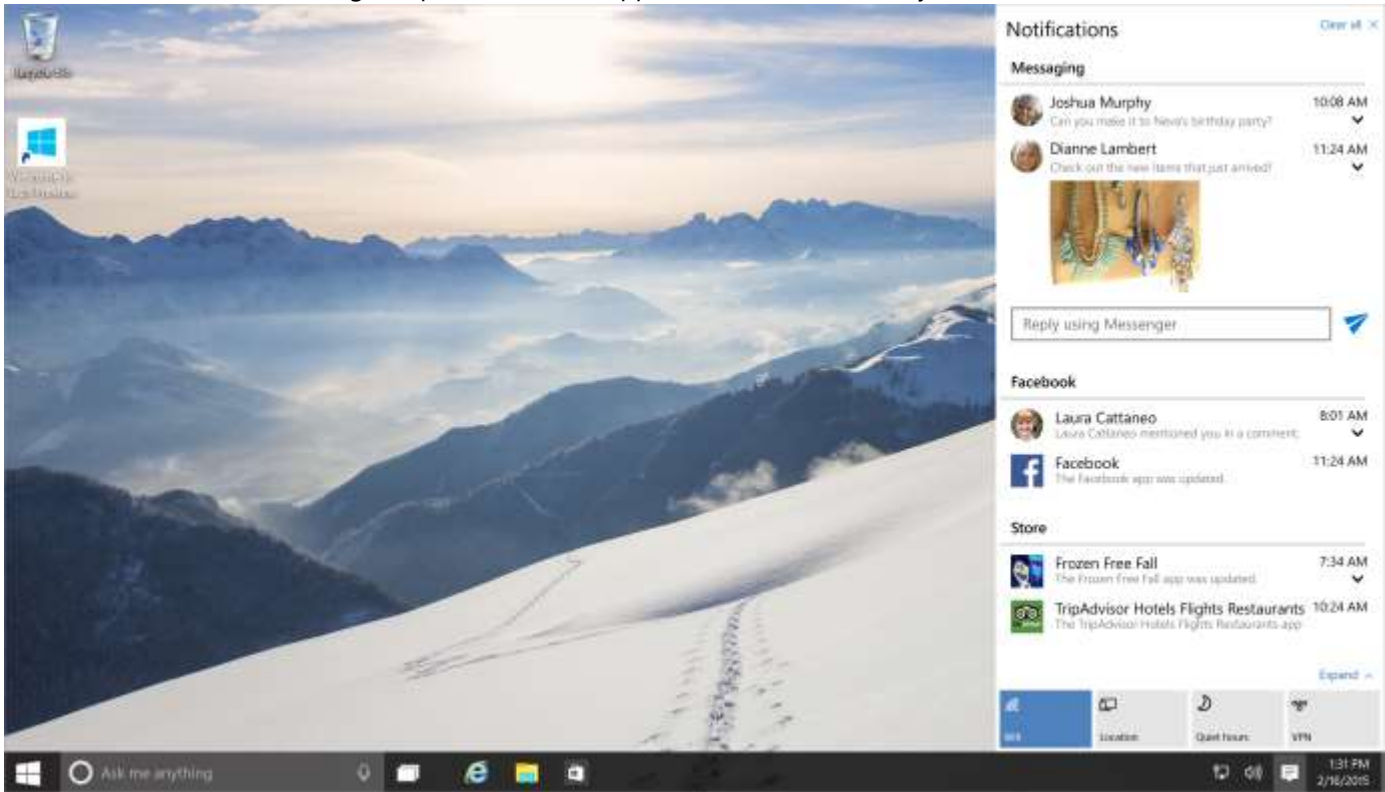
Action center

Action center puts important notifications—from your apps and elsewhere—right on your taskbar. Use action center to quickly change settings or tackle important tasks without interrupting your workflow. Open action center and you'll see your latest app notifications along with new quick actions, which get you to your most-frequently used settings and apps instantly.

To open action center, select the action center icon ![icon] on the taskbar.

Notifications at a glance

If a notification catches your eye, expand it to see more details. From there, you'll have the option to take action right from the notification without having to open the related app. Don't want to take any action? Just clear the notification.

Action center makes it easy to respond to important notifications

The fast track to settings and apps

Quick actions take you right to the settings and apps you're likely to use often, from Bluetooth to brightness. You get to pick the four you'll see first whenever you open action center, and you can expand to see the rest. Select one to turn a setting on or off or to open an app.
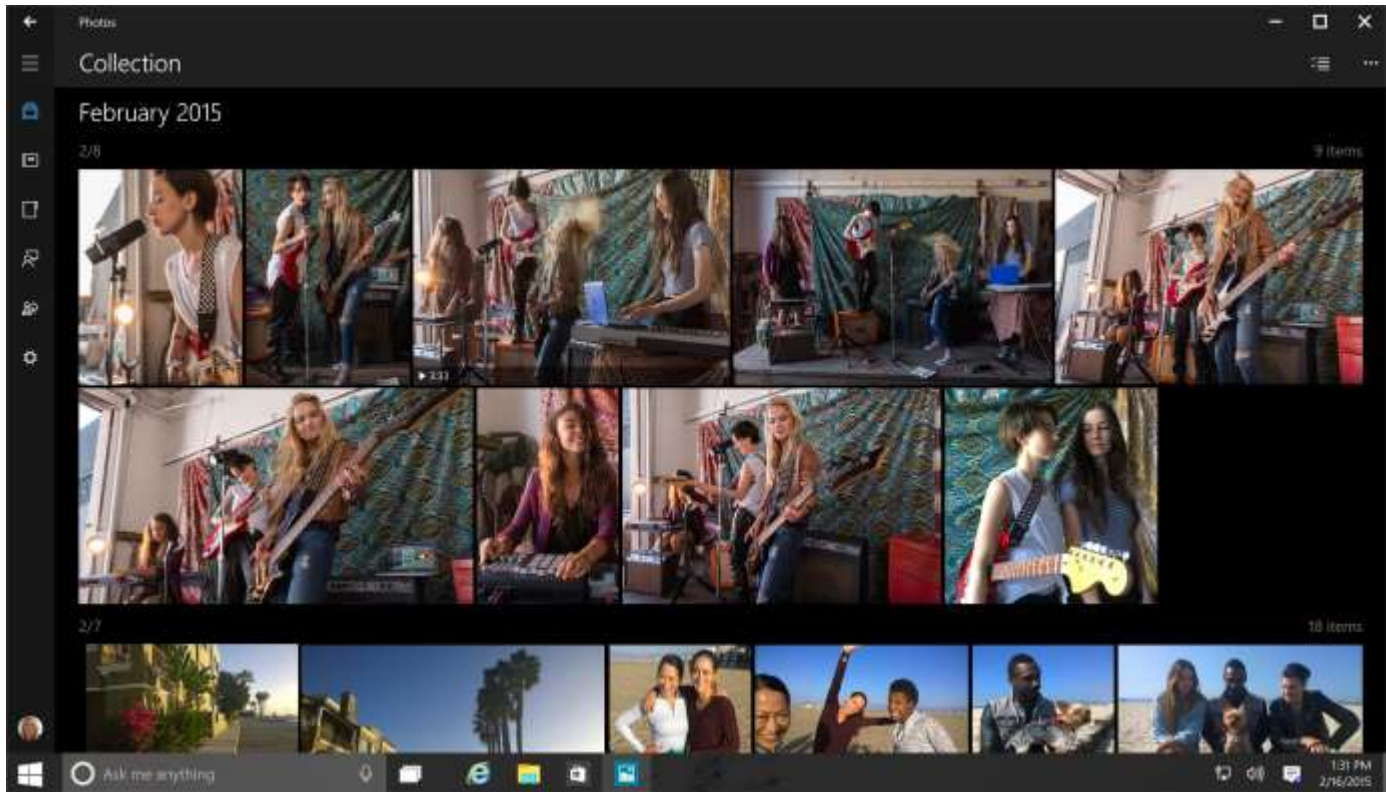
Apps for everything

Windows includes great built-in apps for photos, music, movies, and email that look and work the same across all your devices so that you can get things done from your PC, your tablet, or your phone. The Windows Store has thousands more—from marquee games to apps that help you stay in touch and be more productive. Here are a few highlights.

Photos

Take your best shots—and the Photos app will make them look even better.

The Photos app brings together photos and videos from your all your devices—regardless of where they're stored. All you have to do is make sure that your photos are set up to automatically upload to OneDrive from all of your devices.

The Photos app brings out the best in your photos and keeps them organized, too

Make them look their best

The Photos app covers all the basics. But it also goes the extra mile to make sure the photos on your PC are worth showing off. It looks for problems with red eye, color, lighting, or even a crooked landscape, and makes improvements behind the scenes. And your originals are always saved, so if you ever see changes you don't like, feel free to remove them.

To see what's been fixed

1. Open a photo in the app, and look for the **Enhance** button (it only appears on photos stored on your PC, not the ones on OneDrive). If the button has a colored background, your photo was enhanced. If not, it didn't need any improvements—it's already great!
2. Select **Enhance** to go back and forth between the original and the enhanced version.

Turn off enhancements on all your photos by going to **Settings** ⚙ and turning off **Automatically enhance my photos when they can be improved**.

Show off those enhanced photos

When your photos look great, you may want to brag a little—but you'll need to share those enhanced photos from the Photos app. (When you share them from other places, you'll share the originals.)

To share just one photo, look for the **Share** ⬡ button when you open a photo. To share lots of photos, go to **Collection** 🗄 > **Select** ≣, and then select the ones you want to share.

The Xbox app

Whether you're out and about or just in another room, bring your Xbox friends, activity, game history, and achievements along with you on your Windows 10 PC with the Xbox app.

Sign in to the Xbox app

First, make sure you sign in using the same Microsoft account that you use to sign in to your Xbox. That way, all your Xbox info will follow you to the app.

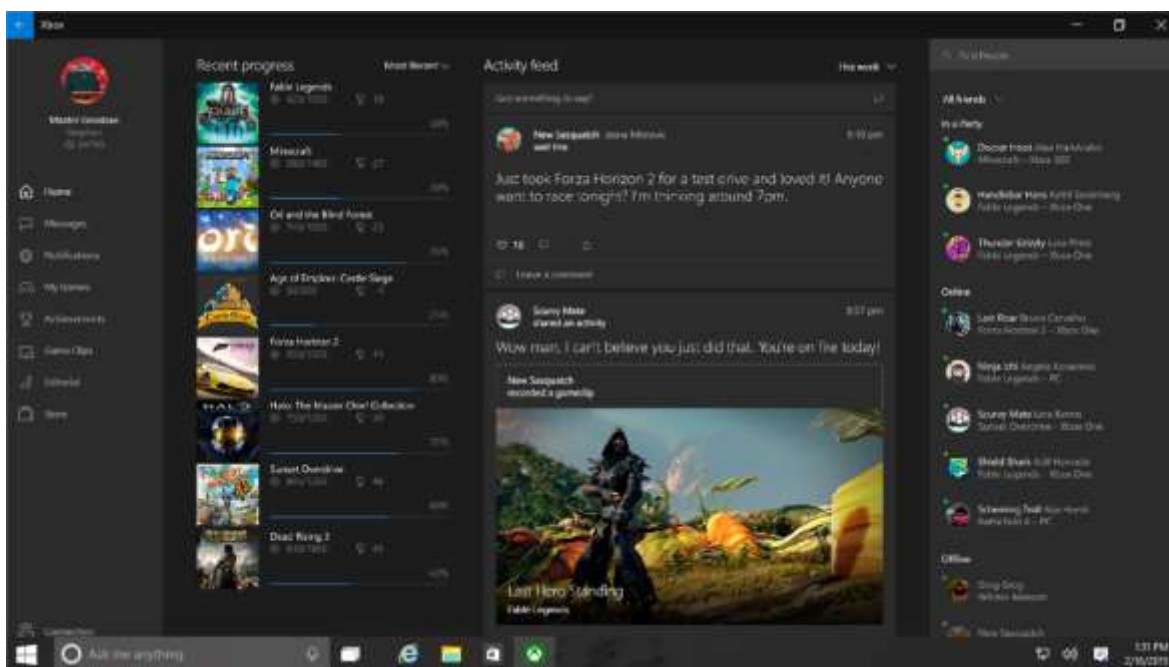### Keep up with your favorite games

Take a look at the game hub page for your favorite game. You'll see how close you are to unlocking the game's achievements, and be able to watch game clips that other Xbox gamers have made. Just go to **Home** and then select a game in your recent games list to open its hub.

Extend the Xbox experience across devices

Multiplayer gaming is now possible across devices between Windows 10 and Xbox One. And only Windows 10 and Xbox offer in-home game streaming from Xbox One to Windows 10.
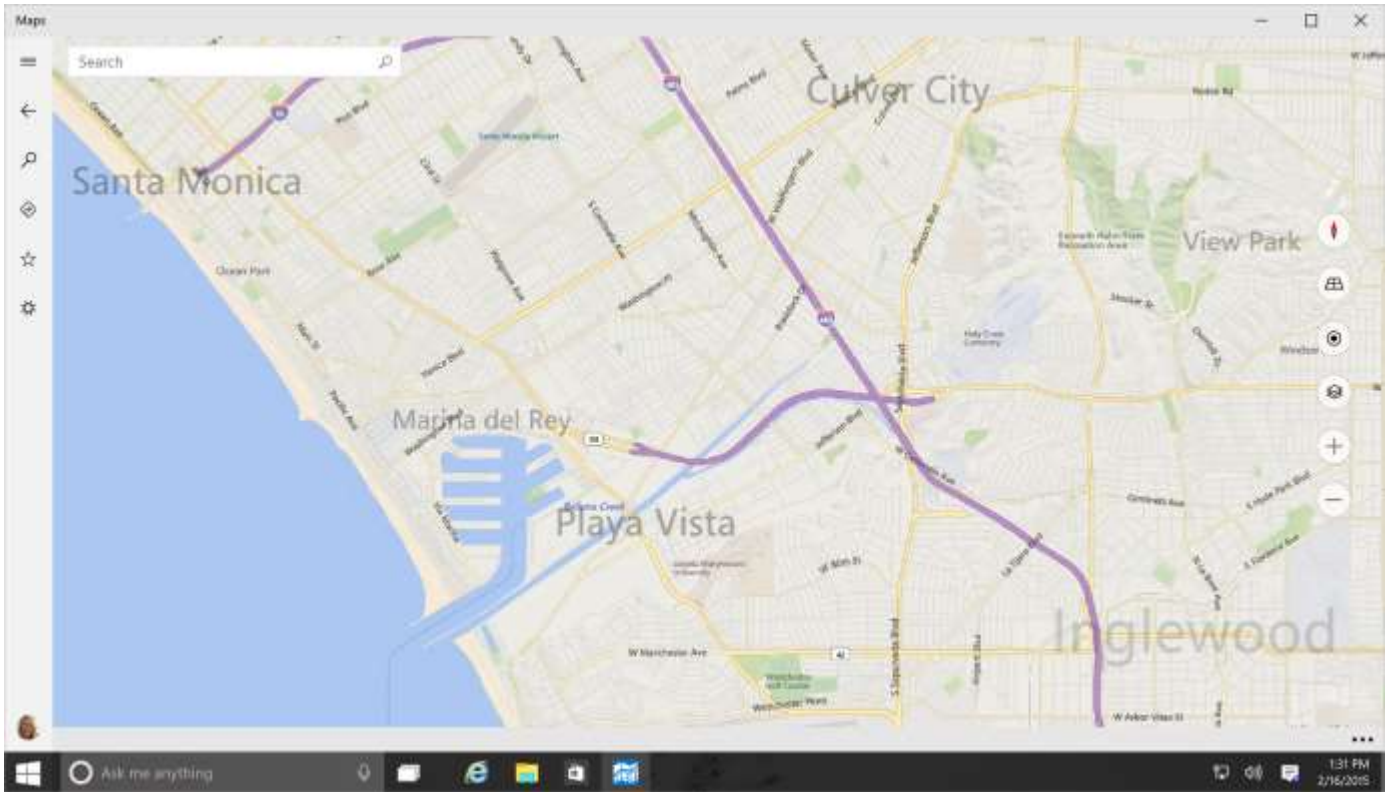
Better gaming

DirectX 12 delivers rich graphic fidelity and can improve performance of your games even on existing hardware. And GameDVR is built in so you can easily record and share your favorite gaming moments in *any* game.

Now you can keep track of all things Xbox on your PC with the Xbox app

Maps

Maps just got a refresh, so explore the latest additions and discover new ways to find your way around.

**Get directions to any destination with Maps**

Download maps

When you're off the beaten path or exploring a new country, you can't always rely on the Internet for directions. Download the maps you need and take them with you—select **Settings** > **System**, choose **Maps**, and then select **Download a map**.

Traffic alerts

Cortana notifies you when it's time to go – providing an update on traffic and estimated travel time. Alerts are also integrated with your Calendar app to help keep you on track of your schedule.

Get directions

Select **Directions** ◈ and enter your origin and destination for a list of directions you can print or share. Take the bus or walk? Change how you travel and the app will give you the appropriate directions every time. In the **Maps** app 📖, select **Settings** ✿ > **Preferred directions**, and then choose your preference.

Switch between traffic or aerial views

On the map, select **Map views** ⊗, and select what you want to see. You'll also find buttons to **Rotate** ⫮ , **Tilt** ⊞ , or **Zoom in** ✛ and **Zoom out** ━.

Search

Search for anything—an address, a business, a landmark, or a city—and get interesting details such as info from Wikipedia, reviews, or hours of operation.
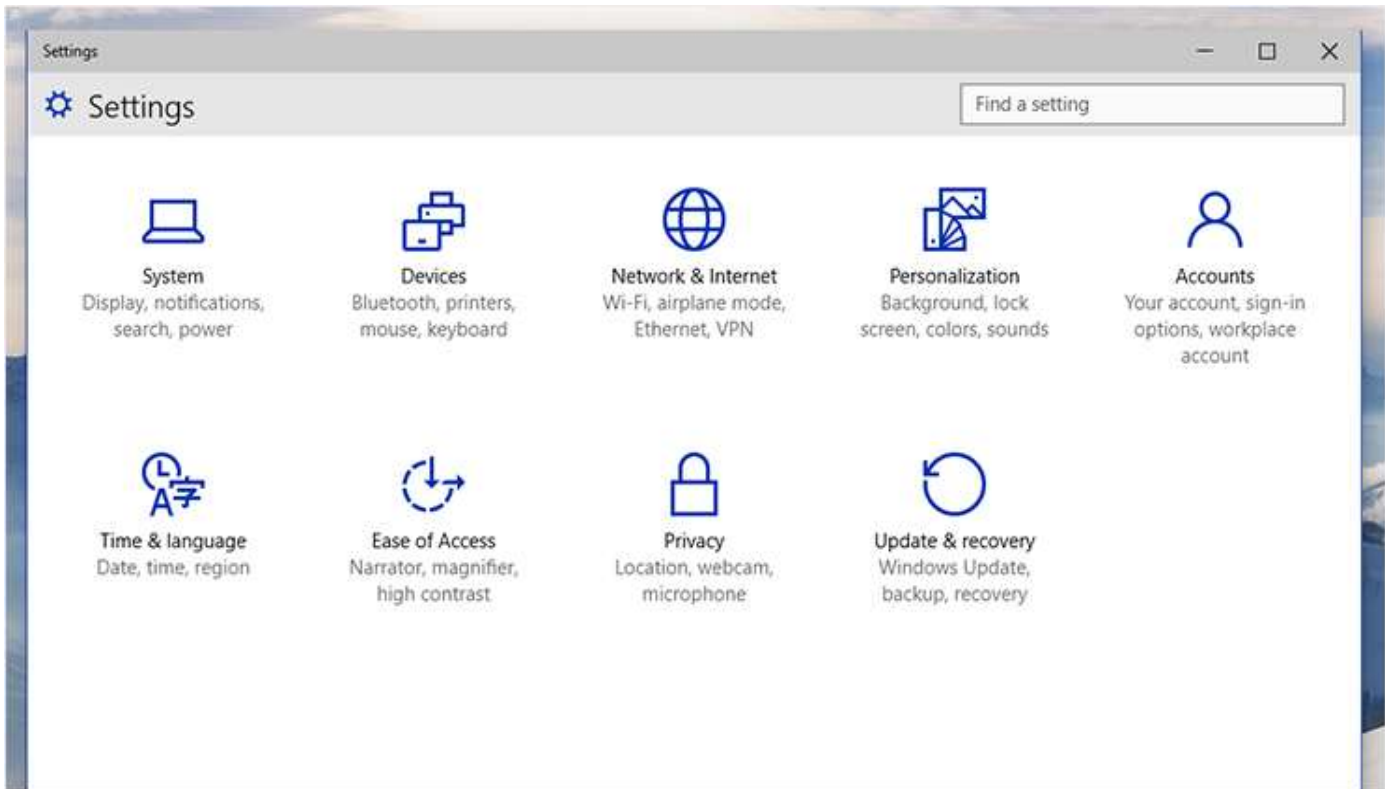
Settings and personalization

Change your settings and personalization options to make your PC uniquely yours.

A new look for Settings

Settings has a new look, with revamped categories that make it easier to find what you're looking for.
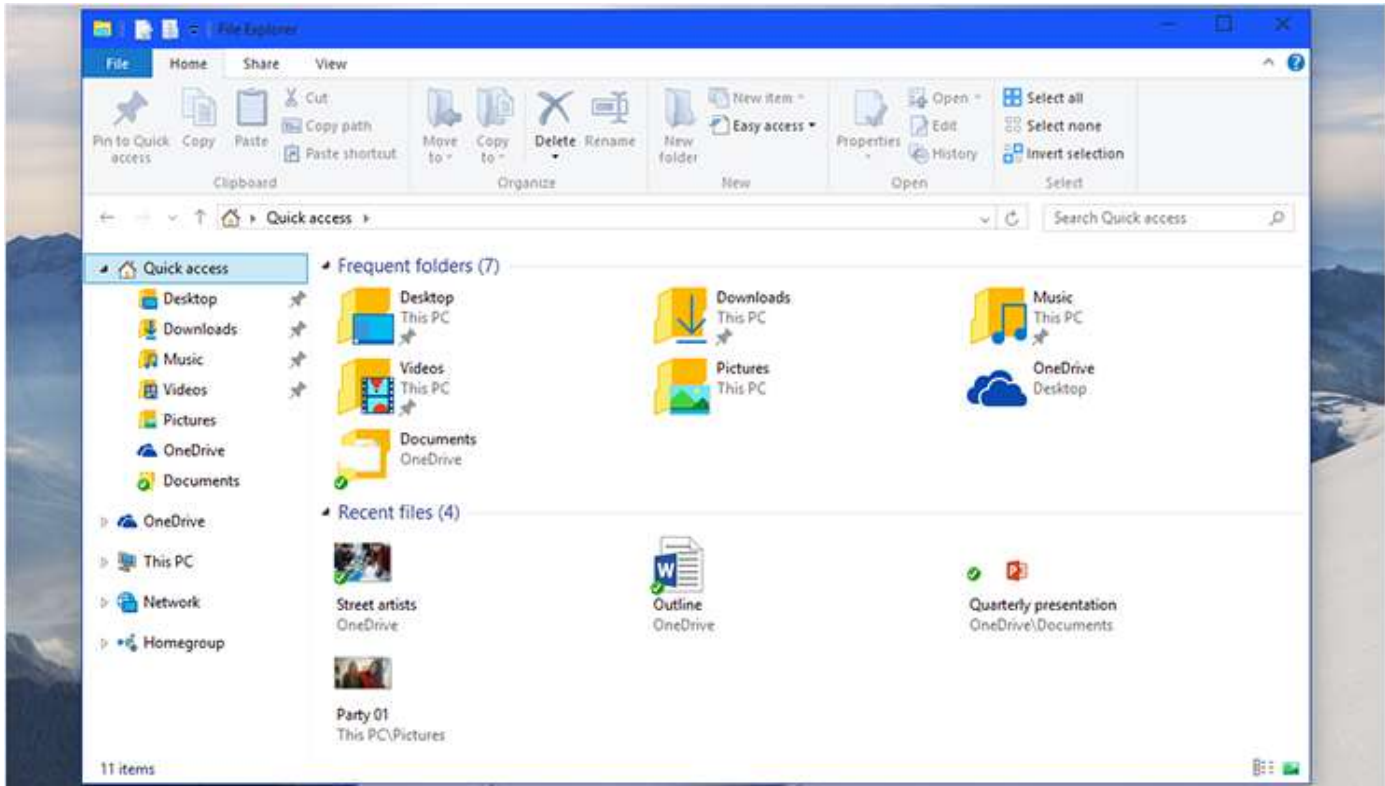
Find your PC's settings by going to Start ⊞ and then selecting **Settings**. Then, browse the categories or use the search box. You can also search for advanced settings, like the stuff you want to change in Control Panel.

Updated categories in Settings help you find what you're looking for faster

File Explorer

New features in File Explorer help you organize better and find things faster, with quick access to your files from any PC.

File Explorer improvements give you more ways to get to your most important files and locations

Quick access to the files that matter most

The Quick access page in File Explorer is the shortest route to files you often use. Look in **Recent files** for the stuff you've been working on lately and pin folders to keep them handy.

To make sure a folder shows up in Quick access, press and hold (or right-click) it, and then select **Pin to Quick access**. A pin icon shows you which folders you've pinned, so it's easy to tell them apart from the rest.

Help keep some files private

If you want to change what shows up in Quick access, you've got a couple of options, depending on what you want to see.

Hide files and folders from Quick access by pressing and holding (or right-clicking) the file or folder and selecting **Hide from recent** or **Hide from frequent**. To stop hiding things from Quick access, clear your File Explorer history (**View** > **Options** > **Clear**).

You can change most other settings in **View** > **Options**.

Get to your OneDrive files from File Explorer

Sign in to any PC, tablet, or phone with your Microsoft account and you'll be able to get to your OneDrive files from File Explorer. Changes you make will sync to OneDrive, keeping your files up to date everywhere.

If you use the recommended OneDrive settings during setup, all your OneDrive files will automatically sync to File Explorer, as long as you have fewer than 500 MB of files already saved in OneDrive and enough space on your PC or tablet. Otherwise, you'll be asked what you want to sync.

Add files to OneDrive

Drag your files into the OneDrive folder in File Explorer.

Save files to OneDrive

Choose OneDrive as the save location when you save a file in Word, Excel, or another app.

A new way to share your files

You're probably already familiar with sharing files with specific people on a network, and in email, but now you can use the new Share button to share files using apps. In File Explorer, go to **Share** > **Share** , and then choose the app you want to use.

Keyboard and touch

New keyboard features help make writing a pleasure on PCs. And new touchpad gestures make it a breeze to navigate your PC and get things done.

You write, your PC types

The onscreen keyboard on your PC or tablet gives you the option to write with your mouse, finger, or pen. Whatever you write will automatically turn to text.

Try the latest touchpad gestures

We've made a few changes and improvements to gestures. You'll need a precision touchpad to use them all. Otherwise, experiment to see which ones work with your PC. To see if your PC has a precision touchpad, go to **Settings**, select **PC and devices**, and then select **Mouse and touchpad**.

Once you're all set, try some of the new gestures we've added:

If you want to	Do this
Open the task view to see all your open windows.	Swipe three fingers up.
Show the desktop.	Swipe three fingers down.
Switch between open windows.	Swipe three fingers right or left—swipe slowly to flip through all open windows.

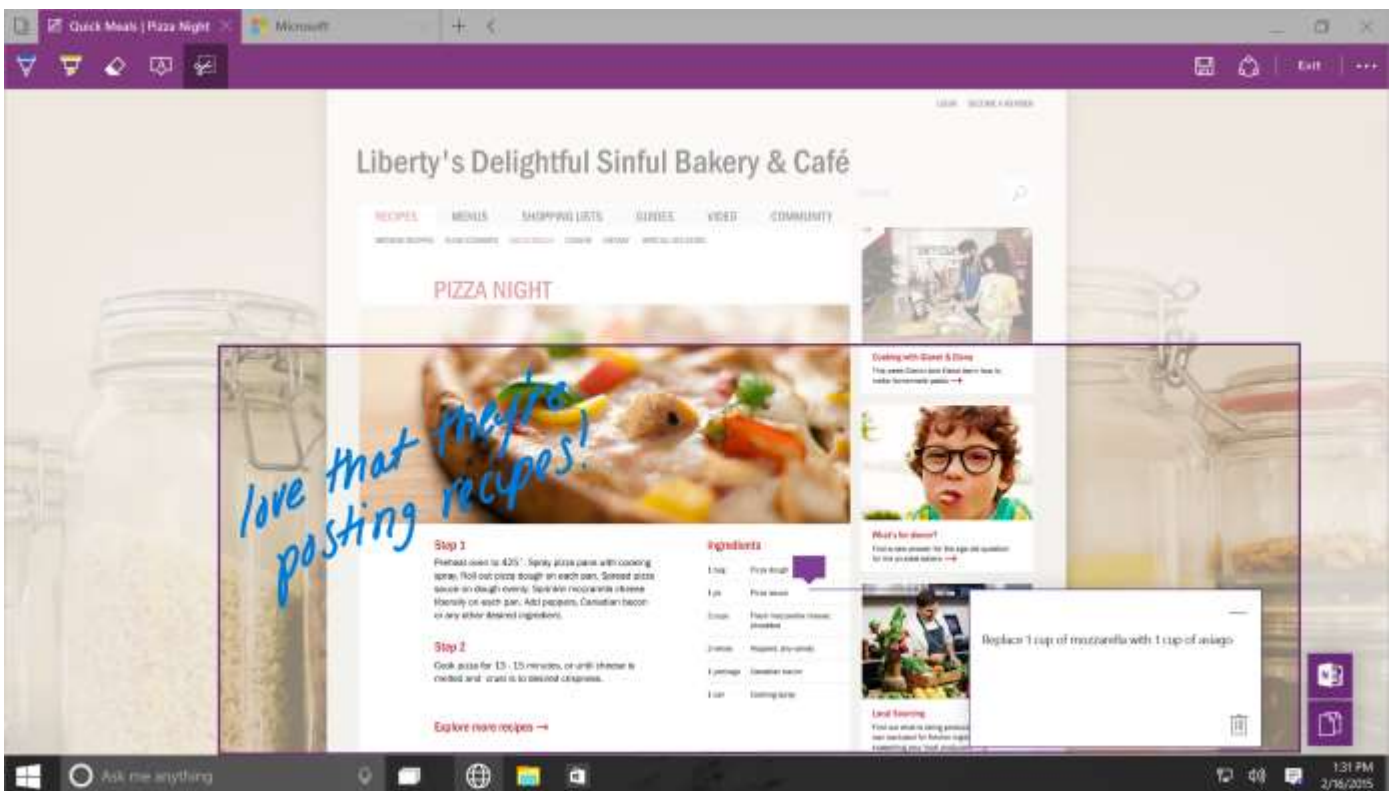# Coming soon

Project Spartan

Project Spartan is an all-new browser purpose-built to deliver a better Web experience – one that's made for easy sharing, reading, researching, and getting things done online.

Write on webpages. Only Spartan has built-in inking for writing or typing on webpages and easily sharing with others.

Best reading. Spartan delivers the best built-in reading experience. A new reading mode lets you enjoy online articles in a cleaner, clutter-free layout, while an offline feature saves and organizes articles so you can conveniently return to them later with no need for an Internet connection.

Find it faster. In a big improvement over typical address bars, Spartan makes recommendations to speed you to your online destination. You can also activate Cortana's precise controls to receive proactive updates on flights, deliveries, or anything else you're tracking.

Quickly move into action. Only Spartan lets you move quickly from browsing to doing. With Cortana enabled, you can make a restaurant reservation right from the review, or highlight an unfamiliar term to bring up a contextual explanation – all done quickly and easily without leaving the page you're on.

Spartan allows you to write notes directly on webpages and clip web content to share with others
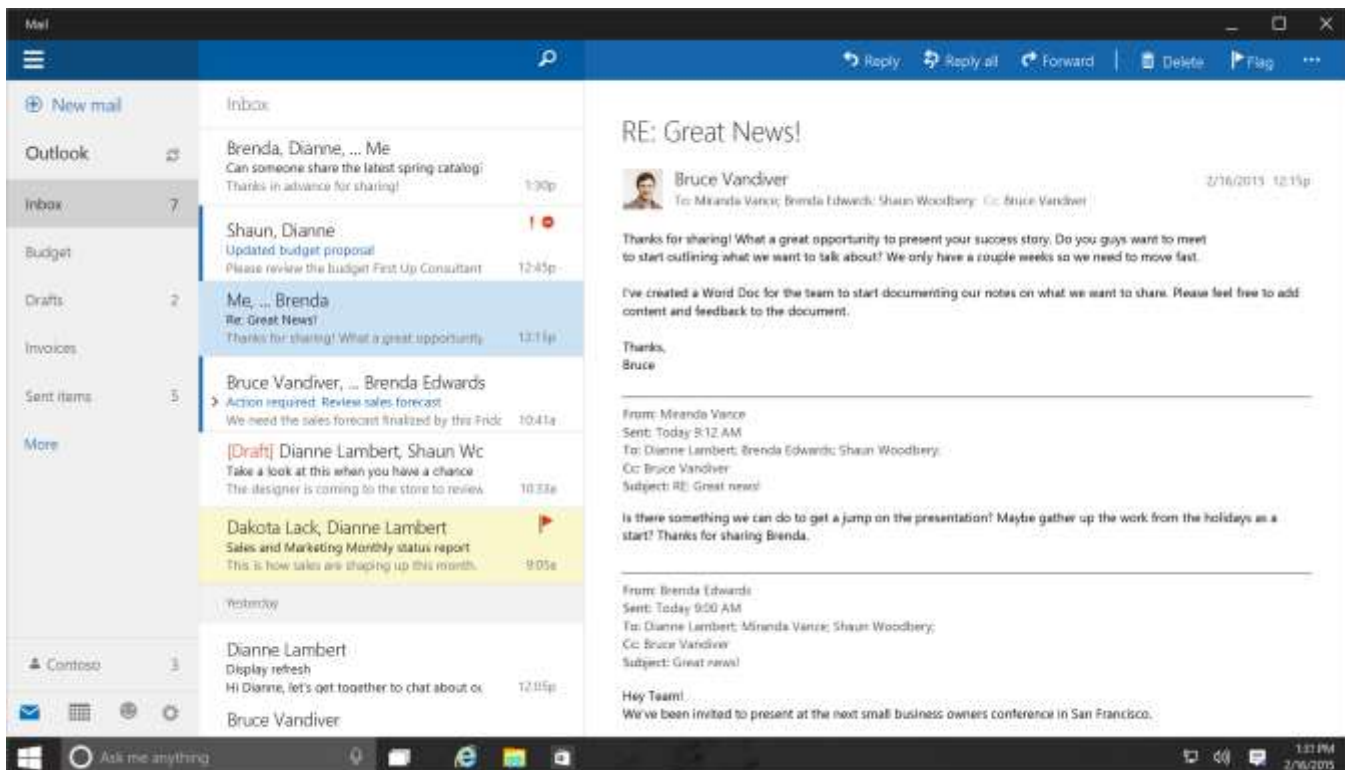
People & Messaging

These are the apps for keeping the people who matter most to you close to you. By pinning your favorite contacts, you get instant access to your people from anywhere in Windows. With one click, you can connect via email, SMS, phone, or Skype with anyone on any platform. Skype is now built-in to all your communications, so it's easier to do more things together with more people.
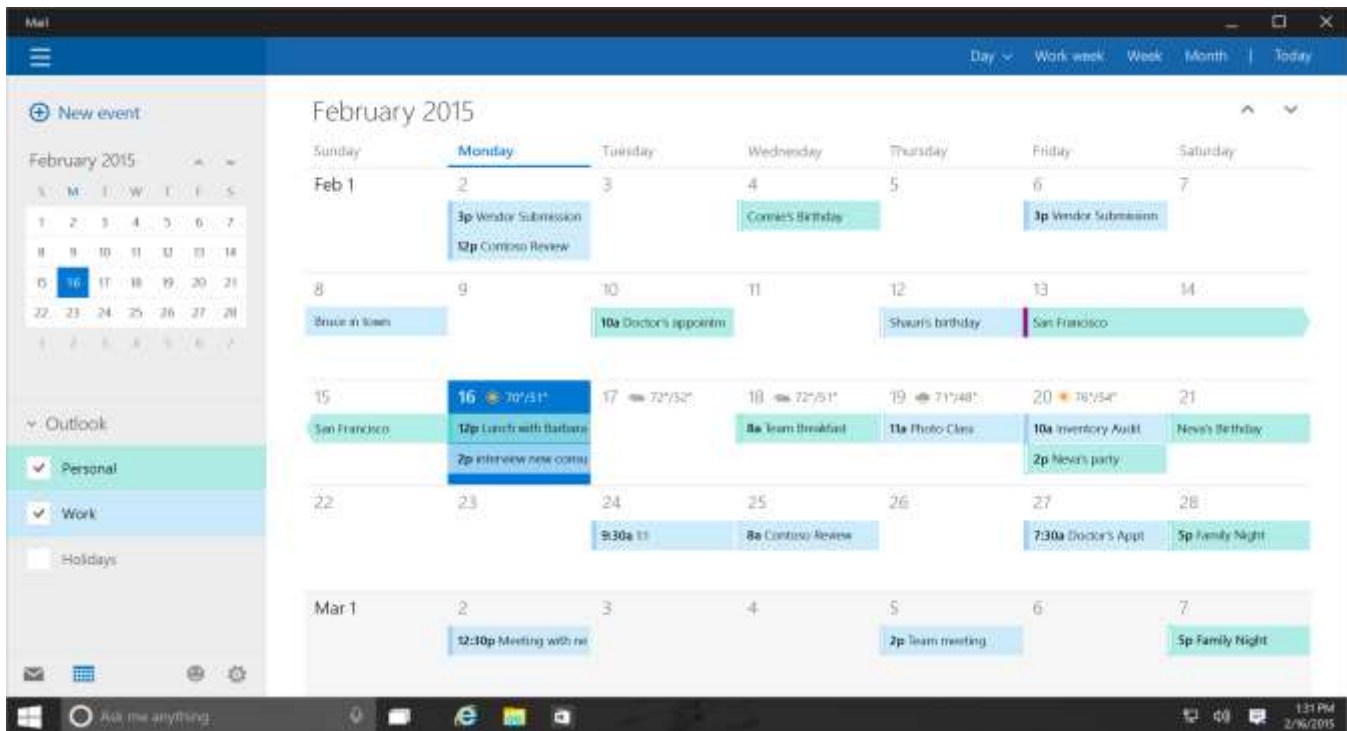
The People app gives you more ways to connect so it's easier to do more things together with more people

Mail & Calendar

Crafting emails is easier now that the familiar and rich capabilities of Microsoft Word are built in -- insert tables, add pictures, and use bullets and color to get your point across. New touch gestures help you better manage your inbox and the new navigation bar is great for switching easily between email and calendar to get things done.
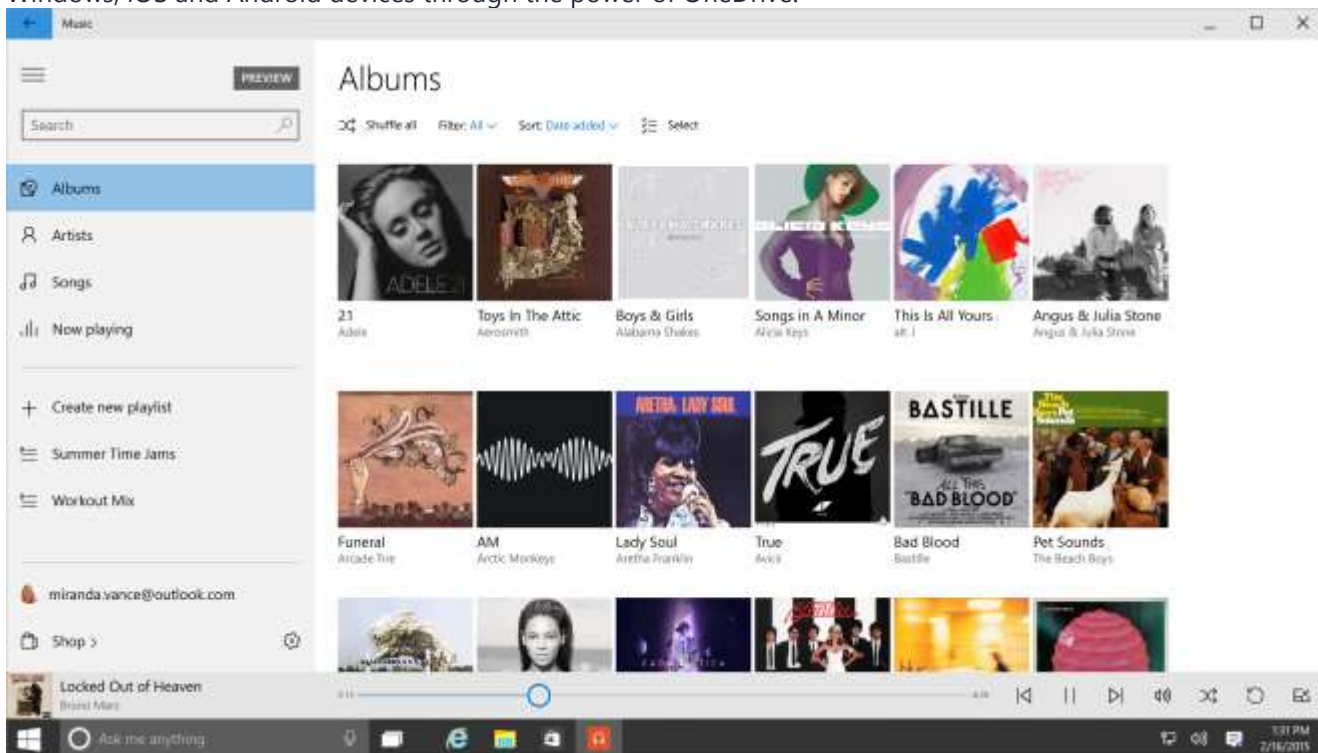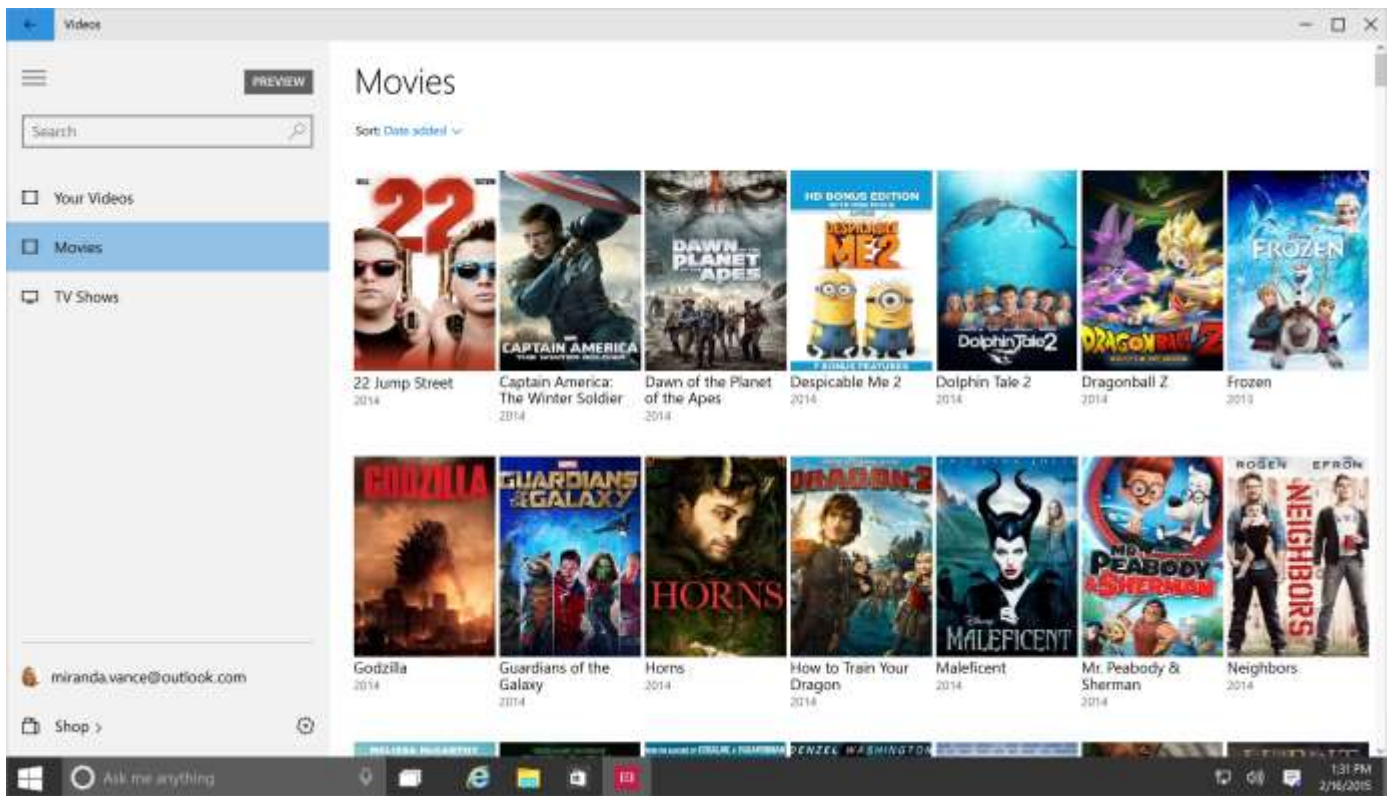
The Mail app is now integrated with Word and Calendar to give you more features and flexibility

Music & Video

Enjoying music and videos is simple, fast and elegant on Windows. Get access to over 47 million tracks with the Xbox Music Pass and to the latest movies and shows in full HD on the Video app. Only on Windows can you buy content once to play it anywhere. Even existing media library and playlists imported from iTunes are accessible across your favorite Windows, iOS and Android devices through the power of OneDrive.

Play music from all your devices with the Music app

Your favorite movies and TV shows are waiting to be watched in the Video app

Updates and feedback

Your mission, should you choose to accept it: to help us build a better Windows.

- Join the Windows Insider Program to get more frequent preview builds and a direct pipeline for sending your feedback.
- Use the Feedback app to tell us what you think, and check out the Insider Hub for the latest news and mission updates. This is the preferred method for Insiders to provide feedback.
- Get technical with Microsoft engineers and other Insiders in the Technical Preview forum.
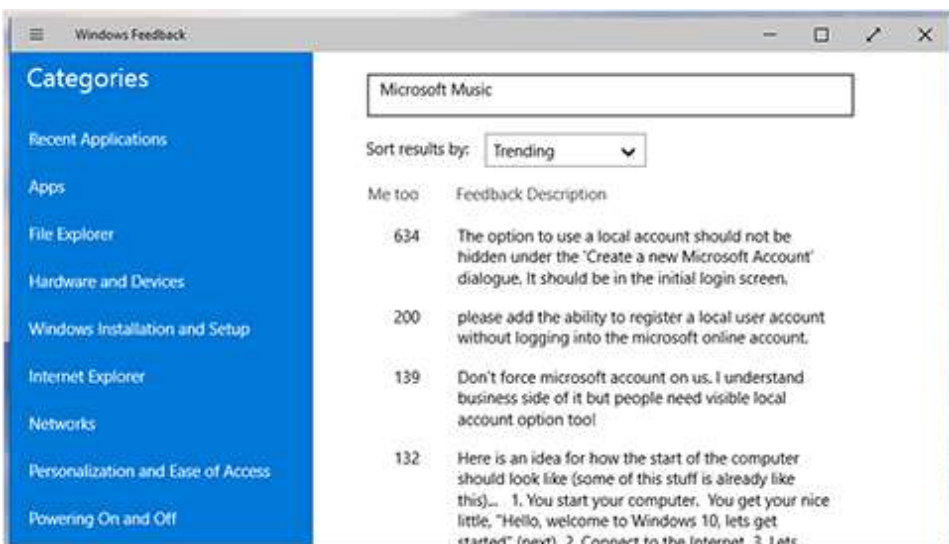
Choose how often you get new builds

Once you're an Insider, you'll be able to get more frequent updates if you want. With more frequent updates, you'll see the latest features sooner, but you're more likely to run into bugs.

1. Go to Start ▦ > **Settings** > **Update and recovery** > **Windows Update**, and then select **Advanced options**.

2. Under **Choose how preview builds are installed**, select the top list, and then choose **Fast** or **Slow**.

Give us your feedback!

Use the Windows Feedback app to tell us which features you love, which features you could do without, or when something could be better.

1. To open the Windows Feedback app on your PC, go to Start ▦, enter the phrase **Windows Feedback**, then select **Windows Feedback**.
2. See if someone else has given similar feedback by entering the topic, such as **Microsoft Music**.
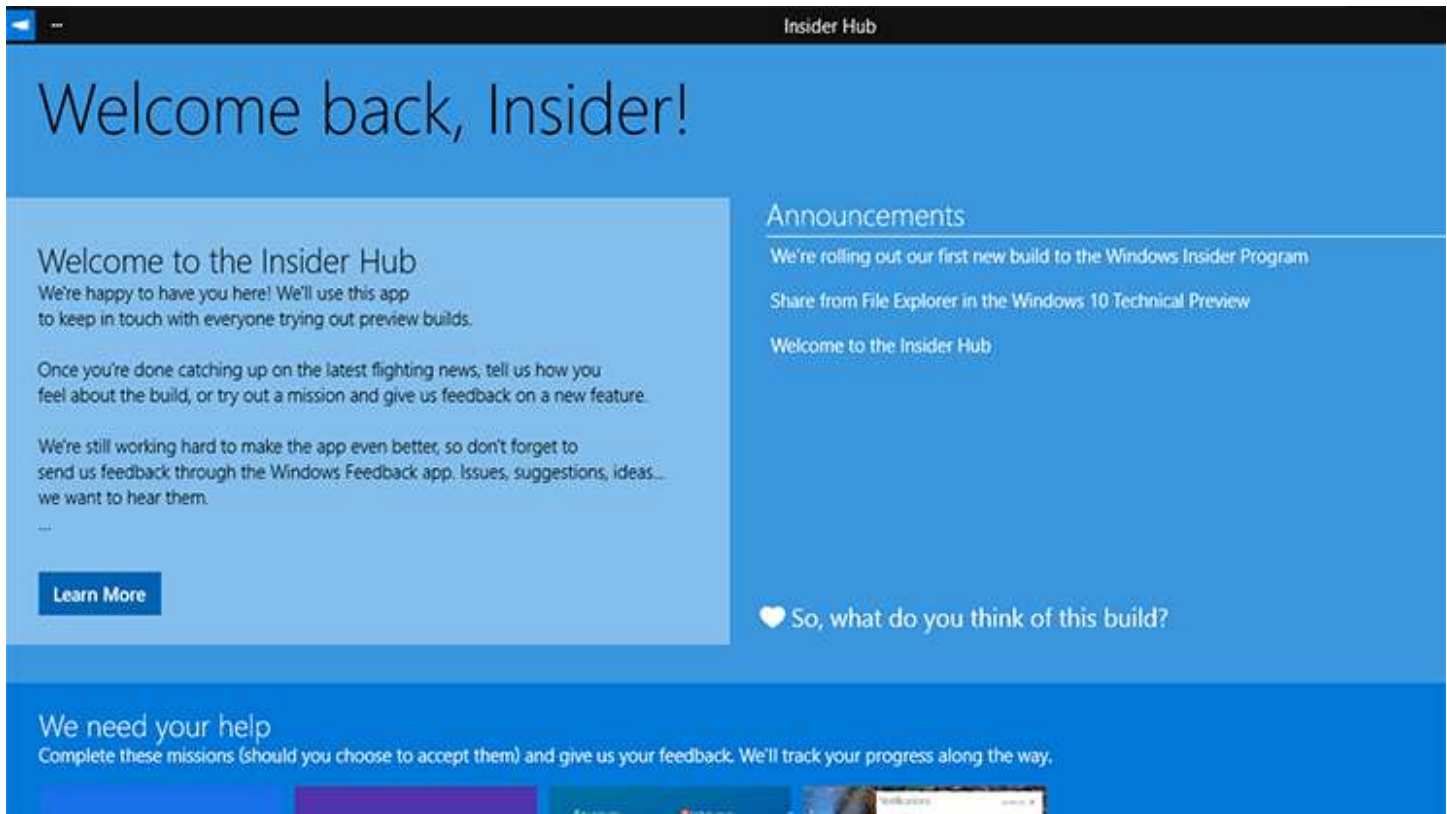

Check for feedback from others before providing your own

3. If you find similar feedback, select it, add more details if you want, then select **Me too.**
4. To narrow your search to a specific category, pick the category that most closely matches your feedback (so it gets to the right people quickly). For example, for feedback about the Music app, select **Apps** > **Music**.
5. If you don't find any similar feedback, select **New feedback**, and choose a topic from **Select a category** and then **Select a subcategory**.
6. Enter your feedback (the more details the better!), add a screenshot if you can, and you're done.

Stay in touch with the Insider hub

When you join the Insider Program you also get the Insider Hub app, where you can keep up on the latest Insider news, rate builds, and carry out feedback missions (should you choose to accept them). The Insider Hub is already pinned to Start, so you can use it right away.

We'll keep updating the Insider Hub with new features, so use the Windows Feedback app to let us know how we can make it better.

The Insider Hub is the place to get the latest news and updates and provide feedback about Windows 10 Technical Preview