# Organizing Windows Desktop/Workspace

Instructions

Below are the different places in Windows that you may want to customize. On your lab computer, go ahead and set up the environment in different ways to see how you'd like to customize your work computer.

Start Menu and Taskbar

- Size: Click on the Start Icon (bottom left). As you move your mouse to the edges of the Start Menu window, your mouse icon will change to the resize icons ↔ ↕ ↖ ↗. Click and drag the mouse to the desired Start Menu size.
- Open Start Menu, and "Pin" apps to the Start Menu/Taskbar by finding them in the list, right-clicking the app, and select "Pin to Start" or "More-> "Pin to Taskbar" OR click and drag the icon to the Tiles section.
- Drop "Tiles" on top of each other to create folders of apps.
- Right-click on Tiles (for example the Weather Tile), and you can resize the Tile (maybe for apps you use more often), and also Turn On live tiles to get updates automatically in the Tile (not for all Tiles)
- Right-click applications in the Taskbar to view "jump lists" for certain applications, which can show recently used documents, visited websites, or other application options.
- If you prefer using the keyboard for opening apps, you probably won't need to customize the start menu. Simply hit the Windows Key and start typing the name of the application to open, then hit enter when it is highlighted. As the same searches happen, the most used apps will show up as the first selection.

### Application Windows and Virtual Desktops

- Open a few application Windows (example: Chrome, Word, and Excel).
- Click and drag an Application Title Bar (top of window) to either the left or right edge of the monitor, and a snap animation will happen. Release mouse, and the window should take up half of the monitor screen. The other half should display other open windows that can also be "snapped" to the other side.
- Click and drag an Application Title Bar (top of window) to the top of the monitor, and the snap animation shows full-screen. Release mouse, and the window is now maximized.
- The same options occur for keyboard users for the active window. Hold the Windows Key, and then use the arrow keys on the keyboard to snap the active window to the edge of the monitors, and maximize/minimize the window.
- Click and hold an Application Title Bar (top of window) and wiggle the mouse back and forth quickly a couple times. This "shake" gesture should minimize all applications except the one you selected. Shake the window again, and the windows return.

- Click on the "Task View" icon and click on the + New Desktop button on the bottom right. You can add multiple virtual desktops, and use the Task View icon to switch between desktops, move application windows, and remove desktops.
- Windows + Tab is the keyboard shortcut to open Task View. Ctrl + Windows + Left/Right arrow changes between desktops.
- You can click on the desktop, or you can click on the application Window to make it active.
- Open the start menu and search for "Multitasking Settings" (just start typing that to find it). You can set up how you want your windows to show up in the Taskbar, or for multiple monitors.

File Explorer

- Open File Explorer, make sure the Quick access menu is open in the left pane
- Navigate to a folder you'd like to access frequently (or one to test with)
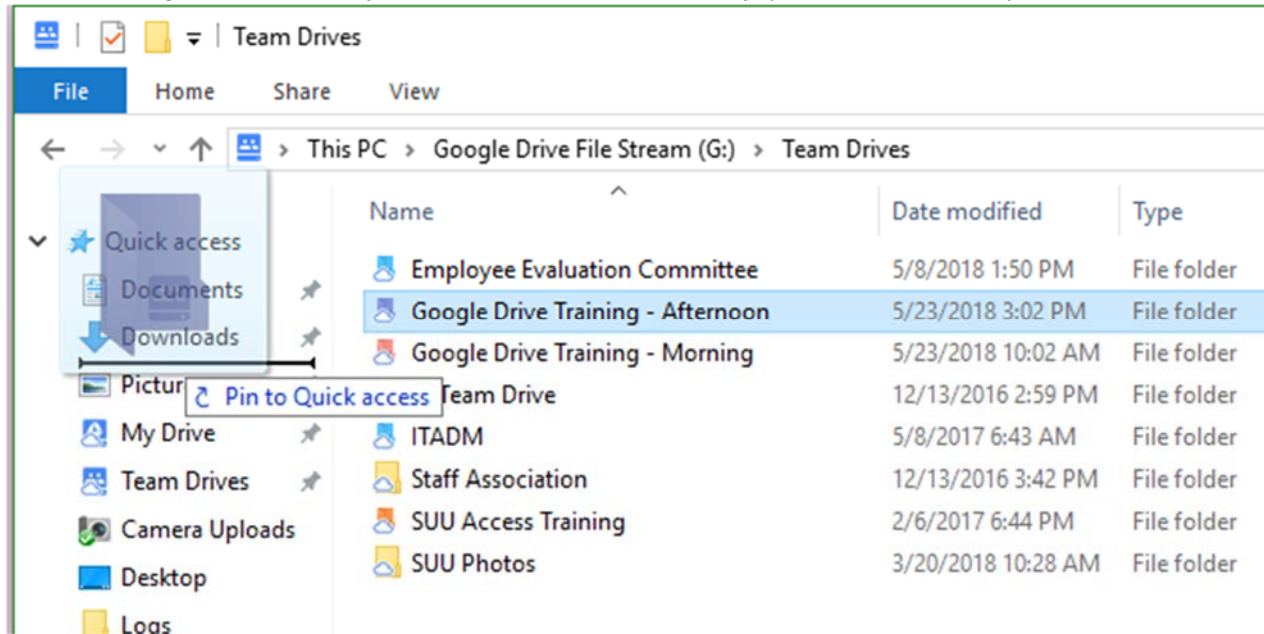
- Drag the folder from the right pane into the Quick access menu, in between other pinned folders until there is a solid black line between them, and a screentip will show "Pin to Quick access". Release mouse. Pinned Quick access folders will remain there, unless removed.
- To remove a pinned Quick access folder, right click, and select "Unpin from Quick access"
- Click on the Quick access icon to view a list of frequently used folders and recently used files
- Navigate to a folder with multiple files (best with pictures, or documents)
    - Click on View, and in the Pane group (left), select Preview Pane to toggle a third pane
    - Single-click items in the middle pane to get previews of documents or pictures, without opening the file itself.
    - The panes are all resizable, so set the size however works best for your previews.
- Click on View, select the different layout options for the current folder you are in. Windows should remember which layout you selected for that folder the next time you open it.
- Click on View and explore the other options

Quickly create a step-by-step document

Instructions
Below are a couple tools that will help you quickly create a step-by-step document with just the built-in Windows tools. There are many other tools with extra features if you will do this frequently.

Using the Snipping Tool
- Open the Snipping Tool from the Start Menu.
- Explore the different Modes, and when ready to snip a section of your screen, click on the New button.
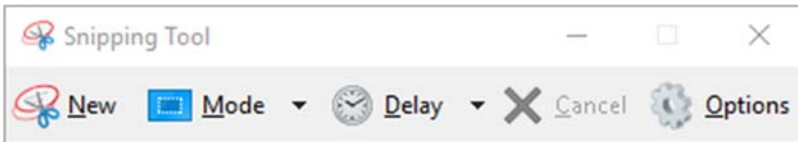
- Depending on the mode, snip what you wanted, and the Snipping Tool opens up with the image you selected.
- To capture a portion of the screen with the start menu, right click menus, or other options that disappear when clicking the mouse, use the Delay option to give you time to get to what you need.
- When an image is snipped, it should be copied to your clipboard already. You can paste in your instructions document.
- New buttons and options show up with a snip, allowing you to write with a pen, highlight parts of the image, and erase your added marks if you mess up.

Using Steps Recorder
- Open the Steps Recorder from the Start Menu
- Steps Recorder doesn't have many options, and would be more often used to quickly capture steps for problems, or to remind someone how to do a task.
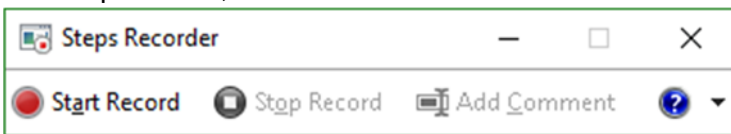
- By default, when you hit Start Record, Steps Recorder will capture every mouse click and keyboard input and take screenshots each time. In the settings (click the dropdown by the question mark), you can turn off the screenshots option.
- In between steps, you can Add comment text to describe what is happening in your words. The actual document that it creates will have much more automated information for each step.
- Once finished, click Stop Record. This provides a document with your steps, and alternatively some screenshots. You can view the steps as a slideshow or scrolling document.
- If you choose to save the steps, it will save in a zipped file (as it was designed for sending step by step problems). You can unzip the file and it will open in Internet Explorer.
- Once opened in Internet Explorer, you could copy/paste the pictures and text into another document and edit them, if you want a more professional step by step document. Steps Recorder makes it easy to just get a bunch of screenshots quickly.

Submitting a Portal Feed announcement

Instructions

Using the information below, create an image, according to the specifications for a Portal Announcement by either using Paint or Paint 3D. Once the image is created, log into the MySUU portal, scroll to the bottom of the page and click on the Submit a portal announcement. View the form for additional guidelines and information, but <u>do not</u> submit your example.

Basic information for the example:

- Portal feed announcements that have a picture require a image that is 800 pixels by 300 pixels.
- Any text in your image should be typed out in the announcement description, for meeting screen reader requirements for visually impaired.
- Use of Southern Utah University logos have quite a few requirements, and should not be manipulated. Guidelines are found in the [SUU Brand Style Guide](#).

Using Paint

Guidelines and tips

- ➔ To set your canvas to the correct pixels, you can either start by opening a picture and cropping the image to the correct size (watch the status bar when using the select tool for cropping), or you can go to File -> Properties to set the width and height.
- ➔ As a very basic image editor, you'll want to edit the image as if it was a painting, starting with the background, and working toward the front of the image (aka mountain and sky in the back, then trees, then the details, then any text)
- ➔ The undo button will probably be your most used tool :) You can use Ctrl + Z, or click on the undo button at the top (along with the redo button if you change your mind back)
- ➔ In the View Tab, it may have some handy tools to help organize what you put in the image, such as rulers or gridlines.

Using Paint 3D

- ➔ To set your canvas to the correct pixels, you'll need to use tools in the Canvas tab. You can either edit the canvas in the beginning (you might want to turn off the automatic canvas adjustment on the right side) or you can start your project by opening a picture and cropping the image to the correct size (noted on the right side when using the crop tool).
- ➔ Although the image is made with 3D objects (if you use them), you can save the file as a regular image file (2D).
- ➔ Many of the tips from using Paint also apply, but Paint 3D has a few more tools. As you open the tools using the top menu, the pane on the right contains the details or instructions for using the tool.
- ➔ If you use the 2D tools, you aren't able to edit the shapes or objects afterwards. If you use 3D objects while building the image, you can go select the objects later to move them around as needed.
- ➔ When saving your picture once you've edited everything you need, you can select the Menu button (top-left), then in the Save as copy section, choose Image. If you want to be able to edit it later, you'll also want to save it as a Paint 3D project.

"Without a mouse" Challenge

Instructions

Open the following URL: http://windows.microsoft.com/en-us/windows/keyboard-shortcuts. This will be the reference you can use to determine how to complete the suggested tasks below. In many cases, keyboard shortcuts will help save time. If used often, you should remember the shortcuts. After trying the tasks below, search through the document to see what ones you'd like to use frequently.

Hints

- If you aren't familiar with the Windows Key (between Ctrl and Alt), get used to using it. It is used in combination more than any other key (even more than Ctrl)
- Tab can cycle through lots of options.
- Microsoft likes the Alt key for menu maneuvering.
- Some of the steps are just 1 key to press, like Enter, Delete, Escape
- The majority of shortcuts are found on that website, but a couple tasks below introduce you to using alt codes for special characters. Google is your friend, or DuckDuckGo.com, if you have privacy concerns with Google ;)

Tasks to complete

- ❏ Pick up your mouse, and set it out of the way, so you aren't tempted to use it. Maybe behind the monitor?
- ❏ Open Word, another Web Browser (Firefox, Chrome, IE, and Edge should be available), and File Explorer, in that order.
- ❏ Make Word the Active Window, and type: Jim ate one and a half pizzas!
- ❏ Select the whole sentence and bold it
- ❏ Switch to your web browser, and search for a picture of a pizza
- ❏ Open Task View and create two new Desktops, then open Desktop 2, and open Excel
- ❏ Delete Desktop 2 (in Task View), then open up the new Desktop 2 (you should now only have 2 desktops, and Excel should have moved to Desktop 1)
- ❏ Switch to Desktop 1, and close Excel
- ❏ Activate your Web Browser application, and snap it to the right, then snap the Word document to the left.
- ❏ Open Task View, select File Explorer and close File Explorer
- ❏ Open File Explorer, Navigate to Documents, Create a new folder and name it "challenge" and open it.
- ❏ Maximize File Explorer
- ❏ In the challenge folder, create a new "Text Document" and rename it success.txt. Then open it in Notepad.
- ❏ Type the sentence "Jim ate 1½ pizzas!", save the file, and close Notepad. (notice the ½ is not 1/2)
- ❏ Add the Preview Pane to File Explorer.

Jim's Useful Keyboard Shortcuts

Win + L	Win + ,	Ctrl + Win + Left/Right	Win + ;
Win + Left/Right	Win + E	Ctrl + Shift + Esc	Alt + TAB