# Windows 10

### Description

Windows 10 allows you to customize access to programs, web links, and customize layouts for your computer to function more efficiently for you. Some of the more popular features are provided for you here.

### Display Settings

If fonts and icons seem too big for your visual preferences follow these steps to adjust the settings.

**Steps:**

1. Tap on the **Start** button and select **Settings**.
2. Tap on the **System** icon.
3. Under the **Display** menu, move the toggle to the size you feel most comfortable.
4. Tap **Apply**. You may need to reboot your computer as well.

### For More Windows 10 Features Visit:

http://bit.ly/2asYOBt

## Pin App to Taskbar

You can add shortcuts of programs and apps you use frequently to your taskbar at the bottom of your screen for easier future access.

**Steps:**

1. Open the program you wish to pin and right click on the icon at the bottom of the screen.
2. Select **Pin to taskbar**.

## Adding to the Start Menu

To add your own tile to the Start Menu:

1. Right click on an app in the **All Apps** menu.
2. Select **Pin to Start**.

## Groups in the Start Menu

Windows 10 allows you to group apps together. To create your own group:

1. After you have pinned an app to the start menu, hover your mouse above a blank area of the app. You’ll see a **Name group** label.
2. Tap on **Name group** to change the name.
3. Tap and hold the two-lined icon to the right of the name to move the entire group.

## Split Screen

With Windows 10, you can now split the screen up to four equal screens (corners of the screen). You can drag your programs to the corners or to the sides or do the following:

1. With the open Program hold down the Windows Button + → or ← button.
2. For additional splits, click on the open program again.

Hold down the Windows Button + ↑ or ↓ button to move to the corners.