Teach Yourself VISUALLY™

Microsoft® Windows® 10

The Fast and Easy Way to Learn

Paul McFedries

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Credits

About the Author

Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991, and he has more than 85 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY OS X Yosemite*, *The Facebook Guide for People Over 50*, *iPhone 6 Portable Genius*, and *iPad Portable Genius*, 3rd Edition. Paul is also the proprietor of Word Spy (www.wordspy.com), a website that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal website at www.mcfedries.com or follow him on Twitter @wordspy.

Author's Acknowledgments

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

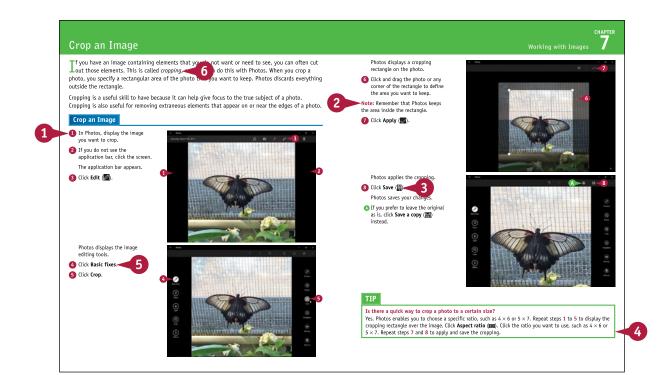Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

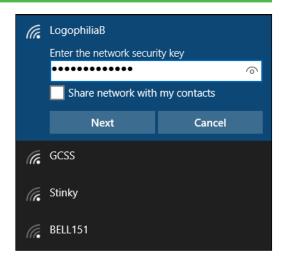**Bold** type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Crop an Image

If you have an image containing elements that you do not want or need to see, you can often cut out those elements. This is called *cropping*, and you can do this with Photos. When you crop a photo, you specify a rectangular area of the photo that you want to keep. Photos discards everything outside the rectangle.

Cropping is a useful skill to have because it can help give focus to the true subject of a photo. Cropping is also useful for removing extraneous elements that appear on or near the edges of a photo.

Crop an Image

1 In Photos, display the image you want to crop.

2 If you do not see the application bar, click the screen.

The application bar appears.

3 Click **Edit**.

Photos displays the image editing tools.

4 Click **Basic fixes**.

5 Click **Crop**.

Photos displays a cropping rectangle on the photo.

6 Click and drag the photo or any corner of the rectangle to define the area you want to keep.

Note: Remember that Photos keeps the area inside the rectangle.

7 Click **Apply**.

Photos applies the cropping.

8 Click **Save**.

Photos saves your changes.

Ⓐ If you prefer to leave the original as is, click **Save a copy** instead.

TIP

Is there a quick way to crop a photo to a certain size?
Yes. Photos enables you to choose a specific ratio, such as 4 × 6 or 5 × 7. Repeat steps 1 to 5 to display the cropping rectangle over the image. Click **Aspect ratio**. Click the ratio you want to use, such as 4 × 6 or 5 × 7. Repeat steps 7 and 8 to apply and save the cropping.

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Chapter 3   Surfing the Web

"Observations of a **"Webliographer,"** *Information Outlook,*

Great word! Do you have this one in the Word Spy database?

1

hich links on a Web page become obsolete as the sites
d to change location or die.
"Jargon Watch," *Wired*, July 1, 1996

Fun column!

Chapter 4   Sending and Receiving Email

Choose an account

Outlook.com
Outlook.com, Live.com, Hotmail, MSN

Exchange
Exchange, Office 365

Google

Yahoo! Mail

iCloud

Other account
POP, IMAP

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Devices and drives (3)

Canon EOS 60D

DVD Drive (D:)

Local Disk (C:)

Open
Open in new window
Pin to Quick access
Pin to Start
Import pictures and videos
Create shortcut
Properties

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Chapter 10   Working with Files

How do you want to open this file?

Keep using this app

Photos
Photos are easily enhanced, organized for you, and ready to edit and share.

Other options

Paint

Windows Photo Viewer

Look for an app in the Store

More apps ↓

☐ Always use this app to open .jpg files

OK

Chapter 11   Sharing Your Computer

×

Create an account for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who's going to use this PC?

Paolo

Make it secure.

••••••••••••

••••••••••••

Mom's maiden name + birth year   ×

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Chapter 14 · Maintaining Windows

⊖ Ready to reset this PC

Resetting will:
• Remove all apps and programs that didn't come with this PC
• Change settings back to their defaults
• Reinstall Windows without removing your personal files

This will take a while and your PC will restart.

Reset