

Teach Yourself
VISUALLY™

Microsoft

Windows® 10

The Fast and Easy Way to Learn



Paul McFedries

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A Wiley Brand



Windows® 10

Paul McFedries

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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

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you'll read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb through the pages will show you that this book is also chock-full of images, from sharp screen shots to fun and informative illustrations. Those colorful images sure make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that included project editor Sarah Hellert, copy editor Scott Tullis, and technical editor Vince Averello. Thanks to all of you for your exceptional competence and hard work. Thanks, as well, to Wiley acquisitions editor Aaron Black for asking me to write this book.

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*. To 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.
- 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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Working with Images

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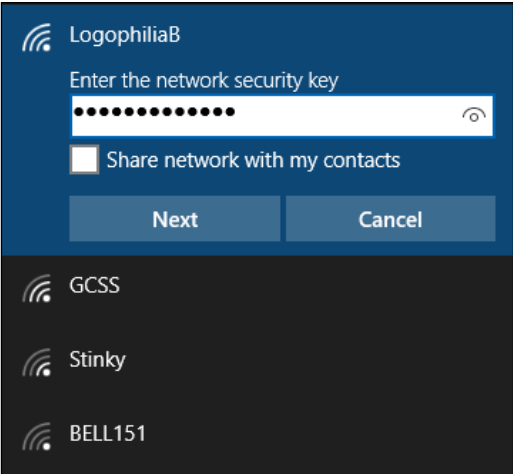
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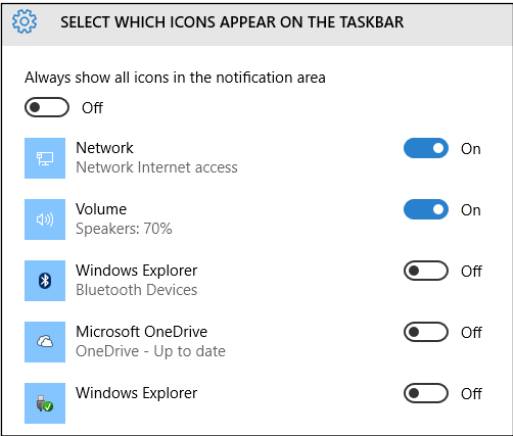
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"Observations of a **Webliographer**," *Information Outlook*,

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

1



which links on a Web page become obsolete as the sites
d to change location or die.

n, "Jargon Watch," *Wired*, July 1, 1996

Fun column!

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Choose an account



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



Exchange
Exchange, Office 365



Google



Yahoo! Mail



iCloud



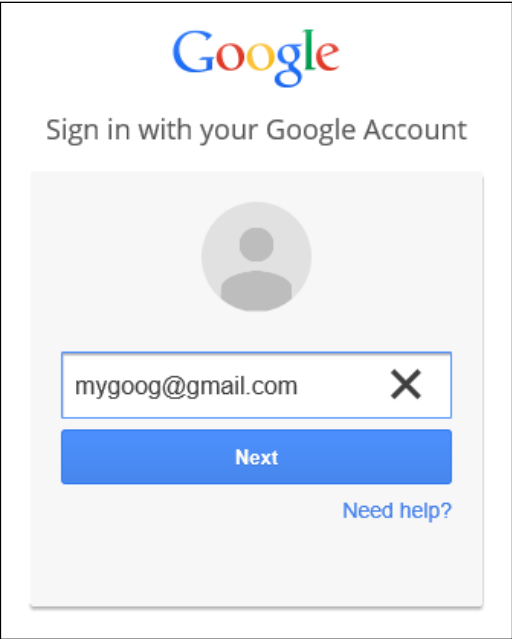
Other account
POP, IMAP

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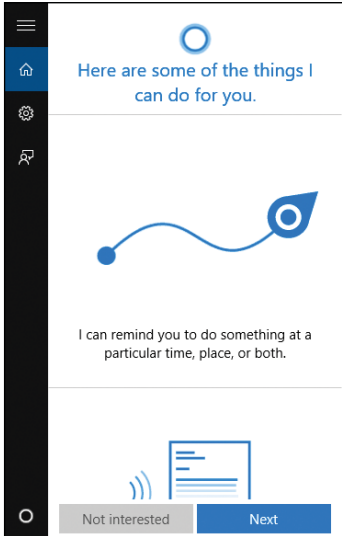
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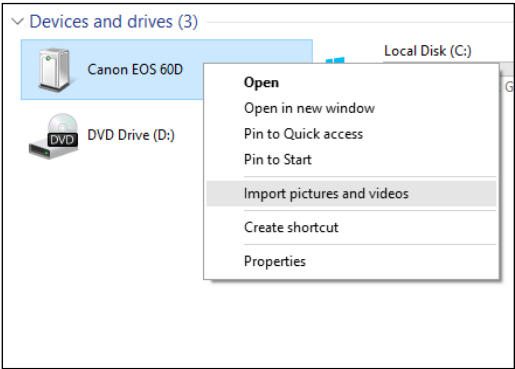
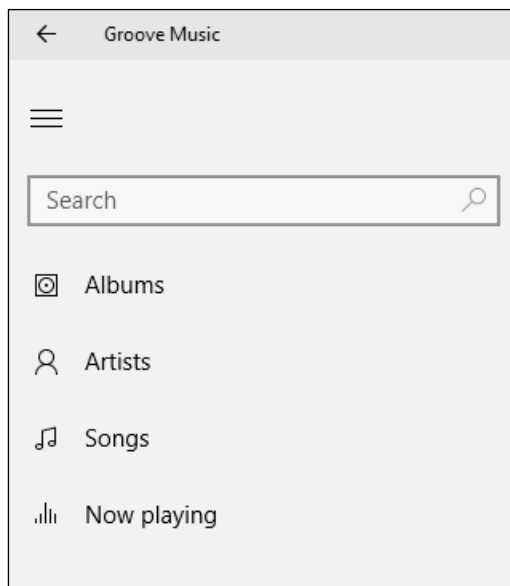


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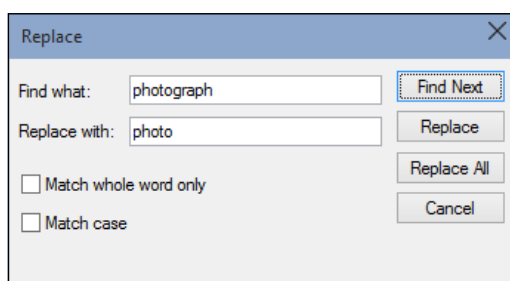
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How do you want to open this file?

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

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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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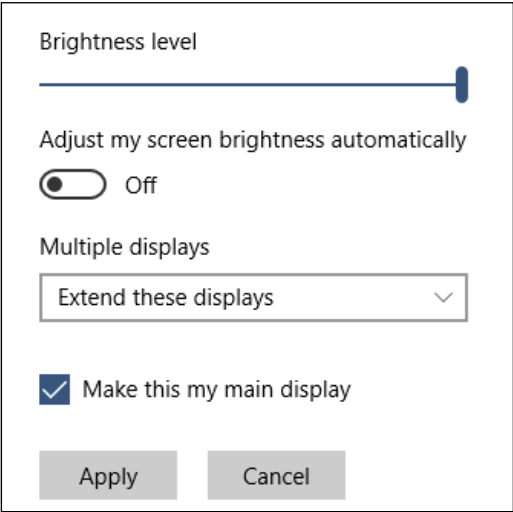
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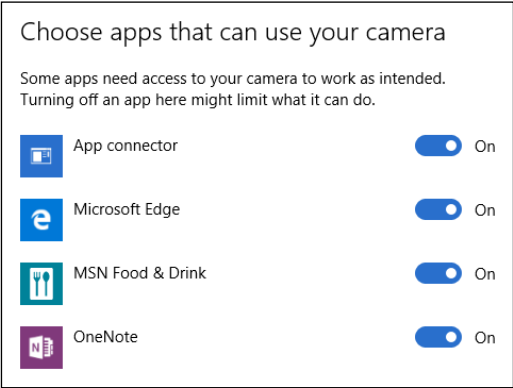
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← Ready to reset this PC

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