Chapter 1. Desktop & Start Menu

سطح المكتب وقائمة البدء.....

These days, the graphic user interface (the colorful world of icons, windows,

and menus) is standard. Mac, Windows, Chrome OS, Linux—every operating system is fundamentally the same, which is to say a very long way from the lines of typed commands that defined the earliest computers.

Windows 10 restores the desktop to its traditional importance, following a weird three-year detour into “what the heck” land known as Windows 8. The desktop is once again your only home base, your single starting point. It’s the view that greets you when the computer turns on, and it offers all the tools you need to manage and organize your files.

Herewith: a grand tour of the state of the art in computer desktops—the one in Windows 10.

The Lock Screen .... شاشة القفل

When you turn on a Windows 10 machine, you know right away that you’re not in Kansas anymore. The first thing you see is a colorful curtain that’s been drawn over the computer’s world. It’s the *Lock screen* ([Figure 1-1](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#you_can_control_which_apps_are_allowed_t)).

The Lock screen serves the same purpose it does on a phone: It gives a quick glance at the time, the date, your WiFi signal strength, the weather, and (on laptops and tablets) your battery charge. As you download and install new apps, they can add informational tidbits to this Lock screen, too.

The point is that sometimes you don’t really need to wake the machine up. You just want to know what time it is.

The Lock screen can also give you instant access to your Camera and Skype apps ([Camera](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch08.html#camera) and [Skype](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch08.html#skype)). You might want to take a picture or answer a call without having to go through the red tape of fully logging in.



*Figure 1-1. You can control which apps are allowed to add information to the Lock screen in Settings (like the weather report shown here). You’re not stuck with the Lock screen photo as Mother Microsoft has installed it, either. You can change the picture, if you like, or you can eliminate it altogether. Chapter 4 has the details.*

When you do want to go past the Lock screen to log in, there’s nothing to it. Almost anything you do that says, “I’m here!” works:

**شاشه لمسيهTouchscreen**: Swipe a finger upward. (Swipe downward to jump into Camera mode.)

* **Mouse**: Click anywhere. Or turn the mouse wheel.
* **Keyboard**: Press any key.

The Lock screen slides up and out of the way, revealing the Login screen ([Figure 1-2](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#lower_left_if_your_machine_has_more_than), top).

TIP

You can change the photo background of the Lock screen, make it a slideshow, or fiddle with which information appears here; see [Customizing the Lock Screen](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#customizing_lock_screen). You can even eliminate the Lock screen altogether—after all, it’s an extra click every time you log in. For step-by-step instructions, see “Eliminating the Windows 10 Lock Screen,” a free downloadable PDF appendix on this book’s “Missing CD” page at [www.missingmanuals.com](http://www.missingmanuals.com/).

The Login Screenشاشة التسجيل

As in any modern operating system, you have your own *account* in Windows. It’s your world of files, settings, and preferences. So the second thing you encounter in Windows 10 is the Login screen. Here, at lower left, you see the name and photo for each person who has an account on this machine

This is also where you’re supposed to log in—to prove that you’re you. But *logging in* no longer has to mean *typing a password*. One of Windows 10’s primary goals is to embrace touchscreens, and *typing* is a pain on tablets.

Therefore, you can log in using any of these techniques:

* Just *look* at your screen. On laptops or tablets with Intel’s RealSense infrared cameras, facial recognition logs you in.
* Swipe your finger across the fingerprint reader, if your computer has one.
* Put your eye up to the iris reader, if your machine is so equipped.
* Draw three lines, taps, or circles on a photo you’ve selected
* Type in a PIN you’ve memorized.
* Type a traditional password.
* Skip the security altogether. Jump directly to the desktop when you turn on the machine.

The Desktopسطح المكتب

Once you’ve gotten past the security barrier, you finally wind up at the home base of Windows: the desktop. See [Figure 1-3](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#the_desktop_returns_in_windows_10_as_eve) for a refresher course.

You can, and should, make the desktop look like whatever you want. You can change its background picture or color scheme; you can make the text larger; you can clutter up the whole thing with icons you use a lot. [Chapter 4](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch04.html) is a crash course in desktop interior decoration.

Meet the Start Menu استدعاء قائمة البدايه

Windows is composed of 50 million lines of computer code, scattered across your hard drive in thousands of files. The vast majority of them are not for you; they’re support files, there for behind-the-scenes use by Windows and your applications. They may as well bear a sticker reading, “No user-serviceable parts inside.”

That’s why the Start menu is so important ([Figure 1-4](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#here_it_is_the_single_biggest_change_in_)). It lists every *useful* piece of software on your computer, including commands, programs, and files. Just about everything you do on your PC begins—or can begin—with your Start menu.

In Windows 10, as you’ve probably noticed, the *word* “Start” doesn’t actually appear on the Start menu, as it did for years; now the Start menu is just a square button in the lower-left corner of your screen, bearing the Windows logo (). But it’s still called the Start menu, and it’s still the gateway to everything on the PC.

If you’re the type who bills by the hour, you can open the Start menu ([Figure 1-3](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#the_desktop_returns_in_windows_10_as_eve), lower left) by clicking it with the mouse. If you feel that life’s too short, however, tap the  key on the keyboard instead, or the  button if it’s a tablet.

If your computer is a tablet, and it has no physical keyboard at all, then it may start up in Windows 10’s new *Tablet mode*. In this mode, the right side of the Start menu fills the entire screen, and the left side doesn’t appear unless you tap the  in the top-left corner. For details on Tablet mode, see [Chapter 13](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch13.html).

Start Menu: The Left Sideالجانب الايسر من قائمة البدء

The most amazing thing about the Windows 10 Start menu is that Windows 10 has a Start menu—something that’s been missing since Windows 7. The left side, or something like it, has been with Windows from the beginning. The right side is a pared-back version of the Start screen that distinguished Windows 8.

The left side may *look* like the Start menu that’s been in Windows from the beginning (except during that one unfortunate three-year Windows 8 phase). But there’s a big difference: In Windows 10, you can’t use it to list your own favorite programs, folders, and files. (That’s what the right side is for.) The left side is meant to be managed and run entirely by Windows itself.

The left side has five sections, described here from top to bottom:

[Your name]

See your account name and picture in the upper-left corner of the Start menu ([Figure 1-5](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#your_account_icon_isnt_just_an_icon_its_))?

Some keystrokes from previous Windows versions are still around. For example, you can still press Ctrl+Alt+Delete to summon the three commands described here: “Lock,” “Switch user,” and “Sign out”—plus a bonus link for the Task Manager ([Exiting Programs](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch06.html#exiting_programs)).

* تغيرات اعدادات الحساب
* **Change account settings** takes you directly to the Settings→Account screen, where you can change your account picture, password, login method, and other details of your account—and you can create accounts for other family members.
* **Lock**. This command takes you back to the Lock screen described at the beginning of this chapter. In essence, it throws a sheet of inch-thick steel over everything you were doing, hiding your screen from view. This is an ideal way to protect your PC from nosy people who happen to wander by your desk while you’re away getting coffee or lunch.

Whatever *you* had running remains open behind the scenes. When you log in again, you’ll find all your open programs and documents exactly as you left them.

* **Sign out**. When you choose “Sign out,” Windows closes all your open programs and documents (giving you an opportunity to save any unsaved documents first). It then presents a new Login screen so that somebody else can log in.

Most Used الاكثر اسنخداما

Beneath your name icon, you get a list of the programs that Windows sees you using a lot. Windows computes this list automatically and continuously. It’s a really great feature, because, well, if you’ve been using something a lot recently, you’ll probably use it a lot more still, and now you don’t have to burrow around looking for it.

On the other hand, if you’d rather not have Windows track what you’re doing, you can get rid of this list, or just certain items on it; see the box below.

If you see a submenu arrow (>) next to a program’s name in the Start menu, congrats. You’ve just found a *jump list*, a feature that gives you quick access to documents you’ve opened recently. See [Jump Lists in the Taskbar](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch02.html#jump_lists_in_the_taskbar) for details on creating, deleting, and working with jump lists.

You can, if you wish, ask the Start menu *not* to display a list of the programs you’ve used most recently. For example, maybe it would be best that your boss or your spouse didn’t know what you’ve been up to.

If there’s just *one* compromising listing here, no big deal; right-click its name and, from the shortcut menu, choose “Don’t show in this list.” It’s gone.

If you’d prefer Windows not to track your most used items at *all*, open the Start menu; choose Settings→Personalization→Start; turn off “Show most used apps.” (While you’re here, if you’re especially paranoid, you can also turn off “Store and display recently opened items in Jump Lists on Start or the taskbar”—a reference to the jump lists feature described starting on [Jump Lists in the Start Menu](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#jump_lists_in_the_start_menu).) Close Settings.

When you next inspect the Start menu, you’ll be happy to see that the top-left quadrant, where the recently used programs are usually listed, is creepily blank.

TIP

So how does Windows decide what to put into the “Most used” list? It’s an algorithm, Microsoft says, one that it intends to keep refining to make the list more useful. One thing is for sure, though: Any app you’ve put onto the right side of the Start menu doesn’t appear in the “Most used” list. Microsoft figures you don’t need to see its name twice.

Recently Addedاضافه مؤخره

The middle section of the left side shows *one* item: whatever app you’ve most recently downloaded or installed. It’s surprisingly handy, especially for novices, who often download something from the Internet and then can’t find where it landed.

If you’ve installed *more than one* new app recently, open the “All apps” list described below; the little “New” indicators show you which are the recent arrivals.

TIP

It probably goes without saying, but you can hide the “Recently added” section if you like. Open the Start menu; choose Settings→Personalization→Start; turn off “Show recently added apps.” Close Settings.

Important Placesاماكن مهمه

In general, the bottom of the left side is devoted to listing important *places* on the computer. On a shiny new PC, the list includes these:

* **مستكشف الملفات File Explorer**. This “app” is the standard desktop window, showing the contents of your drives and folders ([Chapter 2](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch02.html)).
* **Settings**. Yes, adjusting the settings and preferences of your PC is about six steps quicker now, since Settings is listed right here in the Start menu. [Chapter 7](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch07.html) covers Settings in absurd detail.
* **Power**. Hard though it may be to believe, there may come a day when you want to shut down or restart your computer. See [Change the color](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#change_the_color).
* **كل التطبيقاتAll apps** opens the complete master list of all your programs, as described below.

What’s great, though, is that you can add *other* important folders to this list, following the steps shown in [Figure 1-6](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#you_can_add_other_important_folders_to_y). These are some of your options:

* **التوثيق Documents**: This command opens up your Documents folder, a very important folder indeed. It’s designed to store just about all the work you do on your PC—everything except music, pictures, and videos, which get folders of their own.

Of course, you’re welcome to file your documents *anywhere* on the hard drive, but most programs propose depositing newly created documents into the Documents folder. That principle makes navigation easy. You never have to wonder where you filed something, since all your stuff is sitting right there in Documents.

NOTE

The Documents folder actually sits in the This PC  Local Disk (C:)  Users  [*Your Name]* folder.

If you study that path carefully, it should become clear that what’s in Documents when *you* log in isn’t the same thing other people will see when *they* log in. That is, each account holder ([Chapter 19](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch19.html)) has a different Documents folder, whose contents switch according to who’s logged in.

* **التحميلاتDownloads**. For decades, computer novices have been baffled: They download something from the web but then can’t find where it went. Now you’ll know. Out of the box, Windows puts your downloaded files into this Downloads folder (which is inside your Personal folder). It makes perfect sense to add this item to your Start menu so you have quick access to it.
* **Music, Pictures, Videos**. Microsoft assumes (correctly) that most people these days use their home computers for managing digital music, photos, and video collections. As you can probably guess, the Music, Pictures, and Videos folders are intended to house them—and these Start menu commands are quick ways to open them.

In fact, whatever software came with your phone, digital camera, or MP3 player probably dumps your photos into, and sucks your music files out of, these folders automatically. You’ll find much more on photos and music in [Chapter 8](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch08.html).

* **مجموعة المشاكل البيتيهHomeGroup** is Microsoft’s name for an easy file-sharing system. It lets you see what’s on other computers on your home network, so that you can shove folders and files back and forth without running all over the house with a flash drive. This command opens the HomeGroup window ([HomeGroups](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch21.html#homegroups)).
* **الشبكاتNetwork** opens (what else?) the Network folder, where you can see a map of your home or office network and make changes to the settings. See [Chapter 20](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch20.html).
* **ملف شخصيPersonal folder**. As the box below makes clear, Windows keeps *all* your stuff—your files, folders, email, pictures, music, bookmarks, even settings and preferences—in one handy, central location: your *Personal folder*. This folder bears your name, or whatever account name you typed when you installed Windows.

Everyone with an account on your PC has a Personal folder.

Technically, your Personal folder lurks inside the C:→Users folder. But that’s a lot of burrowing when you just want a view of your empire. That’s why your Personal folder can also be installed here.

*Why did Microsoft bury my files in a folder three levels deep?*

Because Windows has been designed for *computer sharing*. It’s ideal for any situation where family members, students, or workers share the same PC.

Each person who uses the computer will turn on the machine to find his own separate desktop picture, set of files, web bookmarks, font collection, and preference settings. (You’ll find much more about this feature in [Chapter 19](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch19.html).)

Like it or not, Windows considers you one of these people. If you’re the only one who uses this PC, fine—simply ignore the sharing features. But in its little software head, Windows still considers you an account holder and stands ready to accommodate any others who should come along.

In any case, now you should see the importance of the Users folder in the main hard drive window. Inside are folders—the Personal folders—named for the people who use this PC. In general, nobody is allowed to touch what’s inside anybody else’s folder.

If you’re the sole proprietor of the machine, of course, there’s only one Personal folder in the Users folder—named for you. (You can ignore the Public folder.)

This is only the first of many examples in which Windows imposes a fairly rigid folder structure. Still, the approach has its advantages. By keeping such tight control over which files go where, Windows keeps itself pure—and very, very stable. (Other operating systems known for their stability, including Mac OS X, work the same way.)

Furthermore, keeping all your stuff in a single folder makes it very easy for you to back up your work. It also makes life easier when you try to connect to your machine from elsewhere in the office (over the network) or elsewhere in the world (over the Internet), as described in Chapters [Chapter 13](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch13.html) and [Chapter 21](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch21.html).

All Apps كل التطبيقات

When you click “All apps” at the bottom of the Start menu, you’re shown an important list indeed: the master catalog of every program on your computer ([Figure 1-7](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#left_when_the_all_apps_list_is_visible_y)). You can jump directly to your word processor, calendar, or favorite game, for example, just by choosing its name in this scrolling list. As a handy bonus, the word “New” appears beneath the name of any *new* programs—ones you’ve installed but haven’t yet used.

You can restore the original left-side column by clicking Back (at the bottom of the list).

TIP

You can also open the “All apps” menu with a *quick swipe upward* anywhere on the left side of the Start menu—either with the mouse, trackpad, or your finger on a touchscreen. Try it!

There are even more ways to open “All apps” if the Start menu is already open. Click the phrase “All apps,” or point to it and keep the mouse still for a moment, or press the , key (to highlight “All apps”). Then tap the Enter key, the  key, or the space bar. Just for keyboard fanatics: Once the “All apps” list is open, you can also choose anything in it without involving the mouse. Just press the  and  keys to highlight the item you want (or type a few letters of its name). Then press Enter to seal the deal.

Submenus, also known as cascading menus, largely have been eliminated from the Start menu. Instead, when you open something that contains *other* things—like a folder listed in the Start menu—you see its contents listed beneath, indented slightly, as shown at right in [Figure 1-8](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#you_know_when_youre_looking_at_a_folder_). Click the folder name again to collapse the sublisting.

Keyboard freaks should note that you can also open a highlighted folder in the list by pressing the Enter key (or the  key). Close the folder by pressing Enter again (or

* the names of software you’ve installed; you might see a folder called, for example, PowerSoft or Logitech. These generally contain programs, uninstallers, instruction manuals, and other related junk.
* **Program-group folders**. Another set of folders is designed to trim down the Programs menu by consolidating related programs, like Games, Accessories (little single-purpose programs), and Maintenance. Everything in these folders is described in [Chapter 8](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch08.html).

How to Customize the Left Sideكيفية تخصيص الجانب الايسر

You can’t add anything to the left side yourself, which is a big change from Windows 7. Nor can you change the order of anything here.

You do, however, have three opportunities to redesign the left side:

* **القضاء ع الاكثر استخداماEliminate the “Most used” list (or certain items in it)**. See the box on [Getting Rid of the “Most Used” List](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#getting_rid_of_the_most_used_list).
* **Move something to Start or the taskbar**. Suppose there’s some app—say, Calculator—that’s listed in “Most used” or the “All apps” list. And you think you’d rather have it installed on your taskbar, visible at all times. Or you think it’d work best as a tile on the right side.

Turns out you can right-click its name on the left side. From the shortcut menu, choose “Pin to taskbar” or “Pin to Start.” It disappears from the “Most used” list (if that’s where it was) and goes where you sent it.

TIP

If you have a touchscreen, you can “right-click” something by holding your finger down on it for one second.

* اضافة مجلدات نوافذ معينه الى قائمة الاماكن المهمه
* **Add certain Windows folders to the Important Places list**. You do that in Settings, as described on [Recently Added](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#recently_added).

TIP

How cool is this? You can uninstall a program right from the “All apps” list. Just right-click it (or hold your finger down on it); from the shortcut menu, choose Uninstall. Confirm in the dialog box that appears. (You can’t uninstall apps that came with Windows 10 this way—only stuff *you’ve* added.

Start Menu: The Right Sideالجانب الايمن من قائمة اليدء

The right side of the Start menu is all that remains of the Great Touchscreen Experiment of 2012, during which Microsoft expected every PC on earth to come with a touchscreen. Instead of a Start menu, you got a Start *screen*, stretching from edge to edge of your monitor, displaying your files, folders, and programs as big rectangular tiles.

Unfortunately, the Start screen covered up your entire screen, blocking whatever you were working on. It was horribly space-inefficient—finding a new program you’d downloaded often meant scrolling several screens to the right. And it just felt detached from the rest of the Windows world.

Turns out most people preferred the Start *menu*.

There were some nice aspects of the Start-screen idea, though. For one thing, it’s more than just a launcher. It’s also a dashboard. Each tile isn’t just a button that *opens* the corresponding program; it’s also a little display—a *live tile*, as Microsoft calls it—that can show you real-time information from that program. The Calendar tile shows you your next appointment. Your Mail tile shows the latest incoming subject line. The People tile shows Twitter and Facebook posts as they pour in.

TIP

Not all Start menu tiles display their own names. Some apps, like the ones for Calendar, People, and Mail, are meant to be visual dashboards. To find out such an app’s name, point to it with your cursor without clicking. A tinted, rectangular tooltip bar appears, identifying the name.

So in Windows 10, Microsoft decided to retain those colorful live tiles—on the right side of the Start menu ([Figure 1-9](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#as_you_drag_the_top_or_right_edge_of_the)).

How to Customize the Right Sideكيفية تخصيص الجانب الايمن

The left side is really Windows’ playground; you can’t do much to change it.

The right side, however, is your playground. You can customize it in *lots* of different ways. If your current job doesn’t work out, you could become a full-time right-side customizer.

Make the right side bigger or smallerكيفية جعل الجانب الايمن اكبر او اصغر

If you have a mouse or a trackpad, you can make the right side of the Start menu either wider or taller; just grab the right edge or the top edge and drag. (In the initial release of Windows 10, you can’t enlarge the Start menu with your finger on a touchscreen.)

Make the right side fill the screen

Maybe you were one of the 11 people who actually *liked* Windows 8, including the way it had a Start *screen* instead of a Start menu. Well, that look is still available.

Right-click anywhere on the desktop. (Touchscreen: Hold your finger down on the desktop.) From the shortcut menu, choose Personalize. On the Settings screen, click Start, and then click turn on “Use Start full screen.”

In this mode, the left side of the Start menu is gone. The live tiles fill your entire desktop (which is handy for touchscreens).

NOTE

If your goal is to use Windows 10 on a tablet, you don’t need to do all this. Just turn on Tablet mode ([Chapter 13](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch13.html)). In Tablet mode, the Start screen is standard and automatic.

Move a tile تحريك البلاط

You can, of course, drag the right side’s tiles into a new order, putting the *personal* back into *personal computer*.

With the Start menu open, just drag the tile to a new spot. The other tiles scoot out of the way to make room.

That works fine if you have a mouse or a trackpad. But if you’re using a touchscreen, that instruction leaves out a key fact: Dragging *scrolls* the right side! Instead, hold your finger down on the tile for half a second before dragging it.

Resize a tile

Tiles come in four sizes: three square sizes and one rectangle. As part of your Start menu interior decoration binge, you may want to make some of them bigger and some of them smaller. Maybe you want to make the important ones rectangular so you can read more information on them. Maybe you want to make the rarely used ones smaller so that more of them fit into a compact space.

In the Edge browser, you can also add a web page to the right side. With the page open, click the … button at top right; choose Pin to Start.

In each case, the newly installed tile appears at the bottom of the right side. (You might have to scroll to see it.)

Make a tile stop blinkingالتوقف عن الوميض

Some of your right side tiles are *live tiles—*tiny dashboards that display real-time incoming information. There, on the Mail tile, you see the subject lines of the last few incoming messages; there, on the Calendar tile, is your next appointment; and so on.

It has to be said, though: Altogether, a Start menu filled with blinky, scrolling icons can look a little like Times Square at midnight.

If you’re feeling quite caffeinated enough already, you might not want live tiles so much as, well, *dead* ones.

If you’d rather silence the animation of a live tile, right-click it. (Touchscreen: Hold your finger down on it, and then tap .) From the shortcut menu, choose “Turn live tile off.” The tile’s current information disappears, and the live updating stops.

To reverse the procedure, “right-click” an unmoving tile; from the shortcut menu, choose “Turn live tile on” instead.

Remove a tile

Open the Start menu. Right-click the tile you want to eliminate. (Touchscreen: Hold your finger down on it, and then tap the … button.) From the shortcut menu, choose Unpin from Start. (You’re not actually discarding that item—just getting its tile off the Start menu.)

Group your tilesتجميع البلاط الخاص بك

The right side’s tiles aren’t scattered pell-mell; they present an attractive, orderly mosaic. Not only are they mathematically nestled among one another, but they’re actually *grouped*. Each cluster of related tiles can bear a *name*, like “Life at a glance” (Calendar, Mail, Weather…) or “Play and explore” (games, music, TV…).

But you can change those headings, or those groupings, and come up with new ones of your own.

The technique isn’t quite obvious, but you’ll get the hang of it (see [Figure 1-11](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#top_to_create_a_new_tile_group_start_by_)). It works like this

1. **Drag a tile to the very bottom of the existing ones. (Touchscreen: Hold your finger still for a second before dragging.)سحب البلاط اللى اسفل القائمه الموجوده**

When you drag far enough—the right side might scroll, but keep your finger down—a horizontal bar appears, as shown in [Figure 1-11](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#top_to_create_a_new_tile_group_start_by_). That’s Windows telling you, “I get it. You want to create a new group right here.”

1. **Drag the tile below the bar and release it**.اسحب الشريط ادناه وحرره

Release the tile you’re dragging; it’s now happily setting up the homestead. Go get some other tiles to drag over into the new group to join it, if you like. Build up the group’s population.

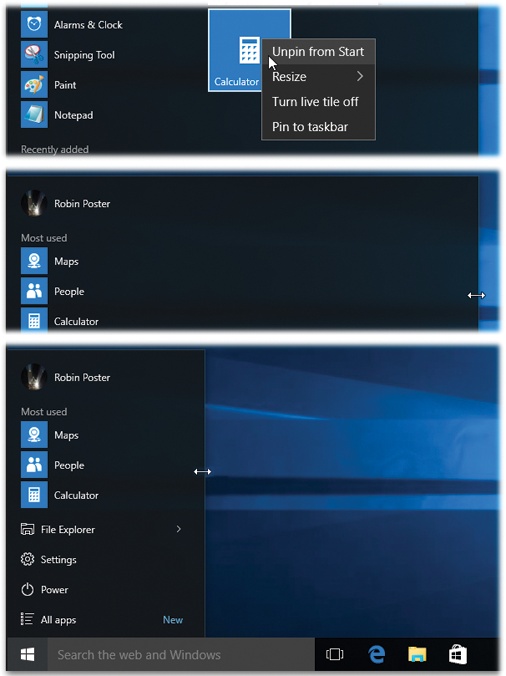
1. **Click or tap just above your newly grouped tiles**.انقر فوق المربعات المجمعه حديثا

The words “Name group” appear.

1. **Type a name for this group, and then press Enter**.اكتب اسما لهذه المجموعه ثم اضغط ع مفتاح الادخال

Your group name is now immortalized.

By the way: Whenever you point to (or tap) the heading of any group, you may notice a little “grip strip” at the right side. If you like, you can drag that strip up or down to move the entire group to a new spot among your existing groups. (Or horizontally, if you have a multicolumn right side.)



*Figure 1-12. Top: To remove all the tiles from the right side, right-click it and choose Unpin from Start. (Touchscreen: Hold your finger down on the tile, and then tap the … button to see Unpin from Start.) Repeat until you’ve eliminated all the tiles. Middle: Now only the left column remains, just as it was in Windows 7. Bottom: Drag the right edge of the menu inward, closing up the empty space where the right side used to be.*

Change the colorتغيير الالوان

You can also change colors of the various Start menu elements (and the taskbar, and the Action Center). See [Chapter 4](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch04.html) for the step-by-steps.

Turn off adsايقاف الاعلانات

From time to time, you may spot a Start-menu tile that you didn’t put there. It’s a suggestion of an app that Microsoft thinks you might like—in other words, an ad.

If you’d prefer Microsoft and its ad partners to keep their darned apps to themselves, open Settings→Personalization→Start, and turn off “Occasionally show suggestions in Start.”

Shutting Downعملية غلق الجهاز

What should you do when you’re finished using your computer for the moment?

Millions of people shut their PCs off, but they shouldn’t; it’s a colossal waste of time. When you shut down, you have to wait for all your programs to close—and then the next morning, you have to reopen everything, reposition your windows, and get everything back the way you had it.

You shouldn’t just leave your computer *on* all the time, either. That’s a waste of electricity, a security risk, and a black mark for the environment.

What you *should* do is put your machine to sleep. If it’s a laptop, just close the lid. If it’s a tablet, just press the Sleep switch. If it’s a desktop PC, it’s usually a matter of pressing the physical power button.

POWER USERS’ CLINIC: BRINGING BACK THE HIBERNATE COMMAND

Hibernate mode is a lot like Sleep, except that it *doesn’t* offer a period during which the computer will wake up instantly. Hibernate equals the *second* phase of Sleep mode, in which your working world is saved to the hard drive. Waking the computer from Hibernate takes about 30 seconds.

In an effort to make life simpler, Microsoft has hidden the Hibernate command in Windows 10. You won’t find it in the →Power pop-up menu.

You can bring it back, though.

To get there, press  to put your cursor in the search box, and type *power but*.

In the search results, click Power Options.

Now click “Change settings that are currently unavailable” and authenticate yourself, if necessary (Microsoft’s way of ensuring that only an administrator can change such important settings).

Finally, scroll down until you see “Shutdown settings.” Turn on the “Hibernate: Show in Power menu” checkbox. Click “Save changes.”

From now on, the Hibernate option appears in the menu shown in [Figure 1-13](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#shutting_down_your_computer_requires_onl), just like it did in the good old days.

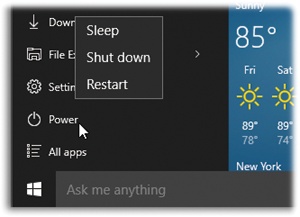
The Sleep/Shut Down/Restart Commandsعملية الاغلاغلاق واعادة التشغيل

If you really want to do the sleeping or shutting down thing using the onscreen commands, you’ll be happy to know that in Windows 10, you no longer need 20 minutes and a tour guide to find them. They’re right there in the Start menu, near the bottom. Choose Power to see them.

As shown in [Figure 1-13](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#shutting_down_your_computer_requires_onl), shutting down is only one of the options for finishing your work session. What follows are your others.

Sleep

Sleep is great. When the flight attendant hands over your pretzels and cranberry cocktail, you can take a break without closing all your programs or shutting down the computer.



*Figure 1-13. Shutting down your computer requires only two steps now, rather than 417 (as in Windows 8). Open the Start menu. Choose Power, and then “Shut down”.*

The instant you put the computer to sleep, Windows quietly transfers a copy of everything in memory into an invisible file on the hard drive. But it still keeps everything alive in memory—the battery provides a tiny trickle of power—for when you return and want to dive back into work.

If you do return soon, the next startup is lightning-fast. Everything reappears on the screen faster than you can say, “Redmond, Washington.”

If you *don’t* return shortly, then Windows eventually cuts power, abandoning what it had memorized in RAM. Now your computer is using no power at all; it’s in *hibernate* mode.

Fortunately, Windows still has the hard drive copy of your work environment. So *now* when you tap a key to wake the computer, you may have to wait 30 seconds or so—not as fast as 2 seconds, but certainly better than the 5 minutes it would take to start up, reopen all your programs, reposition your document windows, and so on.

The bottom line: When you’re done working for the moment—or for the day—put your computer to sleep instead of shutting it down. You save power, you save time, and you don’t risk any data loss.

You can send a laptop to sleep just by closing the lid. On any kind of computer, you can trigger Sleep by choosing it from the →Power command, or by pushing the PC’s power button, if you’ve set it up that way, as described below.

Restart

This command quits all open programs and then quits and restarts Windows again automatically. The computer doesn’t actually turn off. You might do this to “refresh” your computer when you notice that it’s responding sluggishly, for example.

Shut down

This is what most people would call “really, really off.” When you shut down your PC, Windows quits all open programs, offers you the opportunity to save any unsaved documents, exits Windows, and turns off the computer.

There’s almost no reason to shut down your PC anymore, though. Sleep is almost always better all the way around.

The only exceptions have to do with hardware installation. Anytime you have to open up the PC to make a change (installing memory, hard drives, or sound or video cards), you should shut the thing down first.

TIP

If you’re a keyboardy sort of person, you might prefer this faster route to shut down: Press Ctrl+Alt+Delete to summon the Lock/Switch User screen, and then Tab your way over to the  button in the lower right. Press Enter, and arrow-key your way to [Shut down](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#shut_down). Press Enter again.

Three Triggers for Sleep/Shut Down—and How to Change Themثلاثة محفزات للنوم والاغلاق وكيفية تغييرها

You now know how to trigger the [Shut down](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#shut_down) command using the Start menu→Power button. But there are even faster ways.

If you have a laptop, just close the lid. If it’s a tablet, tap its Sleep switch. If you have a desktop PC, press its power button ().

In each of these cases, though—menu, lid, switch, or button—*you* can decide whether the computer shuts down, goes to sleep, hibernates, or just ignores you.

To find the factory setting that controls what happens when you close the lid or hit the power button, click in the “Ask me anything” search box and type *lid*.

In the search results, the top hit is “Change what closing the lid does.” Press Enter to select it.

Now you arrive at the “Define power buttons” screen. Here, for each option (pressing the power button; pressing the Sleep button, if you have one; closing the lid), you can choose “Sleep,” “Do nothing,” “Hibernate,” “Shut down,” or “Turn off the display.”

And you can set up different behaviors for when the machine is plugged in and when it’s running on battery power.

Navigating the Start Menu by Keyboardالتنقل في قائمة البدايه بواسطة لوحة المفاتيح

If your computer has a physical keyboard—you old-timer, you!—you can navigate and control the Start menu in either of two ways:

Use the Arrow Keys

Once the Start menu is open, you can use the arrow keys to “walk” up and down the menu. For example, press  to enter the left-side column from the bottom. Or press  and then  to enter the right side.

Either way, once you’ve highlighted something in either column, you can press the  or  keys to hop to the opposite side of the menu, or press the  or  keys to highlight other commands in the column (even the Power command or “All apps”). (You can no longer type the first initial of something to select it.)

Once you’ve highlighted something, you can press Enter to “click” it (open it), or tap the  key or Esc to close the Start menu and forget the whole thing.

Use the Search Box

This thing is *awesome*. The instant you press the  key, your insertion point blinks in the new “Ask me anything” search box below the Start menu ([Figure 1-13](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#shutting_down_your_computer_requires_onl)).

NOTE

If you *click* in the “Ask me anything” search box instead of pressing , you get a panel full of news, weather, and other details Windows thinks might be relevant to your life. That’s all part of Cortana, the voice assistant described in [Chapter 5](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch05.html).

That’s your cue that you can now begin typing the name of whatever you want to open.

NOTE

The search box used to be part of the Start menu. Now it’s actually part of the taskbar. It still takes you one click, tap, or keystroke to highlight it for typing—but because it’s always visible, it seems more present and useful. You know?

The instant you start to type, you trigger Windows’ very fast, whole-computer search function. This search can find files, folders, programs, email messages, address book entries, calendar appointments, pictures, movies, PDF documents, music files, web bookmarks, and Microsoft Office documents, among other things.

It also finds anything *in* the Start menu, making it a very quick way to pull up something without having to click through a bunch of submenus.

You can read the meaty details about search in [Chapter 3](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch03.html).

Jump Lists in the Start Menuفائمة القفز في قائمة البداية

*Jump lists* are submenus that list frequently used commands and files in each of your programs for quick access.

For example, the jump list for a web browser might offer commands like “New window” and “Close window”; the jump list for a Microsoft Office program (like Word) might list documents you’ve edited lately.

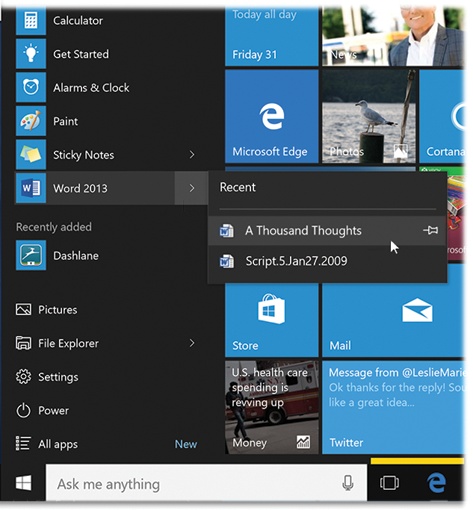
In other words, jump lists can save you time when you want to resume work on something you had open recently. They save you burrowing through folders.

Now, jump lists can appear either in the Start menu (in the “Most used” section) or on your taskbar. [Jump Lists in the Taskbar](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch02.html#jump_lists_in_the_taskbar) describes the taskbar versions, but here’s a quick rundown on the Start menu versions.

Recently Opened Documentsالمستندات الي تم فتحها مؤخرا

The left side of the Start menu—the “Most used” section—keeps track of recently used documents automatically, as shown in [Figure 1-14](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#jump_lists_display_the_most_recently_ope). This list of Recent documents changes as your workflow does; documents drop off the list if you don’t open them much anymore.

You can, however, *pin* a document to its jump list, meaning that it won’t disappear even if you never open it. [Figure 1-14](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#jump_lists_display_the_most_recently_ope) shows the technique.



*Figure 1-14. Jump lists display the most recently opened documents in each program. Click the > button to see them. To pin one of these document s so that it won’t disappear on you, point to it without clicking, as shown here, and then click the pushpin icon. Now there’s a new section in the jump list called Pinned, where that document will remain undisturbed until you unpin it (by clicking the pushpin again).*

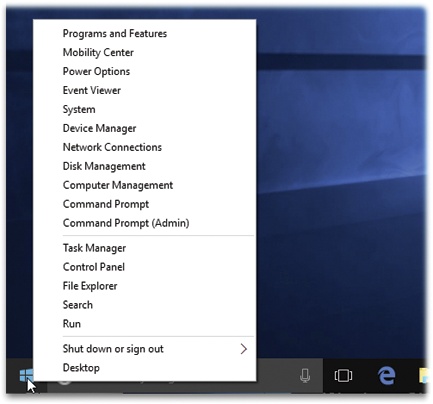
The Secret Start Menuقائمة بدء الشاشه

Windows 10’s new (old) Start button harbors a secret: It can sprout a tiny utility menu, as shown in [Figure 1-15](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch01.html#this_secret_little_menu_of_options_appea).

To see it, **r**ight-click the  button, or (on a touchscreen) hold your finger down on it.

TIP

Or press +X to make the secret Start menu appear (if you have a keyboard, of course).



*Figure 1-15. This secret little menu of options appears when you right-click the  button. It’s a shortcut to the Task Manager and the Control Panel, among other things.*

There, in all its majesty, is the secret Start menu. It’s seething with shortcuts to toys for the technically inclined.

All the items in it are described elsewhere in this book, but some are especially useful to have at your mousetip:

* **System** opens a window that provides every possible detail about your machine.
* **لوحة التحكم Control Panel** is the quickest known method to get to the desktop Control Panel, described in [Chapter 7](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch07.html).
* **Task Manager**. Huge. This special screen ([Exiting Programs](https://www.oreilly.com/library/view/windows-10-the/9781491948286/ch06.html#exiting_programs)) is your lifeline when a program seems to be locked up. Thanks to the Task Manager, you can quit that app and get on with your life.

POWER USERS’ CLINIC: CUSTOMIZING THE LOCK SCREEN

The Lock screen provides a glimpse of useful information, like the time and your battery charge. You can add other programs’ information to this choice slice of real estate, too. And you can change the photo that appears as the Lockscreen wallpaper.

To get started, choose →Settings→Personalization→Lock screen. In the Background pop-up menu, you have two choices. You can plaster your Lock screen with a **Picture** (a choice of handsome professional nature shots provided by Microsoft; you can also click Browse to search your computer for a photo of your own) or **Slideshow**.

**Slideshow** turns your Lock screen into a digital photo frame, cycling through a selection of photos. You paid good money for that machine; why shouldn’t it make itself useful when you’re not actually doing work on it?

It uses your Pictures folder for source material, or you can click Browse to choose a different folder.

If you choose “Advanced slideshow options,” you get a choice of refinements like these:

*Include Camera Roll folders from this PC and OneDrive.* Do you want pictures you’ve taken with this computer’s camera (that is, the ones on your Camera Roll) and your other Windows and Windows phone gadgets’ cameras (which are auto-synced to your OneDrive) included in the slideshow?

*Only use pictures that fit my screen.* Windows, in the Lock screen slideshow, will favor photos whose proportions match your screen, so you don’t wind up with empty black bars. Play a slideshow when using battery power. A slideshow uses more battery power than a not-slideshow. Leave this off for best battery life. (This option appears only if your computer can run on battery power.)

*When my PC is inactive, show lock screen instead of turning off the screen.* Ordinarily, your computer goes to sleep when you haven’t used it for a while; the screen goes dark to save power and heat. If you turn on this option, though, it won’t blink to sleep—it will blink to the Lock screen and begin the slideshow.

*Turn off screen after slide show has played for:* If you’ve truly wandered away from your computer for the night, it might not make sense for your slideshow to play, over and over, using electricity, for the benefit of an empty office. This option makes the slideshow end after 30 minutes, an hour, or 3 hours, at which point the screen finally goes dark.

Once your Lock screen slideshow begins, you’re in for a treat. Each photo appears, slowly zooming in for added coolness. Every now and then, Windows shakes things up by combining a few photos into a tiled mosaic. It’s hours of fun for the whole family.

There’s one more option among the Lock-screen settings: the **Lock Screen apps**. You’re not limited to seeing the icons of the weather, battery, date, and number of emails; you can introduce other apps’ information onto your Lock screen, too.

Some icons may already be selected (Calendar and Mail, for example); the slots represented by the + buttons are available for your use. Click one to choose from a list of Lock screen–compatible programs. (If you choose Weather as one of these seven apps, you will not, in fact, see any weather-related information on your Lock screen except when there’s a severe weather alert for your city. If you want to see weather information all the time, choose Weather as the “detailed status” app, as described next.)

You also get a peculiar option called “Choose an app to show detailed status.” Most Lock screen apps have to convey all their information in the form of a single icon: an envelope to represent Mail, for example (and a small number next to it denoting how many new messages you have). But the app you choose to show detailed status gets four lines of text, right next to the big clock on the Lock screen.

Choosing a new “detailed status” app is quick and easy; just tap the gray-and-white icon that currently appears under the “Choose an app” line. (The list of choices includes only apps that have been expressly designed to work with the “detailed status” option. You’ll probably find that very few apps show up in this list.)