

Timbercrest Users Group

September 19, 2022

TUG TIPS – Windows 11

Desktop Icons and Options

Windows 11 is Microsoft's vision for the future of PC operating systems, and in general it's a simpler, more streamlined and more secure spin on Windows 10.

It is installed as the operating system on almost all new computers and is available as an upgrade on most computers purchased since 2018. **Is it worth it?**

Windows 11 is heavily marketed by Microsoft and I have found that slightly annoying. Microsoft assumes they know what the user should want and embedded throughout the setup process you are faced with assumptions that you should switch to their **browser**, their, **cloud storage**, their **music player**, their defaults within programs, their ...

I have found it entertaining to learn how to use it. However, I am not sure my impression is driven by the superiority of Windows 11 over Windows 10, or by the fact that I am using a new, much faster, smarter, computer.

NOTE: [click] Indicates clicking on the appropriate screen button or keyboard key.

Taskbar:

- [Taskbar], [Settings], [Taskbar behavior]
 - [Automatically hide the taskbar]
 - [Show badges taskbar apps]
- Hold cursor on taskbar icon to see the function -
- Arranging Task Bar Icons
 - Move icons -
 - Delete icons - } Note inconsistencies

- Add icons –
- Review taskbar icon functions:
 - Start Menu
 - Search Function, defaults to the Microsoft Bing search engine.
 - Desktop background. Nice but confusing –
 - Other function –
 - You can personalize the Task Bar with those functions that you need the most, and the Start Menu with those you would use less frequently.

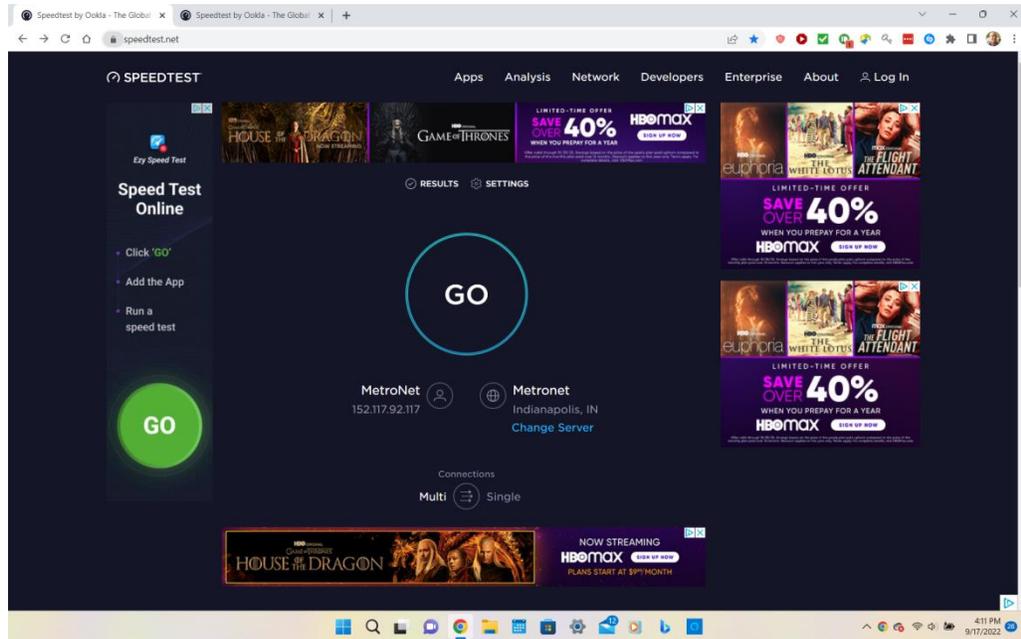
Start Menu:

- Start Menu can be accessed via the Task Bar, Window option. Or, the keyboard Window key.
- Note the Start Menu pinned icons can be moved around but it defaults to six icons per row and additional icons are added at the bottom. You cannot conveniently group related icons together.
- Search Bar is a general search function using Microsoft Bing that searches the OS, installed programs, saved files (documents, photos, music,.. and the WWW.
- Pinned apps. Manually installed and arranged.
- [All apps] is an alphabetical list of all programs installed on the computer. It has many uses since it is the source list for all installed programs.
 - Most programs can be added to Start Menu, Task Bar, or the Desktop from the [All apps] list.
 - Note the [Right click] menu options.
- Search Function, defaults to the Microsoft Bing search engine (same as the Task Bar Search).
- Desktop choices. Confusing. However, there are lovely pictures available.

Desktop:

- [Left click] anywhere on the desktop to access the desktop settings menus.
 - [View] and [New] are useful to start with.
- You can freely move, add, and delete icons on the desktop by dragging and dropping them. Use the delete key to remove them. However, a few icons cannot be placed on the desktop. Why? ?
- Be aware that the background graphic may have a large impact on the visibility of the icons.
- All icons show up on all of the available desktops. However, active programs will exist only on the desktop that they were created on.
- Adding icons to the desktop –

- From the [All apps] list. [Right click] the desired program icon and drag it to the desktop. Position it where you want it.
- From the Internet. Using browser, access the page you would like to link to your desktop. Example, www.speedtest.net. Note the picture of a lock to the left of the URL. [Right click] the lock image and drag it to anywhere on the desktop. This will place a link to the web page on your desktop.



- Grouping related program icons together in a “Folder”
 - [Left click] anywhere on the desktop, [New], [Folder]. Label the folder.
 - Drag each of the icons you want to the folder and drop them into it.
 - [Click] on the folder to open it.
 - Change to View of the folder to an Icon size that looks good. The icons will appear in alphabetical order.