This area is the central location from which aspects of the Windows 10 operating system can be managed. There are three views that can be used to display items in the Control Panel.

✞ **Category** – In this view, Control Panel items are divided into eight categories. Links to the most common tasks are available under the category name.

✞ **Large Icons** – When this option is selected, the All Control Panel Items window will display. A list of all the Control Panel items will display.

✞ **Small Icons** - When this option is selected, the All Control Panel Items window will display. A list of all the Control Panel items will display.

The most common tasks within each category are listed below the category name. Within the Control Panel category, clicking the subcategory opens that item's window; clicking a task jumps to a specific command center available from the item's window.
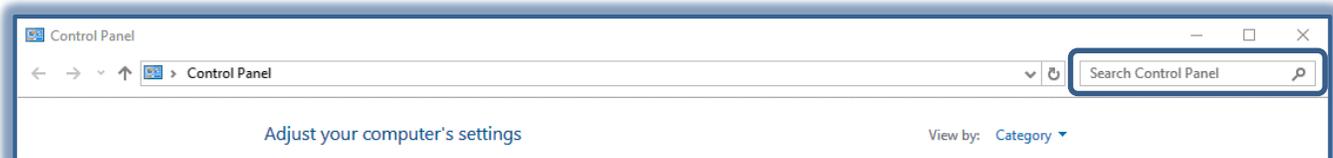
Access Items in Control Panel

It is possible to access items in the Control Panel in other ways than navigating through the Control Panel categories.
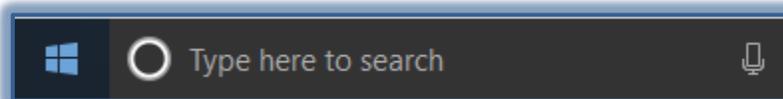
✞ **All Control Panel Items Window** – This option can be used when you are not certain of the specific name of an item. To display this list of items, click either **Small Icons** or **Large Icons** in the **View by** list. This list is located in the **upper-right corner** of the **Control Panel**. When the Control Panel item is located, **double-click** on the item.

✞ **Search Box** – The **Search Box** is located in the upper-right end of the **Control Panel** window title bar. This option can be used when you know part of the name of the **Control Panel** that is to be opened. When the information is typed into the **Search Box**, a list of items matching the search will appear in the window.

✞ **Windows Search Box** – This option is the simplest method of opening a **Control Panel** item. The **Search Box** appears to the right of the **Start Menu**. When the item is input, a list of items matching the word or phrase will appear at the top of the **Start Menu**. Click the item to open the window or dialog box for that item.
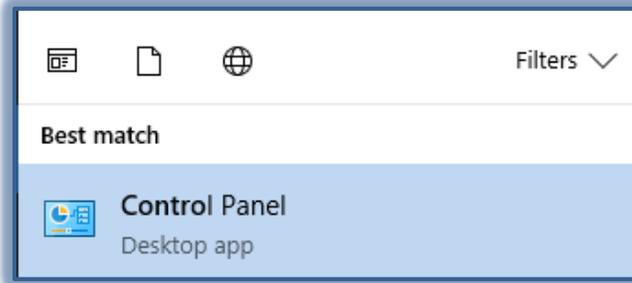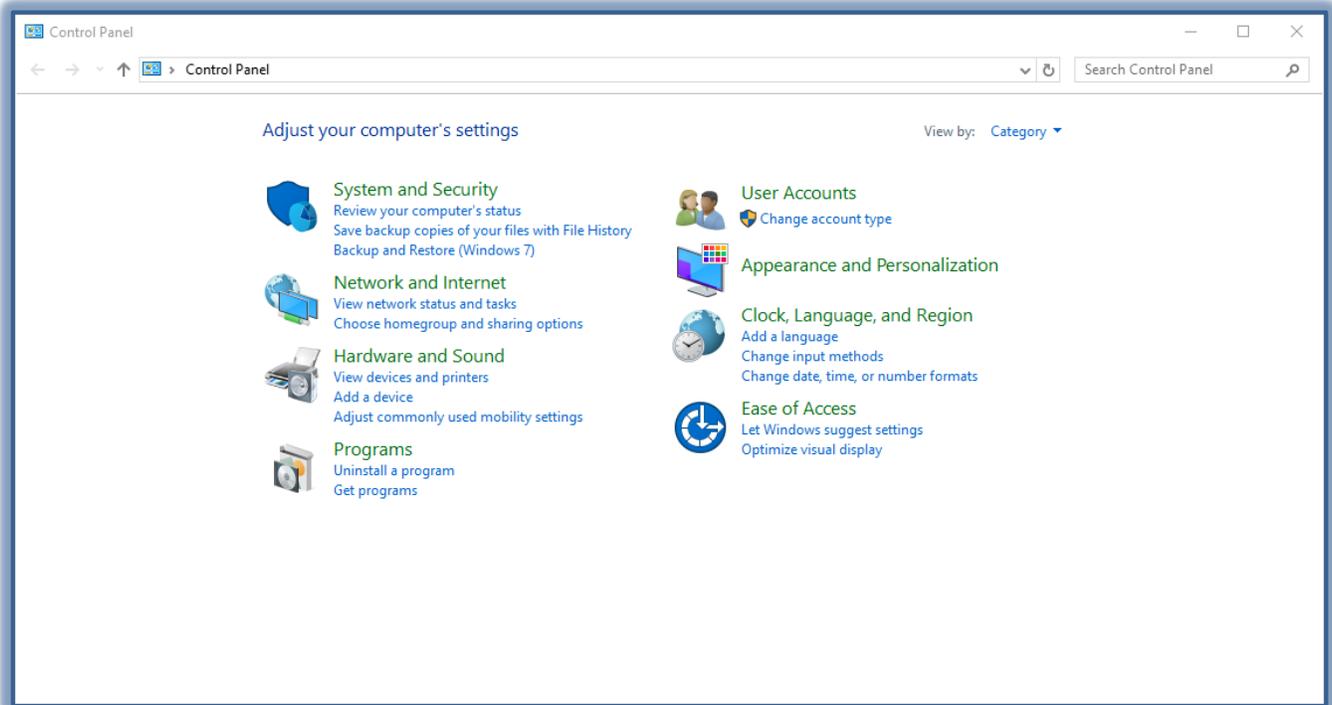

Taskbar and Navigation Options

This area is used to make changes as to how items appear on the **Taskbar** or the **Start Menu**.

✞ In the **Search** box to the right of the **Start Button** input **Control Panel**.

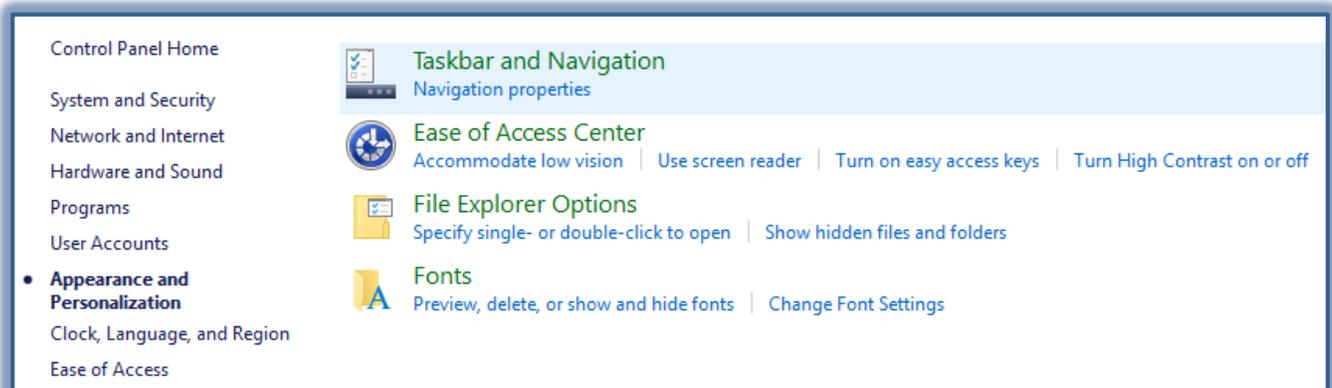✟ Click the **Control Panel** link at the top of the **Start Menu**.

✟ The **Control Panel** window will display.

✟ Click the **Appearance and Personalization** link.
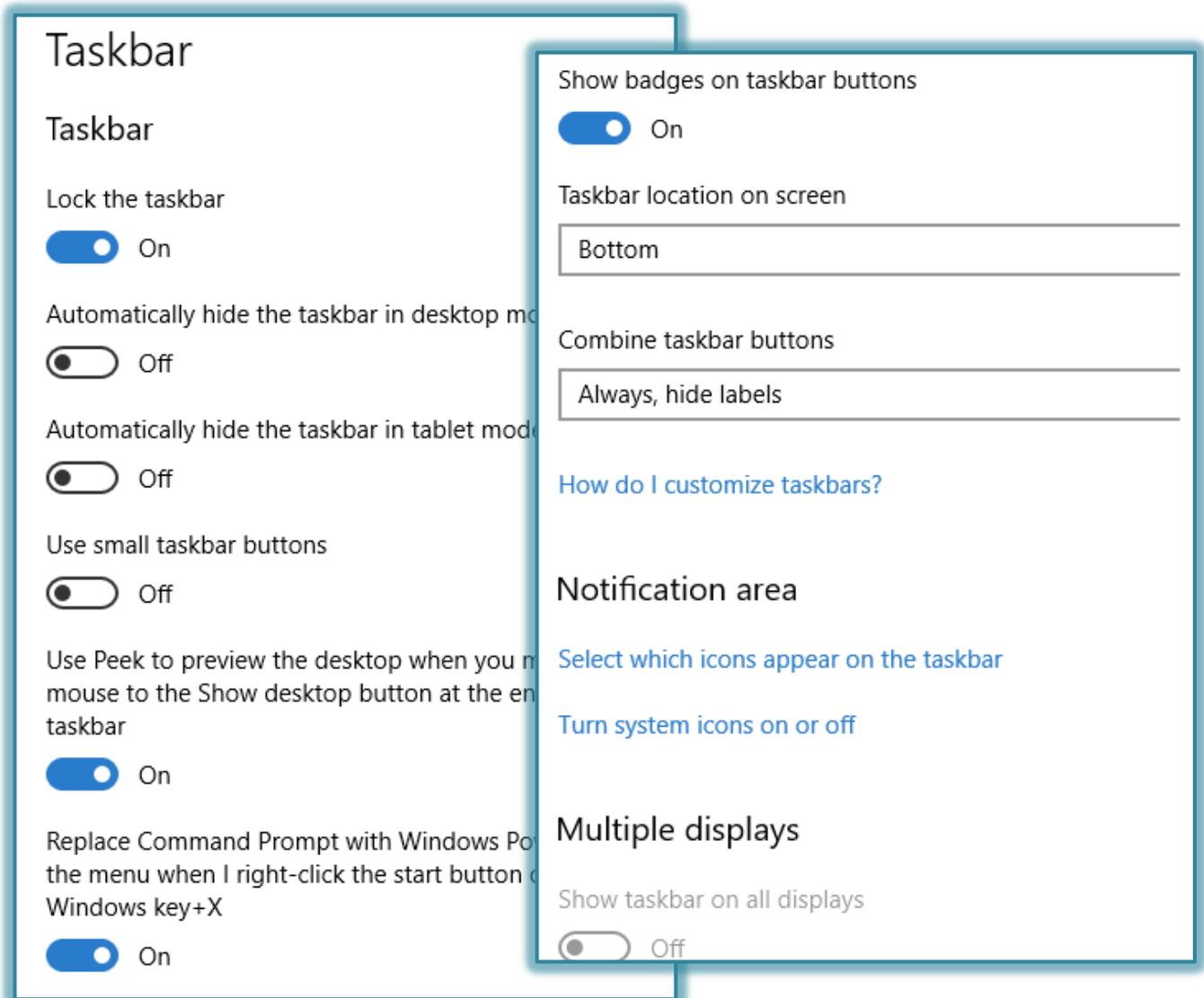✟ The **Appearance and Personalization** window will display.

✟ Click **Taskbar and Navigation**.
✟ The **Taskbar and Start Menu Properties** dialog box will display.

Taskbar

- ✠ Click the **Taskbar** link in the left frame of the window.
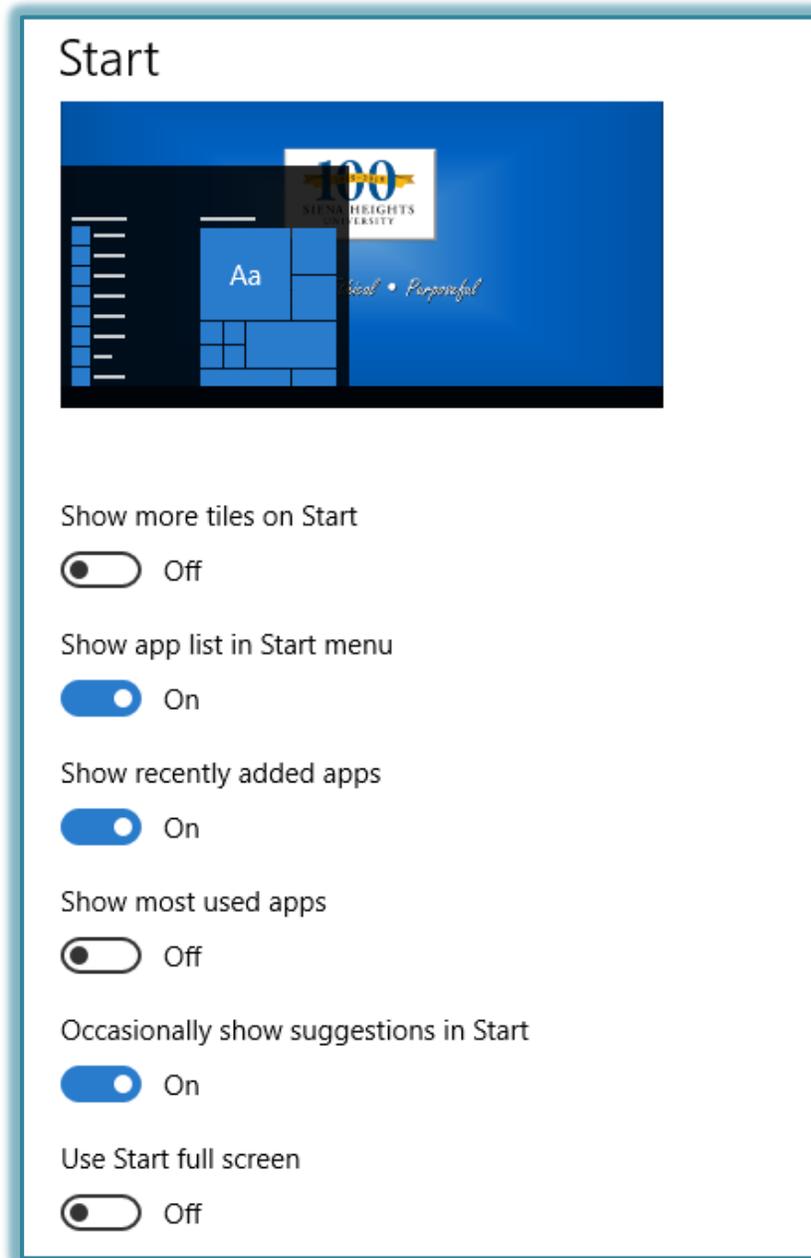- ✠ The **Taskbar** window will display.

- ✠ Select either **On** or **Off** for any of the following options.
    - ✦ Lock the taskbar
    - ✦ Automatically hide the taskbar in Table Mode
    - ✦ Use small taskbar buttons
    - ✦ Use Peek to preview the desktop when our move your mouse
    - ✦ Replace Command prompt with Windows Power Shell
    - ✦ Show badges on Taskbar buttons
- ✠ Select the location for the Taskbar on the screen. The options are Left, Right, Bottom, or Top
- ✠ Specify whether or not to combine Taskbar buttons. The options are:
    - ✦ Always, hide labels
    - ✦ When Taskbar is full
    - ✦ Never

✝ Under **Notifications**:
  ✦ Select which icons appear on the taskbar – A list of icons will display.
  ✦ Turn system icons on or off – A list of icons will display.
✝ Under **Multiple Displays**: select whether or not to **Show Taskbar on all displays**.
✝ If **On** is selected, select from the following two items.
  ✦ Show Taskbar buttons on
  ✦ Combine buttons on other Taskbars

Start
✝ The **Start** window will display.
✝ Select either **On** or **Off** for any of the following options.

  ✦ Show more tiles on Start
  ✦ Show app list in Start Menu

- ✦ Show recently added apps
- ✦ Show most used apps
- ✦ Occasionally show suggestions in Start
- ✦ Use Start full screen
- ✦ Show recently opened items in Jump Lists on Start or the Taskbar
- ✟ Click the **Show which folders appear on Start** link to select from a list of folders, such as File Explorer, Settings, or Documents.

Configure Power Options

Introduction

Windows provides the following plans to help you manage your computer's power:

- **Balanced** – This plan offers full performance when it is needed. It saves power during periods of inactivity. This is the best power plan for most people.
- **Power Saver** – With this plan, power is saved by reducing system performance and screen brightness. This plan can help laptop users get the most from a single battery charge.
- **High Performance** – To maximize screen brightness and increase the computer's performance in some circumstances use this plan. This plan uses a lot more energy and will reduce the amount of time that a laptop battery lasts between charges.
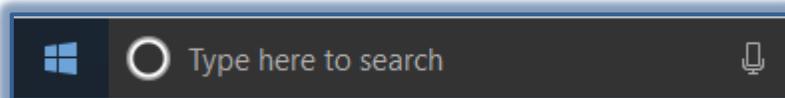
These power plans define how the computer uses power. All of the plans determine how long the computer will remain idle before the display is turned off and the computer is placed in Sleep mode. When working on a portable computer that is running on battery power, the Power Saver plan will increase the length of time the battery charge lasts. The default settings are defined in the following table.

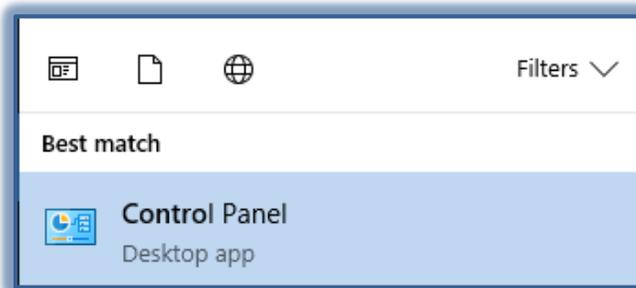| Power Plan	Turn off Display	Activate Sleep Mode
Balanced	10 minutes	30 minutes
Power Saver	5 minutes	15 minutes
High Performance	15 minutes	Never

If the built-in Power Saver plans don't meet your needs, a custom Power Plan can be created.

Access Power Options

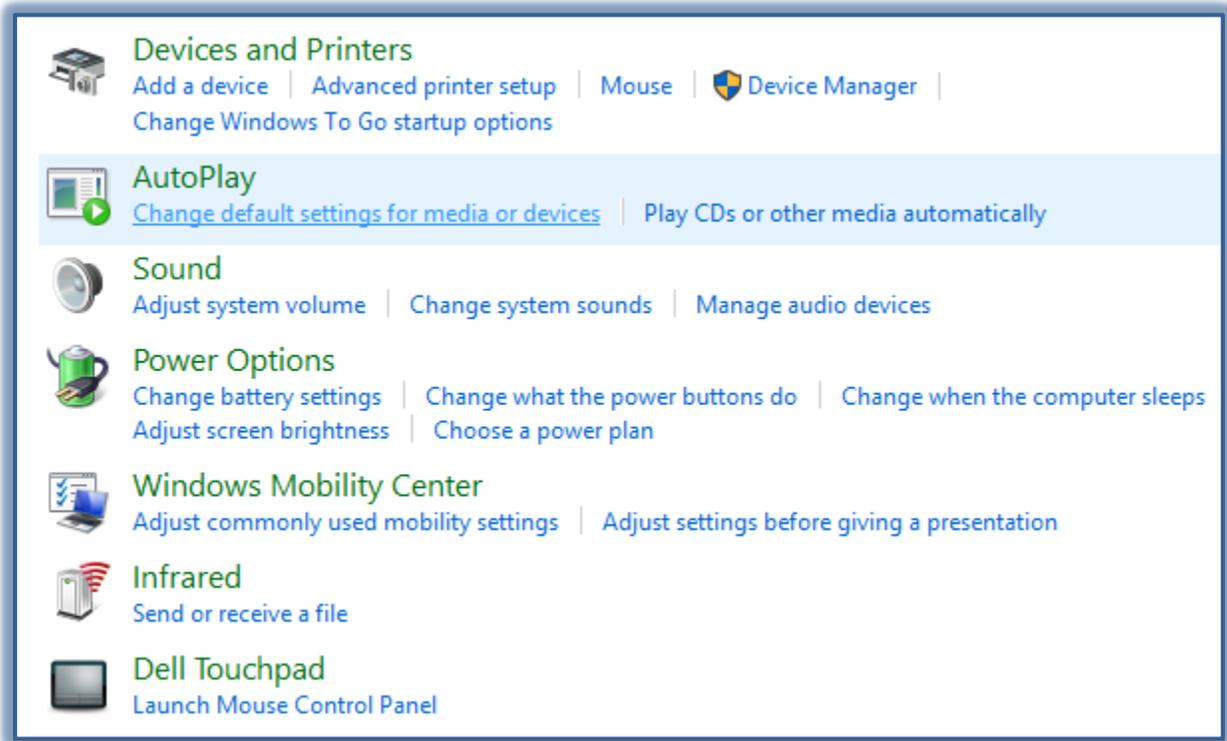In the **Search** box to the right of the **Start Button** input **Control Panel**.

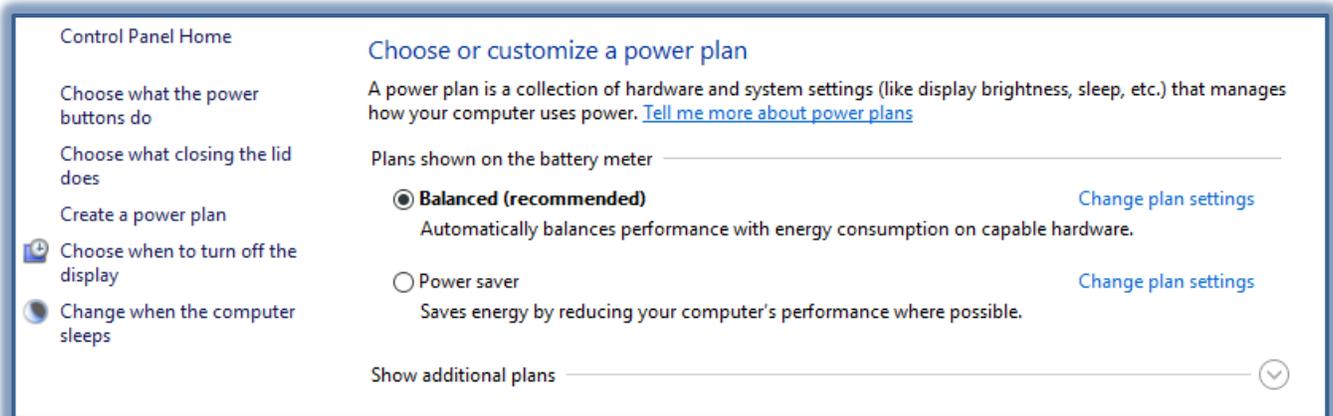- ✟ Click the **Control Panel** link at the top of the **Start Menu**.

Choose What Power Button Does

✝ Click the **Hardware and Sound** link.

✝ The **Hardware and Sound** window will display.

✝ Click the **Power Options** link.

✝ The **Power Options** window will display.

✝ Click **Choose What the Power Button Does**.

✝ The **Define Power Buttons** window will display (see illustration on next page).

✝ Under **Power and Sleep Buttons and Lid Settings**, select how power should work when on battery or when the computer is plugged in for the following options.

    ✦ When I press the power button.

    ✦ When I press the sleep button.

    ✦ When I close the lid.

✝ Click the **Change settings that are currently unavailable**, to activate the options under **Shutdown Settings**.

✛ When all the changes have been made, click the **Save Changes** button.

Define power buttons and turn on password protection

Choose the power settings that you want for your computer. The changes you make to the settings on this page apply to all of your power plans.

Power and sleep buttons and lid settings

		On battery	Plugged in
When I press the power button:		Sleep	Sleep
When I press the sleep button:		Sleep	Sleep
When I close the lid:		Sleep	Do nothing

Shutdown settings

☑ **Turn on fast startup (recommended)**
  This helps start your PC faster after shutdown. Restart isn't affected. Learn More

☑ **Sleep**
  Show in Power menu.

☐ **Hibernate**
  Show in Power menu.

☑ **Lock**
  Show in account picture menu.

Save changes   Cancel

Create a Power Plan

✛ In the left frame of this window, click the **Create a Power Plan** link.
✛ The **Create a Power Plan** window will display.

Create a power plan
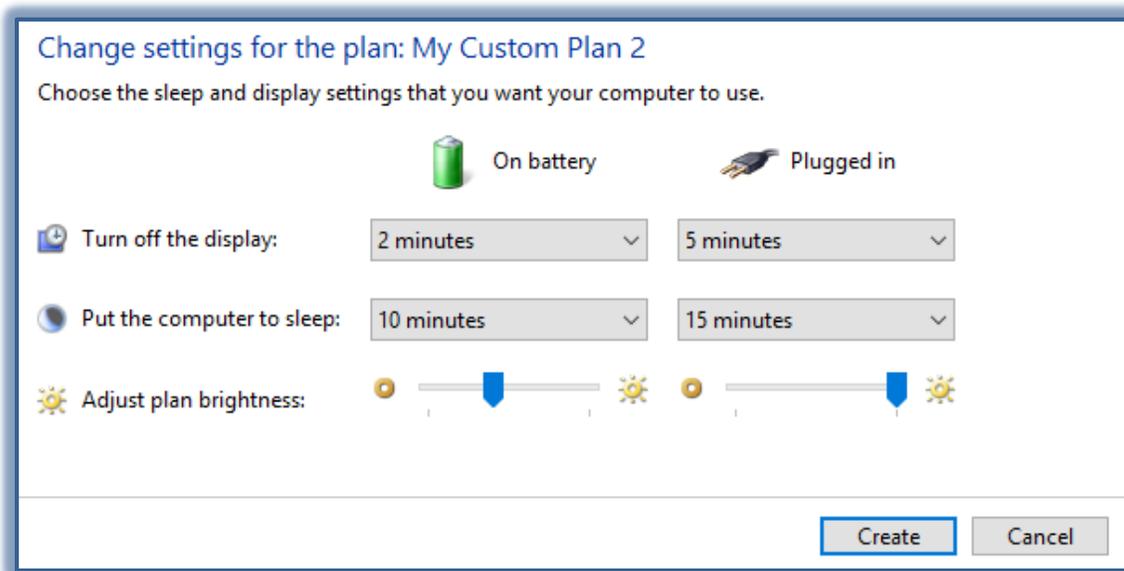
Start with an existing plan and give it a name.

⦿ **Balanced (recommended)**
  Automatically balances performance with energy consumption on capable hardware.

◯ Power saver
  Saves energy by reducing your computer's performance where possible.

◯ High performance
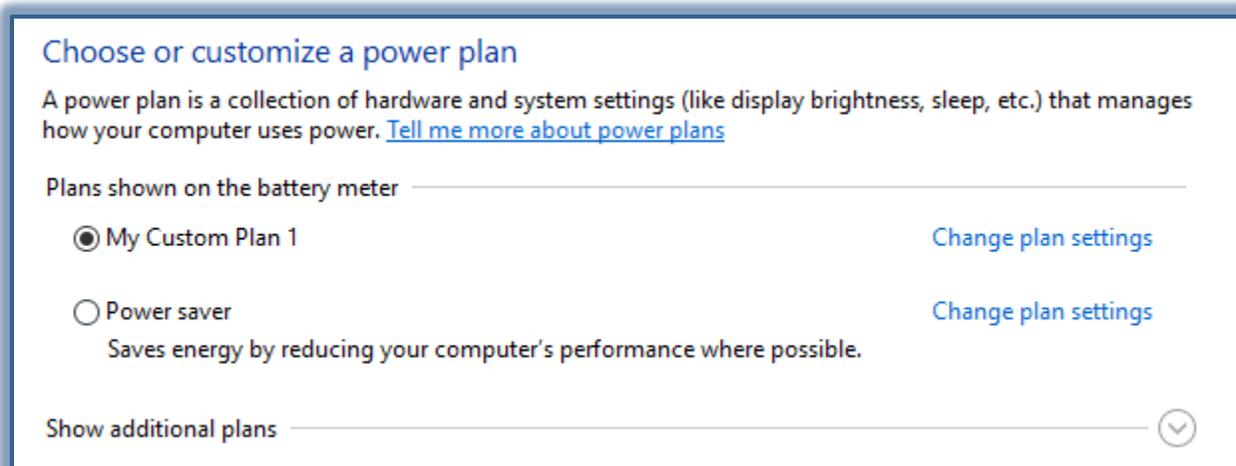 Favors performance, but may use more energy.

Plan name:
My Custom Plan 1

Next   Cancel

✛ In this window, click one of the plans.

✤ Click the **Next** button.
✤ The **Change Settings for the Plan** window will display.

✤ Select the **Sleep and Display Settings** for your computer.
✤ Click the **Create** button.
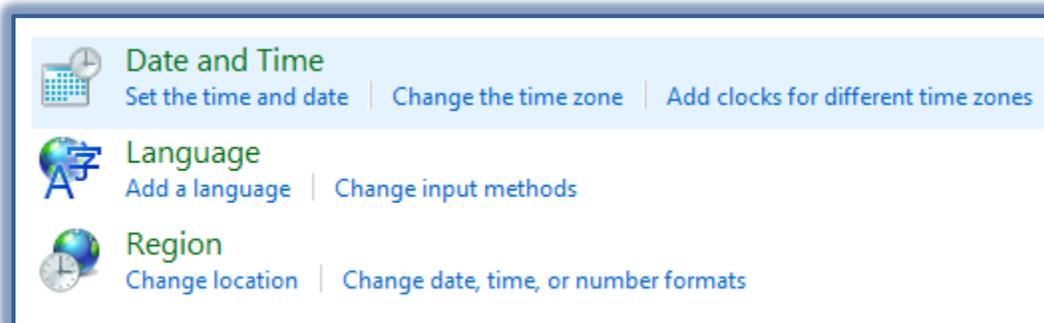✤ The **Choose or Customize a Power Plan** window will display.

✤ Select the plan that is to be used.
✤ Click the **Change Plan Settings** link to make changes to the plan.

Clock, Language and Region
✤ In the **Search** box to the right of the **Start Button** input **Control Panel**.
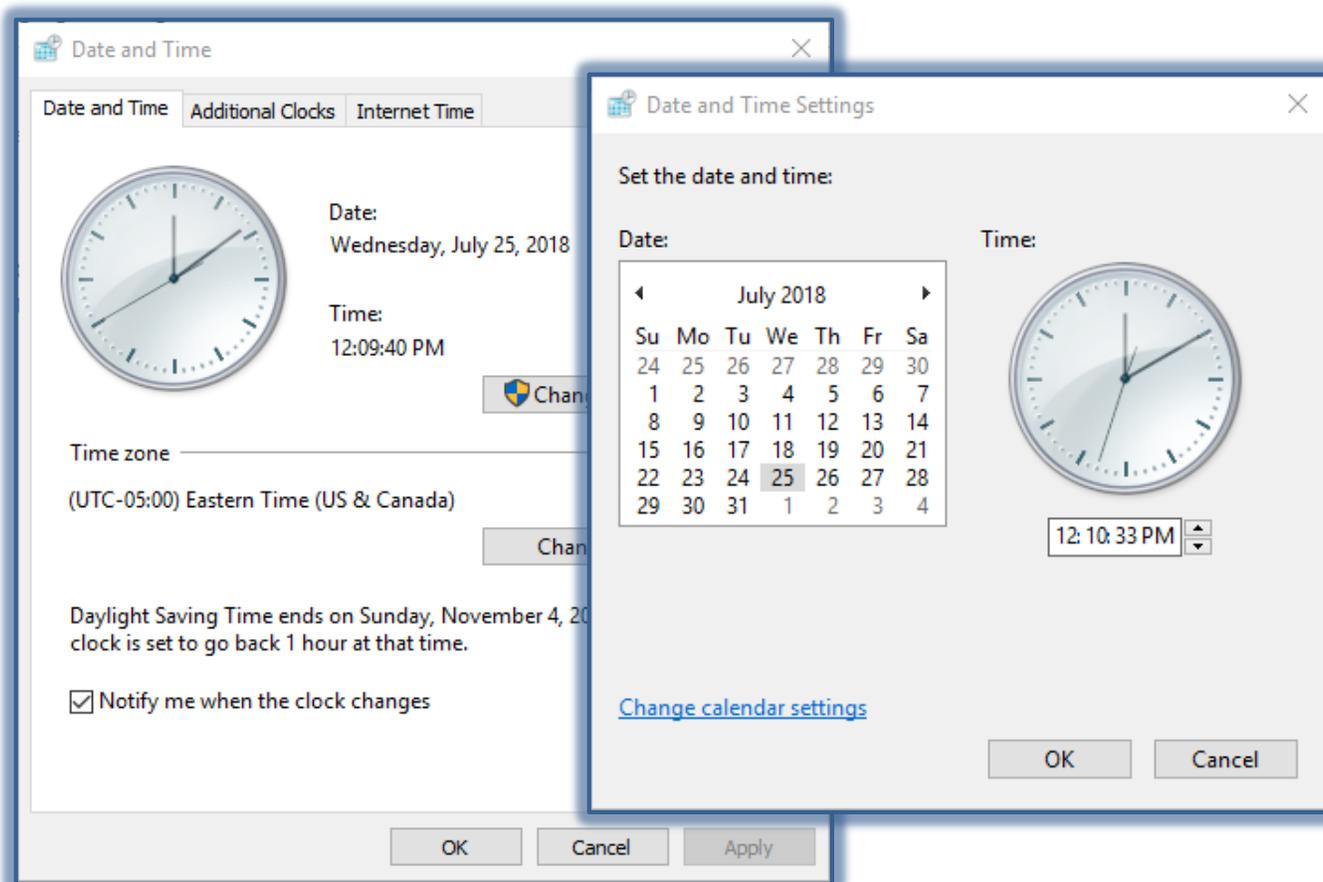
- ✠ Click the **Control Panel** link at the top of the **Start Menu**.
- ✠ The **Control Panel** window will display.
- ✠ Click the **Clock, Language, and Region** link.
- ✠ The **Clock, Language, and Region** window will display.
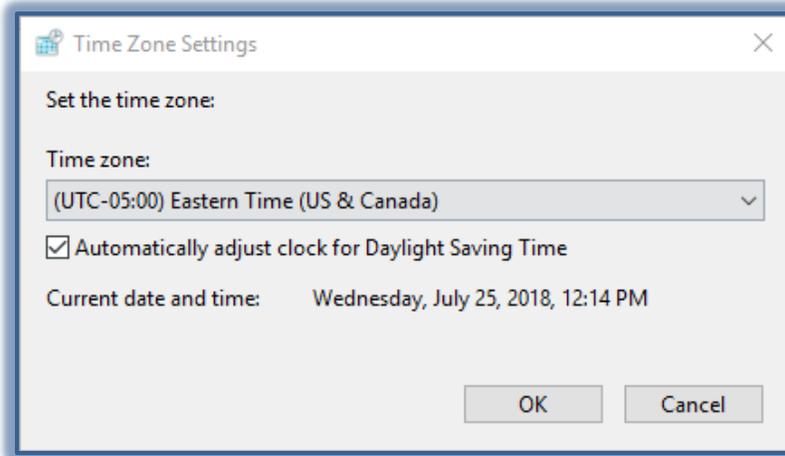

Change Date
- ✠ Click the **Date and Time** link.
- ✠ The **Date and Time** dialog box will appear.
- ✠ Click the **Change Date and Time** button.
- ✠ The **Date and Time Settings** window will display.

- ✠ Make any desired changes to the **Date and Time**.
- ✠ Click the **OK** button to exit the **Date and Time Settings** window.
- ✠ Click **OK** a second time to close the **Date and Time** window.

Change Time Zone
- ✞ To change the **Time Zone**, click the **Change Time Zone** button.
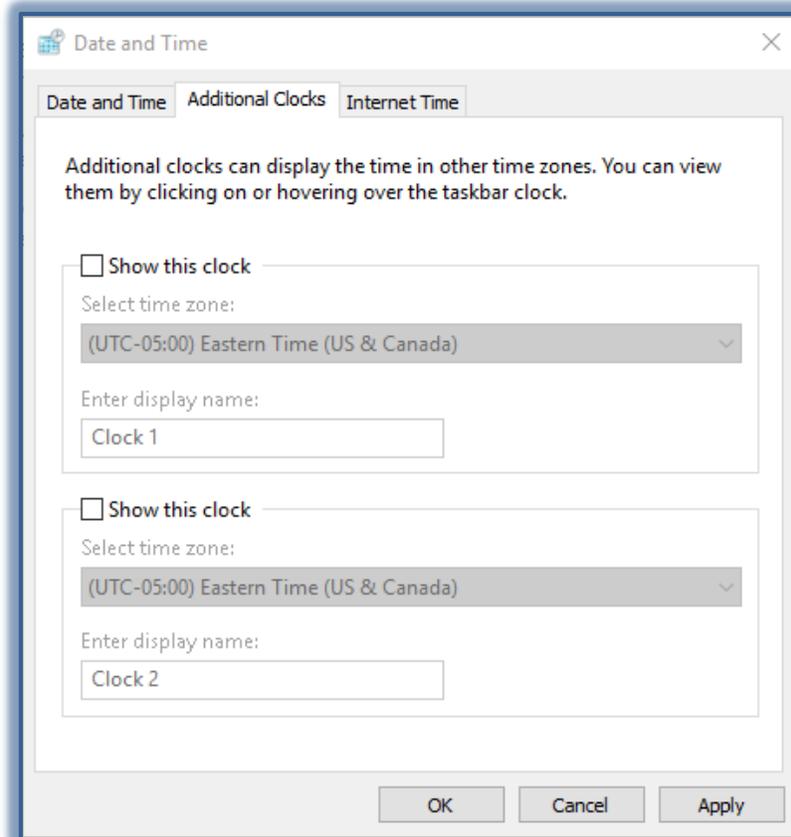- ✞ The **Time Zone Settings** window will display.

- ✞ Use the list to select a time zone.
- ✞ Choose whether or not to **Automatically Adjust Clock the Daylight Saving Time**.
- ✞ Click the **OK** button.

Add Additional Clock
This feature can be used to add up to two additional clocks for other time zones.
- ✞ Click the **Additional Clocks** tab.
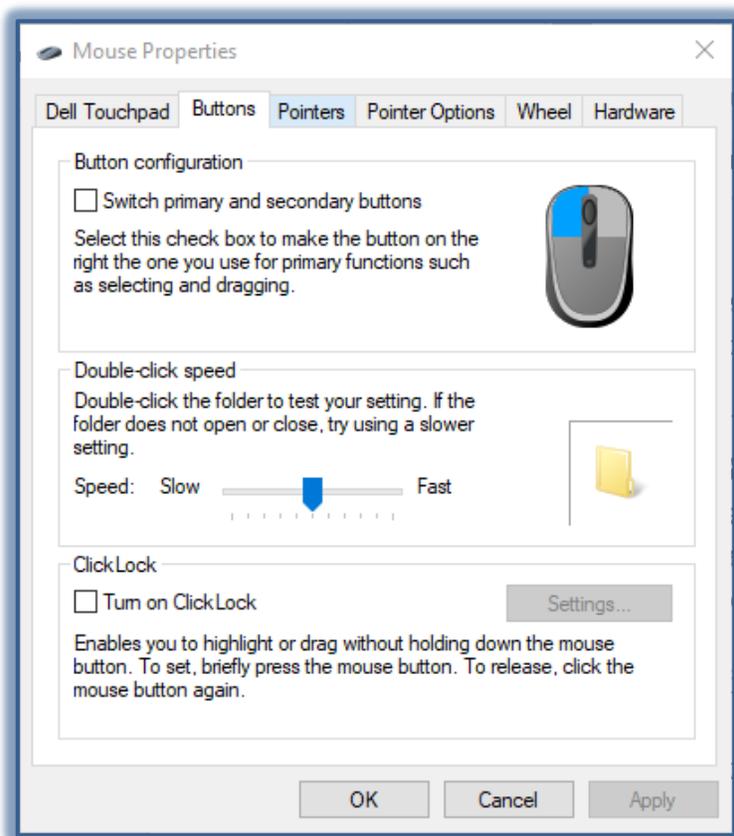- ✞ The **Additional Clock** window will display.

- ✟ Click the **Show This Clock** check box.
- ✟ Select a different time zone from the **Show Time Zone** list.
- ✟ Under **Enter Display Name**, input a name for the clock.
- ✟ Click **Apply** to save this information.
- ✟ The clock for the specified time zone will display when you move the mouse pointer over the **Time and Date** in the lower right corner of the **Taskbar**.

Modify Mouse Settings

It is possible to customize the computer mouse in a variety of ways. For instance, you can swap the functions of your mouse buttons, make the mouse pointer more visible, and alter the scroll speed of the mouse wheel.

- ✟ Open the **Control Panel**.
- ✟ Click the **Hardware and Sound** link.
- ✟ Under **Devices and Printers**, click the **Mouse** link.
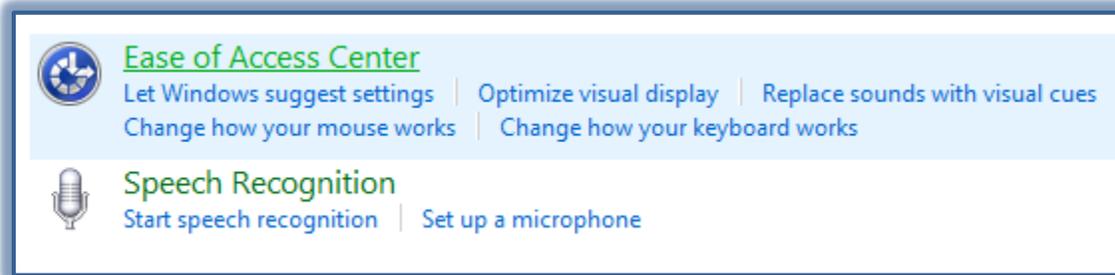- ✟ The **Mouse Properties** dialog box should display.

- ✟ Select the option to change from the list below:
  - ✦ **Buttons** – Use this tab to change what happens when a button is clicked.
  - ✦ **Pointers** – To change the appearance of the pointers that are used for different tasks, use this tab.
  - ✦ **Pointer Options** – To change the speed and other options of the mouse pointers, use this tab.
  - ✦ **Wheel** – Use this tab to change how the mouse acts when the wheel is used.
  - ✦ **Hardware** – To change the properties of the installed mouse, use this tab.
- ✟ When all the desired changes have been made, click **OK**.

Ease of Access

This area is used to set up the Windows program for use by people with special needs.

✠ Open the **Control Panel**.
✠ Click the **Ease of Access** link.
✠ The **Ease of Access Center** window will display.
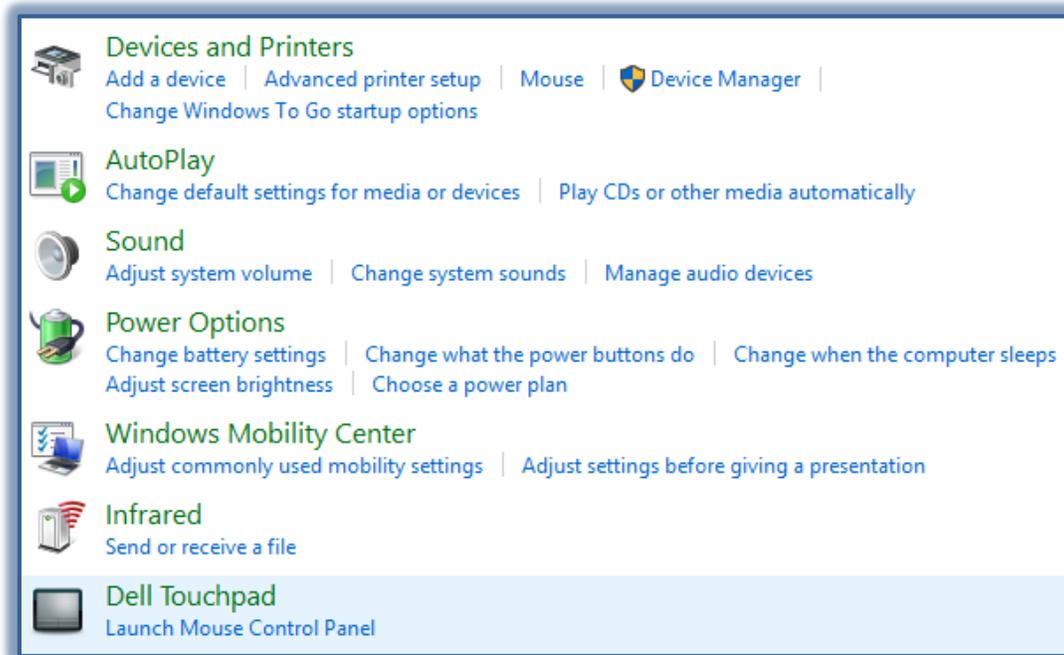

✠ Click the link for the **Ease of Access Center**.
✠ Try out some of the options available in this window such as Magnifier, On Screen Keyboard, Narrator, and High Contrast.
✠ Scroll down the page to view additional options for people with special needs.
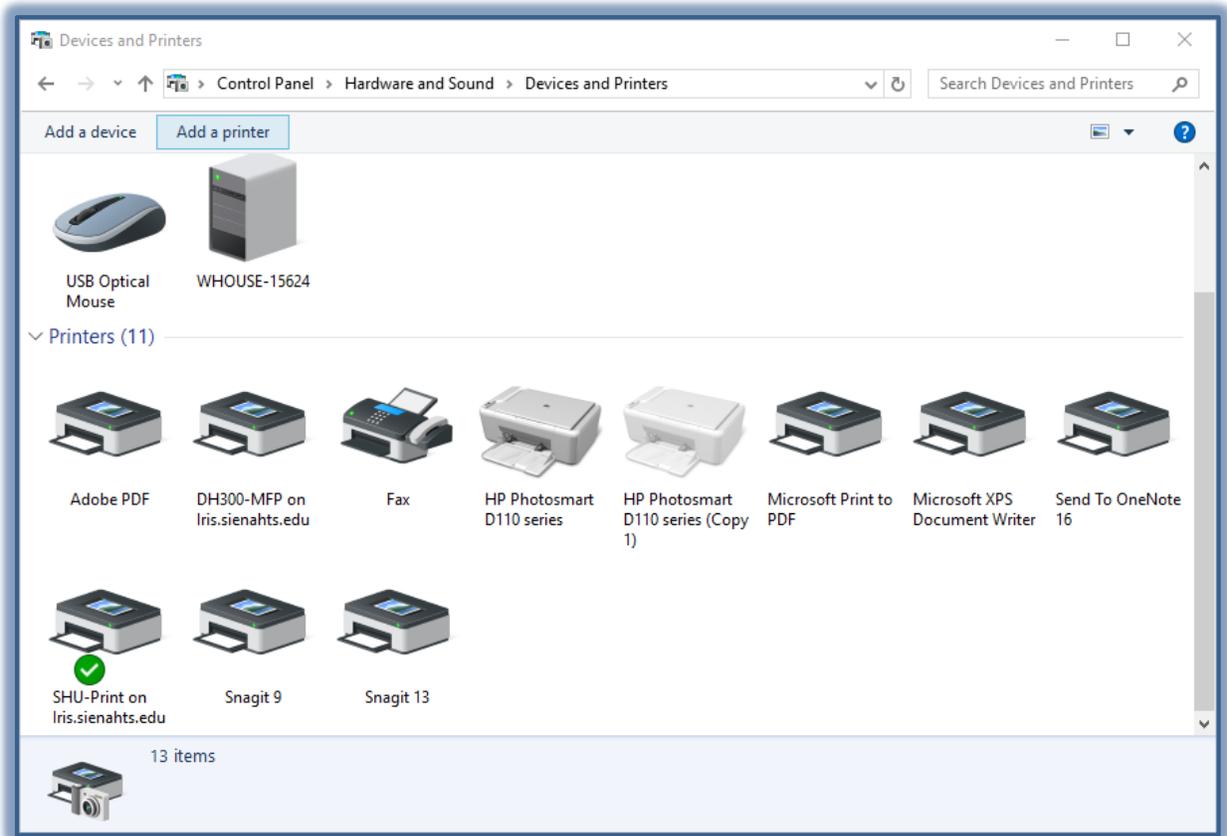
Devices and Printers

This area allows the user to install new printer drivers, select a default printer, or change the printer setup.
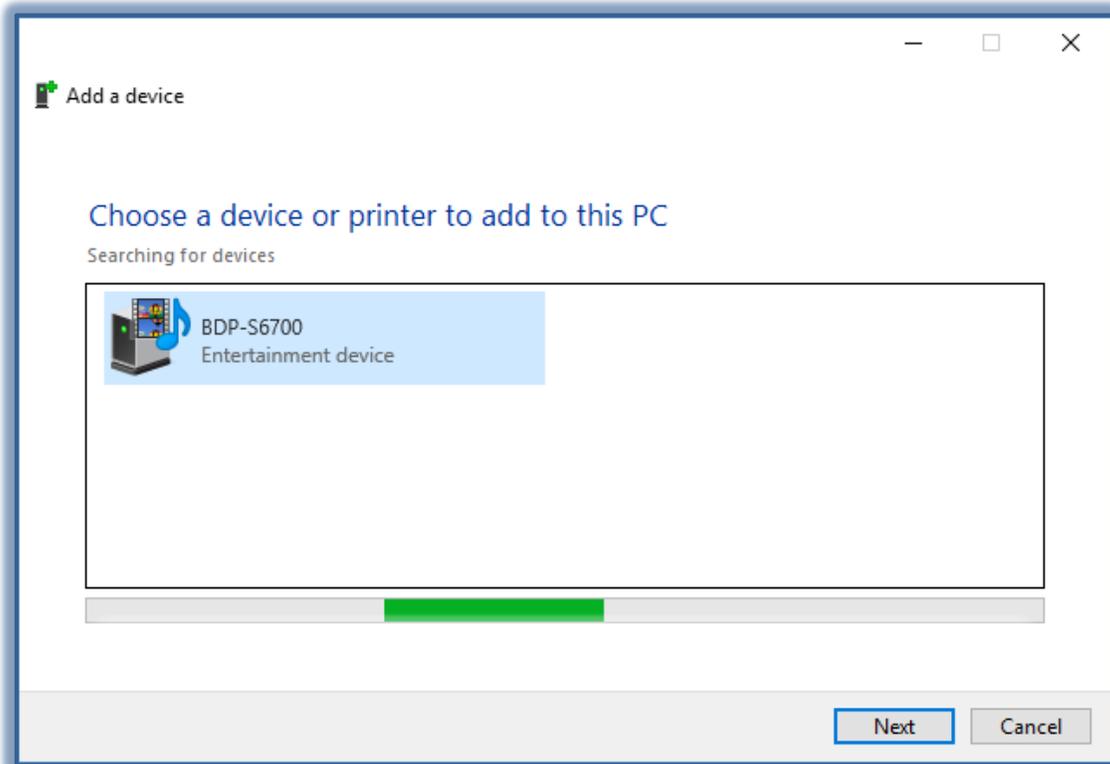
Add a Device or Printer

✠ Open the **Control Panel**.
✠ Click the **Hardware and Sound** link.
✠ The **Hardware and Sound** window will display.

✠ Click the **Devices and Printers** link.
✠ The **Devices and Printers** window will display.

✝ Click the **Add a Device** or **Add a Printer** link.

✝ The **Add a Device** window will display.

✝ When the search for a **Device** or **Printer** is completed, click the Device or Printer to select it.

- ✞ Click the **Next** button.
- ✞ When the **Device** or **Printer** is installed, click the **Close** button.
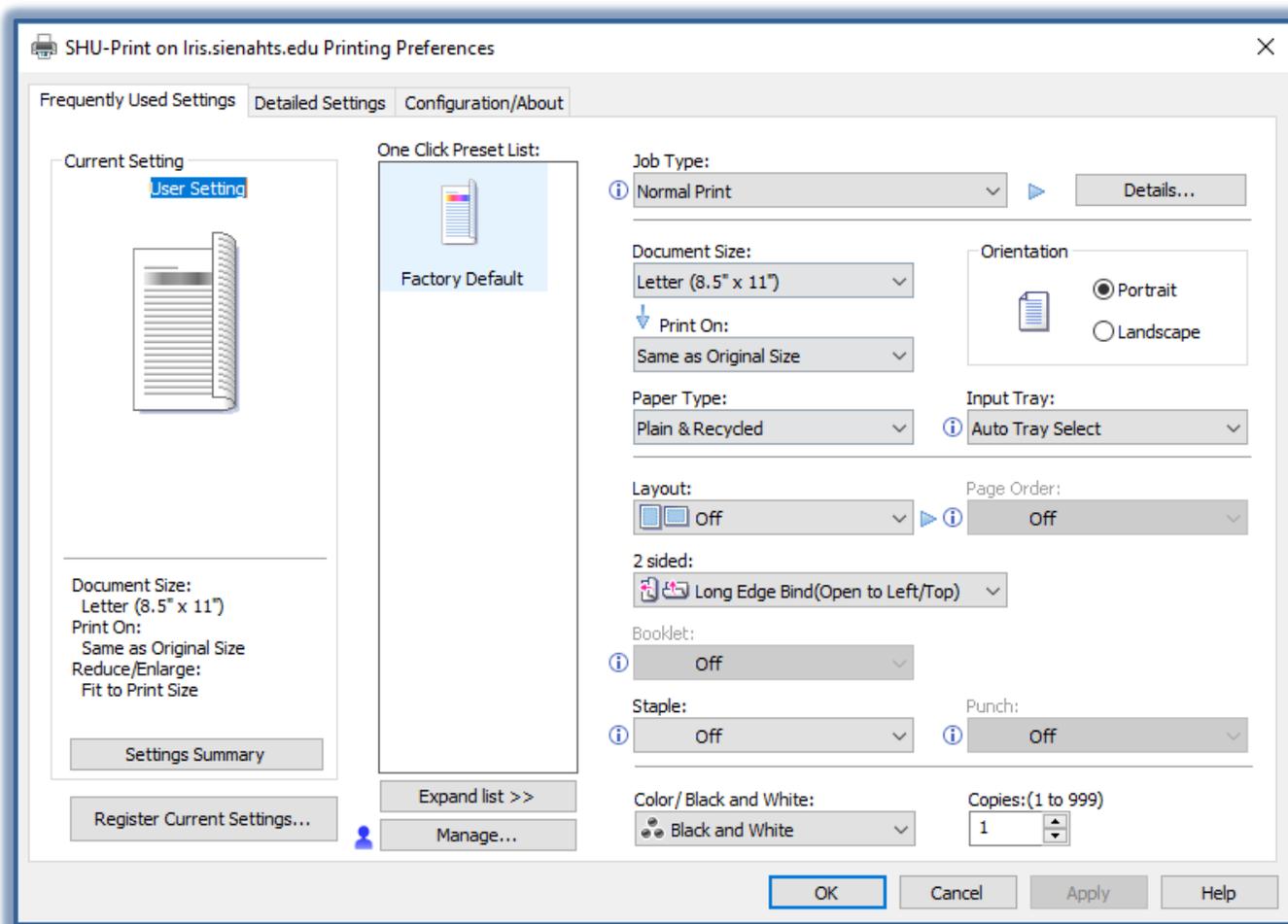
Set a Default Printer
- ✞ Right-click on the **Printer** that is to be the default.
- ✞ Click the **Set as Default Printer** link.
- ✞ A **Green** check mark will appear next to the **Set a Default Printer** link.
- ✞ A **Green** check mark will also appear next to the default printer.

Printing Preferences
This area is used to change the default preferences for printing, such as Document Size or Orientation.
- ✞ Right-click on the **Printer** for which preferences are to be changed.
- ✞ Click **Printing Preferences** from the list.
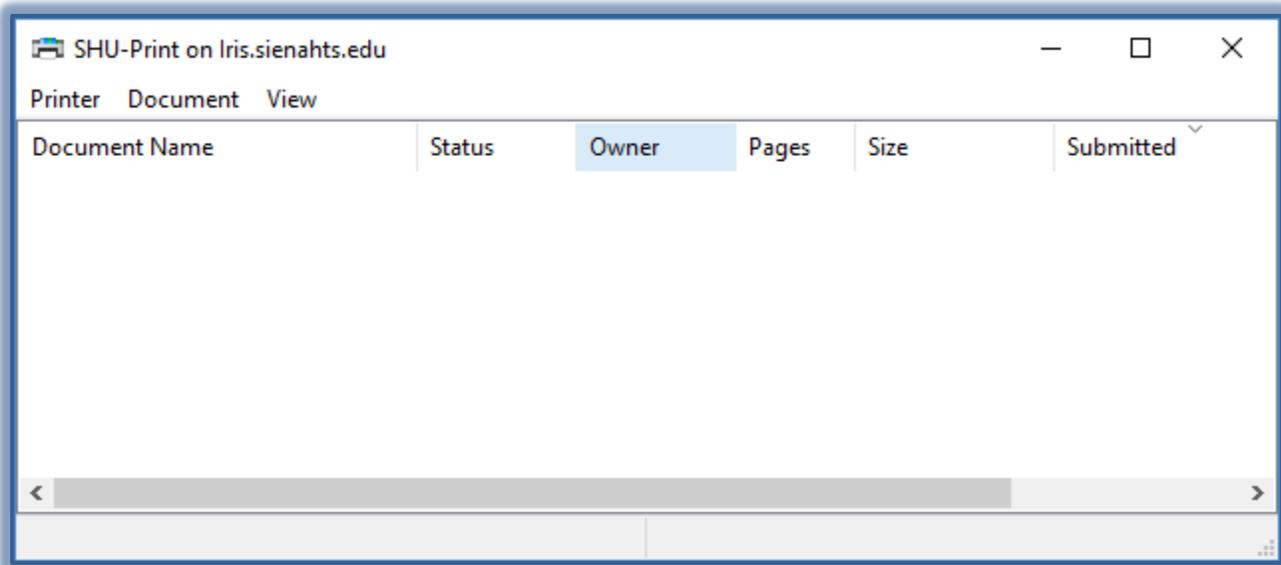- ✞ The **Printing Preferences** window will display.

- ✞ Make the changes to the preferences.
- ✞ Click the **Apply** button to accept the changes.
- ✞ Click the **OK** button to close the window and apply the preferences.

See What is Printing
- ✞ Click on the **Printer** to which the **Print Jobs** were sent.
- ✞ Click the **See What's Printing** link at the top of the window.

✠ The **Printer** window will display.

SHU-Print on Iris.sienahts.edu						— □ ✕
Printer Document View						
Document Name	Status	Owner	Pages	Size	Submitted	

✠ A list of **Print Jobs** will display in the window.
✠ Click the **Printer Menu** to cancel or pause a Print Job.

Remove a Device
✠ Click the **Device** that is to be removed.
✠ Click the **Remove Device** link at the top of the window.