This area is a central location from which aspects of the Windows 10 operating system can be managed. The most common tasks within each category are listed below the category name. Within the Settings 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 Settings

It is possible to access items in the Settings in other ways than navigating through the Settings categories.

✟ **Search Box** – The **Search Box** is located in the center of the **Settings** window. This option can be used when you know part of the name of the **Settings** are 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.
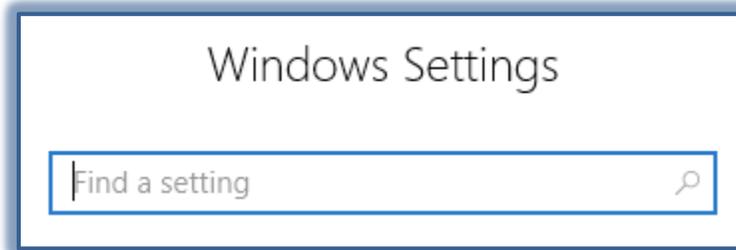

✟ **Windows Search Box** – This option is the simplest method of opening a **Settings** item. The **Search Box** appears to the right of the **Start Menu**. When the item is input, a list of items matching the word or phrase will appear at the top of the **Start Menu**. Click the item to open the window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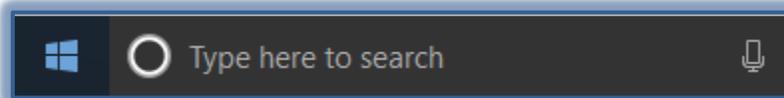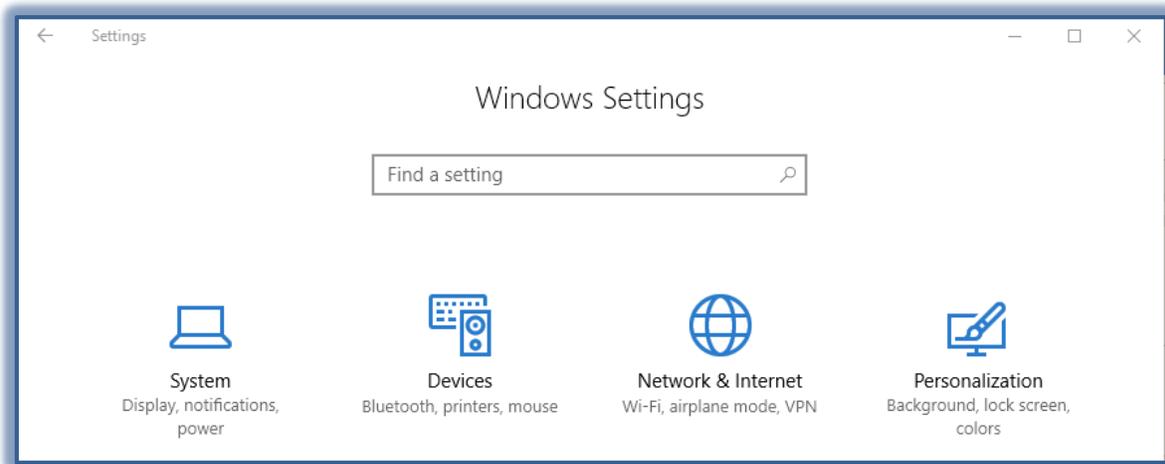

Taskbar and Navigation Options

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 **Settings**.
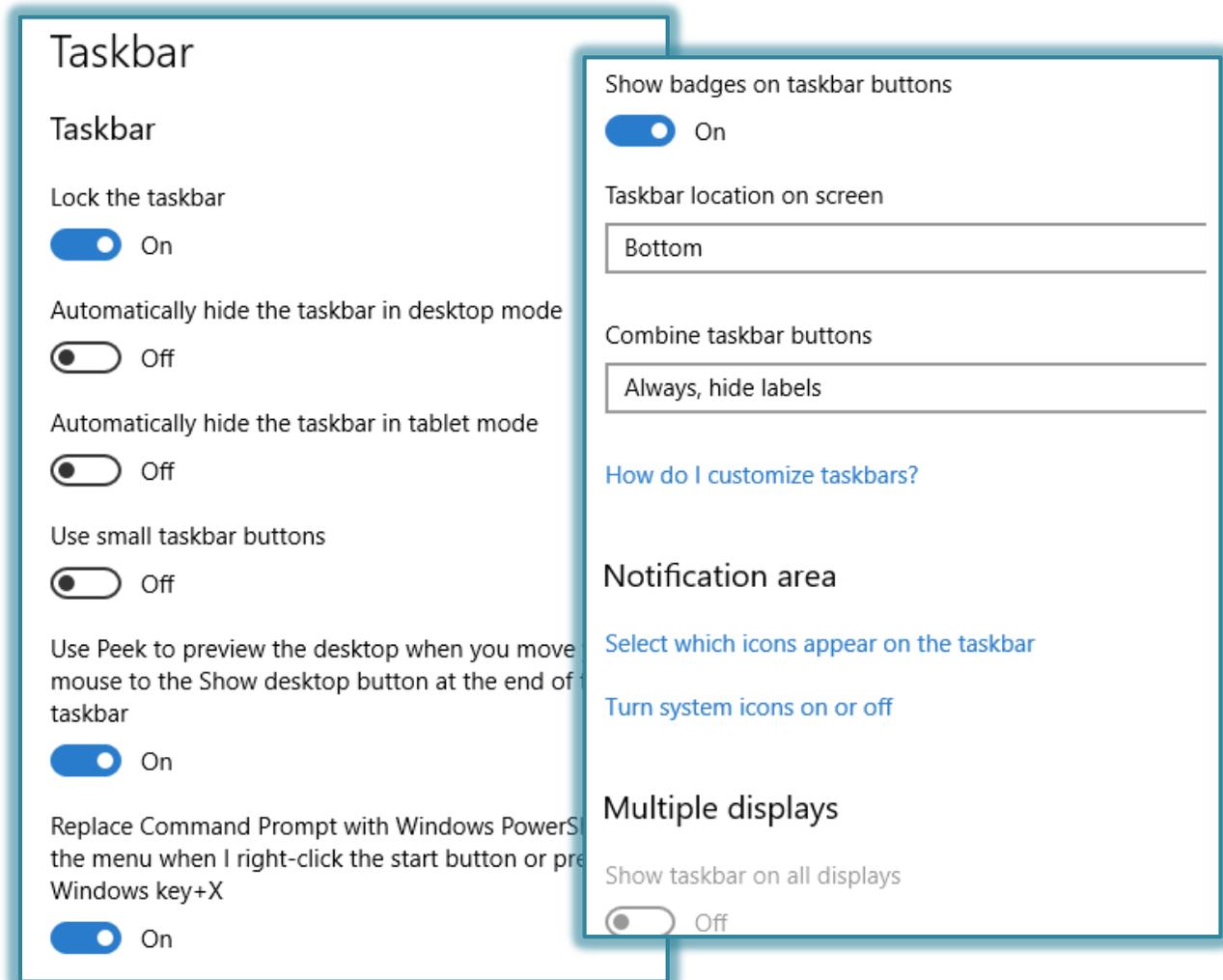✟ Click the **Settings** link at the top of the **Start Menu**.
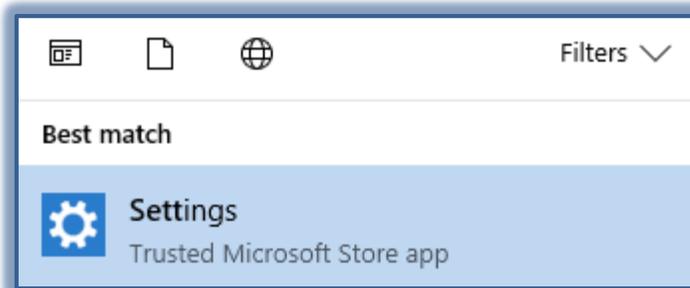
✟ The **Settings** window will display.
✟ Click the **Personalization** link.
✟ The **Appearance and Personalization** window will display.

Taskbar

✞ Click the **Taskbar** link in the **Navigation Pane** 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 you 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
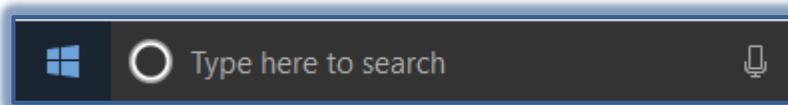 - ✦ Combine buttons on other Taskbars
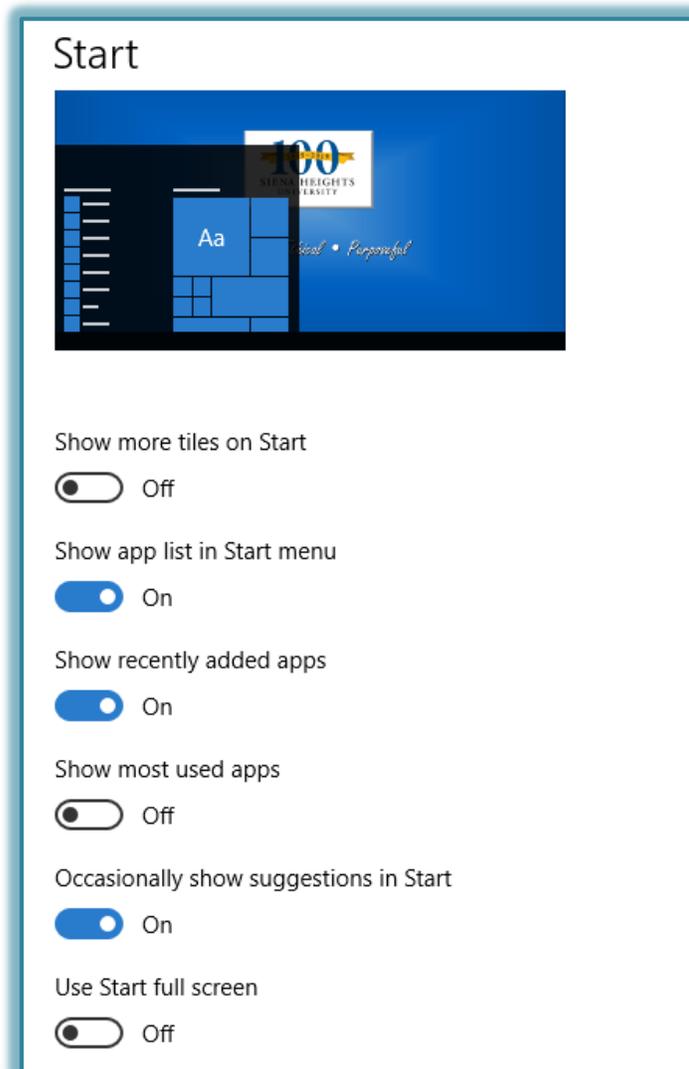
Start

- Click the **Start** link in the **Navigation Pane** on the left side of the window.
- The **Start** window will display (see illustration on previous page).
- 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.
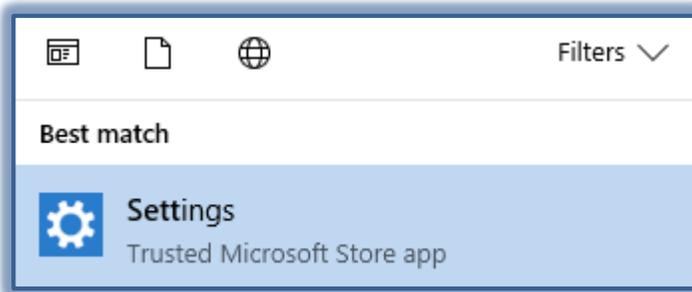
## Power and Sleep Options

Access Power Options

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

Power & sleep

Screen

On battery power, turn off after

20 minutes

When plugged in, turn off after

Never

- Click the **Settings** link at the top of the **Start Menu**.

Sleep

On battery power, PC goes to sleep after

20 minutes

When plugged in, PC goes to sleep after

Never

- Click the **Systems** option.
- The **Power and Sleep** window will display.
- Under **Screen**, select how the computer should act:
    - On batter power.
    - When plugged in.
- Under **Sleep**, select how the computer should act:
    - On batter power.
    - When plugged in.
- Click the **Additional Power Settings** link under **Related Settings** to display the **Control Panel**, **Power Options** window.

Related settings

Additional power settings

    - This window allows you to set up Custom Power Plans.
    - Follow the directions in the next section to setup a Power Plan.
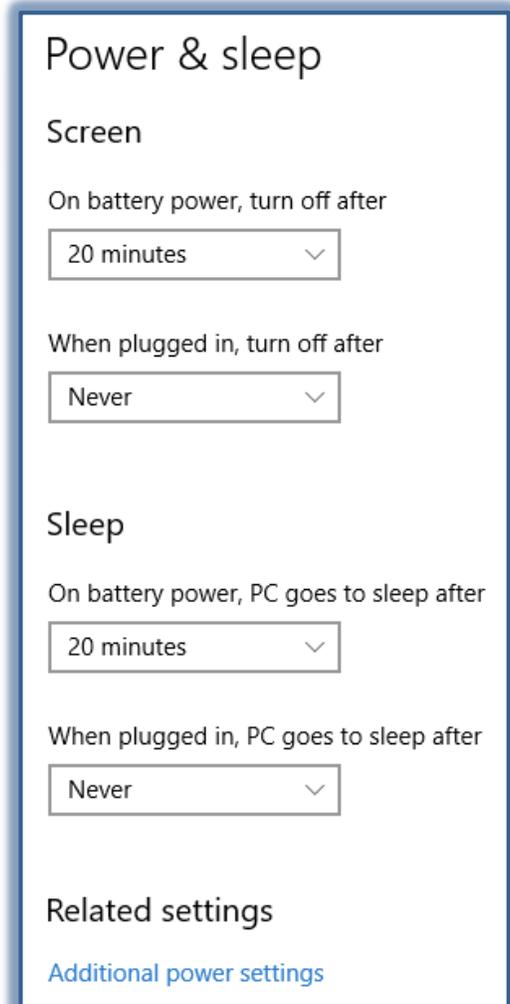
Choose What Power Button Does

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.

✝ Click the **Systems** 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.
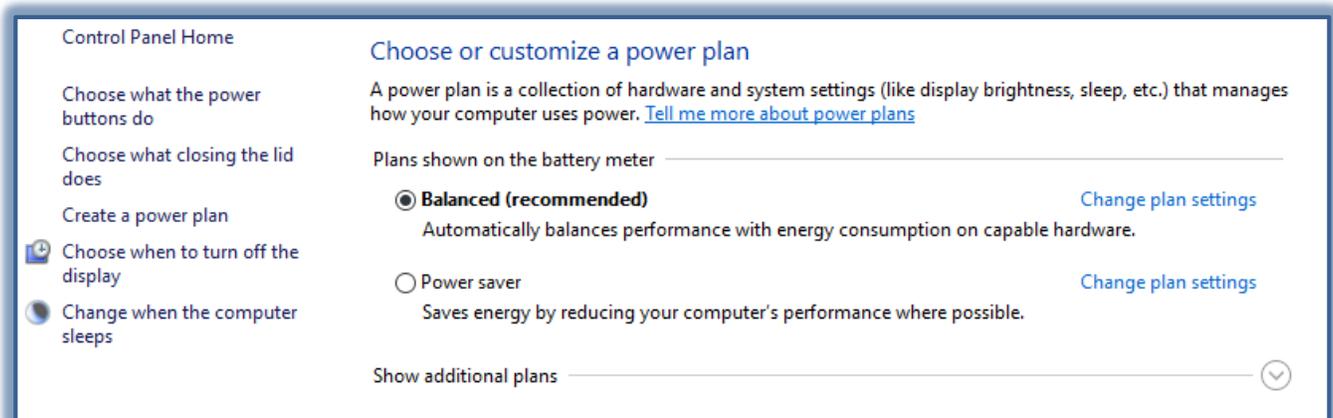
✝ Under **Power and Sleep Buttons and Lid Settings**, select how power should work when on battery or when the computer is plugged in for the following options.
  ✦ When I press the power button.
  ✦ When I press the sleep button.
  ✦ When I close the lid.
✝ Click the **Change settings that are currently unavailable**, to activate the options under **Shutdown Settings**.
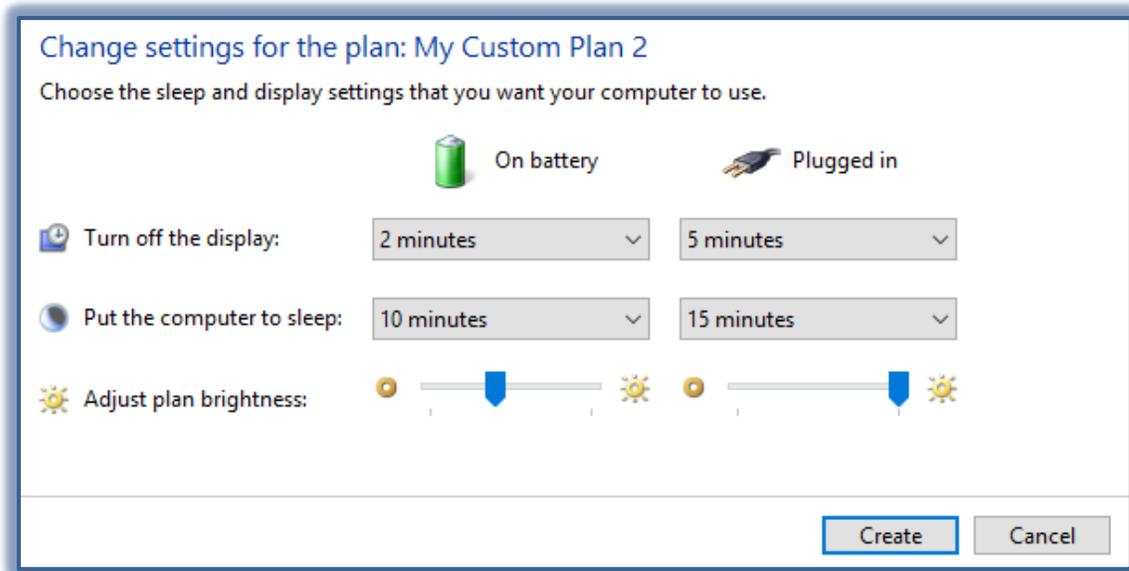✝ When all the changes have been made, click the **Save Changes** button.
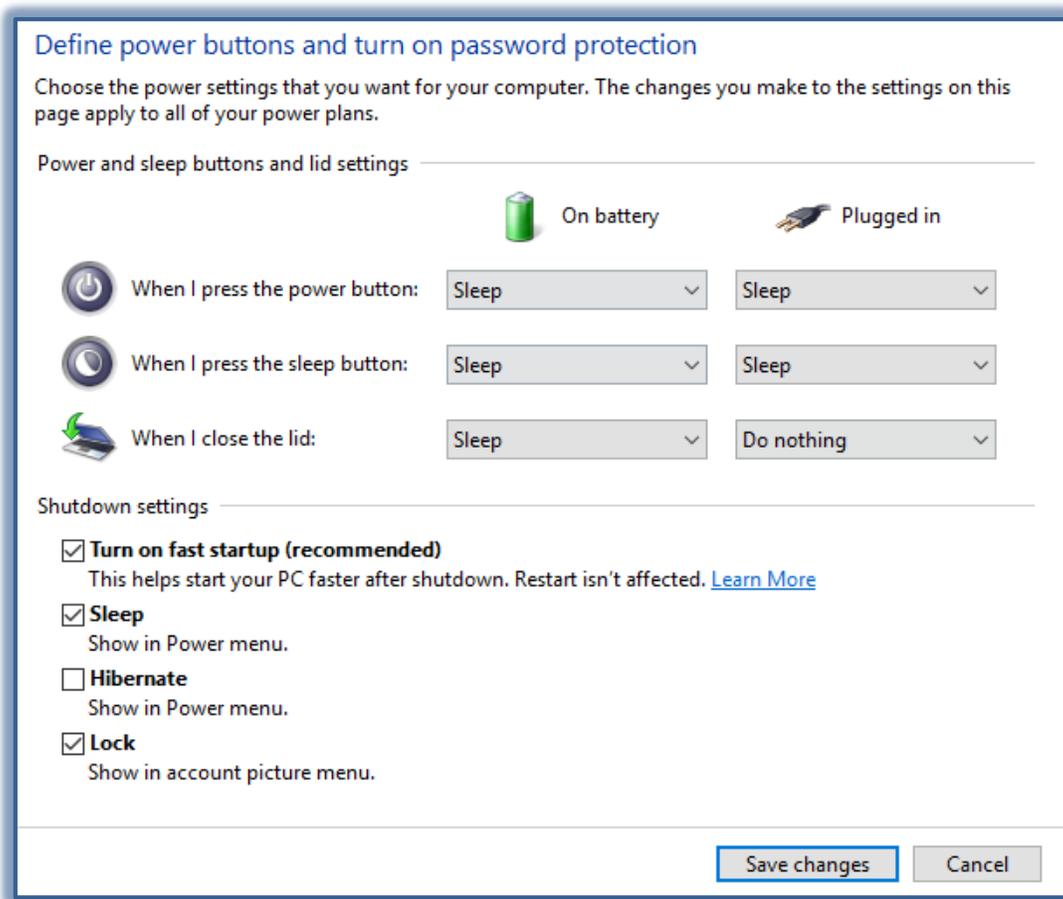
Create a Power Plan

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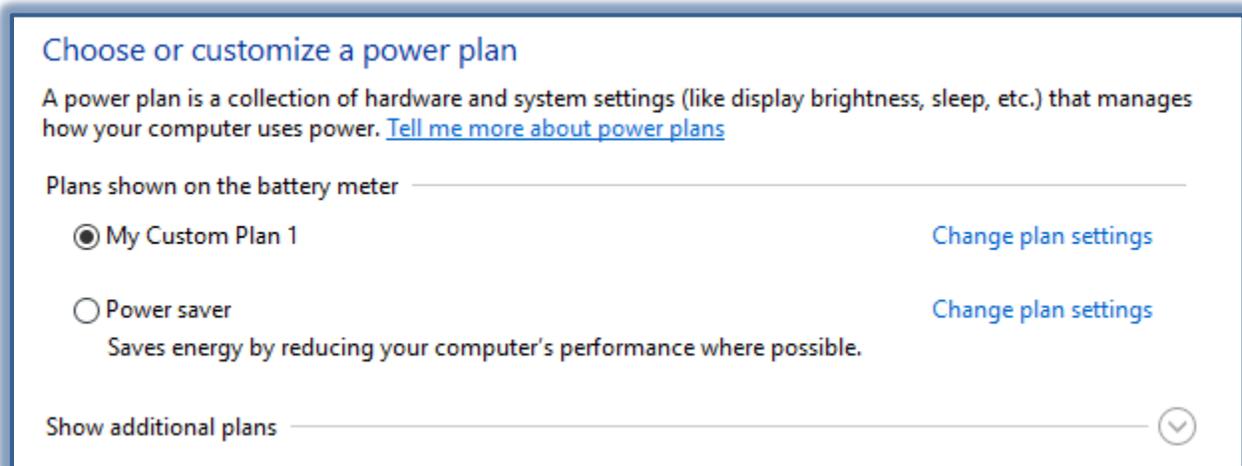
✠ The **Create a Power Plan** window will display.
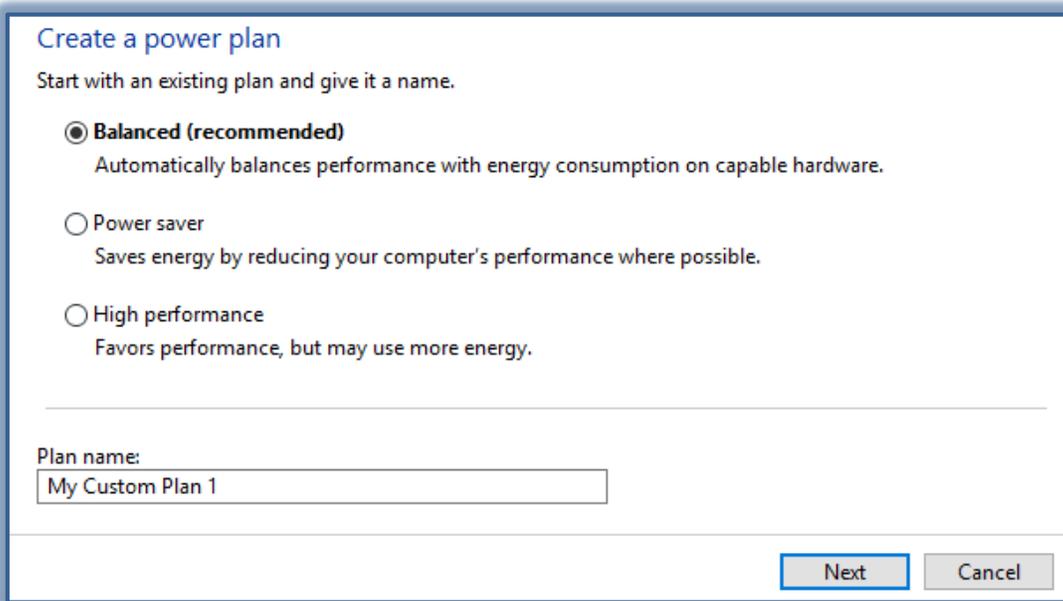
✠ In this window, click one of the plans.

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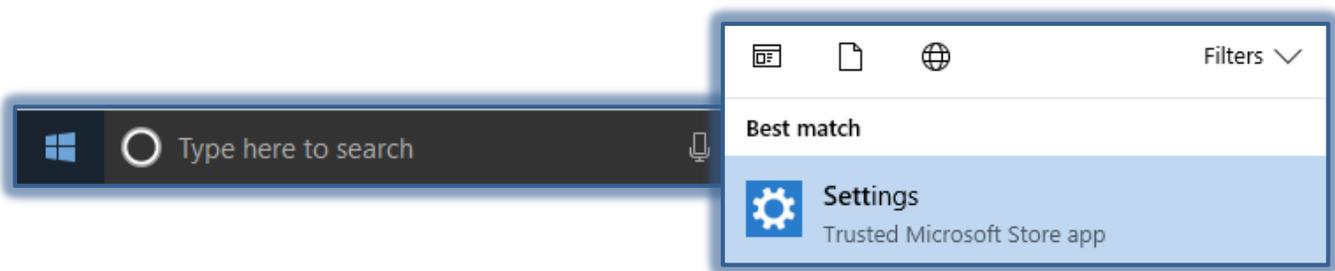
✛ The **Change Settings for the Plan** window will display.

✛ 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.

Time and Language

✛ In the **Search** box to the right of the **Start Button** input **Settings**.

✝ Click the **Settings** link at the top of the **Start Menu**.
✝ The **Settings** window will display.
✝ Click the **Time and Language** link.
✝ The **Date and Time** window will display.
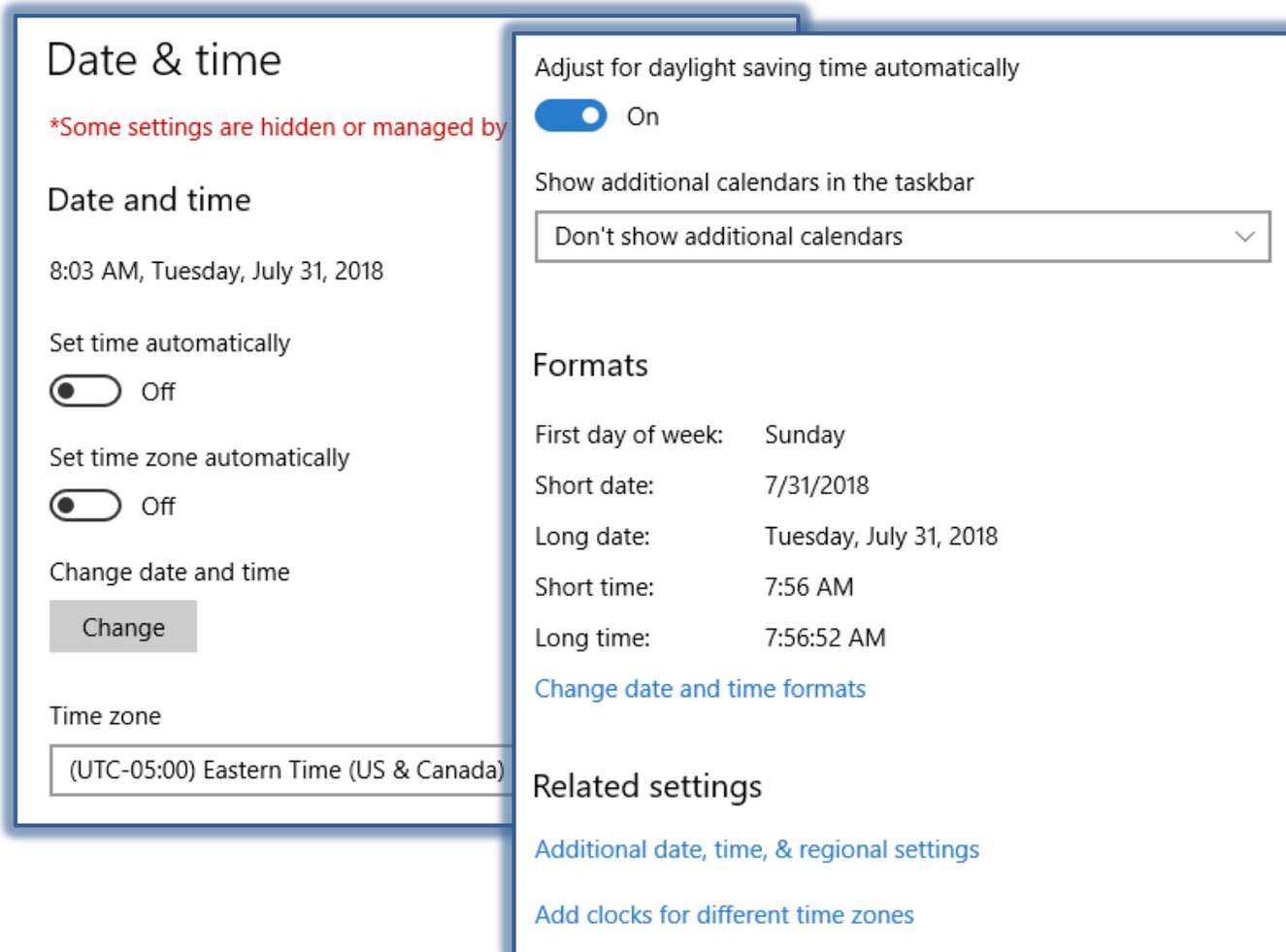
✝ Select **On** or **Off** for **Set Time Automatically** or **Set Time Zone Automatically**.
✝ If the **Set Time Automatically** option is set ot **Off**, click the **Change** button to open the **Change Date and Time** window.
✝ Make the changes in this window.
✝ Click the **Change** button to accept the changes and return to the **Date and Time** window.
✝ If the **Set Time Zone Automatically** option was set to **Off**, click the **Time Zone** list to select the desired time zone.
✝ Select whether or not the Date and Time are to be automatically adjusted for **Daylight Savings Time**.
✝ At the bottom of the **Formats** area, click the **Change Date and Time Formats** link.
✝ The **Change Date and Time Formats** window will display.
✝ Make the desired changes.
✝ Under **Related Settings**, click one of the two options:
  ✦ Additional Date, Time, and Regional Settings.
  ✦ Add Clocks for Different Time Zones.

⊕ See the **Control Panel, Clock, Language, and Region** for additional information on these features.

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 **Settings** window.
⊕ Click the **Devices** link.
⊕ Click the **Mouse** link in the **Navigation Pane** on the left side of the window.
⊕ The **Mouse Settings** window will display.
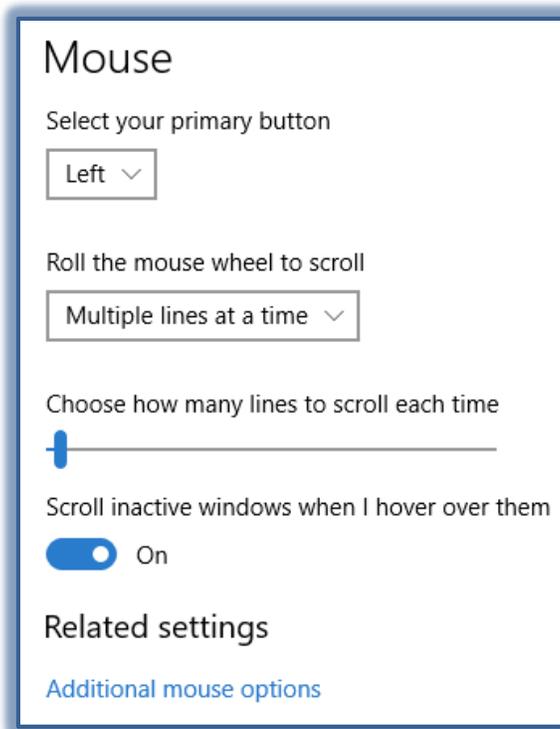
⊕ Click the list arrow for **Select Your Primary Button**. The options are **Left** or **Right**.
⊕ Choose from **Multiple Lines at a Time** or **One Screen at a Time** in the **Roll the Mouse Wheel to Scroll** list.
⊕ If the first option, **Multiple Lines**, is selected **Specify How Many Lines to Scroll Each Time**.
⊕ Select whether or not to **Scroll Inactive Windows**.
⊕ Under **Related Settings**, click the **Additional Mouse Options** link.
⊕ The **Mouse Properties** dialog box should display (see illustration on next page).
⊕ 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.

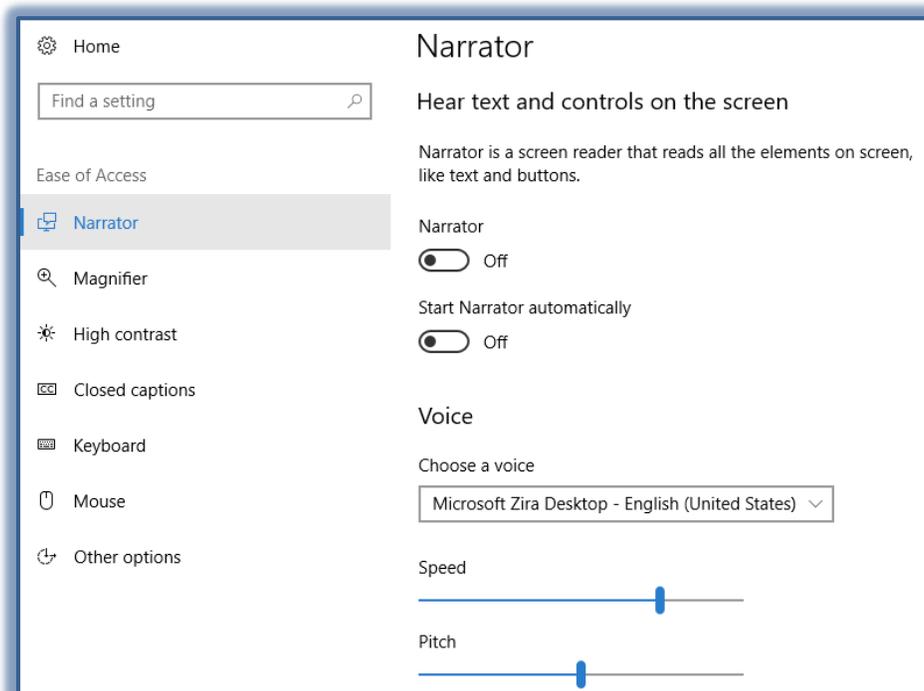✦ **Hardware** – To change the properties of the installed mouse, use this tab.
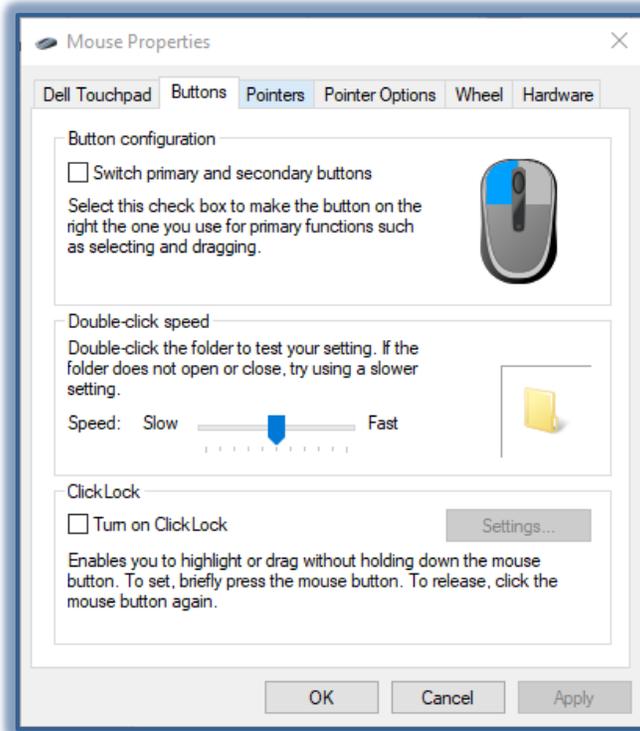
✦ When all the desired changes have been made, click **OK**.

Ease of Access

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

✦ Open the **Settings** window.

✦ Click the **Ease of Access** link.

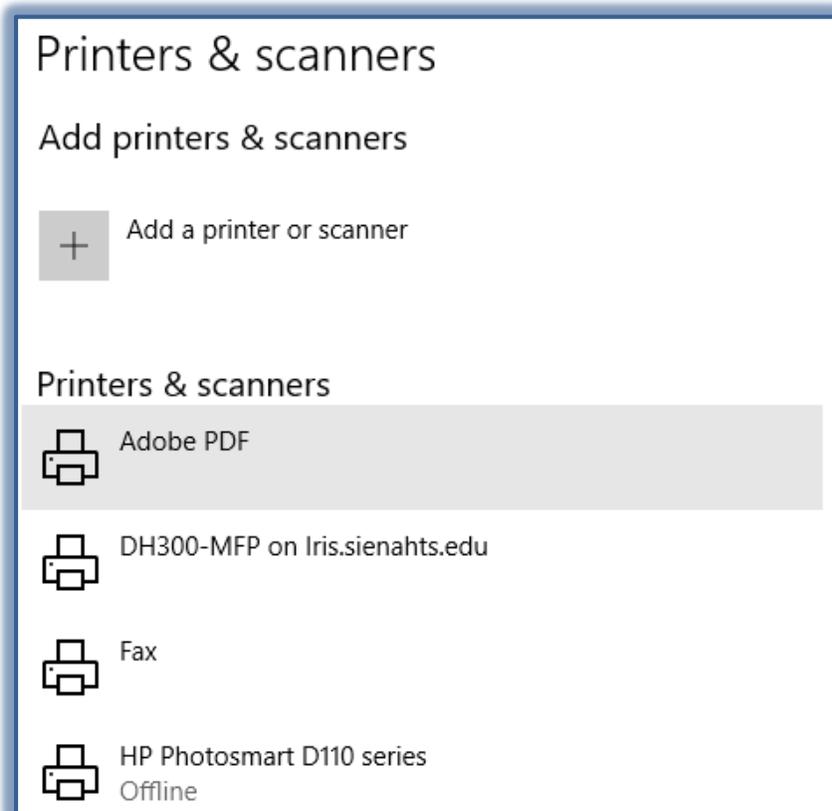✦ The **Ease of Access Center** window will display.

- ✝ 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 **Settings** window.
- ✝ Click the **Devices** link.
- ✝ The **Devices** window will display.
- ✝ Click the **Printers and Scanners** link.
- ✝ The **Printers and Scanners** window will display.

Printers & scanners

Add printers & scanners

+ Add a printer or scanner

Printers & scanners

Adobe PDF

DH300-MFP on Iris.sienahts.edu

Fax

HP Photosmart D110 series
Offline

- ✝ Click the **Add a Printer or Scanner** link.
- ✝ When the search for a **Printer** is completed, click the Printer to select it.
- ✝ Click the **Add Device** button to add it to your list of printers.

Set a Default Printer

- ✝ Click on the **Printer** that is to be the default.
- ✝ Click the **Manage** button.
- ✝ The **Manage Your Device** window will display.
- ✝ Click the **Set as Default** button.
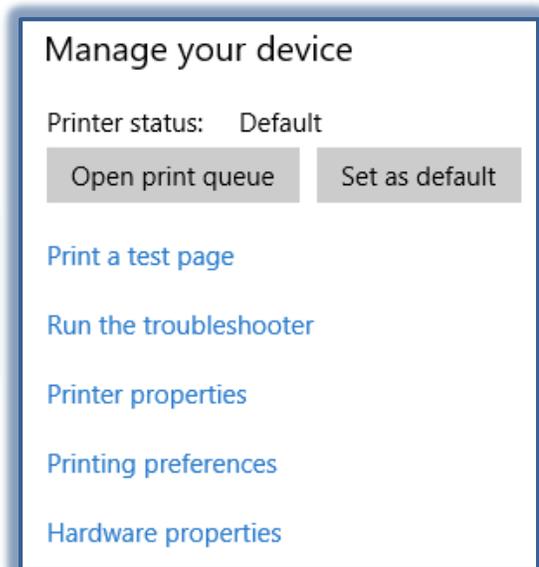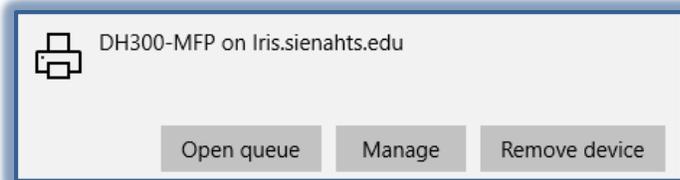
Open Print Queue

- ✝ Click the **Printer** for which the **Print Queue** is to be opened.
- ✝ Click the **Manage** button.
- ✝ The **Manage Your Device** window will display.
- ✝ Click the **Open Queue** button.
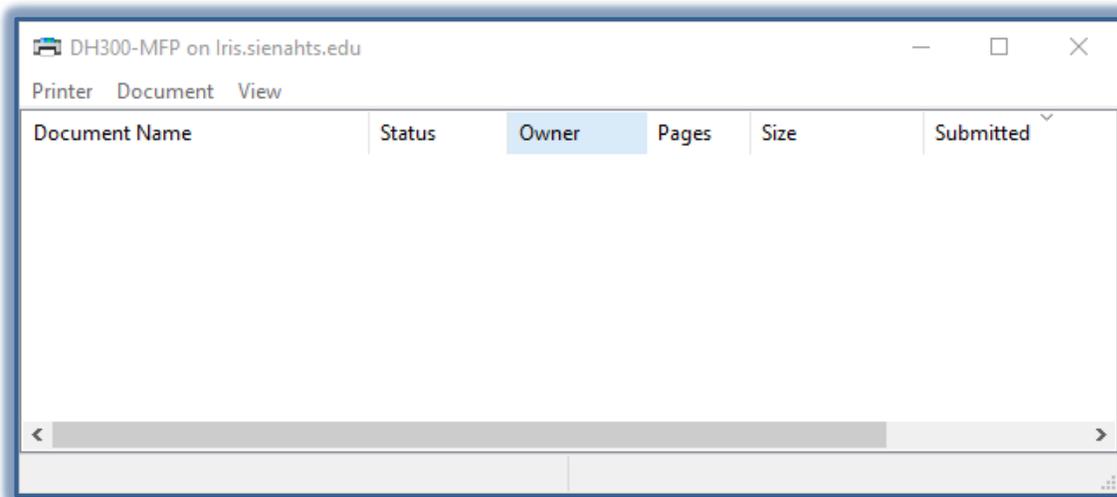
- ✝ The **Printer** window will display.
- ✝ A list of any print jobs will appear in the window.
- ✝ Click the **Printer** button to **Cancel** any print jobs.

Printing Preferences

This area is used to change the default preferences for printing, such as Document Size or Orientation.

- ✝ Click on the **Printer** for which preferences are to be changed.
- ✝ Click the **Manage** button.
- ✝ The **Manage Your Device** window will display.
- ✝ Click **Printing Preferences** from the list.

✞ The **Printing Preferences** window will display.
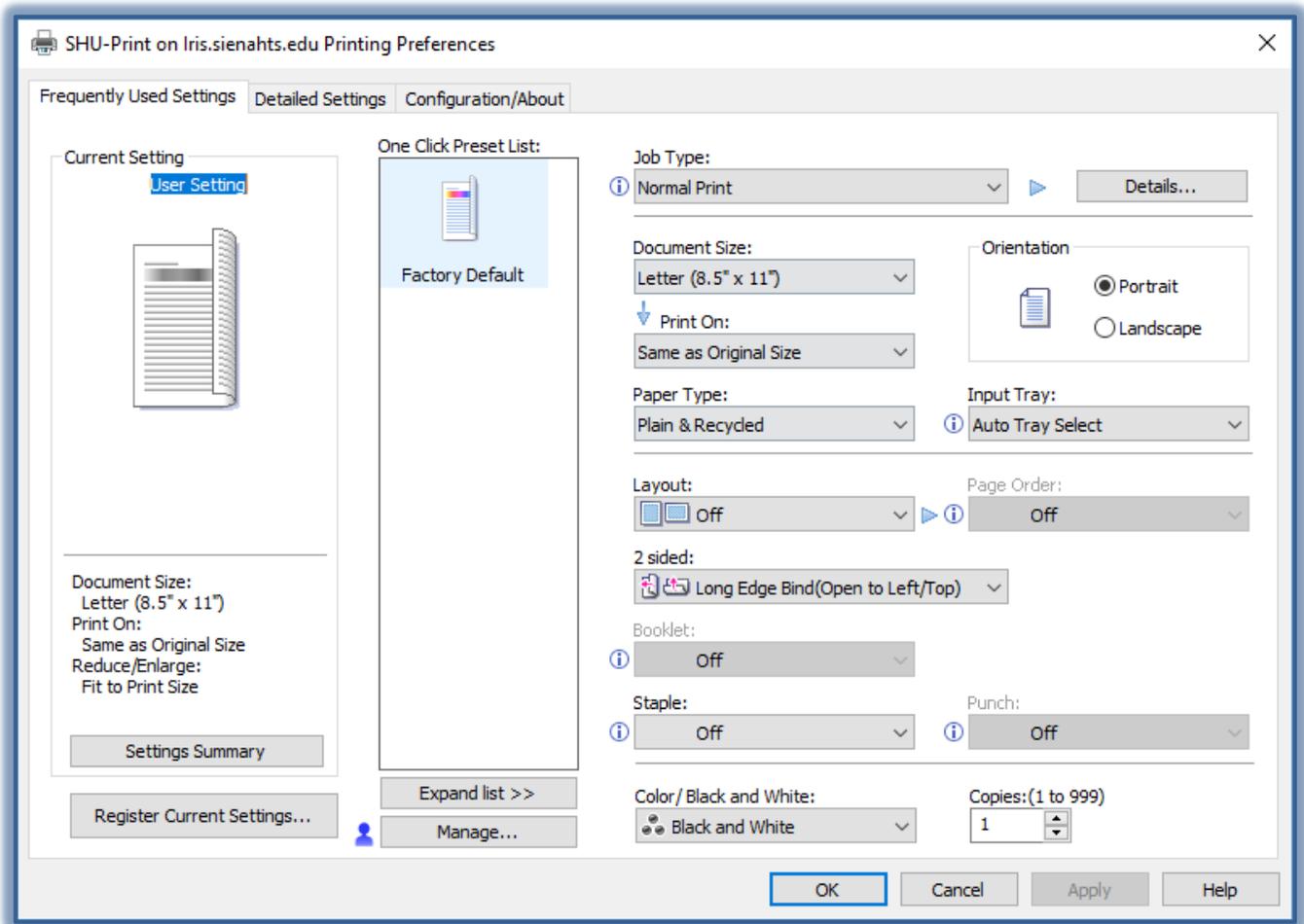
✞ Make the changes to the preferences.
✞ Click the **Apply** button to accept the changes.
✞ Click the **OK** button to close the window and apply the preferences.

Remove a Device

✞ Click the **Device** that is to be removed.
✞ Click the **Remove Device** button.
✞ A confirmation message will display.
✞ Click the **Yes** button to remove the device.