

USER MANUAL

Ava Book 1

Please read the user guide carefully before using


Windows10 Quick Guide

What's new

Windows 10 is full of new features and improvements. Take a look at the highlights!

Ready, set, Start menu

The **Start menu** is back—and it's more personal, more organized, and more fun than before.

Go to Start  on the taskbar. You'll find your most used apps on the right of menu, the **All apps** list, and shortcuts to other locations on your PC, like File Explorer and Settings.

Get apps, music, and more



The **Store** is a one-stop shop for music, videos, games, and apps.

Try out an app before you buy it, or pick a free one. Your Windows 10 apps will work on all your Windows 10 devices.

Cortana can get it done

Cortana, your digital personal assistant, is right on your desktop. Ask Cortana to set up a meeting or send an email to a friend—even find your files for you and tell you jokes. Select the search box and type what you want Cortana to do, or just select the microphone to talk with Cortana instead.

Rule the web with Microsoft Edge

Microsoft Edge is the first browser that lets you **take notes**, write, doodle, and highlight directly on webpages. Use the reading list  to save your favorite articles for later, then read them in reading view . Plus, Cortana is built in to Microsoft Edge to help you do things faster and easier.

Where you can type, you can write

Microsoft Edge isn't the only app you can write in. Use your stylus, finger, or mouse to write anywhere you can type. Or just doodle in OneNote!

All your photos in one place

No more endless searching. The Photos app collects all your photos and videos in one place. From your phone, and your PC, and OneDrive. Then, it organizes your memories into albums for you to enjoy and share.

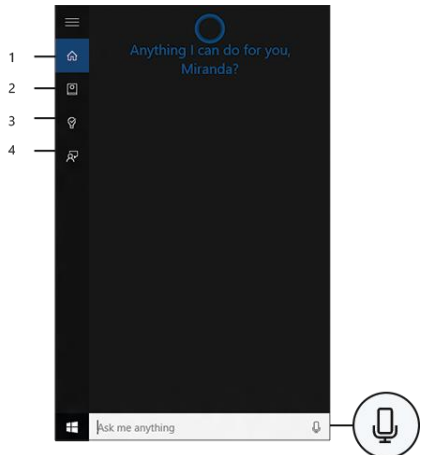
Search for anything, anywhere

Search your PC and the web from the taskbar to find **help**, apps, files, settings—you name it. Your personal assistant Cortana will be your guide.


Cortana is your clever new personal assistant.

Cortana will help you find things on your PC, manage your calendar, track packages, find files, chat with you, and tell jokes. The more you use Cortana, the more personalized your experience will be.

To get started, type a question in the search box on the taskbar. Or select the microphone icon and talk to Cortana. (Typing works for all types of PCs, but you need a mic to talk.)



Hey Cortana!

Set Cortana to hear you anytime you say "Hey Cortana." Select the search box on the taskbar to open Cortana home. Then select **Notebook**  > **Settings** and turn on **Let Cortana respond when you say "Hey Cortana."**

Note:


Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use search.

Sign in with a Microsoft account

If you signed in with your Microsoft account when you set up Windows, hooray!

If not, that's OK—you can sign in any time. And if you're not quite sure what a Microsoft account is, read on.

How to sign in

1. Go to Start , then select **Settings > Accounts > Your account**.
2. Select **Sign in with a Microsoft account instead**.
3. Follow the prompts to switch to a Microsoft account. You may need to verify your identity by entering a confirmation code.


Your local account will switch to your Microsoft account. The next time you sign in to Windows, use your Microsoft account name and password. Your apps and files will not be affected.

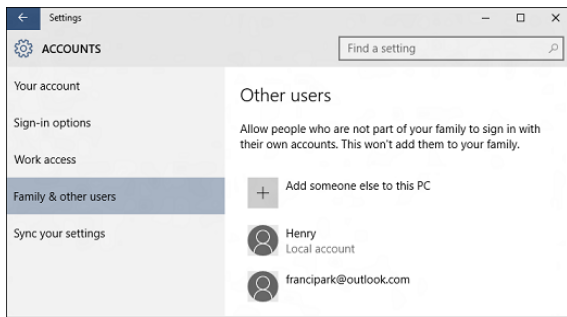
Set up accounts

If you plan to share your PC with other people, consider adding accounts for them. It's always nice to share, and that way your friends will have some

personal space—including separate files, browser favorites, and a desktop they can call their own.

Add an account

1. Go to Start , then select **Settings > Accounts > Your account**.
2. Select **Family & other users** (or **Other users**, if you're using Windows 10 Enterprise).
3. Under **Other users**, select **Add someone else to this PC**.



Note:

1. If the person you're adding has a Microsoft account, enter their email address, select **Next**, and then select **Finish**. After they sign in, their online email, photos, files, and settings will be waiting for them.
2. If the person you're adding doesn't have a Microsoft account, select **Sign in without a Microsoft account** (it's OK that it says "not recommended"), and then select **Local account**. Set their user name, temporary password, and password hint, and then select **Next > Finish**.

Get online

To connect to a Wi-Fi network, select the **Wi-Fi network** icon on the taskbar.



Select the network you want > **Connect**, then enter the password and follow the instructions. That's it—you're connected! This icon will appear in the taskbar.

If Wi-Fi isn't available, or you just want the assurance of a wired connection, the Ethernet cable is your friend—just connect your PC to your router or modem, and then do your thing.

Get to know Microsoft Edge

Welcome to the latest way to surf the web! Microsoft Edge gives you new ways to find stuff, **read**—and **write**—on the web, plus help from **Cortana** where you need it. To get going, select Microsoft Edge **e** on the taskbar.



Hub: all your stuff in one place

Think of the Hub as the place where Microsoft Edge keeps the things you collect on the web. Select **Hub** to view your favorites, reading list, browsing history, and current downloads.

Looking for your favorites? In the **Hub**, choose **Favorites** and then select **Import favorites**.

Search faster from the address bar

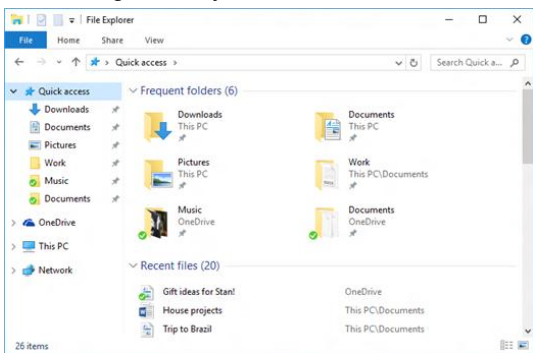
No need to go to a website to search for pictures of adorable penguins. Stay put and save time by entering your search in the handy address bar. You'll get search suggestions, instant results from the web, and your browsing history right on the spot.

Find your files

To see all the files on your PC, select the **File Explorer** icon on the taskbar or press the Windows logo key **⊞** + E on your keyboard.

Get to files faster

When File Explorer opens, you'll land in Quick access. This is place to find files you've been working on and you often use.



Here are a few ways to customize Quick access:


- Pin a folder there so it's always close at hand. Right-click (or press and hold) the folder and then select **Pin to Quick access**.

- Remove a file or folder from Quick access (like that list of birthday gifts for Stan). Just right-click it and select **Remove from Quick access**. It won't show up there again, even if you use it every day.
- Turn off recent files and frequent folders, so only your pinned folders show up in Quick access. Select **View > Options**, then, under **Privacy**, clear the check boxes and select **Apply**. (If you turn them back on later, any items you removed from Quick access—like Stan's gift list—might show up there again.)

Backup and restore your files

It's always good to have a backup. Keep copies of your files on another drive in case something happens to the originals.

Set up your backup

Go to Start , then select **Settings > Update & security > Backup > Add a drive** and choose an external drive or network location for your backups.

All set. Every hour, we'll back up everything in your user folder (C:\Users\username). To change which files get backed up or how often backups happen, go to **More options**.


Restore your files

If you're missing an important file or folder, here's how to get it back:

1. Search for **Restore files** from the taskbar and select **Restore your files with File History**.
2. Look for the file you need and then use the arrows to see all its versions.
3. When you find the version you want, select the **Restore** button to save it in its original location. To save it in a different place, right-click (or press and

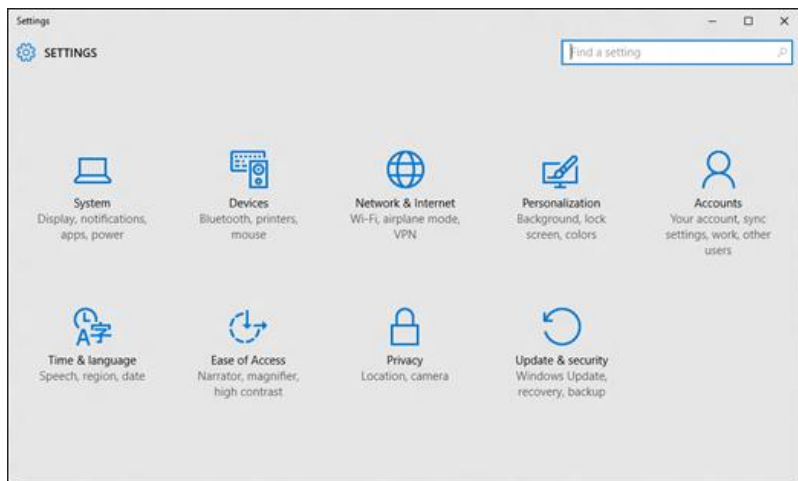
hold) the **Restore** button, select **Restore to**, and then choose a new location.

Make Start full screen

To make Start full screen and see everything in one view, go to Start , then **Settings** > **Personalization** > **Start**, and then turn on **Use Start full screen**.

A new look for settings

Settings got a makeover—and dropped "PC" from its name.




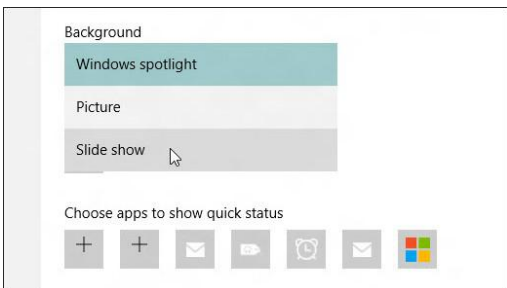
Get to Settings by going to Start  > **Settings**. From there, browse the categories or use search to find what you're looking for, including advanced options in Control Panel.

Most apps have their own settings—look for this icon in the app.


Tip: Change common settings (like airplane mode and Wi-Fi) on the fly from **action center** on the taskbar.

Personalize your lock screen


To tweak your lock screen to your liking, go to Start , then **Settings > Personalization > Lock screen**. Try changing the background to a favorite photo or slide show, or choose any combination of detailed and quick status notifications to show you upcoming calendar events, social network updates, and other app and system notifications.

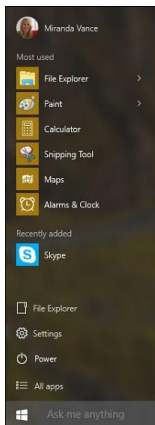


Get started with themes

Go to Start , then **Settings > Personalization > Themes** and select **Theme settings**. Then choose from a default theme, or select **Get more themes online** to download new themes featuring cute critters, holiday cheer, and other smile-inducing options.


Change desktop background and colors

Go to Start , then **Settings > Personalization** to choose a picture worthy of gracing your desktop background, and to change the accent color for Start, the taskbar, and other items. The preview window gives you a sneak peek of your changes as you make them.



In **Background**, select a picture, solid color, or create a slide show of pictures.

See what's on the menu

The Start menu is back and better than ever! Just select the Start button  on the taskbar. Next, make it yours by **pinning apps and programs**, or moving and regrouping tiles. If you need more space, **resize the Start menu** to make it bigger.


Your apps and programs—right at your fingertips

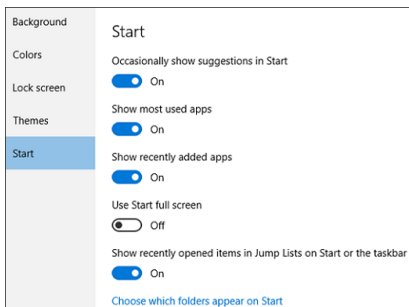
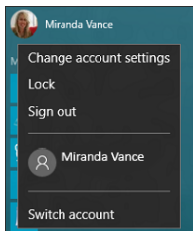
Get to **File Explorer**, **Settings**, and other apps you use often from the left side of the Start menu. To see all your apps and programs, select **All apps**

You have the power

Lock or sign out of your PC, switch to another account, or change your account picture by selecting your name at the top of the Start menu.



And when you're ready to step away for a while, the power button is right there at the bottom of the Start menu so you can put your PC to sleep, restart it, or turn it off completely.

If you want to make other changes to how the Start menu looks, you can do so in Settings. Open the Start menu , then go to **Settings > Personalization > Start** to change which apps and folders appear in the Start menu.



Explore the Store

Windows 10 comes with great built-in apps including Skype and OneDrive, but that's just the beginning. The Store has tons more to help you stay in touch and get things done, plus more games and entertainment than ever before—many free!

To find the Store, go to Start , and then select **Store**  or select it from the taskbar. (You'll need an Internet connection and a Microsoft account.) Use Search to quickly find what you're looking for, or browse top charts, categories, and custom collections.

When you find something you want, choose it and then select **Free** if it's free, the price or **Try**, if it's a paid app. Buy once, enjoy anywhere, on any compatible device—phone, laptop, desktop, or Xbox.

Move apps around

To see several apps at the same time, grab the top of the window of one app and drag it to the side or corner of the screen. You'll see where the app will snap, along with other apps that can automatically snap next to it. Select **Task view** on the taskbar to quickly switch between open apps.

Group apps into desktops

Group apps together for whatever you want by creating virtual desktops. Select **Task view** on the taskbar, then **New desktop**, then open the apps you need.

To move apps between virtual desktops, select **Task view**, and then drag the app you want from one desktop to another. Or create another virtual desktop by dragging an app to **New desktop**.

Take action instantly

Action center puts important notifications from Windows and your apps right on the taskbar, along with quick actions, which get you to your most-used settings and apps instantly.

To see your notifications and quick actions, select the action center icon on the taskbar. (You can also swipe in from the right edge of your screen, or press Windows logo key+A.)

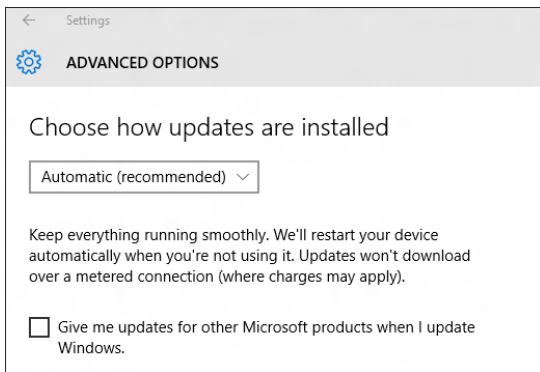
Choose how updates are installed

New features and a better running PC—get all of this and more when you download updates to Windows.

And the great news is that you don't have to do anything, because updates will be automatically downloaded and installed whenever they're available. (Unless you're on a metered connection, in which case the updates won't download until you opt to get them.)

But every now and then your PC may need to restart to install the updates. To prevent those restarts from happening at the most inconvenient time:


1. Go to Start , then **Settings** > **Update & security** > **Windows Update**, and then select **Advanced options**.



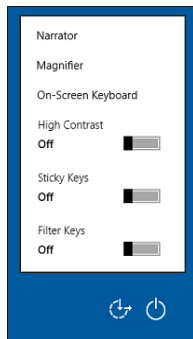
2. Under Choose how updates are installed, **use the drop-down menu to choose an option:**

- Schedule a restart
- Automatically restart

Make your PC easier to use

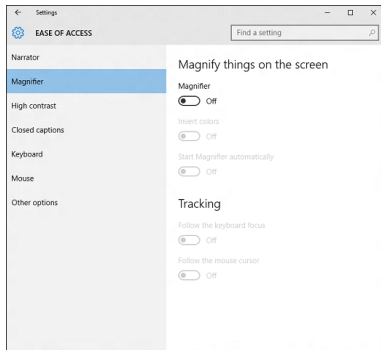
Setting up your PC to make it more accessible takes only a few steps. Most Ease of Access options are available in Settings. Go to Start  and select **Settings > Ease of Access**.

Commonly used options are also available from the sign-in screen. Select the **Ease of Access** button in the lower-right corner to see them.



Ease of Access options can help make it easier to:

- **Use your PC without a display.** Narrator lets you hear audio descriptions for elements on the screen, like text and buttons.
- **See what's on the screen.** Make the content on your screen bigger using Magnifier, or use high contrast mode.
- **Use your mouse.** Change the pointer size, or turn on Mouse Keys to use your keypad to move the mouse.



Use Speech Recognition

Windows Speech Recognition lets you control your PC with your voice alone, without needing a keyboard or mouse. There's a wizard to help you get started. Just plug in your microphone, and then, in the search box on the taskbar, enter **Speech Recognition**, and select **Windows Speech Recognition**.

After you complete the wizard, you can walk through a tutorial to learn voice commands and train your PC to recognize your voice.

For additional options, enter **Control Panel** in the search box on the taskbar, and select **Control Panel**. Then select **Ease of Access > Speech Recognition**.

This is just a sample of the new shortcuts in Windows—to see them all, have a look at **new keyboard shortcuts**.

For more information please visit the Microsoft Website:

<http://www.microsoft.com>.

For Shairlook support please visit www.shairlook.com and use our live chat feature Mon-Fri 9AM – 6PM EST.

Credits:

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FCC Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.