



Windows 10: A few wicked little tips

TIP #1: Start a second program

You have Windows Explorer (formerly known as File Explorer) running – but you want a second instance of the program to start up. Why? Maybe you like to drag files between folders – using multiple screens. In Word or Excel, you just open up a second (or third) document to open up multiple copies of the program. But that's not as easy with Windows Explorer.

All you have to do to start up a second copy of Windows Explorer is:
Point the program icon (that is already running) down on the Windows Task Bar – and click the mouse scroll wheel once. This will launch an additional copy of the application.

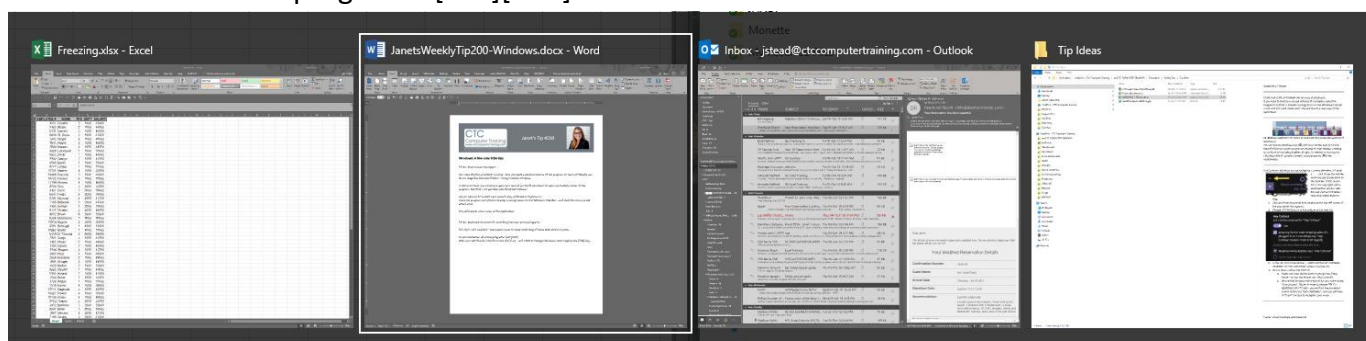


Why does my Windows Explorer icon (shown here) have a blue cloud showing? Because I store my files on the cloud using OneDriveForBusiness. If you don't store your files on the cloud – you won't have the puffy blue symbol on your Windows Explorer icon.

TIP #2: Keyboard shortcuts for switching between active programs.


This tip is a bit recycled – but people seem to need reminding of these little shortcut gems.

To pivot between all active programs: [ALT][TAB]

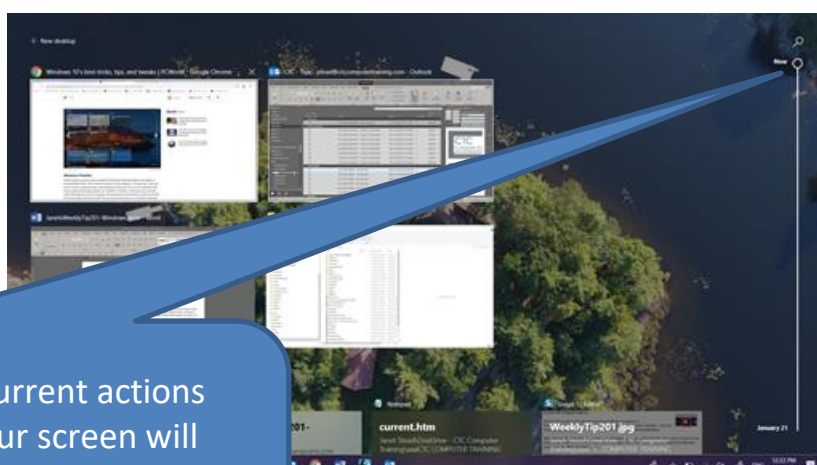


With your left thumb, hold down the [ALT] key – and while it's being held down, start tapping the [TAB] key. The various programs will each become highlighted, one at a time. Release the keys when the program that you want to switch to is outlined.

TIP #3: TIMELINE!

New to Windows 10: To display all active programs in over-sized thumbnail view on your desktop:  [TAB]

Wow! You get to see all your currently-running programs PLUS, at the bottom of the screen, you get to see the most recently-accessed files in your most-used apps (programs)...PLUS you get a TIMELINE VIEW that allows you to easily skip back to a recent project and see ALL the programs that you were using at the time.



Drag this circle (representing your current actions downward (to earlier times) and your screen will display the programs you were using at those times. (not all programs work with the Timeline...mostly Microsoft Office products)...but still...*mucho bueno!*

