



Windows 10: EDITING the QUICK ACTIONS

As a traveller, I find myself needing to access my Wifi, HotSpot, Airplane Mode and similar features on a fairly regular basis.

Although the Wifi icon is available in the Sytem Tray (also at the bottom-right corner of the screen) – the numerous other travelling features are not.

That's when the Quick Action buttons come into play.

At the bottom-right corner of your Windows 10 screen is the Notifications button.

Give the Notifications button a click – and your Quick Action icons will pop up. Initially you will only see the contracted (top 4) list.

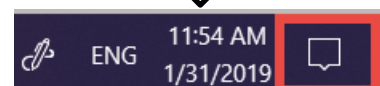
If you click the EXPAND link, the list will grow – to display all the Action Buttons that have been currently (or by default) turned "on".

I recommend customizing this list – so that you only see the Action Buttons that you need to...and making sure that your favourite four our at the top, so that even when your list is contracted your favourites are at your fingertips.

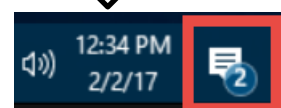
How do you customize this list?

1. Click the Widows START button (bottom-left of your window) - or press the key on your keyboard).
2. Immediately type SETTINGS and press [ENTER]. The WINDOWS SETTINGS window will appear.
3. Click the SYSTEM icon.
4. Next, click the NOTIFICATIONS & ACTIONS option at the left-hand side of the screen.
5. Your QUICK ACTIONS button grid will appear. Below it is a ADD OR REMOVE QUICK ACTIONS link – click it.
6. The ADD OR REMOVE QUICK ACTIONS list will appear – displayed ON/OFF sliders. Simply turn OFF any Quick Action that you figure you'll rarely, if ever use.
7. When finished turning buttons ON or OFF – click the SETTINGS link at the top-left corner of the window, to return to the Quick Actions grid.
8. Now, arrange the buttons by dragging and dropping them around the grid. Make sure your four favourite actions end up along the top of the grid.
9. You don't even have to leave this window to see that it's worked...just click your Notifications button and you'll immediately see the Action Buttons in your preferred order.
10. When you're done – close the SETTINGS window by clicking the X at the top-right corner.

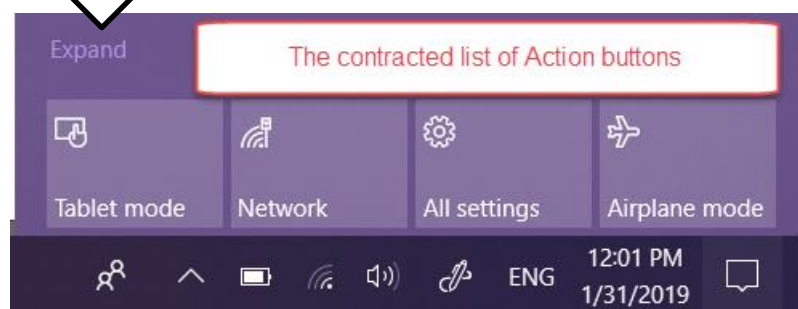
Notifications button
(no messages waiting)



Notifications button
(2 messages waiting)



EXPAND
link



System

Display, sound, notifications,
power



Notifications & actions

Add or remove quick actions

