New Windows 10 On Your Computer Basic Instructions

1. Click on your screen once to get to login screen.

2. Put your user name and password in just like Windows 7.

3. It will take some time for Windows 10 to setup your profile.

4. Once Windows completes loading your profile click on Google Chrome and wait for Google Chrome to load.

5. You will next see Welcome to Chrome. Click continue.

6. Click on the 3 dots in the upper right-hand corner of Google Chrome just below the X.

7. Click on setting. Another window will open. Click on Sign In to Chrome.

8. Enter your e-mail address and password.

9. Next page click on Link Data on your left.

10. Next page will ask you to Turn on sync and click on Yes, I'm in.

11. You can click on Gmail upper right-hand corner and you will get into your e-mail account.

Making Adobe you default PDF reader

1. Right click any PDF file.

2. Click on Properties all the way on the bottom of open screen

3. Click on change

4. Another window will open with a list of choices. Choose Adobe Acrobat and it will become highlighted. On the bottom of the screen click ok.

5. On the bottom of the next screen click apply then ok. The window should close and now Adobe is your default PDF reader.

Making Google Chrome your default browser

1. Go to the 3 dots again in the upper right-hand corner of your Google Chrome browser just below the x.

2. Click on setting. Another window will open. Scroll down to Default Browser.

3. To the right you will see Make default. If that isn't there Google Chrome is already your default browser, but if it is there click on it.

5. Another window will pop up and they you choose the Google logo with Google Chrome next to it.

6. the next widow will come up and ask you Before you switch

7. Choose on the bottom Switch anyway. That is, it. You can now close all windows.

To logout of Windows 10

1. On the bottom left hand corner you will see a square. Right click on that square and choose sign out or any other option you want.

Opening Up Word for the first time

1. Click on Microsoft Word 2016. The icon will be in your start menu. Just click on the square in the lower left-hand corner. Scroll down until you find word or just click on one of your own word documents.

2. You will see your name-Click OK.

3. Next Window Check the box that says.

4. Don't Make Changes-Click Ok.

You Need to Add Two Icons to the Desktop

1. Right Click an open space on the desktop.

2. A window will open and click on personalize

3. Next click on Themes.

4. Scroll down and you will see Desktop icon settings. Sometimes it may be on the right hand side, but most of the time you have to scroll down to see the Desktop Icon Settings.

5.Click on Desktop Icon Settings. Another window will open.

6. Check the boxes for Computer and User's Files. On the bottom right click apply. On the left click ok.

7. This will put two icons on the Desktop. Your User Name Folder to get to your documents and This PC folder.

If you see Unlock on the Widows 10 Screen

If you are the user that was logged in.

1. If you are the user that was using the computer through out the day. Just log back in with your user name and password

If you are not the user that was logged in

1. If you see Unlock on Win10 Screen.

Just look to the lower left-hand corner

and click on Switch User.

Login using your info.