

Windows 10 FAQ

Where is my P Drive?

From the taskbar (bottom of the screen): Click the folder, Click This PC on the left

From the Desktop: Click the shortcut labeled This PC, Click This PC on the left

From Applications (Word, Excel etc): click action (Open, Save As), click Browse, click This PC

What is the blue E on the taskbar?

This is the internet browser Microsoft Edge. It is not Internet Explorer. Best to use Chrome or Firefox

How do I install a printer?

Instructions are available to download at <http://www.twinsburg.k12.oh.us/technology.aspx> under Printers & Copiers.

Note - In Google Chrome and G-Suite Apps, only the most recent printer destination is shown. You may have to click on "See More..." in Printer Destinations to see all of the printers you have access to.

How do I set my default Printer?

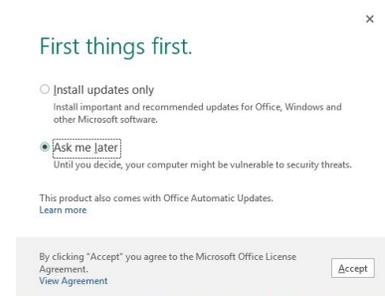
Instructions are available to download at <http://www.twinsburg.k12.oh.us/technology.aspx> under Printers & Copiers.

How do I create a website shortcut on my Desktop?

Instructions are available to download at <http://www.twinsburg.k12.oh.us/technology.aspx> under Website Shortcuts.

I was asked to update Office (Word, Power Point et), how should I respond?

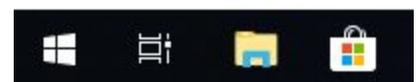
Choose Ask me later, click Accept



How do I search for an application on my computer?

Click the "Windows Key" on your keyboard, or the start button (white Windows Icon) on lower left corner of the screen

Begin to type what you are searching for (Printers, Firefox etc...) and a suggested list will come up.



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How do I make it easier to find frequently used apps/programs?

Pin to Taskbar: You can add any App (or Program) you have opened on your Taskbar by right clicking on the icon in the Taskbar and select “Pin To Taskbar”. This will make it easier to locate the next time you need it.

Pin to Start: You can pin frequently used apps/programs to start.

<https://support.microsoft.com/en-us/help/4026621/windows-10-pin-unpin-apps-to-start>

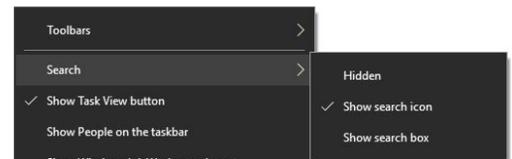
Once apps are pinned to start you can organize them in a variety of ways:

<https://community.windows.com/en-us/videos/windows-101-organize-your-start-menu-in-windows-10/7on1X-PJ8Ac>

Create a Desktop Shortcut: Click start (white window icon) and drag the app from the systems program list or start to the desktop

Where is the search bar that used to be on my computer?

- Right click on the task bar at the bottom of your screen
- Click Search and choose Show search icon or Show search box



What to do if specialized software needs to be installed?

Submit a Technology FMX ticket stating the software that needs to be installed.

How do I lock my PC, log off or switch user?

Click the start icon (white windows icon (bottom left))

Click the gray circle with the person

Choose the appropriate option

-or-

Press CTRL+ALT+Delete keys and a list of these options will appear

What if I can't remember my Progress Book (DASL, Gradebook etc.) password?

Contact your building administrative assistant to reset your password.