

Are you making the most of Windows 10's hidden features?

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Cratin Computing

Download and share with your employees. Call us for more on Windows 10 or any other IT projects or problems. We're here to help you make the most of your business tech and security.

Call US - 215-793-4200

We all know Windows 10 has lots of capabilities that most people don't even know exist. This checklist is a handy way to identify the teams in your business that could benefit from some new tools and techniques.

Once you've filled it out, you can email each user, showing them how to take advantage of Windows' hidden features.

Windows Sandbox

WHAT IT IS

Windows Sandbox provides a virtual machine environment you can use to download and test software and suspicious files separate from your regular operating system. It works as a "window inside a window," which enables you to drag and drop safe files from the Sandbox window onto your normal desktop.

WHERE TO FIND IT:

Start > Apps > Windows accessories

Business use	Relevant department and/or employee role
Browse potentially unsecure websites to test for malware	
Download and test apps, emails and files in a safe environment	

NOTE: You'll need to enable Windows Sandbox first. To do so, go to "Control panel > Programs and features," then click "Turn Windows features on or off" and select the "Windows Sandbox" checkbox.

Windows Timeline

WHAT IT IS

Windows Timeline enables you to group related apps you've used in the past to create "activities". This makes it easy to access apps you frequently use to complete certain tasks or workflows, boosting productivity for any employee who completes repetitive tasks or needs repeated access to a certain set of documents.

Business use	Relevant department and/or employee role
Group a document with related presentations, websites or other references	
Sync "activities" and related documents across devices	



WHERE TO FIND IT:

Taskbar > Task view

OR

Windows key + Tab

Cloud Clipboard

WHAT IT IS

Microsoft 10 has taken the copy-and-paste function to the cloud. It enables multitaskers to share content copied to the clipboard across Windows 10 devices. You can also hold multiple passages of text and images on the clipboard, and the Pin function allows you to retain pinned items in the clipboard.

Business use	Relevant department and/or employee role
Share copied content across Windows 10 devices	
Automatically sync copied content to other Windows 10 devices	
Pin and retain frequently used text or images in your clipboard	

WHERE TO FIND IT:

Start > Settings > System > Clipboard > Sync across devices

Your Phone Companion

WHAT IT IS

Strengthen the link between your smartphone and your Windows 10 PC with the Your Phone Companion app. It enables you to view and manage notifications, text messages and images on your PC.

WHERE TO FIND IT:

In the Microsoft store.

Business use	Relevant department and/or employee role
Read and reply to phone text messages on your PC	
Instantly view photos you've taken on your phone on your PC	

Snip & Sketch

WHAT IT IS

Take a screenshot of any portion of your screen with the upgraded Snip & Sketch tool. The screenshot will be automatically copied to your clipboard and available to share with other Windows 10 devices via Cloud Clipboard.

WHERE TO FIND IT:

Press Windows key + Shift + S

Business use	Relevant department and/or employee role
Paste screenshots into any imaging editing software	
Annotate and share screenshots with the Snip & Sketch app	

Near Share

WHAT IT IS

Many organizations are banning the use of flash drives due to the security risks they pose. Thankfully, Near Share is here to replace those once-prevalent gadgets. Use it to wirelessly share URLs and files with Windows 10 devices that are within range. It works via Wi-Fi and Bluetooth, and automatically selects the available channel, with recipients getting a pop-up notification.



WHERE TO FIND IT:

Enable Near Share in “System > Shared experiences,” then open Share in Microsoft Edge or File Explorer.

Business use	Relevant department and/or employee role
Wirelessly share URLs and files between local PCs	

Controlled Folder Access

WHAT IT IS

Windows 10 is combating ransomware attacks with Controlled Folder Access. It prevents malicious apps from making unauthorized changes to your files and folders. Manually select folders to be protected and grant access to trusted software.

Business use	Relevant department and/or employee role
Prevent apps from making unauthorized changes to files and folders	

WHERE TO FIND IT:

Windows Security > Virus & threat protection > Manage ransomware protection

Aero Shake

WHAT IT IS

Don't suffer from desktop clutter any longer. The Shake feature allows you to instantly close superfluous windows. Just grab the title bar of the window you want to keep open and give it a shake to close all other windows. Shake it again to reopen the windows.

Business use	Relevant department and/or employee role
Instantly close unwanted desktop windows while retaining the one you're using	

WHERE TO FIND IT:

To enable Aero Shake, search for “edit local group policy,” then navigate to User Configuration > Administrative Templates > Desktop. Open the “Turn off Aero Shake” window and click “enable.”

Secret Start Menu

WHAT IT IS

Enjoy much easier access to administrative tools like the Command Prompt, Control Panel and Task Manager via the Secret Start Menu. It also displays more shutdown options and gives you access to Power Options.



WHERE TO FIND IT:

Right-click the Windows Start button.

Business use	Relevant department and/or employee role
Easier access to a range of disk, device and computer-management tools	

Dictation

WHAT IT IS

Speech recognition has been given a 21st-century makeover in Windows 10. It's so good you might be tempted to throw away your keyboard. Just press the Windows key + H in any text field and Cortana will start taking dictation.

Business use	Relevant department and/or employee role
Automatically convert voice to text in any text field, including emails and messages	

WHERE TO FIND IT:

Settings > Time & Language > Speech

Make sure your organization is getting the best productivity bang for its Windows 10 buck by helping your teams get on top of its hidden features and capabilities.

For high efficiency IT solutions & state-of-the-art security from a trusted advisor, call us today: 215-793-4200

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