

Windows 11 – New Settings

Saturday, 8/30/25

Gail Weiss

gmweiss5@gmail.com

Agenda

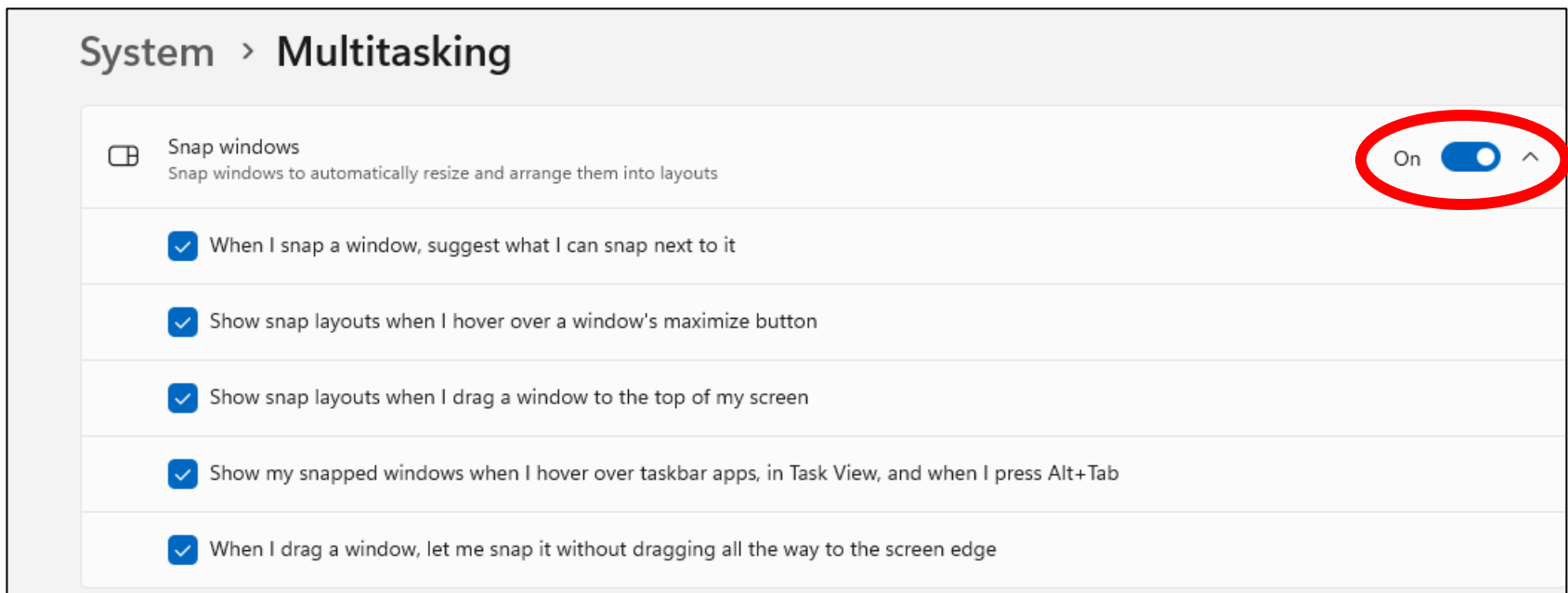
- ▶ Windows & Sizing
 - ▶ Snap Windows
- ▶ Task Bar Settings
- ▶ Storage
 - ▶ One Drive
 - ▶ Hard Drive Storage
- ▶ Copying
 - ▶ Snipping Tool
 - ▶ Clipboard
- ▶ Applications
 - ▶ List of Installed Apps
 - ▶ Uninstalling Apps
- ▶ Co-Pilot Preview (AI)

Windows & Sizing

SnapWindows

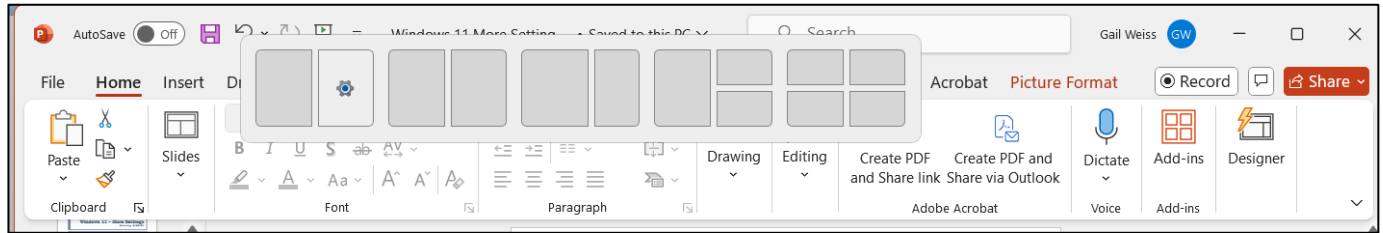
System – Multitasking – Snap Windows

- ▶ Click System – Multitasking
- ▶ Click the down arrow to the right of the On Switch to view options



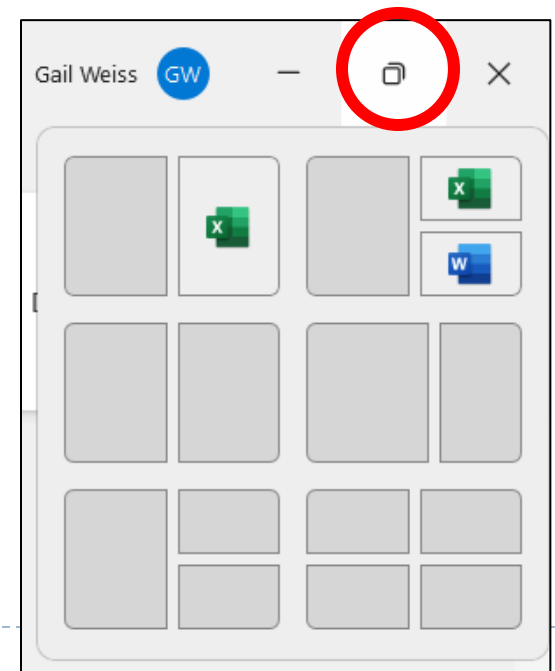
Snap Feature – Viewing Multiple Windows

- ▶ Open Multiple Applications
- ▶ Drag one window to the top of the screen to view snap layout



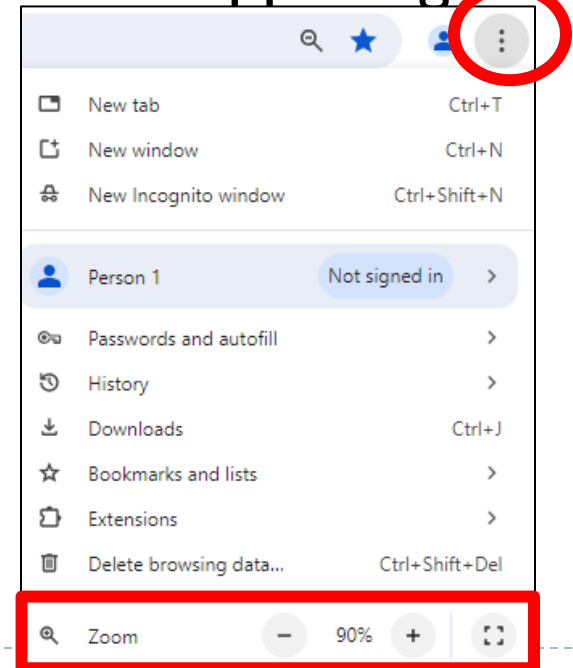
or

- ▶ Hover over the Maximize icon (upper right)
- ▶ Select a layout to view multiple opened windows



Sizing The Screen

- ▶ While surfing the net, to increase the screen size, press the **Ctrl Key and the Plus Sign**
- ▶ To decrease the screen size, press the **Ctrl Key and the Minus Sign**
- ▶ Using Google Chrome – Click **Menu** in the upper right corner select **Zoom** and select a percentage
- ▶ Most applications have a **Zoom** feature in the View Menu



Task Bar Settings

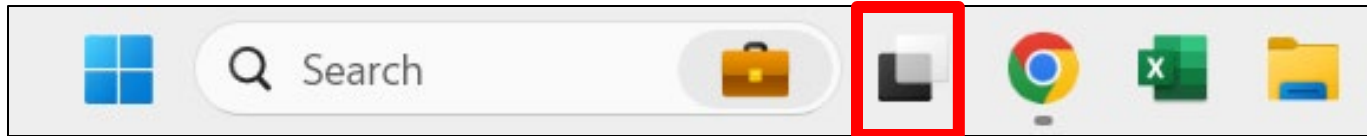
Personalization – Taskbar Items

- ▶ The following items are all on by default in the Taskbar:
 - ▶ Search Box
 - ▶ Task view
 - ▶ Widgets (temperature, MSN news, etc.)



Personalization - Taskbar – Task View

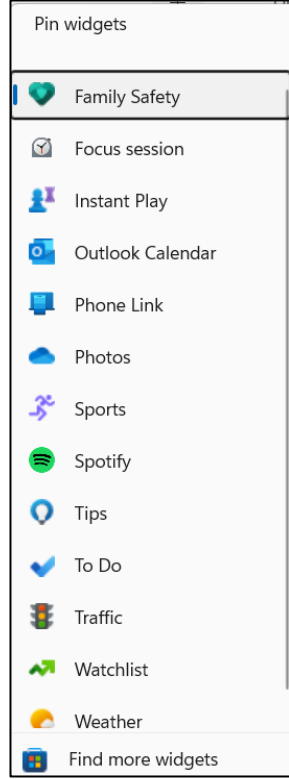
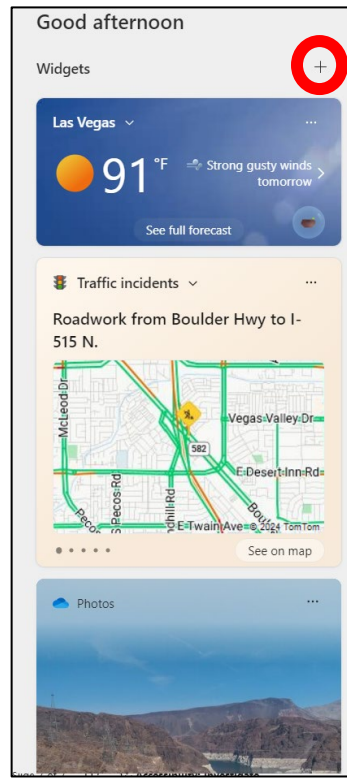
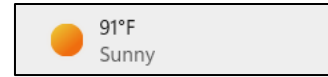
- ▶ Click the Task View icon from the Taskbar to view all open applications.



- ▶ Press the **Esc** Key to return to the application you last had opened or click on one of the opened application to switch to.

Personalization - Taskbar – Widgets On

- ▶ Click the Widgets icon in the lower left corner.
- ▶ Click the plus sign to edit the Widgets.
- ▶ Select a widget and click **Pin**.



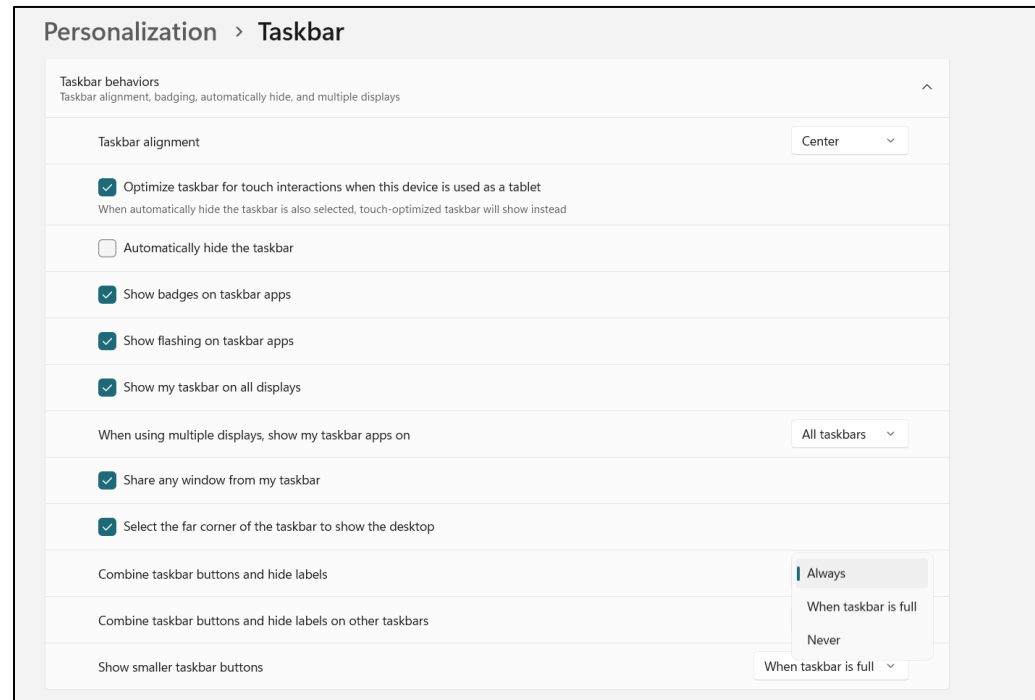
Personalization - Toolbar – Widgets Off

- ▶ If you don't want to view any widgets, you can turn this feature off (**Personalization – Toolbar**).



Task Bar Labels

- ▶ In Settings, select Personalization – Taskbar
- ▶ Scroll down to Taskbar behaviors
- ▶ Click the down arrow next to **Combine taskbar buttons and hide labels**
- ▶ Select **Never**



Task Bar Labels

Personalization > Taskbar

Taskbar behaviors

Taskbar alignment, badging, automatically hide, and multiple displays

Taskbar alignment

Center

Optimize taskbar for touch interactions when this device is used as a tablet

When automatically hide the taskbar is also selected, touch-optimized taskbar will show instead

Automatically hide the taskbar

Show badges on taskbar apps

Show flashing on taskbar apps

Show my taskbar on all displays

When using multiple displays, show my taskbar apps on

All taskbars

Share any window from my taskbar

Select the far corner of the taskbar to show the desktop

Combine taskbar buttons and hide labels

Combine taskbar buttons and hide labels on other taskbars

Show smaller taskbar buttons

Always

When taskbar is full

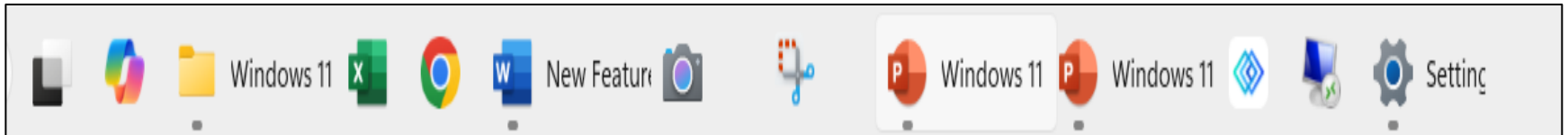
Never

When taskbar is full



Task Bar Labels

- ▶ Labels will appear in Task Bar for all open applications



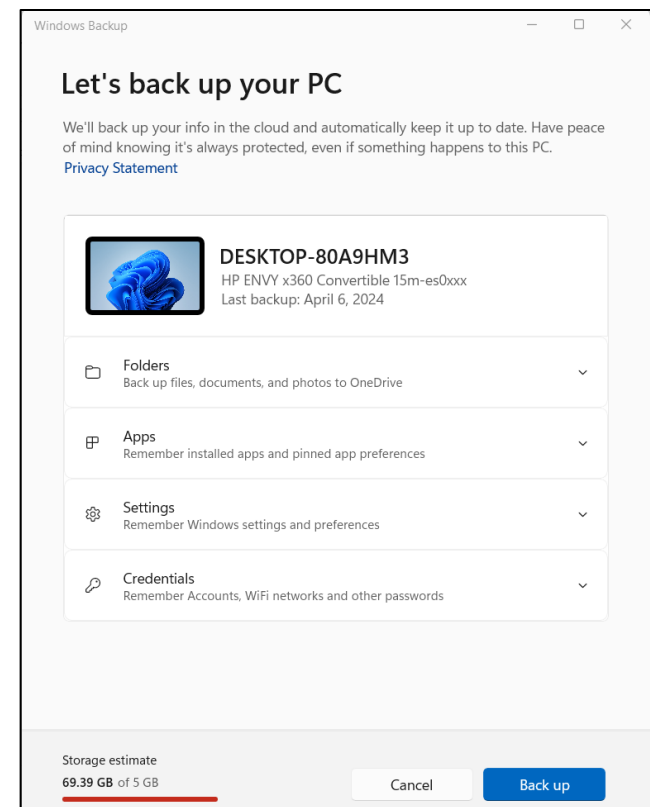
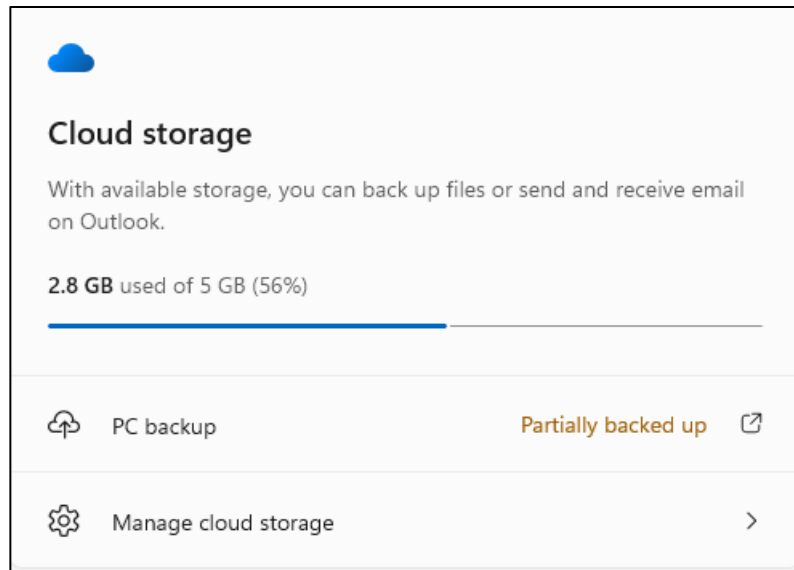


Storage

One Drive and Hard Drive (C:\)

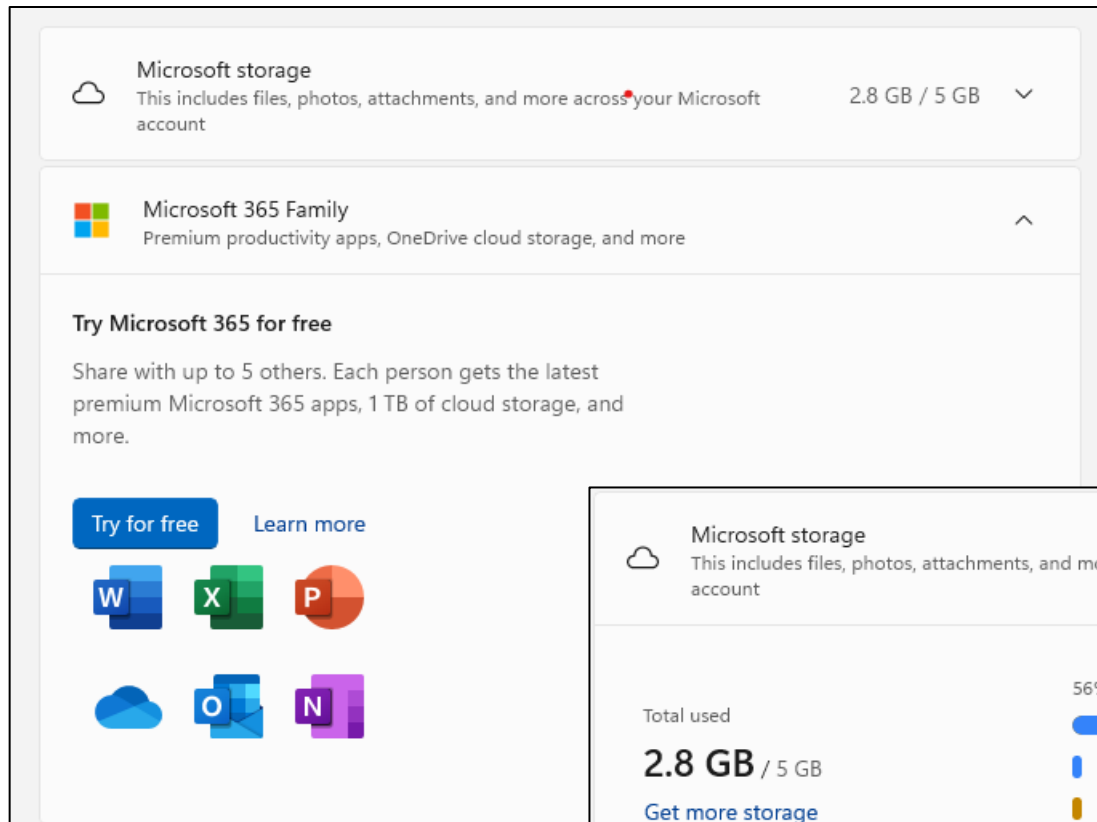
Settings – Home – Cloud Storage

- ▶ You can use OneDrive (Microsoft) to backup your files
- ▶ Select **Settings – Home – Cloud Storage - PC backup**



Home – Cloud Storage – Manage cloud storage

▶ Select **Settings** – Home – Manage cloud storage



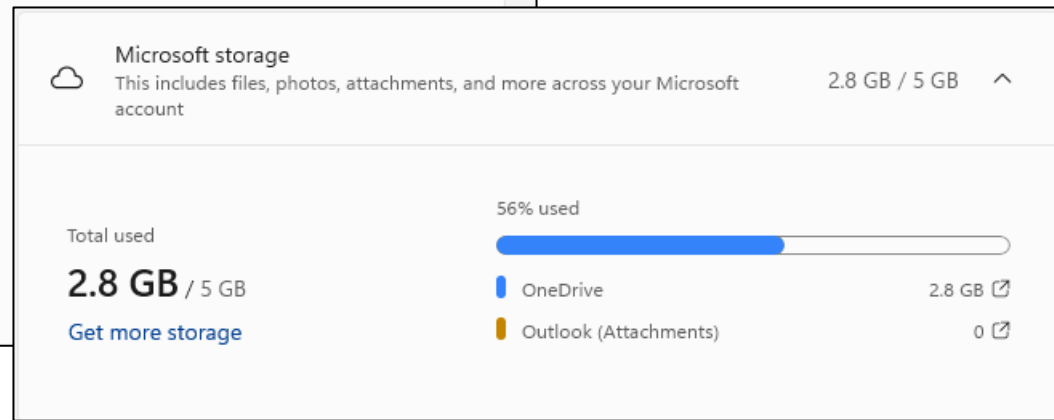
Microsoft storage
This includes files, photos, attachments, and more across your Microsoft account 2.8 GB / 5 GB

Microsoft 365 Family
Premium productivity apps, OneDrive cloud storage, and more

Try Microsoft 365 for free
Share with up to 5 others. Each person gets the latest premium Microsoft 365 apps, 1 TB of cloud storage, and more.

[Try for free](#) [Learn more](#)

W X P
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Microsoft storage
This includes files, photos, attachments, and more across your Microsoft account 2.8 GB / 5 GB

Total used 56% used

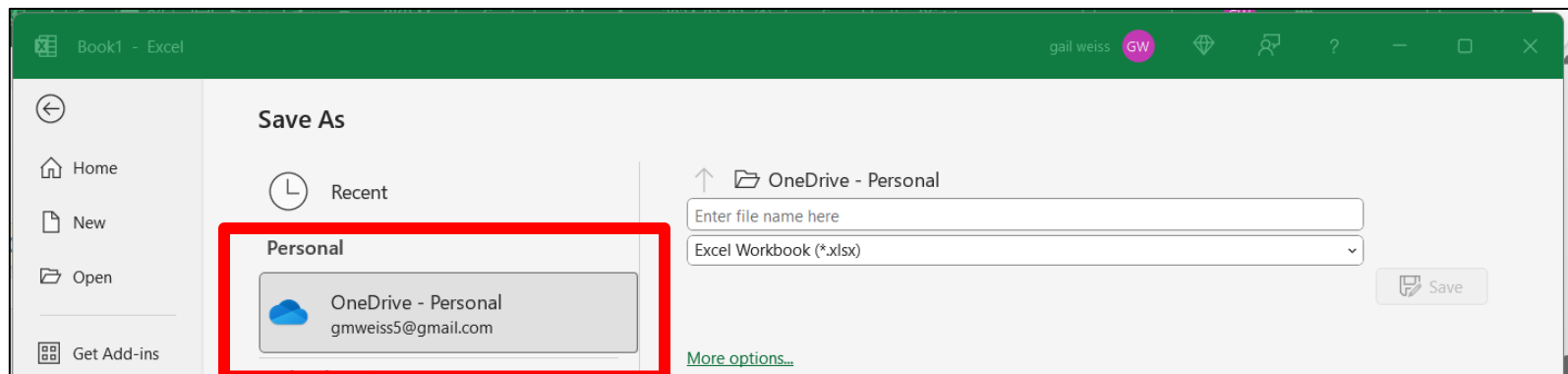
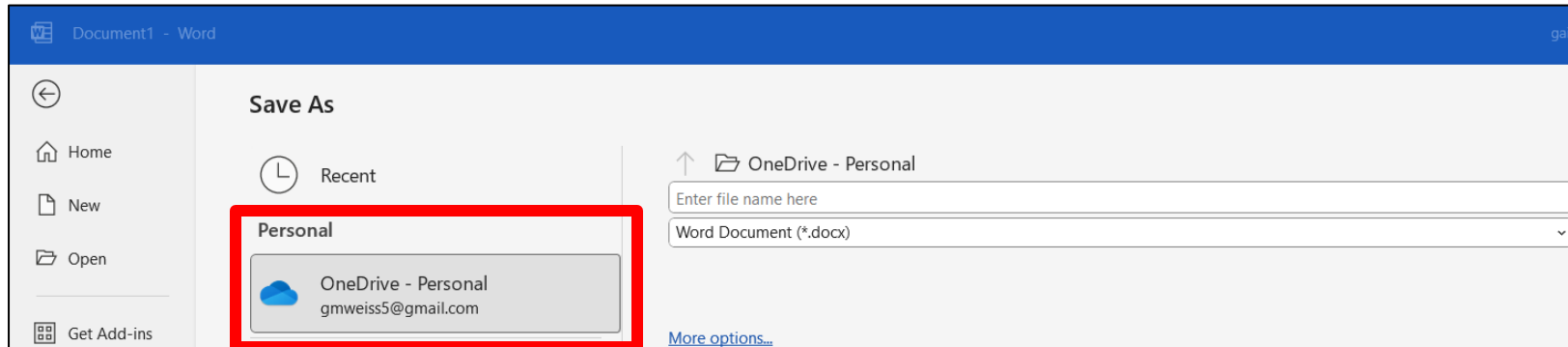
2.8 GB / 5 GB

[Get more storage](#)

OneDrive	2.8 GB	↗
Outlook (Attachments)	0	↗

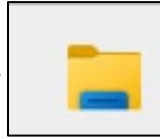
All MS Office Apps – Default to One Drive

► Word, Excel, PowerPoint, Outlook, etc.

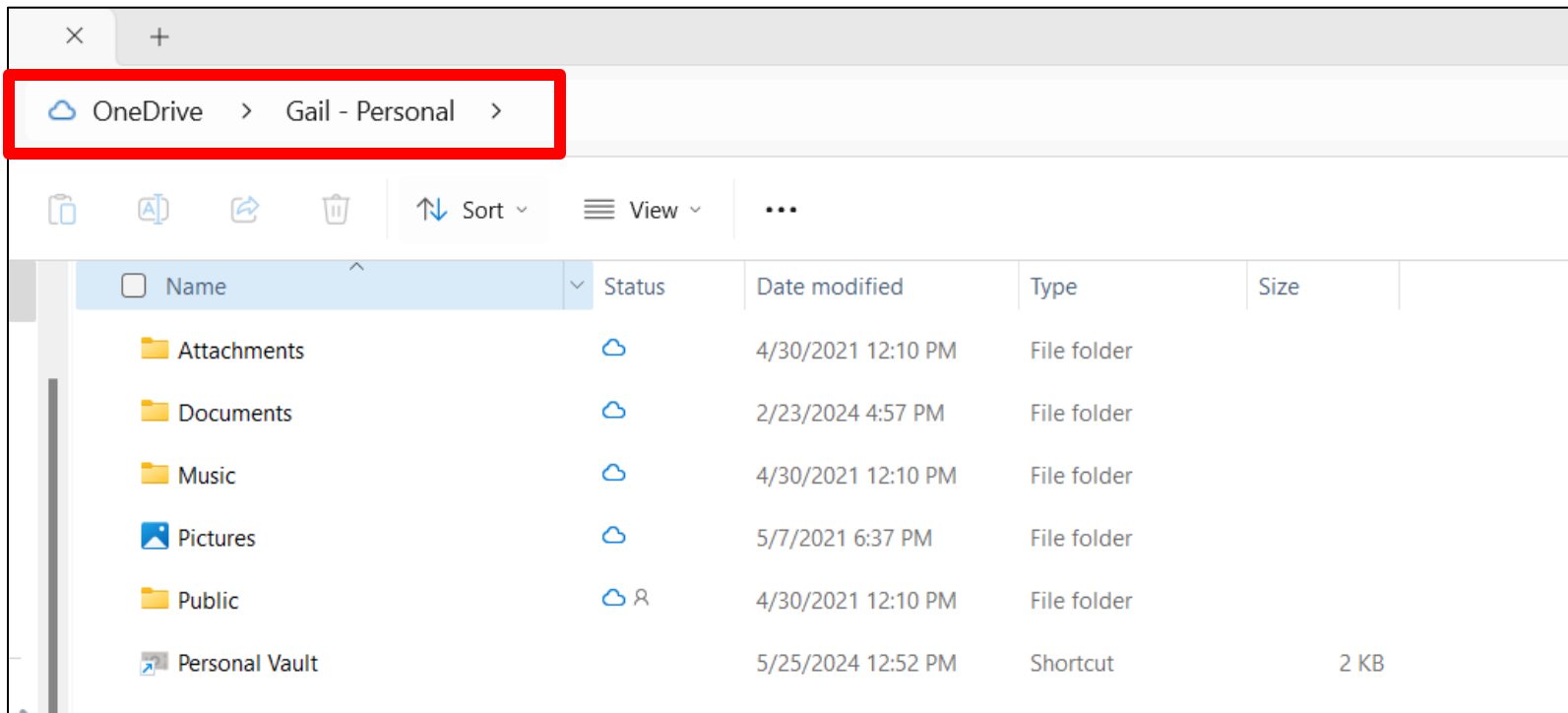


One Drive Access for File Explorer

▶ Go to File Explorer

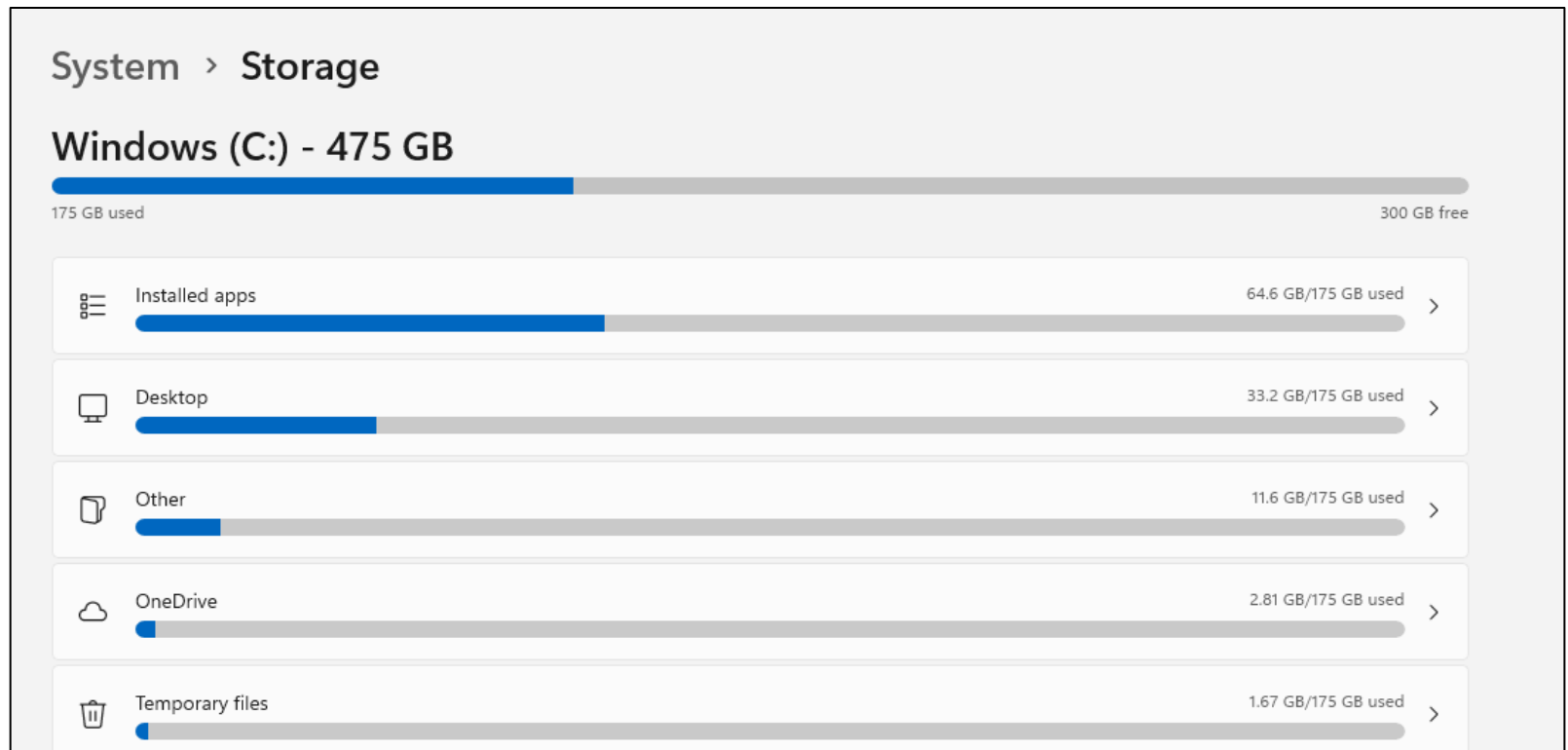


▶ Click “Your Name” - Personal



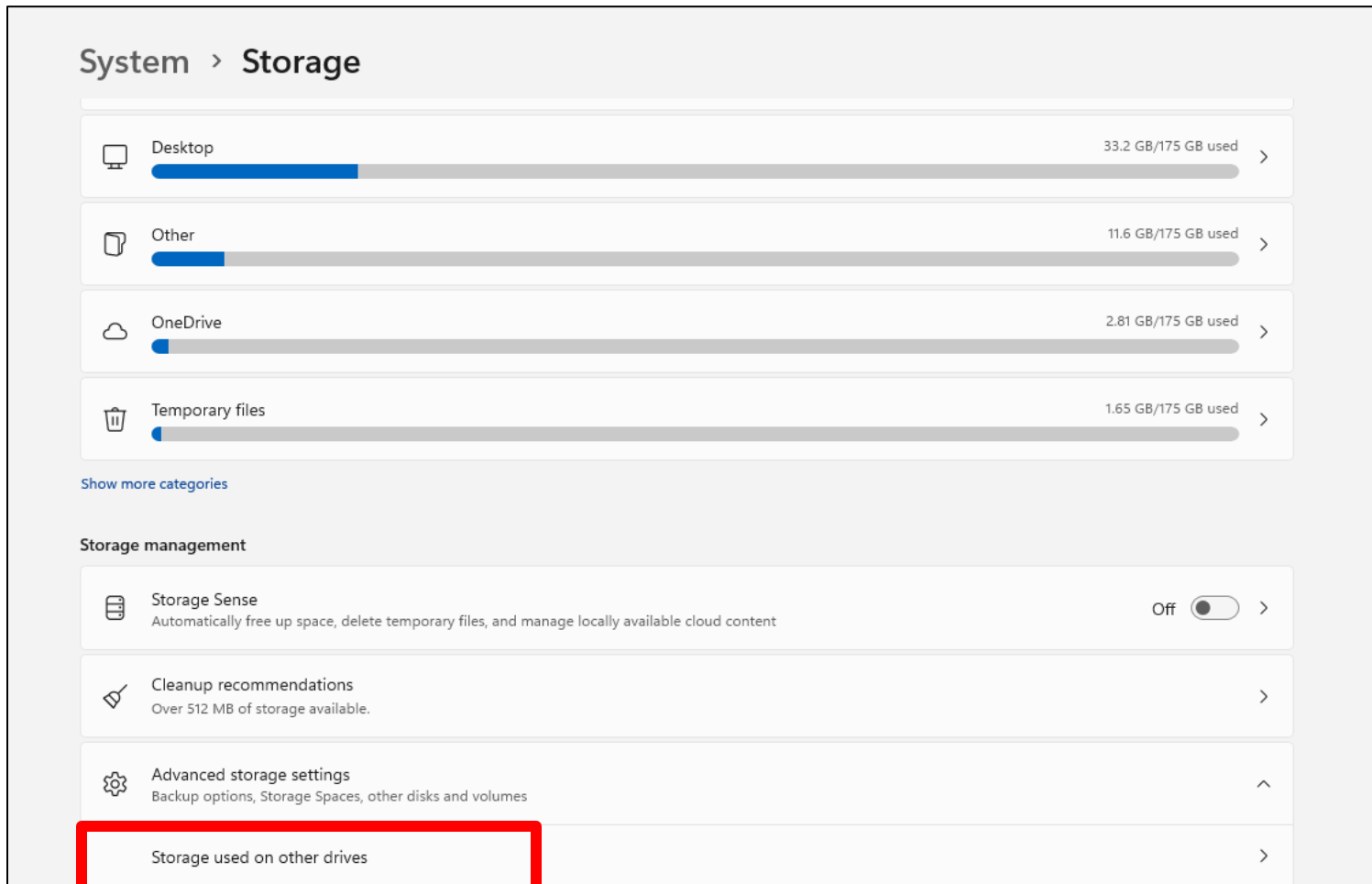
System – Storage (C:\ drive)

- ▶ What's On My Hard Drive (C:\)
- ▶ Click System - Storage



System – Storage

▶ What's On My Other Drives



The screenshot shows the Windows 'System > Storage' settings page. It features a list of storage categories with progress bars indicating usage: Desktop (33.2 GB/175 GB used), Other (11.6 GB/175 GB used), OneDrive (2.81 GB/175 GB used), and Temporary files (1.65 GB/175 GB used). Below this is a 'Storage management' section with options for Storage Sense (Off), Cleanup recommendations (Over 512 MB of storage available), and Advanced storage settings. The 'Storage used on other drives' option is highlighted with a red box.

System > Storage

Category	Usage
Desktop	33.2 GB/175 GB used
Other	11.6 GB/175 GB used
OneDrive	2.81 GB/175 GB used
Temporary files	1.65 GB/175 GB used

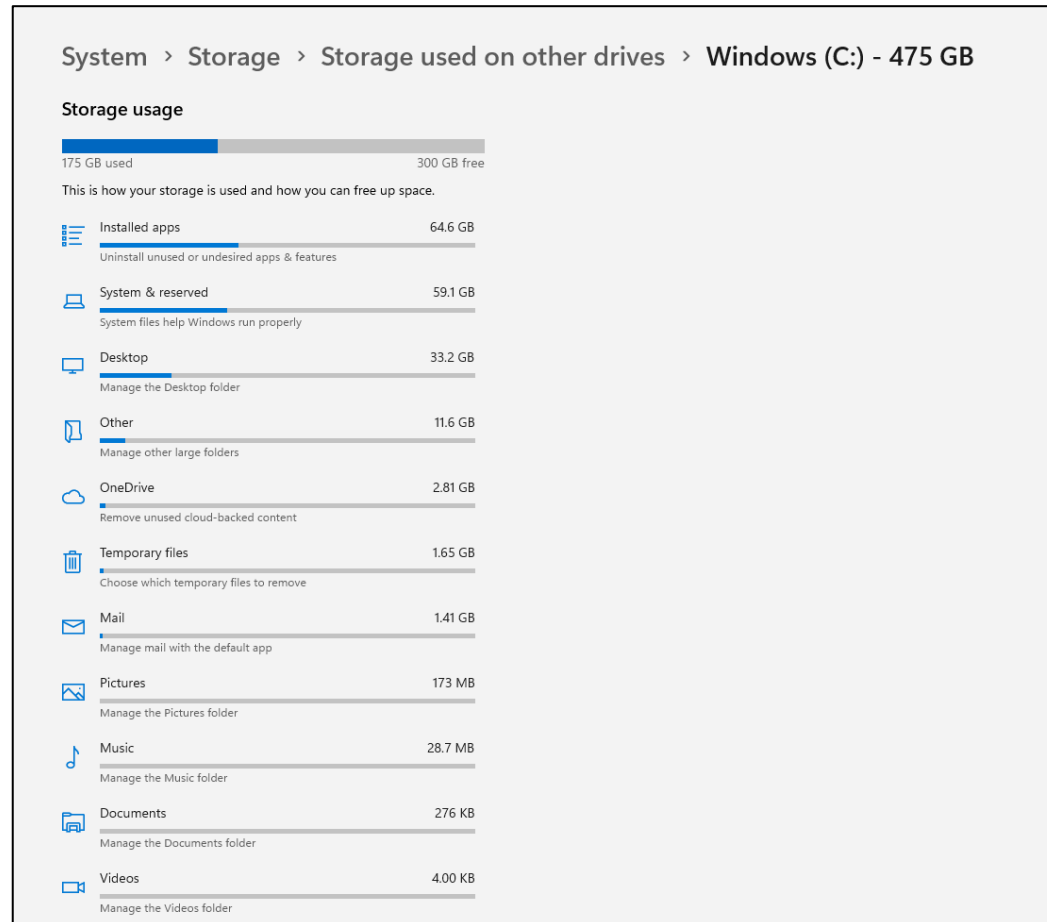
Show more categories

Storage management

- Storage Sense: Automatically free up space, delete temporary files, and manage locally available cloud content. Off
- Cleanup recommendations: Over 512 MB of storage available.
- Advanced storage settings: Backup options, Storage Spaces, other disks and volumes.
- Storage used on other drives

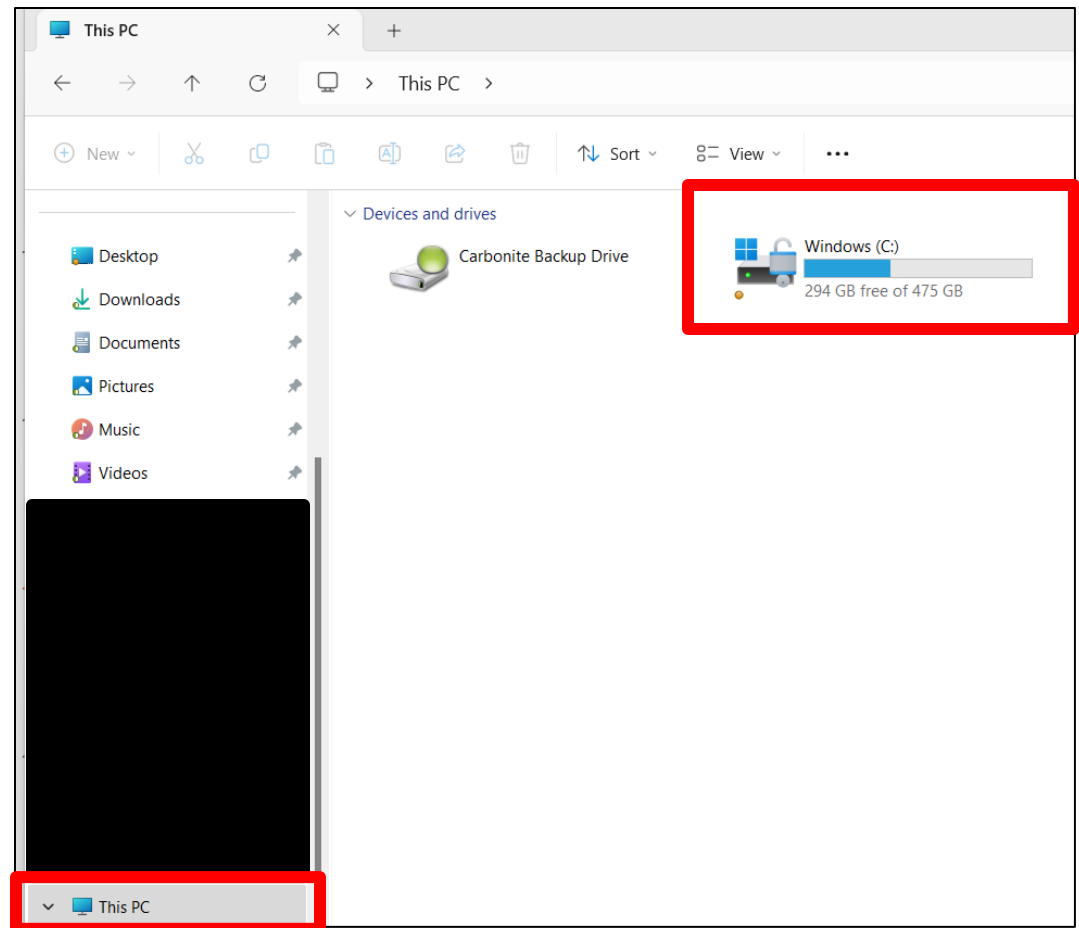
Storage on Other Drives

▶ Viewing Storage on both One Drive and Hard Drive



Storage on Hard Drive (C:\) in File Explorer

- ▶ Go to File Explorer
- ▶ Select ***This PC***





COPYING

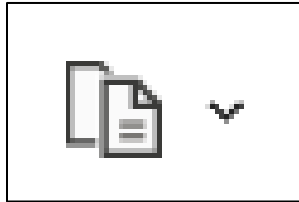
Snipping Tool & Clipboard

Copy to Clipboard

- Select Text or Image
- Ctrl + C to Copy

or

- Click Copy Icon from Home Ribbon from any MS Office Application

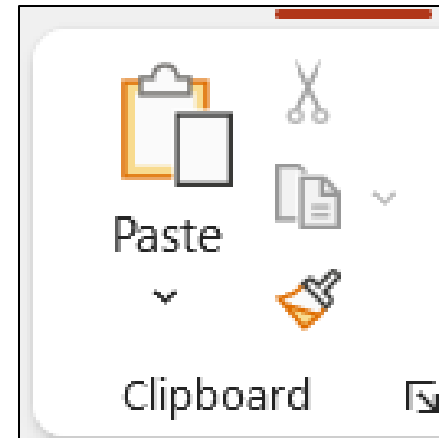


Paste from Clipboard

▶ Ctrl + V

or

▶ Click Paste from Home Ribbon in any MS Office Application



Snipping Tool – Capturing Screen

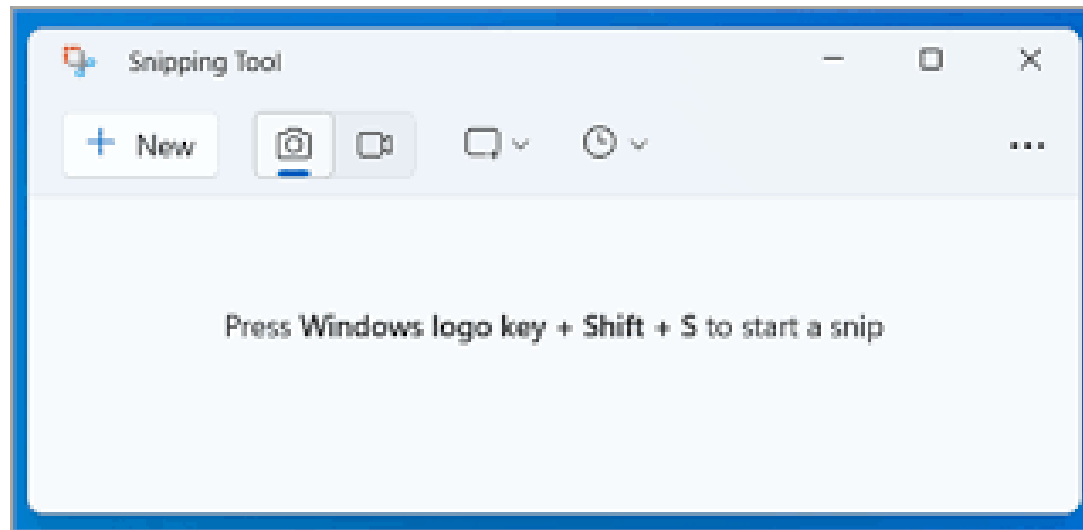
▶ Search or click Snipping Tool



▶ Capture Screen Image

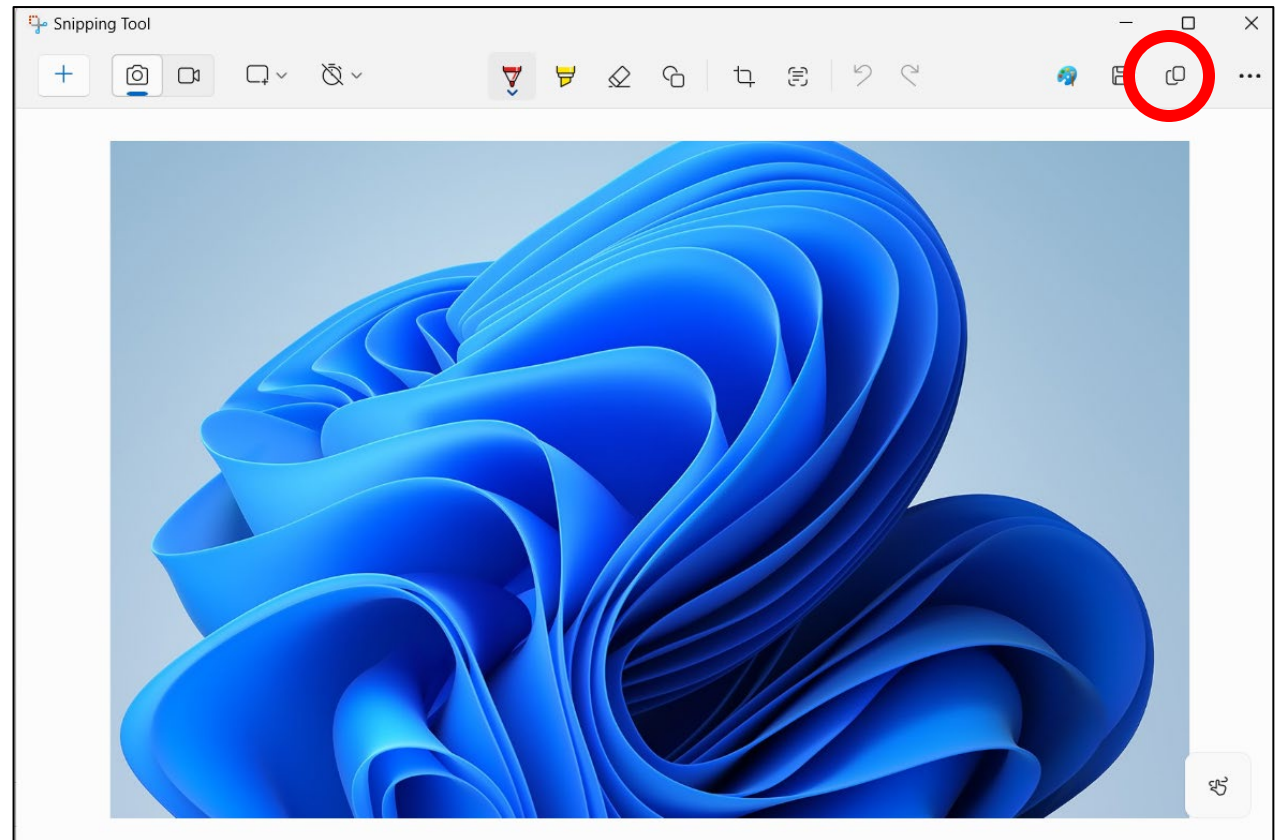
or

▶ Press Windows Key + Shift Key + S



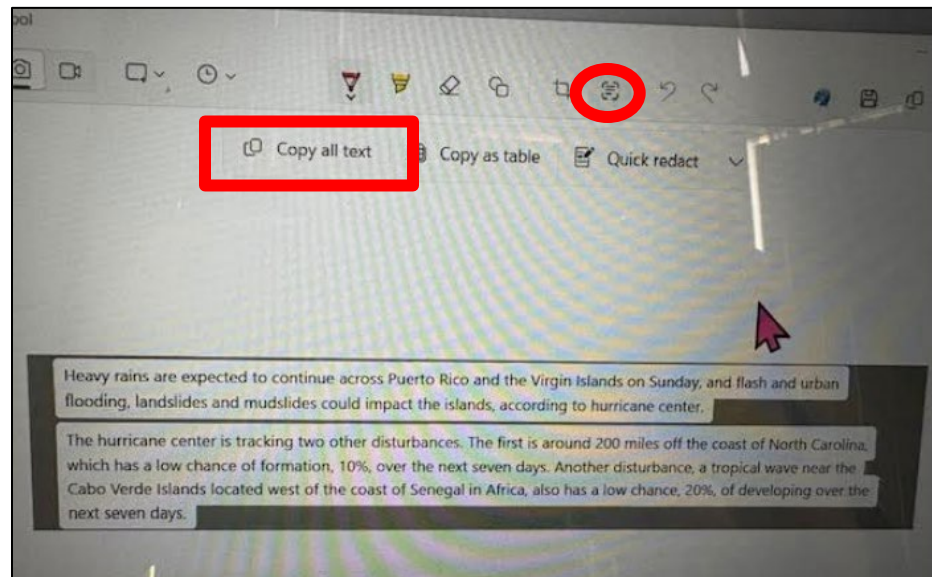
Copy Image to Clipboard

- ▶ Click Copy Icon
- ▶ Ctrl + V to Paste in any MS Office Application



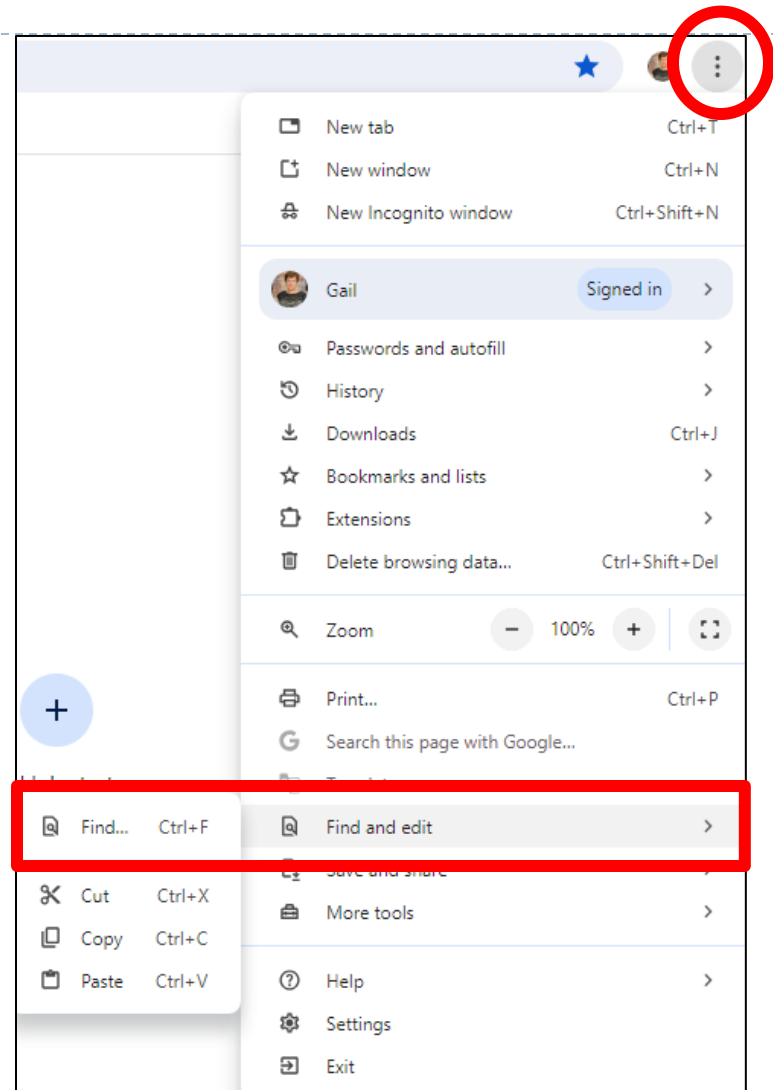
Copy as Text in Snipping Tool

- ▶ Copy any text (if pasted will appear as an image – not editable)
- ▶ Click Text Action Icon
- ▶ Click Copy all Text
- ▶ Paste Text in any MS Office Application to be edited



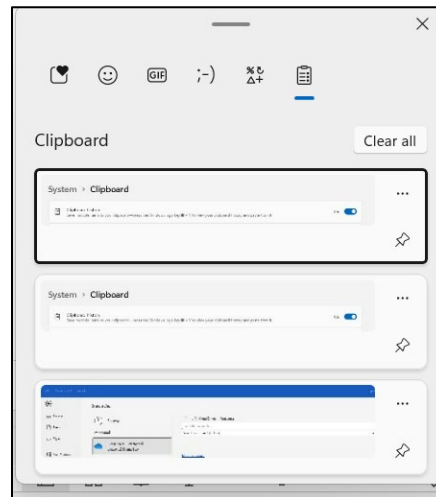
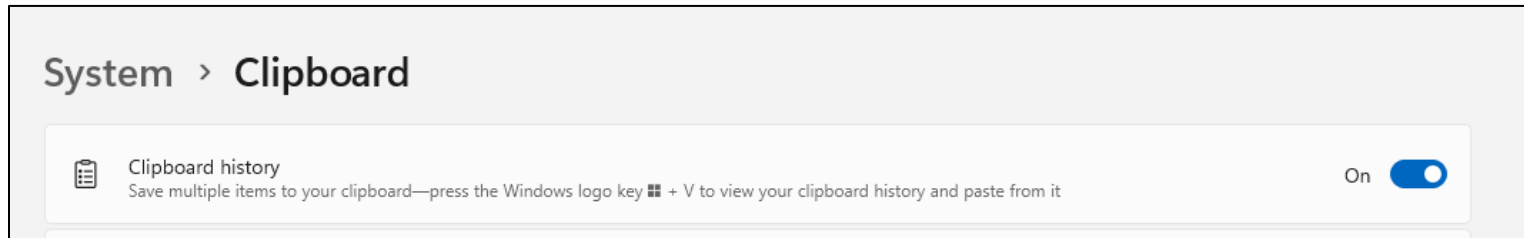
Editing from Google Chrome

- ▶ In Google Chrome, click **Menu – Find and edit**



Clipboard – Stores Copied Items

- ▶ Click **System – Clipboard – Click On**
- ▶ Press Windows **Key + V** to view Clipboard History
- ▶ Select Items to Paste from History



Applications

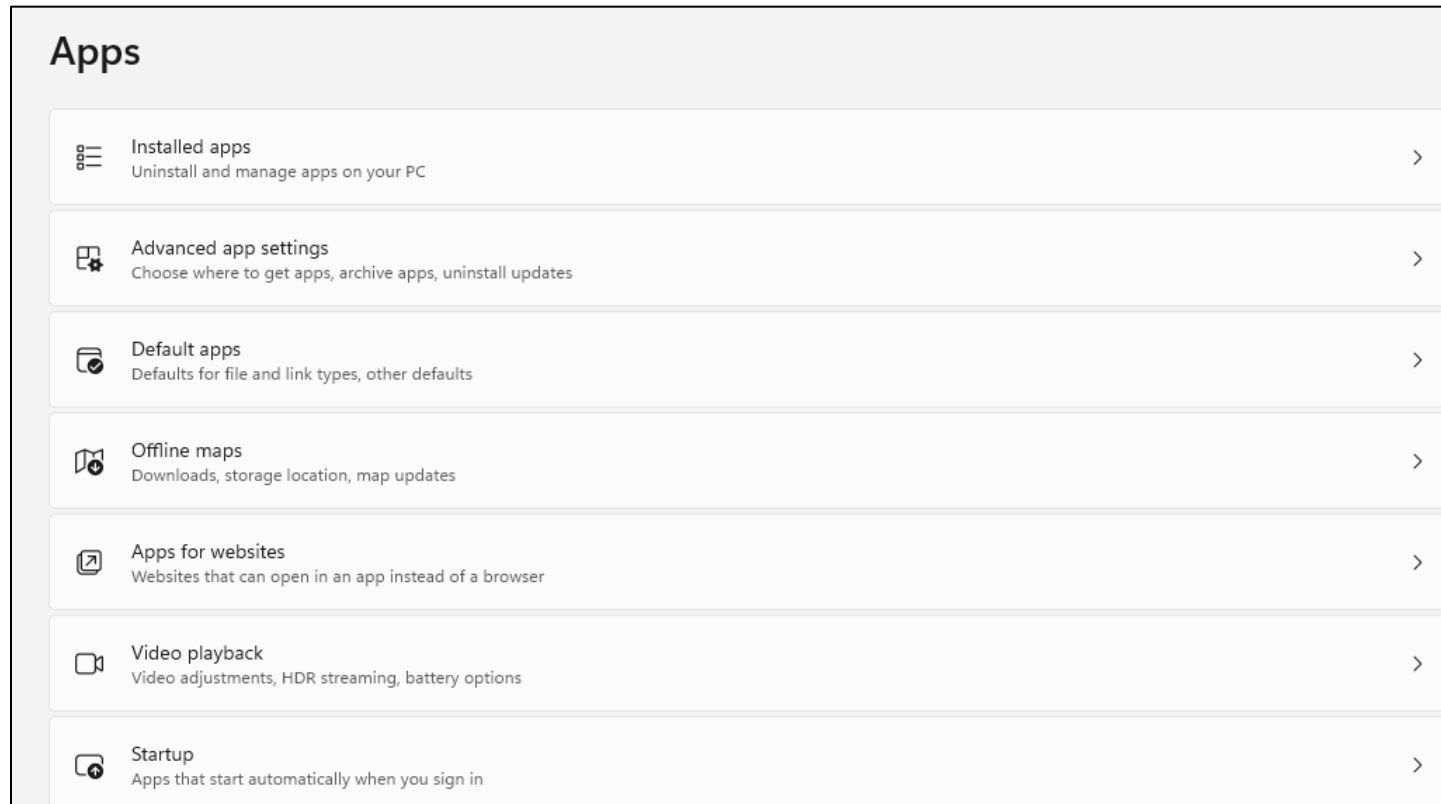
List of Apps & Uninstalling Apps

System - Apps

▶ Click **System – Apps**

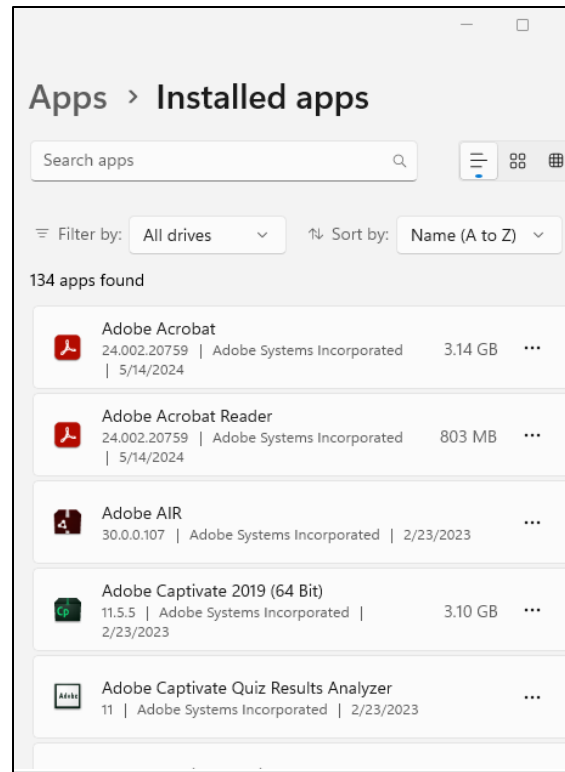
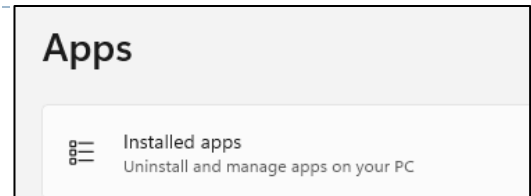


▶ View Applications Stored on PC



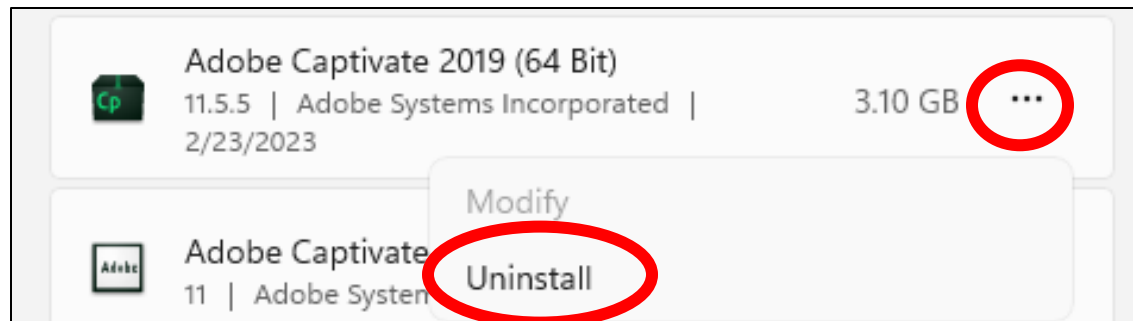
List of Installed Applications

- ▶ Click **Settings – Apps – Installed apps**



Uninstalling Applications

- ▶ Click the three dots to the right of the application
- ▶ Click ***Uninstall***



Apps at Startup

- ▶ Click **Settings – Apps – Startup**
- ▶ List of Apps that Load when PC is turned on

The screenshot shows the Windows Settings application, specifically the 'Apps > Startup' section. The title is 'Apps > Startup'. Below the title, there is a note: 'Apps can be configured to start when you log in. In most cases, apps will start minimized or may only start a background task.' To the right of this note is a 'Sort by:' dropdown menu set to 'Name'. The main content is a list of 12 applications, each with an icon, name, publisher, and a toggle switch for its startup status. The applications listed are:

App Name	Startup Status
Acrobat Collaboration Synchronizer 24.2 (Adobe Systems Incorporated)	On
Acrobat Collaboration Synchronizer 24.2 (Adobe Systems Incorporated)	On
Adobe GC Invoker Utility (Adobe Systems, Incorporated)	On
Adobe Updater Startup Utility (Adobe Systems Incorporated)	On
Alexa (AMZN Mobile LLC)	Off
CCXProcess (Adobe Inc.)	On
Carbonite User Interface (Carbonite, Inc.)	On
Citrix Connection Center (Citrix Systems, Inc.)	On
Citrix FTA, URL Redirector (Citrix Systems, Inc.)	On
ExpressVPN.NotificationServiceStarter (ExpressVPN)	On
HP Command Center Lanucher (HP Inc.)	On
HP One Agent Service (HP Inc.; HP Development Company, L.P.)	On

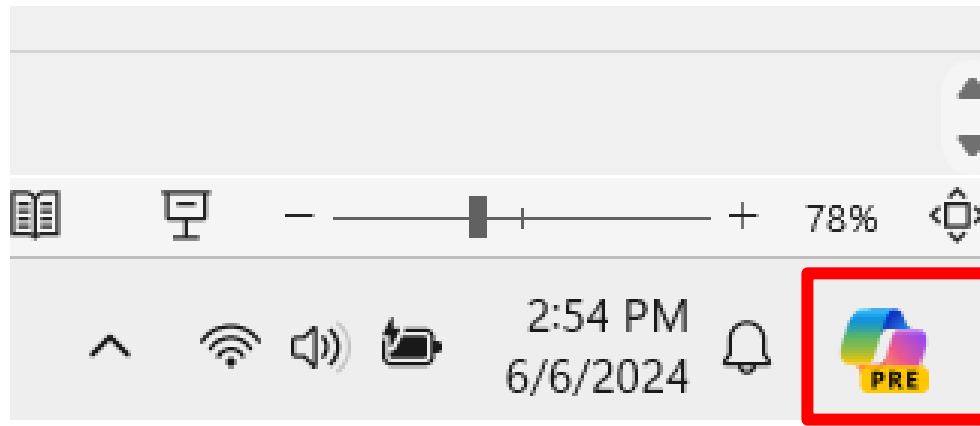


Co-Pilot (AI)

Preview

Co-Pilot in Taskbar

- ▶ Icon will appear in Systems Tray



Co-Pilot Preview

- ▶ Click **Co-Pilot** Icon
- ▶ Type in your question
- ▶ Co-Pilot will respond

