Windows 10 Primer
For Windows 7 (also Vista and XP) Users

Introduction

This article provides information for people who are considering moving from Windows 7, Vista or XP to Windows 10. Windows 10 is being offered as a free upgrade to users with Windows 7 SP1 or Windows 8.1 for 12 months after release.

You should be aware of the following end of life dates, after which the operating system should not be used because security may be compromised:

> Windows XP – passed
> Windows Vista – April 11, 2017
> Windows 7 – January 14 2020

There is no urgency to update from Windows 7 to Windows 10, unless you want to take advantage of the free upgrade offer, and begin using the latest technology.

The most important things to understand about Windows 10 are **Apps, User accounts,** and **OneDrive Cloud storage**.

After you have digested this document, the next one to read is *Windows 10 Basics for Windows 7 and 8 users.*

Apps

The traditional programs/software/applications that you used on Windows 7 and earlier are now called *Desktop apps*. These can all still be used on Windows 10, and they look and behave the same way.

Starting with Windows 8 there is a new type of app called **Store app** (sometimes referred to as *Modern app* (or incorrectly *Metro app*). These *Store Apps* install and behave differently to *Desktop apps*. *Store apps* are more like the apps that you use on a smart phone or tablet, and are obtained from the *Windows Store* (just like iPad apps are obtained from the Apple store or Android apps from the Google store).

Store apps are installed per user, not per computer. Different users on a computer may have different store apps. So you can only access these apps if you are signed in to Windows with a *Microsoft account* (see next section). You may have copies of an app you own on up to 5 different Windows devices, such as Laptop, Windows smartphone, PC, Surface Pro Tablet etc.

In Windows 10, there is better integration of these new apps than was the case in Windows 8, and Store apps behave more like Desktop apps.

You get a suite of free Microsoft apps the first time you sign in to Windows 10, if you want other apps, you open the *Store app* and obtain them there. Some apps are free, others cost money.

There are some built-in Store apps that you should be aware of:

People, **Calendar, Mail**, and **OneDrive**. These apps sync data all your other devices that use the same Microsoft account, and are integrated, allowing sharing:

> **People** – This contains your contacts, which can include contacts from your Skype, Facebook, Google etc. accounts. Other Store apps use this information for sending mail, sharing etc.

> **Calendar** – A typical calendar/reminder system

> **Mail** – This is what you can use for email. You can add other accounts to this app, such as your Gmail account. It uses your People app as the contact list. If you prefer to use a Desktop app for email such as Windows Live Mail or Thunderbird, you can install it and use it instead.

Media apps (some require a Microsoft account – see below)

> **Photos** – This is the default photo viewer app.

> **Music** – The default Music player app

> **Videos** – The default Video player

> **Reader** – Reads PDF, TIFF files. The default PDF reader is Microsoft Edge browser, it is unclear why Reader app is required.

System apps

> **Store -** This is what you use to obtain new Store apps – some apps are free, others you buy.

> **Settings -** Most system settings and operations are now done using System Store apps rather than Control Panel

Other apps - You also get Weather, News, Sport apps

Games - Microsoft Solitaire Collection app is pre-installed . Other games are obtained from the Store. Some games are free (usually with advertisements), others you buy.

Changing the default apps

Instead of the new default apps in Windows 10 you may prefer to choose your own app to open files.

Examples – you may prefer:
Picasa Desktop app, or the Windows 7 style photo viewer, instead of the Photo app
Adobe Acrobat Reader instead of Microsoft Edge browser or Reader app
Internet Explorer or Firefrox, Chrome, rather than Microsoft Edge browser app

You can change some of these settings during the upgrade process. See the link to the article *Windows 10 – Setting default apps during the upgrade* on the main Windows 10 page on this web site.

The *Hints & Tips* section on the Windows 10 page explains how to change these defaults after the upgrade.

User accounts

Windows 7 and earlier had only "Local" user accounts – you signed in to Windows with a simple username and password.

To use all the features of Windows 8 and 10, your user account must be a "Microsoft account" – ie you sign in to Windows with an email address.

You can still use a Local account instead but then you won't have access to Store apps (see below) so your system will be restricted to "Desktop apps" - programs like those you used on Windows 7.

Local user account

A local user account is like the user account you have on Windows 7 – username and password.

With a local user account you can use your familiar desktop apps and generally use the computer like Windows 7. However you won't be able to use most Store apps – if you try to use or install these from the Store, you may be given two options:

Switch to a Microsoft account on this PC
  This will PERMANENTLY convert your local account to a Microsoft account, requiring an email address to sign-in, in future.

Sign in to each app separately instead (not recommended)
  If you choose this option you will need a Microsoft account and each time you access a store app you will have to sign-in. However, in this case you do maintain your local account.

You will, however, be able to use the basic Mail app and the Microsoft Solitaire Collection app without a Microsoft account.

Microsoft user account

This requires that you have a Microsoft account based on an email address. If you have a @hotmail, @live or @outlook email address, then you already have a Microsoft account. If not, you can set up a Microsoft account with your current email address.

If you have already got a Microsoft account, or when you are setting up a new account, make sure that you have specified an alternative email address (e.g. a Gmail address) and/or at least one mobile phone number. It is best to provide both methods.

When you first login to Windows 10 on a new computer or one you upgraded from Windows 7, you will be required to verify your account – a security code will be sent to you via your alternative email address or email or by SMS that you have to enter. If you specify an alternative email address, make sure you can access that email on another computer so you can get the code.

Microsoft Account vs Local Account—Advantages/Disadvantages

Advantages of using a Microsoft account
   You can use Store apps
   You are automatically linked to your personal OneDrive cloud storage (up to 15GB free)
   You can Sync Mail, Calendar etc. across multiple devices
   You can use Cortana

Disadvantages of using a Microsoft account
   If there is an issue with your account you may be temporarily or permanently locked out of your
      computer and unable to access it.
   You will need to put in a security code (via SMS or alternative email address) the first time you login.

Advantages of using a Local account
   Simple access to your computer, not associated with an on-line account
   You can use One Drive cloud storage on a Local user account, but you will need to have an existing
      Microsoft account to set up your One Drive

Disadvantages of using a local account
   You cannot access Store apps easily, you would normally use Desktop apps
   Syncing between devices and OneDrive cloud storage mot automatic
   You cannot use Cortana

Account Recommendations

If you are upgrading from Windows 7 to Windows 10, you will be automatically asked to sign in to your current Local account, unless you choose to use a Microsoft account. When you start using Windows 10, you will see requests and reminders to use a Microsoft account. It is up to you whether you want to continue using a Local account or change the Local account to a Microsoft account, or set up a new user with your Microsoft account and make it an Administrator account. It is a good idea to have both Local and Microsoft accounts - both type Administrator. Then if you ever have a problem accessing your computer with your Microsoft account, you will at least be able to get into it with your local account.

If you want to use a Microsoft account, set it up in advance using a browser on an existing computer at outlook.com – this makes it easier when you are setting up Windows 10.

If you have two accounts – Local and Microsoft, you may want to give shared access to your documents & pictures, etc. to the second account so that both accounts can access them.

> *Note: In order to have full access to your computer these accounts must be type Administrator. The other type of account is Standard which has limited access. The account that you use when setting up Windows 10 is type Administrator by default. However if you add another account which you want it to be also Administrator, you first need to add the account, then change the account type.*

For detailed instructions on User Account management, see the document "Windows 10 User Account Management Detailed Instructions".

Advertising id

Using a Microsoft User Account gives you a "Microsoft Advertising id", allowing marketers to track you usage of apps and searches, and target advertising to you. This is commonplace now on many platforms such as Apple (IdentifierForAdvertising), Google Chrome/Android, Facebook, Amazon, EBay.

In Windows 10 you can switch off your advertising id – click Start > Settings > Privacy, then switch off "Let apps use my advertising ID for experience across apps..", or any other option you like. You can also go to this website and choose some more options there.

OneDrive

This is your cloud storage app. You can store files in your OneDrive folder on your hard disk and they will be automatically synced with your OneDrive Cloud storage and be available on OneDrive on your other Windows 8/10 devices, or on Windows 7 if you have the OneDrive Desktop app installed. This is a good way of backing up your files, but be aware that you can only access the files on your One Drive Cloud via your Microsoft account, so that account must be secure. You receive an allocation of 15GB of OneDrive storage free of charge. Subscribing to Microsoft Office 365 gives unlimited OneDrive storage.

When you upgrade to Windows 10 you will be asked if you want OneDrive to be your default save location rather than the Documents, Pictures, Music & Video folders on your hard drive.

If you click Next, OneDrive will be the default location.

If you don't want OneDrive to be the default location, and you want your documents stored only on your hard drive, you need to click *Save new files only to this PC by default*. If you choose this option you can still use OneDrive but you need to move or save files specifically to it.
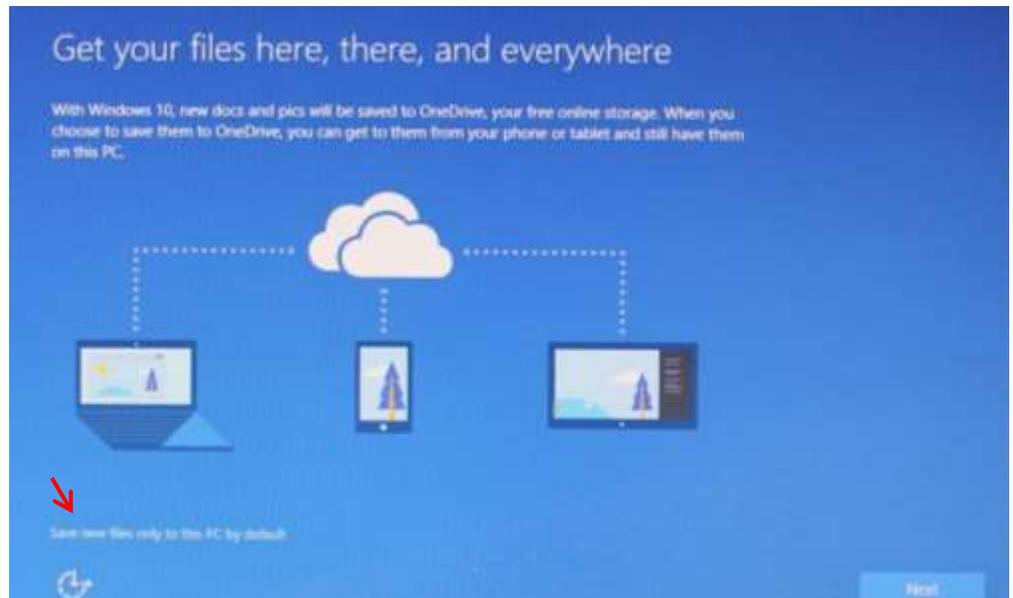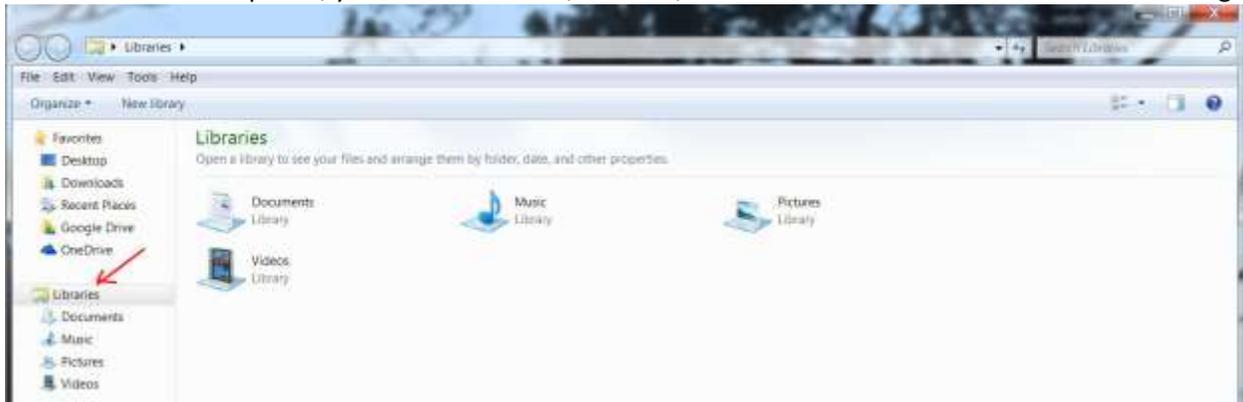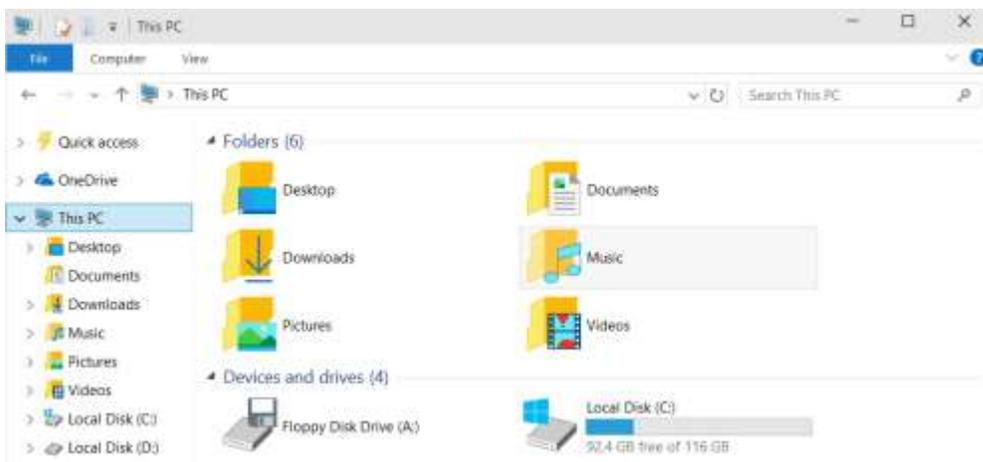

New terminology

"Computer" is now called "This PC"

File Explorer - Libraries

In Windows 7 File Explorer, you see Documents, Pictures, Music and Videos under the Libraries heading.

In Windows 10 File Explorer, Documents, Pictures, Music and Videos appear under "This PC".

If you utilise the Libraries feature in Windows 7 to point to multiple storage locations, for example Pictures on a different disk drive or location, on Windows 10 you can switch Libraries on – *View > Navigation Pane > Show Libraries*
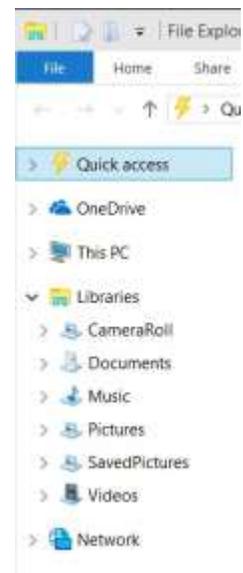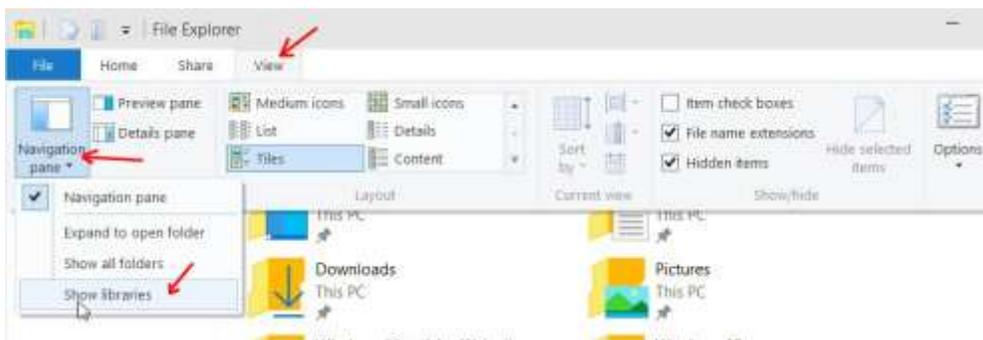
Then your Libraries will be shown as in Windows 7

Games

All Microsoft's Windows 7 Desktop Games will be removed during upgrade. That means that Solitaire, Spider, FreeCell, Hearts and Minesweeper will be uninstalled when you upgrade to Windows 10.

In their place you will get Microsoft Solitaire Collection app installed. All other games are obtained from the Microsoft Store, but you require a Microsoft account to install these other games.

Just like games on Tablets and Smartphones, most free games are packed with advertisements which will annoy you until you buy the premium versions. These apps have splash screens and options, so it takes longer to get to the point where you're actually playing a game than it did with the plain old desktop versions.

Antivirus

Windows 10 comes with an integrated antivirus called Windows Defender, so there is no need to have other antivirus programs. If you prefer a third party antivirus then you can install that and Defender will switch off automatically. If you remove a third party antivirus, then Windows Defender should start automatically.