

# Enjoying Windows 10 For Free

## Introduction

There are many ways to enjoy our Windows PC without spending money. There are also several ways to get in trouble for free – including downloading software from nefarious web sites, opening suspicious emails or clicking on links that lead you to bad places. This class will help you to obtain the benefits of free software while avoiding the pitfalls and traps. All programs and software discussed in this class have been thoroughly vetted and can be used worry-free.

Tools built into Windows are usually referred to as applications or apps, and software programs downloaded from the Internet are usually referred to as programs. To simplify matters, these terms will be used interchangeably and may be simply referred to as tools.

## Class Outline

We will cover tools in the following categories:

1. Tools built into Windows 10
2. Email and Internet
3. Media
4. Productivity
5. Utilities
6. Security
7. Entertainment, Games
8. Mobile Media

## Listing of free tools

Most tools in the table below are referenced in this document. If the tool is available online, there will be a link for you to obtain it. Note – the table is in two parts.

### Part1

| Num | Tool                                    | Purpose                                    |
|-----|---|--|
| 1   | Windows 10 Mail App                     | Email                                      |
| 2   | Gmail                                   | Email                                      |
| 3   | Firefox Browser                         | Surf the Internet                          |
| 4   | Chrome Browser                          | Surf the Internet                          |
| 5   | Edge Browser                            | Surf the Internet                          |
| 6   | <a href="#">Handbrake</a>               | Extract movies from DVDs                   |
| 7   | <a href="#">VLC Media Player</a>        | Play DVDs and most other media             |
| 8   | Windows Media Player                    | Plays most media but not DVDs              |
| 9   | Windows 10 Photos App                   | View and edit photos                       |
| 10  | <a href="#">Libre Office</a>            | Replace Microsoft Office                   |
| 11  | <a href="#">Photoshop Express</a>       | Edit photos                                |
| 12  | Windows Photos App                      | Edit photos                                |
| 13  | Windows Photo Viewer                    | Edit photos                                |
| 14  | <a href="#">GIMP</a>                    | Edit photos                                |
| 15  | <a href="#">Picasa</a>                  | Manage and edit photos                     |
| 16  | <a href="#">XnView</a>                  | Photo Viewer                               |
| 17  | <a href="#">Ashampoo Burning Studio</a> | Burn CDs and DVDs                          |
| 18  | <a href="#">CDBurnerXP</a>              | Simpler version of the above               |
| 19  | <a href="#">iTunes</a>                  | Manage your mobile device and media        |
| 20  | Snipping Tool                           | Screen capture                             |
| 21  | <a href="#">Greenshot</a>               | Screen capture (better than Snipping Tool) |
| 22  | <a href="#">Flashback Express</a>       | Screen recorder                            |
| 23  | Windows File Explorer                   | Manage your files and folders              |
| 24  | <a href="#">Free Commander</a>          | Dual pane file manager                     |
| 25  | <a href="#">Windows 7 Games</a>         | Play games found on Windows 7              |

## Part 2

| Num | Tool                                 | Purpose   |
|-----|--------------------------------------|---|
| 26  | OneNote                              | Manage notes and notebooks                      |
| 27  | Cortana                              | Searching                                       |
| 28  | Windows Settings                     | Manage your PCs settings                        |
| 29  | Windows Defender                     | Anti-virus                                      |
| 30  | <a href="#">Audacity</a>             | Import play and record audio                    |
| 31  | <a href="#">VideoPad</a>             | Edit videos                                     |
| 32  | <a href="#">Image Resizer</a>        | Resize photos                                   |
| 33  | <a href="#">NCH Photostage</a>       | Create slide shows                              |
| 34  | RSS Feeds                            | Have news delivered to your PC                  |
| 35  | Online Services                      | Backup or share files and photos                |
| 36  | File and System Backup               | Backup your files or entire PC                  |
| 37  | Windows Task Manager                 | Manage and monitor PC, control startup programs |
| 38  | <a href="#">Ccleaner</a>             | Cleans up all junk and mush more                |
| 39  | <a href="#">Ninite Web Site</a>      | Great site to download utilities and more       |
| 40  | <a href="#">TreeSize</a>             | Tells you what's taking up disk space           |
| 41  | <a href="#">Recuva File Undelete</a> | Undeletes files                                 |
| 42  | <a href="#">Revo Uninstaller</a>     | Uninstalls pesky programs                       |
| 43  | <a href="#">HEIC software</a>        | Allows you to with new mobile photo format      |
| 44  | <a href="#">TeamViewer</a>           | Remote Desktop access                           |
| 45  | Malware Removers                     | Obviously removes malware                       |
| 46  | PDF Tools                            | Work with PDF format                            |
| 47  | Zip File Tools                       | Work with compressed files and folders          |
| 48  | Portable Apps                        | Source of portable software                     |
| 49  | Password Manager                     | Manage your passwords                           |
| 50  | <a href="#">Account Killer Site</a>  | Delete online accounts such as Facebook         |
| 51  | <a href="#">Syncios</a>              | Transfer media to mobile device                 |
| 52  | Windows Start Menu                   | Launch programs and more                        |

### Tool Types

Many of these tools are available for free or in a Pro version. In most cases the free version will meet your needs, but you can compare the versions and prices before you decide. Also, many of the tools are available as a portable version, frequently referred to as portable apps. I depend on several portable apps and some pros and cons are listed below:

- Pros
  - They can be added to a flash drive
  - They don't modify your system in any way

- Cons
  - File Type Associations take some effort to set up

### Using Portable apps or programs

Many of the tools mentioned below are available as portable apps. You can read more [here](#). For example, let's assume you're looking for the VLC Media Player, open Google and search for VLC portable. You'll find the program available at [www.portableapps.com](http://www.portableapps.com) where you can download it. This will be demonstrated in class.

One of the objectives of this class is to point out that a certain task can be performed with a particular tool. This gives you the information to research additional tools of the same or similar type if you like. Just knowing that something is possible is half the battle.

### Locating the built-in Windows 10 Tools

- Method one – look on the Taskbar. For example, the Mail App and several others are located here by default and can be removed (unpinned) if desired.
- From the Start Menu – they're either on the flyout panel or in the list on the right
- By searching – there are several methods
  1. Open the Start Menu and begin typing. For example, open the Windows 10 menu and start to type **Snipping Tool** and it will show up on the left.
  2. Click the Cortana Icon and search there - try searching for the Control Panel.

### Free tools

1. Libre Office – this is in its own category, a free alternative to Microsoft Office and is available [here](#). Before installing it, search for the portable version and try it first to make sure it suits you. You can even stick with the portable version.
2. Graphics programs
  - a. Photoshop Express – available in the Microsoft Store Windows App.
  - b. GIMP – a neat photo editing program available [here](#)
  - c. XnView – photo viewer and resizer available [here](#)
  - d. Picasa – it's still available [here](#)
3. DVD software
  - a. Play DVDs with VLC media player – available [here](#)
  - b. Extract movies with Handbrake – read more [here](#)
4. Transfer media to your mobile device and vice versa
  - a. Use Syncios (free) for this) – available [here](#).
5. Burning and Ripping CDs
  - a. Read this first [here](#)

- b. Great free CD/DVD burning software [here](#) and [here](#)
- c. We will review iTunes and Windows Media Player in class for this
- 6. Windows multiple Desktops – this will be demonstrated in class see info [here](#)
- 7. Touchpad Gestures – this will be demonstrated in class
  - a. Useful tips [here](#)
- 8. Microsoft Apps – many of these tools are available from the Windows 10 Start menu. For others, you can search for them.
  - a. Mail – this is available from the Taskbar as a default. This will be discussed in class.
  - b. Snipping Tool – see info [here](#)
  - c. Snip and Sketch – replacing Snipping Tool – see info [here](#).
  - d. Clipboard History and Sync – see info [here](#).
  - e. Photos – see help [here](#)
    - View and edit photos
    - View and edit videos
  - f. Windows Photo Viewer – not available by default. You can download the Ultimate Windows Tweaker for Windows [here](#) and enable it. Click **Additional** on the left, then select **Enable Windows Photo Viewer**.
  - g. Windows File Explorer
  - h. Games – get Windows 7 Games [here](#). Be sure to scroll down until you see the link shown below.

[Download Windows 7 games for Windows 10](#)
  - i. OneNote
  - j. Fresh Paint – free in MS Store
  - k. Cortana
  - l. Windows Ink Workspace
  - m. Windows Task View
  - n. Notifications
  - o. Settings – will be discussed in class
    - Here's an example – Go to Settings, Privacy, Activity settings
  - p. Windows Defender
  - q. Windows Explorer
  - r. Start Menu
  - s. Action Center
  - t. Skype see support [here](#)
  - u. Hibernate versus Sleep versus Power Off -see info [here](#)
  - v. Storage Sense – see help [here](#). This will eventually replace Disk Cleanup
  - w. Using SendTo menu – see info [here](#) and [here](#).
- 9. Audio editor – Audacity – get it [here](#)

- 10.Video Editor – free VideoPad Video Editor – get it [here](#)
- 11.Free video to DVD and other programs [here](#). I have tried many of the programs from this site.
- 12.Record your Screen
  - a. Videos - Flashback Express available [here](#)
  - b. Screen capture – Greenshot available [here](#)
  - c. Snipping Tool – built into Windows 10
- 13.Image Resizer - get it [here](#). Use this to make photo files smaller prior to emailing them.
- 14.Download Videos
  - a. Download with Video Downloader Firefox Add-on – go to Tools, Add-ons and at the upper right search for **Downloader**. Select **Video DownloadHelper**, then select **Add to Firefox**.
- 15.Lynda.com - free tutorials – see info [here](#). Anyone with a Mission Viejo library card can use this for free.
- 16.Browsing the web
  - a. Firefox, Google Chrome, Microsoft Edge
  - b. Print Friendly – see [here](#)
  - c. Subscribing to RSS Feeds see info [here](#). 3 types are listed below.
    - Example 1 site is <https://www.howtogeek.com/>
    - Example 2 site is <https://winaero.com/> . This one is a little tricky.
    - Best example is <https://www.techradar.com/>
- 17.Slideshows
  - a. NCH Photostage available [here](#)
- 18.Getting the most out of YouTube
- 19.Using Gmail – see info [here](#) and [here](#)
- 20.Online services
  - a. Virus scanner – see info [here](#)
  - b. File conversion – use Zamzar [here](#)
  - c. PDF conversion or password removal – see [here](#)
  - d. Google Photos – see info [here](#)
  - e. Other Google services including Google Keep, Google Drive
  - f. Music from [www.Radio.com](http://www.Radio.com)
- 21.Password Managers – see info [here](#).
- 22.Backup your System and Files - see how [here](#)
  - a. Free backup imaging software [here](#)
- 23.Using Cloud services see info [here](#), [here](#) and [here](#)
  - a. Sharing with these services – see sharing with Google Photos [here](#)
- 24.Using iTunes see info [here](#)
- 25.Cleanup up Malware. Two good programs for this are shown below.

- a. AdwCleaner available [here](#)
  - b. Adware Removal Tool available [here](#)
26. Managing Startup programs
- a. Windows Tool, the Task Manager
  - b. Ccleaner available [here](#), be sure to download the free version. There's also a portable version [here](#).
27. Working with PDF and Zip files.
28. Utilities
- a. Ccleaner – this tool can perform many tasks and will be demonstrated in class.
  - b. Free Commander file manager available [here](#)
  - c. Ninite web site [here](#). Many free programs safely available for download.
  - d. TreeSize – find out what's taking up space on your hard drive. Available [here](#).
  - e. HEIC software for handling the new iPhone and iPad format. Info [here](#).
  - f. Recuva - file undelete avail [here](#)
  - g. Revo – uninstaller This program will be demonstrated in class and can be seen [here](#).
  - h. TeamViewer - free remote desktop access – available [here](#)
29. Delete Online Account. Although this isn't a program, it's important information. See the site [here](#).
30. Portable Applications – available at several web sites
- a. Portable Apps available [here](#). I prefer this site over the one below.
  - b. Pendriveapps available [here](#)

### Almost free tools

- a. Zen Adult Coloring Book \$8.00. iPad version \$5.99. This can be found in the Microsoft Windows Store or at the iPad App Store. There's a lot of free artwork so you don't have to pay for it.
- b. Start 10 Windows 10 menu replacement \$4.99. This will be demonstrated in class. See it [here](#). Note that there is a free trial.