A DOZEN QUICK TIPS FOR WINDOWS USERS

Make things on your screen larger

To make just the text on your screen bigger, select **Start** > **Settings** □> **Ease of Access** > **Display** , then adjust the slider under **Make text bigger**. To make everything bigger, choose an option from the drop-down menu under **Make everything bigger**.

Clean up taskbar clutter

Select **Start** > **Settings** □> **Personalization** > **Taskbar** ▯, and then choose **Select which icons appear on the taskbar**.

Sleep tight with night light

Rest your weary eyes at night and make it easier to get to sleep. Select **action center** ▯ > **Night light** to go easy on your eyes with warmer colors.

Let Windows pick your accent color

Select **Start** > **Settings** □> **Personalization** > **Colors** ; and then select the **Automatically pick an accent color from my background** check box.

Pick your own accent color

Select **Start** > **Settings** □> **Personalization** > **Colors** ; and then choose an accent color. Select **Custom color** to fine-tune your own personal hue.

Download desktop themes

Go to Microsoft Store to find Windows themes. Themes are artistic combinations of wallpapers, sounds, and accent colors.

To find themes, go to **Start** > **Settings** □> **Personalization** > **Themes** , and then select **Get more themes in Microsoft Store**.

Create a theme

Show your personality on your PC.
Select **Start** > **Settings** □> **Personalization** > **Themes** to get started.

Reduce screen brightness

On your laptop or tablet, select **action center** ⬚ on the taskbar > **Expand** (optional), and then move the **Brightness** ☐slider until you get the brightness level you want.

Pause updates until a convenient time

To temporarily delay updates for your device, go to **Start** > **Settings** ☐> **Update & Security** ⬚ > **Windows Update** ⬚, and then select **Pause updates**. Once you reach the pause limit, you'll need to get the latest updates before you can pause again.

Use color filters

If you experience color blindness or light sensitivity, you can make the colors on your screen easier to see by using color filters. To find a filter that works for you,
select **Start** > **Settings** ☐> **Ease of Access** > **Color filters**.

Paste from your cloud clipboard

Copy images and text from one PC to another with a cloud-based clipboard.
Select **Start** > **Settings** ☐> **System** > **Clipboard** .Sign in with your Microsoft account, and then use the toggles to turn on both **Clipboard history** and **Sync across devices**. You can also use the Win + V shortcut to easily access your clipboard.

Make your pointer easier to see

If you're having trouble spotting your pointer on your screen, make it bigger or change the color. Select **Start** > **Settings** ☐> **Ease of Access** > **Cursor & pointer**.