# Windows 10 Frequent Asked Questions

MCCSD HOW-TO: Last Updated 9/5/2019

- **How to Search:** Click on the windows icon on the bottom left of your screen (or hit your windows key on your keyboard) and just start typing. You can search for Apps (programs), Documents, and the Web.

- **How to Change Display Settings:** If you want the icons and text larger, right-click on the desktop and choose Display Settings.

Change the size of text, apps, and other items

100% (Recommended)
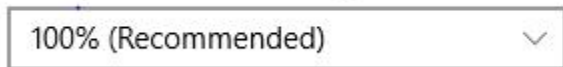
** If you have 2 screens make sure you change it on both by clicking the appropriate display.

- **How to Personalize:** Click on the icon on the bottom right of your screen and click All Settings. Click on Personalization then Background to change your background picture and click on Themes to change your screen saver settings.

- **How to change your default printer:**

  o **Administrators/Office Staff** Click on the icon on the bottom right of your screen and click All Settings. Click Devices then Printers & Scanners. Click on the printer you need as default. Select Mange and select Set as Default.
  o **Classrooms and Labs:** You cannot change your default printer.

- **How to Switch Users:**

  o Click on the windows icon on the bottom left of your screen (or hit your windows key on your keyboard).
  o Click the account name icon (or picture) on the left hand side of the screen, and then click 'Switch user' and then 'a different user'.