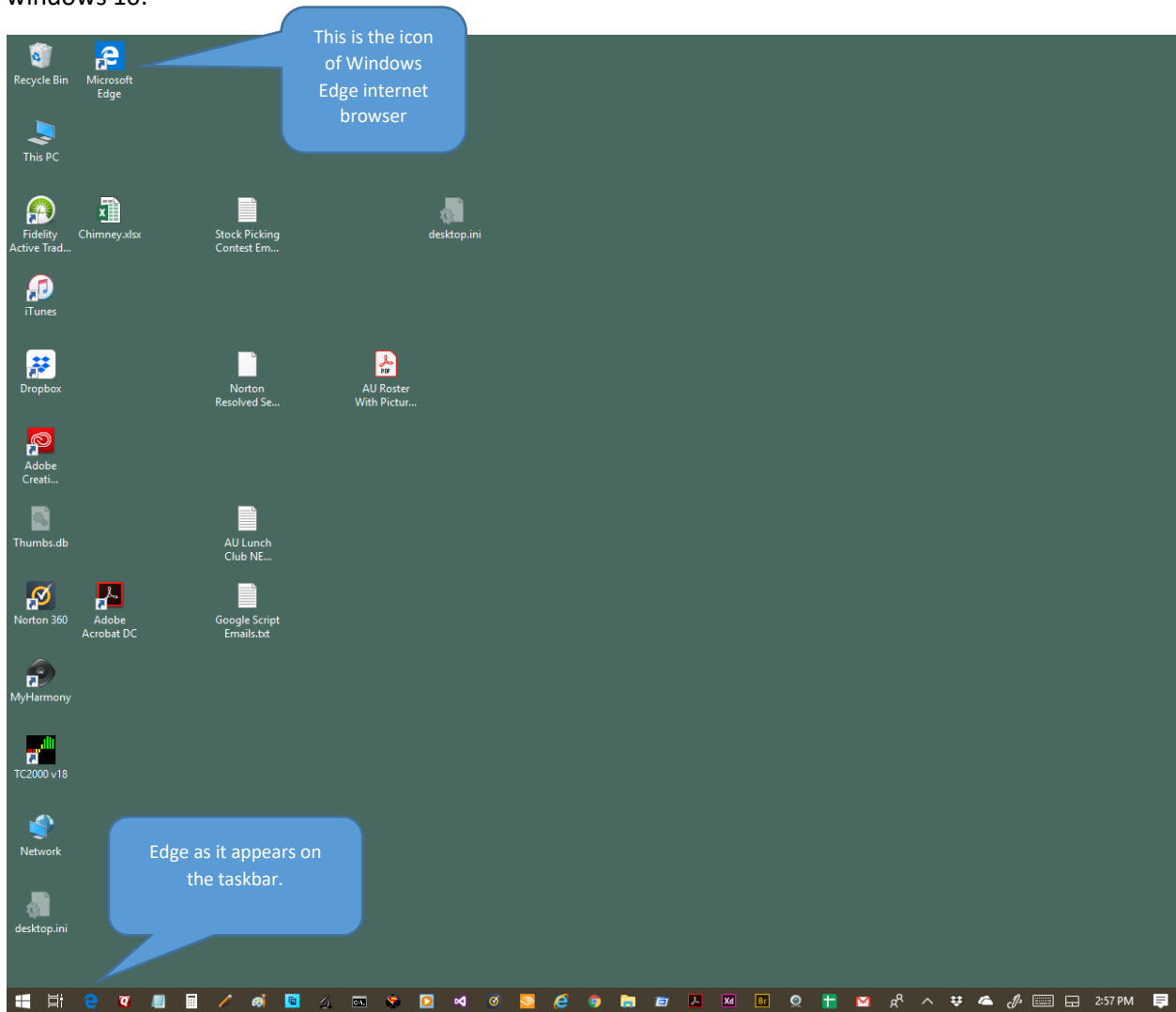


How to use tiles in Windows 10

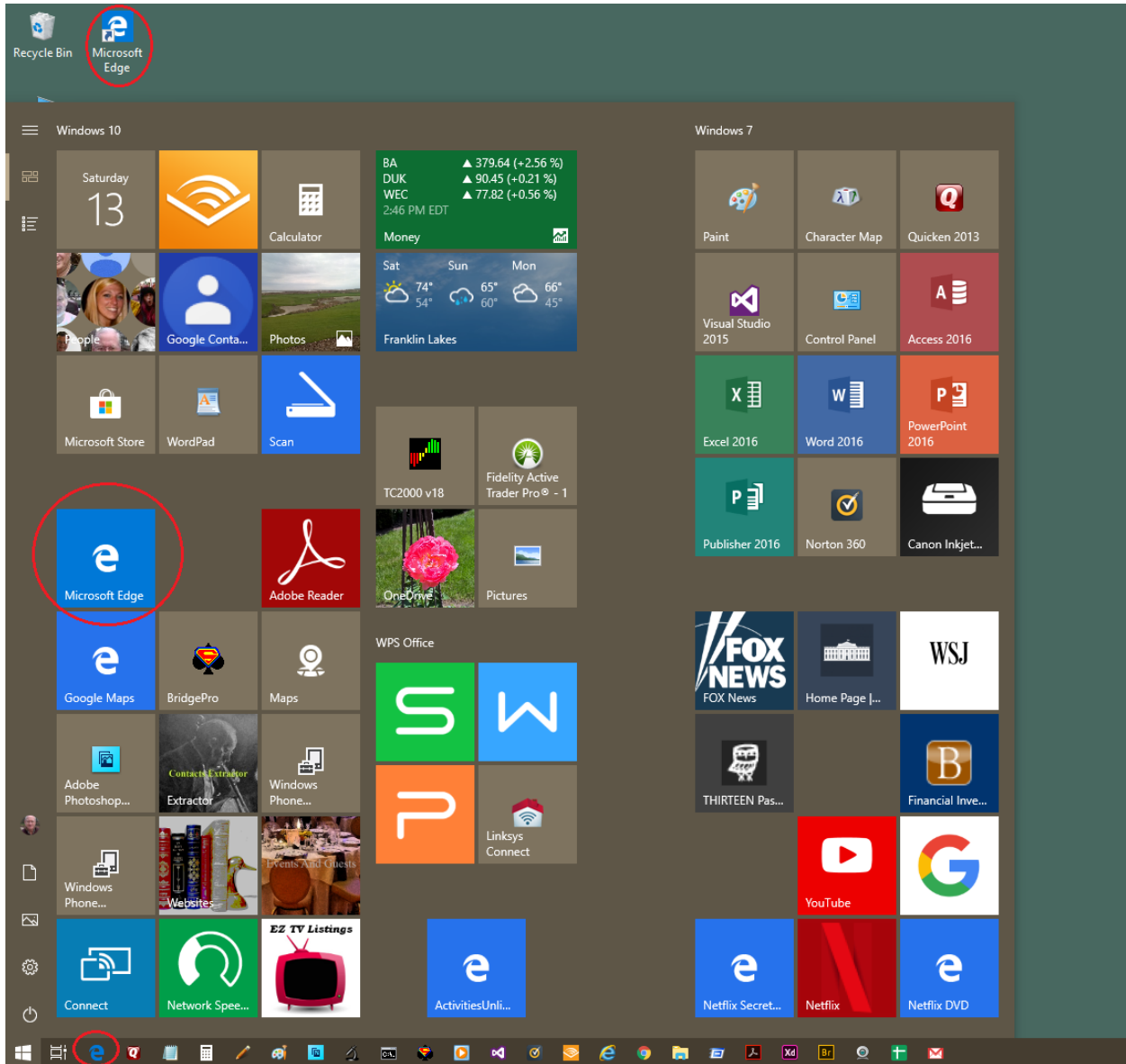
What is a tile?

Earlier versions of Windows used icons on the desktop (screen) of the PC. The user would double click the icon to launch the APP associated with that icon. The icon has a picture(graphic) of the APP and a title below the picture. *A tile replaces the icon.*

This was the older windows PC layout and still is what it looks like when using the windows 7 portion of windows 10.



When we look at Windows 10 with both the Windows 10 Tile screen and the Windows 7 Desktop screen active simultaneously:



We see all 3 kinds together. The old desktop icon, the new TILE and a taskbar picture. We can double click the icon or click the taskbar image or click the TILE to launch EDGE.

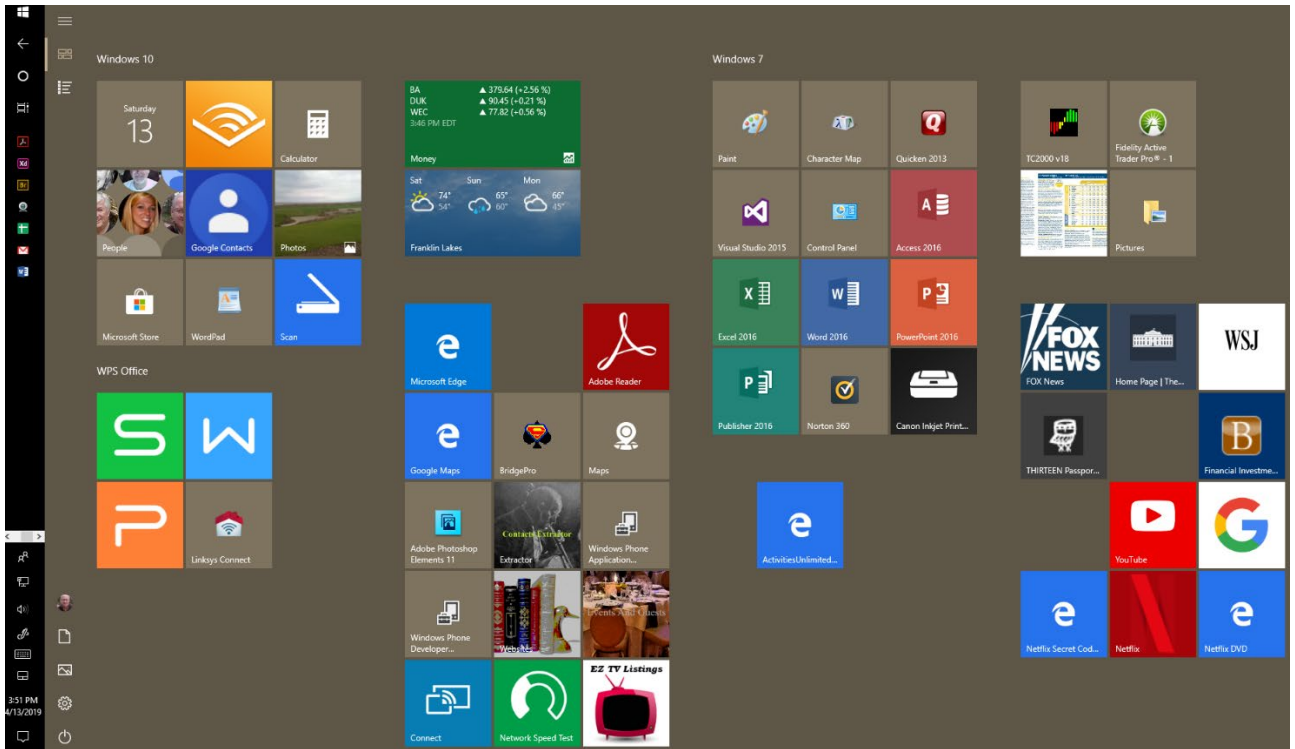
It takes a little getting used to refrain from double clicking the TILE. On devices with touch screen the tile can be tapped to activate the APP. This is also why the tiles are much bigger than the icons.


Windows 10 also provides many improvements to the ways to use the TILE desktop. You can manage this real estate very effectively to organize yourself.

Note on my screen that I have a section called Windows 10 and one called Windows 7. This way I know that if I click a APP tile originally programmed for Windows 7 (and earlier) I will be switched to the desktop. Whereas, a windows 10 tile will keep me in windows 10.

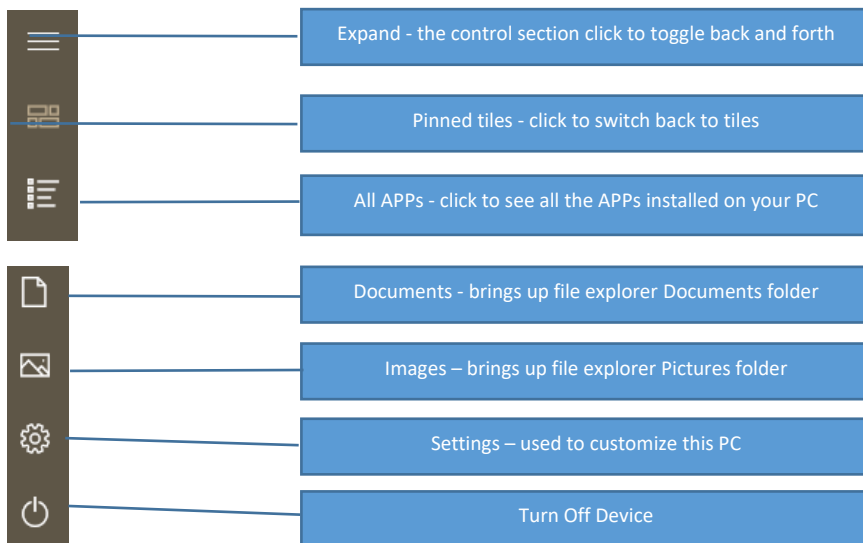
Where are all the programs on my PC (or where does the MS APP store install them) and how do I make a tile for programs(APPs) I wish to use.

This is Windows 10 in tablet mode.



The taskbar is not hidden and on the left. This screen is referred to as the start screen. This is where APP tiles are. The  can be clicked to get to this start screen if you are in the desktop mode. The key with this image also works.

First let's review the controls available on the start screen.



All the APPs on your PC may not have a corresponding tile on the start screen. Some tiles are set when you purchased the PC and some are set when you get a new APP added to your PC.

It is important to note that you can add or delete a tile without the APP being uninstalled.

Adding a tile to the screen is called pinning it to the start screen. Unpinning the tile removes it from the start screen.



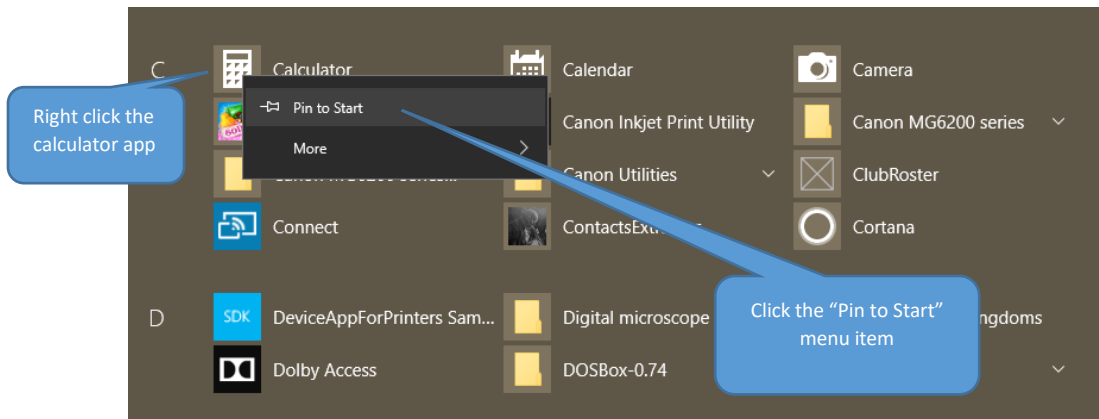
Click or tap this to see all the APPs installed on your PC. Apps listed alphabetically.



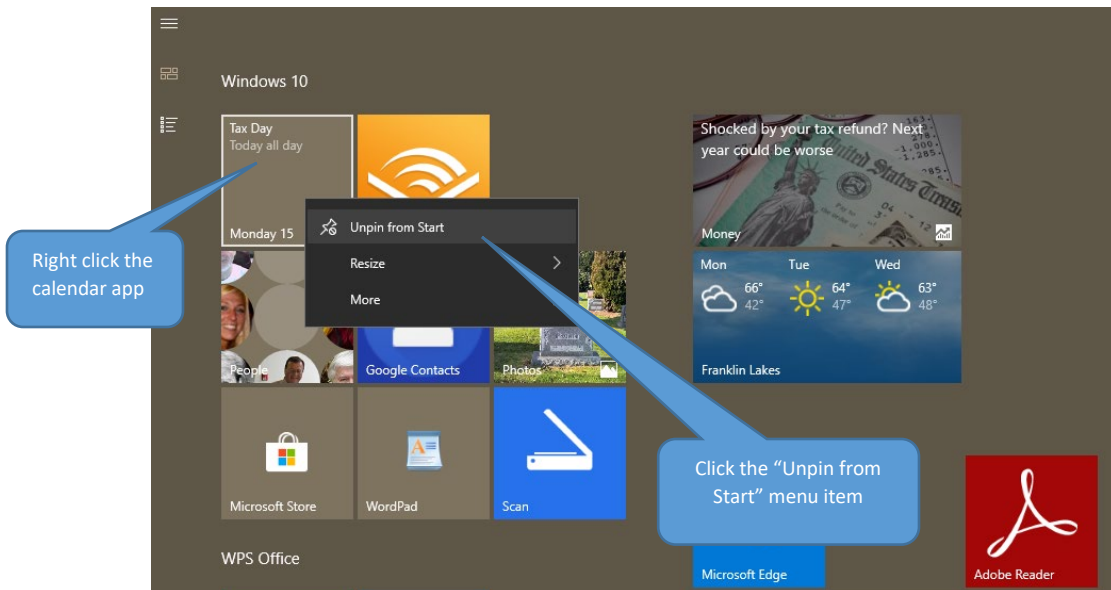
The organization of the start screen can be managed by pinning or unpinning Apps and by moving them into logical locations.

To move a tile click (and hold click) while dragging the tile to the location of interest. Then let go of the click. This is called a drag and drop motion. This is not illustrated in this tutorial.

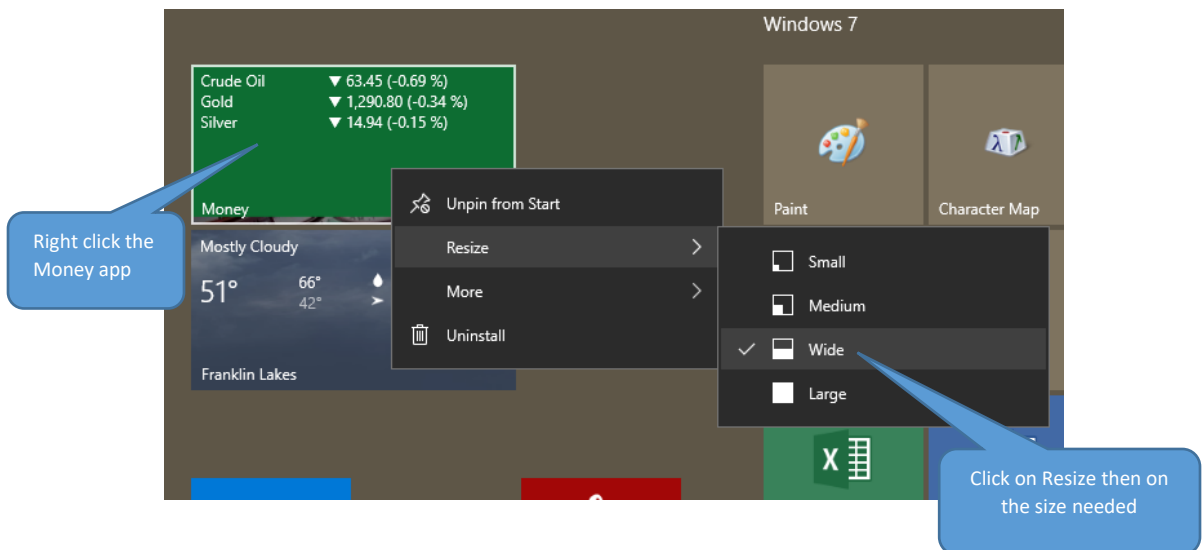
How to add(pin) an App Tile to the start screen. Here we pin the calculator App:



How to remove(unpin) a TILE from start screen. Here we unpin the calendar App:



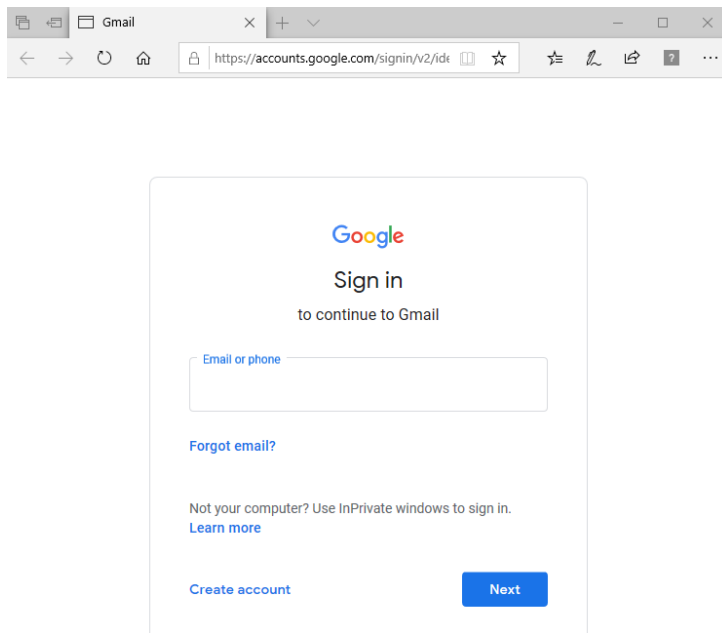
How to change the size of the tile.



Create a TILE for any Internet webpage. A popular page is Google Mail (gmail).

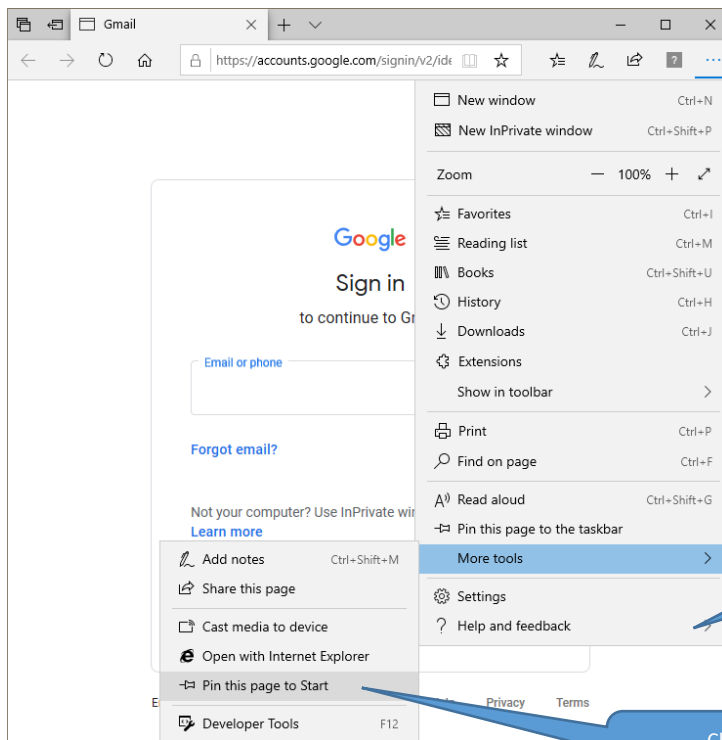
Start by going to MS Edge and the Gmail login page. But instead of logging in create the tile. Look for and use the settings.

As shown:



Click on the . . . which is the settings for the edge browser.

Then click on



Click

Click More Tools

Click Pin this page to start

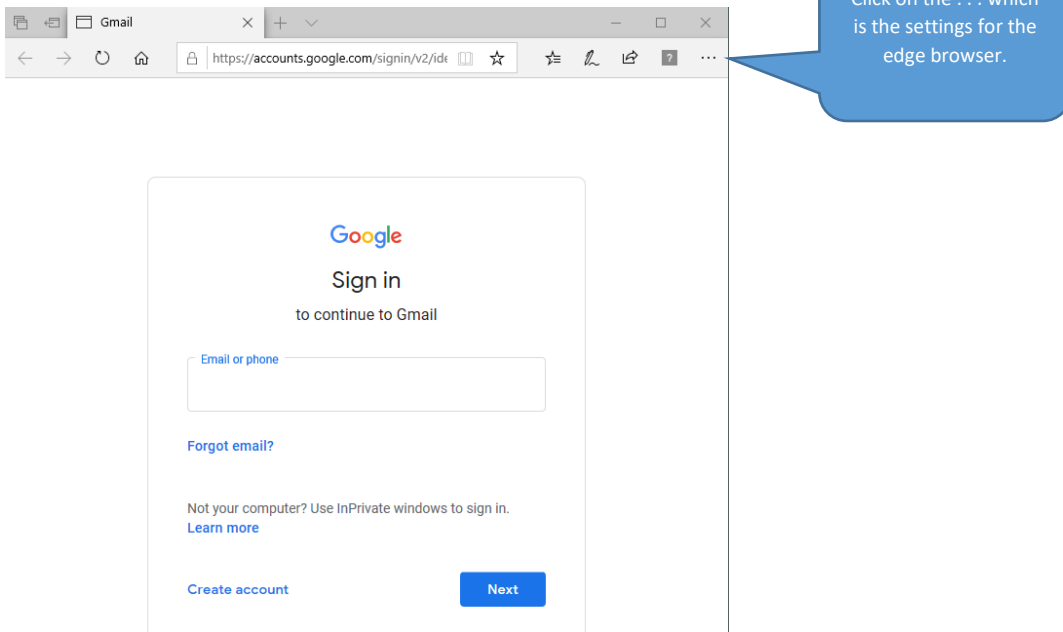
Pin this page to start means create a tile for this page

Create a TILE for any Internet webpage

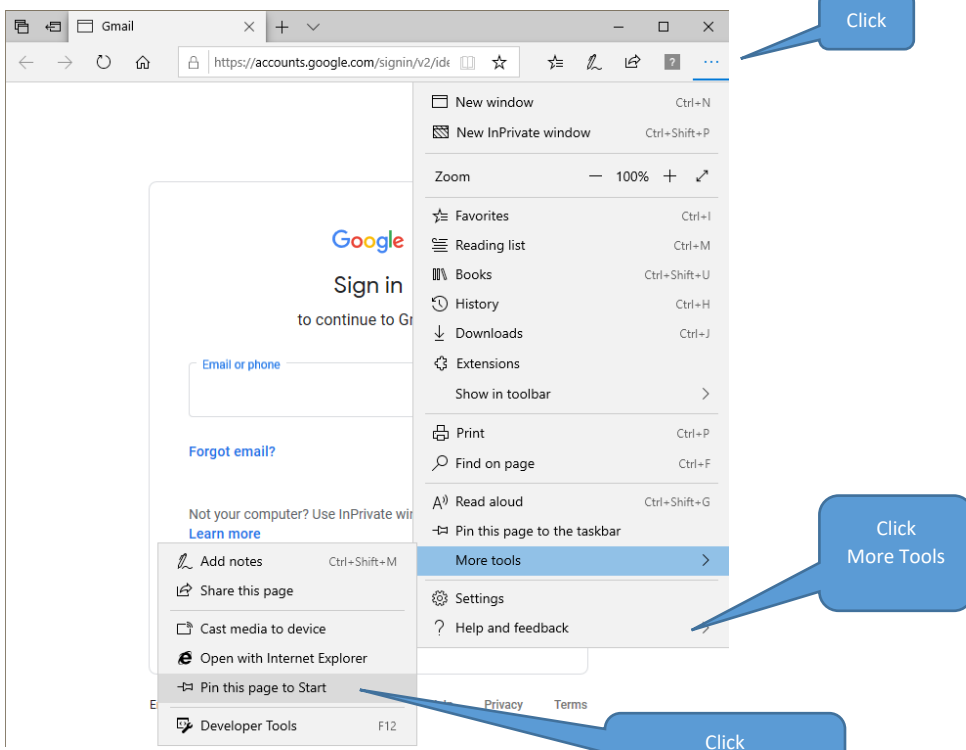
A popular page is Google Mail (gmail).

Start by going to MS Edge and the Gmail login page. But instead of logging in create the tile. Look for and use the settings.

As shown:



Then click on

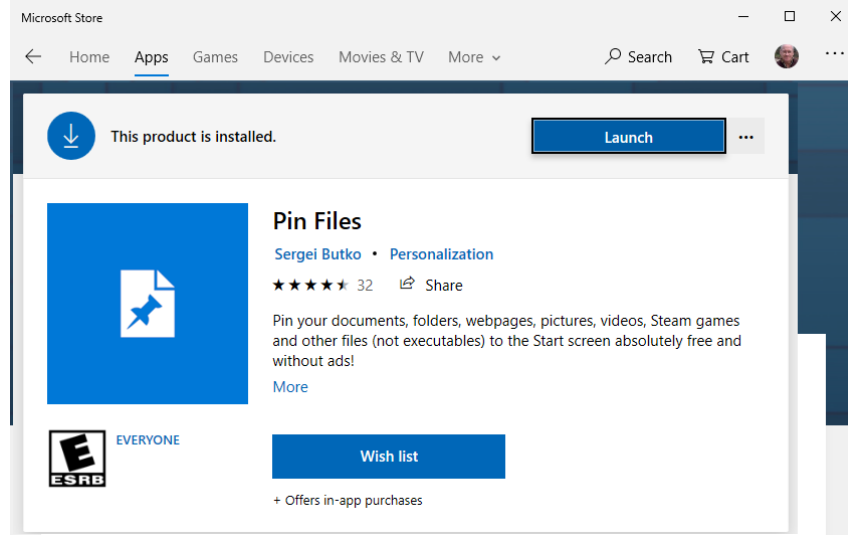


Pin this page to start means create a tile for this page

Create a TILE for any file, picture or video

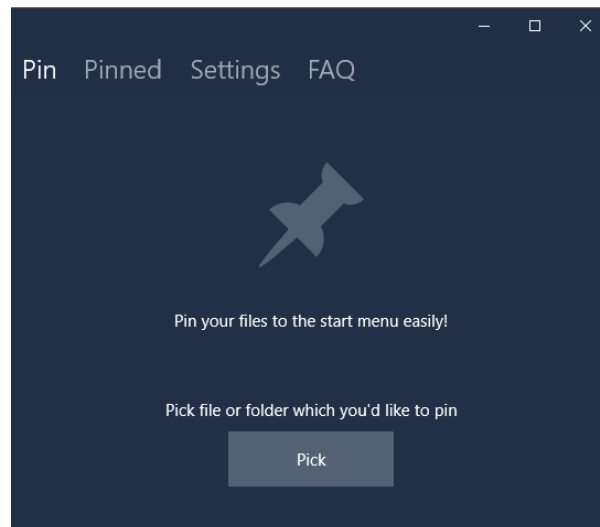
Still trying to find a function by Microsoft to do this. However, I did find a 3rd party APP on MS Store which is free and does the job. Here are the steps to make a tile that opens an excel worksheet.

Start by going to MS Store and get then install an APP called Pin Files.

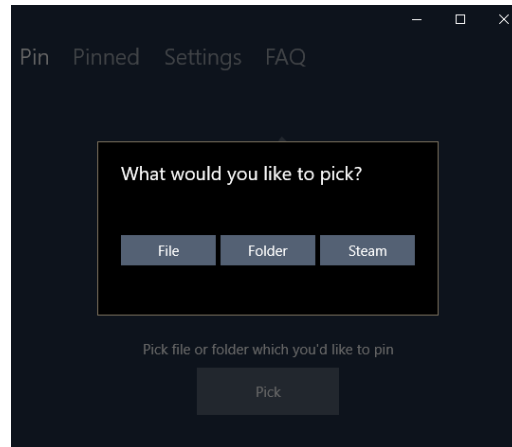


(After an APP is installed whenever you go to the store it will tell you – you already own this.)

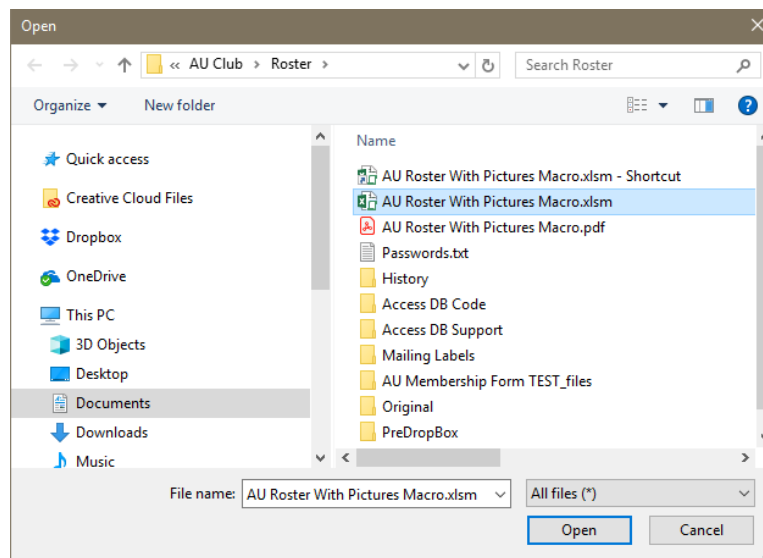
On the start screen go to the APP list and “PIN To Start” this APP. I did not see the APP make its own tile. Then click to launch.



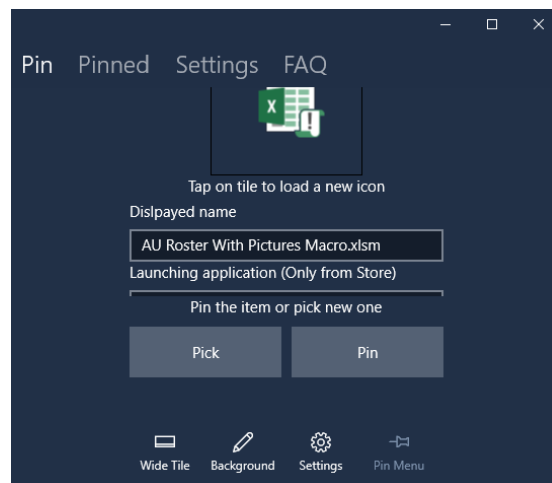
This tutorial only covers the first menu item “Pin”. Click the **Pick** button.



Click the **File** button.

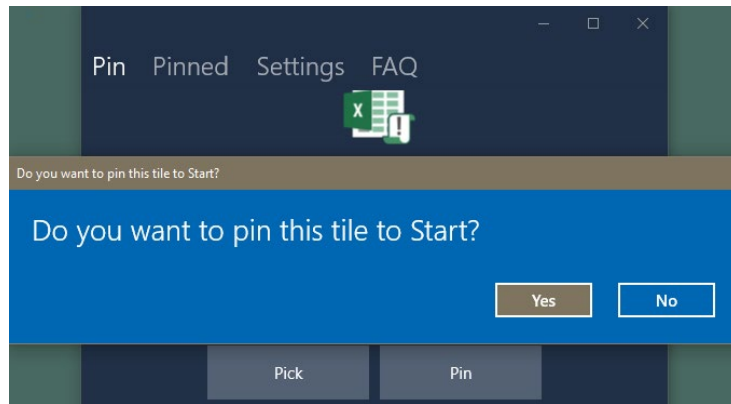


Find and click on the file (here an Excel file) then click the **Open** button.

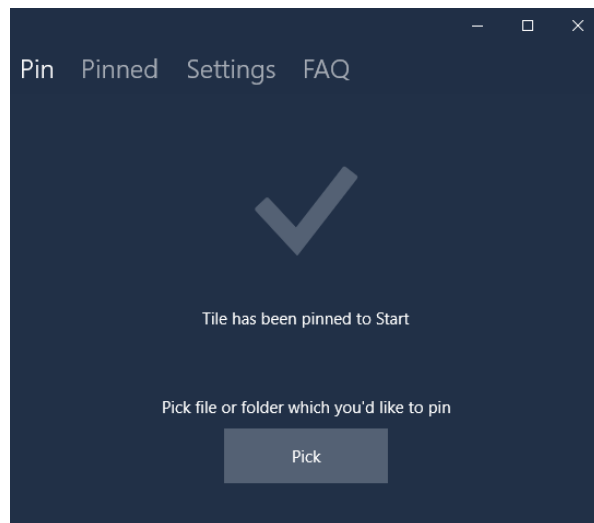


Note: the new TILE will open the file with Excel as pictured. If your plan was to open the file with another APP then click on the Excel icon to change it. We want to use Excel in this tutorial.

Now click the **Pin** button. And then a confirm **Yes** is required.



The process ends with a confirmation.



This is what the TILE looks like on the start screen

