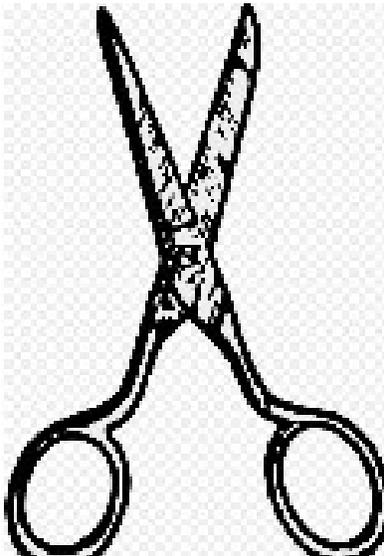


Hidden Windows Applications



User's Guide

Hidden Windows Applications

User's Guide

Provides an introduction to a few useful built-in Windows applications that you may not know you have.

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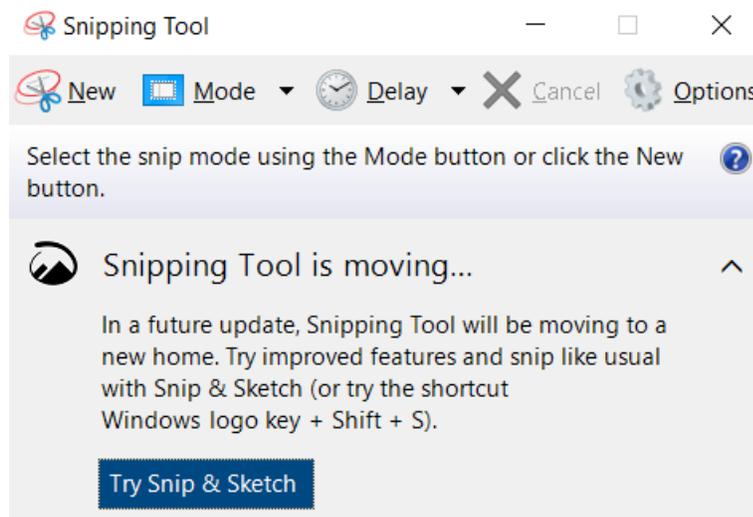
Chapter 1: Snipping Tool

Overview of Features

The Snipping Tool is an application that can be used to take full or partial screenshots. Because of its versatility in function, the Snipping Tool is actually beginning to replace older screenshot methods.

Unlike older screenshot methods, the Snipping Tool enables the user to select how much of their screen they'd like to capture in the screenshot. It also provides a function to set a brief delay before taking the screenshot, so that the user can ensure that everything is set up just right. The user can also edit the resultant screenshot within the Snipping Tool before saving and reuploading the image.

The image below displays what the Snipping Tool looks like when it is first opened.



As can be seen in the image above, the Snipping Tool is currently being updated to an application called Snip & Sketch. For further information on these upcoming changes, see: "Snip & Sketch" on page 34.

Creating a Snip

There are two functions that can be used to augment the kind of 'snip' that you take: Mode, and Delay. First, however, let's go over how to take a snip with default settings.

Note: If you have any trouble following these instructions, click *Mode* (the blue square icon), and then click *Rectangular Snip*. Ensure that a bullet-point mark appears next to rectangular snip.

To create a basic snip, follow these steps:

1. Click the *New* button (scissor icon on the far left of the toolbar) or use the shortcut *Ctrl + N*, and wait for the pale overlay to appear on your screen.
2. Move the cursor to the part of your screen that you'd like to capture.
3. Press and hold the left mouse button while simultaneously dragging your mouse in order to draw a box enclosing the part of your screen that you'd like to snip.
4. Release the left mouse button to commit to the snip.
5. To back out of creating a new snip at any time, press the *Cancel* button (the X icon, which should be second from the right on the toolbar).

Note: The *Cancel* button cannot be used if there is not an active snip to cancel. As such, the X icon will appear red when the button can be pressed, but it will appear greyed out when the button cannot be pressed.

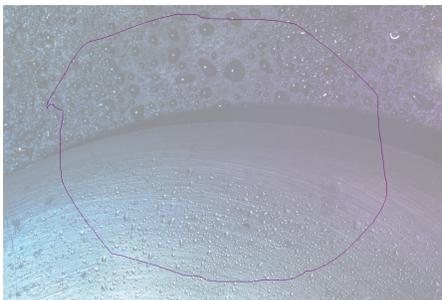
Once you've taken a snip, notice how a few new options have been added to the app's toolbar. To learn how to interact with these immediately, see "Editing a Snip" on page 4. Otherwise, keep reading to find out all the different kinds of snips that you can take.

Mode Function

The mode function changes the fundamental shape of the snip you can create. There are four different modes that are programmed into the Snipping Tool: Free-form Snip, Rectangular Snip, Window Snip, and Full-screen Snip.

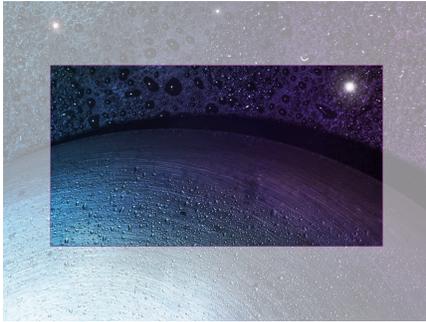
Free-form Snip

A free-form snip enables you to draw a shape of your choosing around the area that you'd like to snip.



Rectangular Snip

The rectangular snip draws a box shape around the area that you'd like to snip.



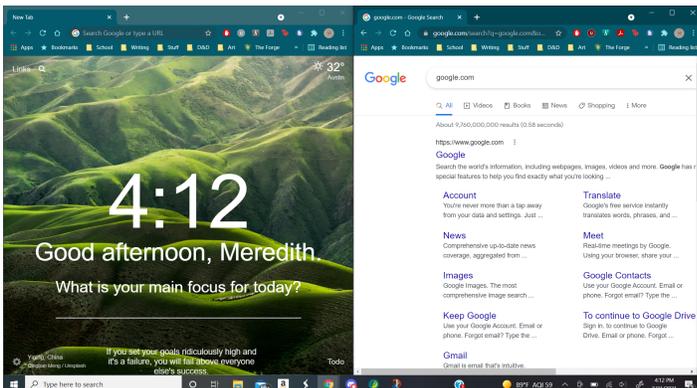
Window Snip

Window snip takes a full image of an entire browser or application window, provided that you click somewhere within the window. For example, if you have one application open on the left half of your screen, and another application open on the right half of your screen, the Snipping Tool will only take a snip of one of the applications — i.e., whichever one of the two applications that you clicked on.



Full-screen Snip

A full-screen snip takes a conventional screenshot of your entire screen.



Switching Snipping Mode

To change the mode of your Snipping Tool:

1. Click the *Mode* button (the button with a blue square icon).
2. Click the name of the mode that you'd like to switch to, i.e., *Window Snip*.

Delay Function

If you are familiar with a handheld camera's delay function, then you are already familiar with the Snipping Tool's delay function. Simply put, the delay function enables you to schedule a brief pause between the time you press the button to take a new snip, and the time at which the Snipping Tool actually takes the snip.

This function can be useful if you are trying to perform a window snip, for instance, and you would like to take a snip which includes an item inside a drop-down menu. Setting a delay will enable you to tab over to the correct window and open up the drop-down menu before the Snipping Tool application actually takes the snip.

To use the delay feature:

1. Click *Delay* (the button with the clock icon).
2. Select a time from the drop-down menu.
3. Click *New*, and then take a snip as you normally would.

To turn off the delay feature:

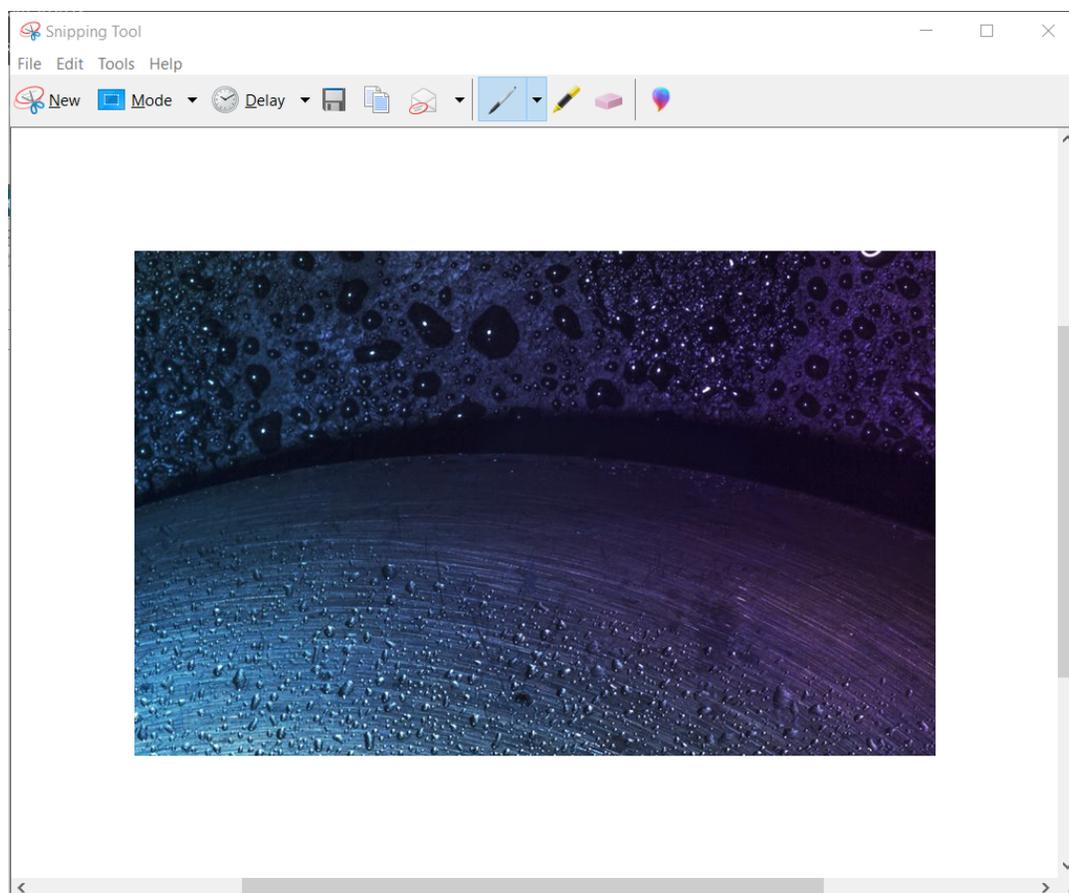
1. Click *Delay* (the button with the clock icon).
2. Select *No Delay* from the drop-down menu.

Editing a Snip

As you may have noticed, taking a snip changes the layout of the app a little bit. Let's take a look at what these changes will enable us to do.

Firstly, here is a comprehensive list of the changes to the app's editing layout:

- **A menu bar is added to the top of the application window.** It contains the File, Edit, Tools, and Help buttons, each of which contain drop-down submenus.
- **The Cancel and Options buttons have been moved, but don't worry.** The Cancel button will reappear if you start to take a new snip, and the Options button can now be found under the Tools drop-down submenu.
- **Three new sections are added to the toolbar.**
 - Section one contains options for saving, copying, and sending a snip.
 - Section two adds tools for marking up a snip.
 - Section three introduces a button (called Edit with Paint 3D) which automatically opens up a copy of the snip in Paint 3D. This lets you edit the snip in Paint 3D instead of in the Snipping Tool application.
- **All new features are also locatable in the menu bar drop-down submenus.**



We'll cover the contents of section one (saving, copying, and sending a snip) in the next section of the user guide, *Saving or Reuploading a Snip*. For now, let's learn about the markup tools and outsourcing button noted in sections two and three. The markup tools are the Pen, Highlighter, and Eraser, and the outsourcing button is *Edit with Paint 3D*.

Pen Tool

The pen tool can be used to draw on top of a snip. This can be useful if you need to draw an arrow pointing to a specific part of the image, or if you need to circle something. It is not recommended that you use this tool to try and write with, unless you have a drawing tablet. Generally, it's more helpful to use a different program, such as *Paint 3D*, to add text to a snip.

To change the pen's color:

1. Click the drop-down arrow directly to the right of the pen icon.
2. Choose from red, blue, black, or custom.

To set a custom pen:

1. Click the drop-down arrow directly to the right of the pen icon.
2. Select *Customize* to open a full list of the pen's settings.

3. Choose from an expanded color list.
4. Set pen thickness.
5. Change the type of pen tip.
6. Click *OK* to save your changes, or *Cancel* to discard them.

Highlighter Tool

The highlighter tool is used to quickly add an outline to a line of text so that it will stand out. This tool is generally not used on images, but it can be used on a snip that contains a lot of text. To use the highlighter, click the yellow highlighter icon.

Eraser Tool

The eraser tool can be used to delete any of the edits that you've made with either the pen or the highlighter tool. To use it, simply click the eraser icon.

Note: Using the eraser will delete all of the changes made in a single penstroke. It will not delete all of the pen/highlighter edits at once, but neither will it delete only a small portion of a single penstroke. Furthermore, once something has been erased, it cannot be brought back, so please use the eraser with caution.

Edit with Paint 3D

As you are going through and editing your snip, you may find that you are not able to edit it in as much detail as you would like. To make more detailed edits, you will need to open the snip in a different program. The Snipping Tool has a link to one such program, Paint 3D, directly within the app.

To switch over to Paint 3D, click the *Edit with Paint 3D* button (the multicolored balloon icon). For more details on how to use Paint 3D, see: "Paint 3D" on page 36.

You can also edit a snip with other programs. To do so, save a copy of the snip and open it in the program of your choice. Alternately, copy/paste the snip into the program.

Saving or Reuploading a Snip

Once you have finished editing your snip, odds are that you're going to want to do something with it. Our options include saving the snip for later, copying it into another window, sending it as an email attachment, and printing it out. These are fairly standard features, so feel free to skip ahead in the user guide as necessary.

Save a Snip (Ctrl + S)

Saving your snip will enable you to keep a copy of your image in your computer files, which you can access again and again. The Snipping Tool can save an image as a PNG file, a GIF file, a JPEG file, or a MHT file.

To save a copy of your snip:

1. Click *Save Snip* (the floppy disk icon) or use the keyboard shortcut *Ctrl + S*.
2. Choose the location in your files where you'd like to store the snip.
3. Give your file an identifiable name.
4. Choose the type of file you'd like to save the snip as.
5. Click *Save* to commit your changes, or *Cancel* to go back.

Note: There is an optional feature that lets you specify the date the snip was taken. Simply click inside the empty box to auto-add the current date.

Copy a Snip (Ctrl + C)

Copying a snip will temporarily save it to your computer's clipboard. This enables you to tab over to another window and paste the image somewhere, such as inside a Microsoft Word document.

To copy your snip into a new window:

1. Click *Copy* (the icon with two papers) or use the keyboard shortcut *Ctrl + C*.
2. Open up the window where you would like to insert the image.
3. Place the cursor over the exact spot you would like the image to go.
4. Right-click and select *Paste* from the drop-down menu, or use the keyboard shortcut *Ctrl + V*.

Send a Snip

Note that sending a snip requires a connected Microsoft Outlook account, so it will not be covered in this user guide. For more information on sending a snip, see: "Microsoft® Office Outlook®" on page 36.

Print a Snip (Ctrl + P)

Printing a snip will give you a hard copy of the image. Make sure that you have a printer connected to your computer before you print a snip.

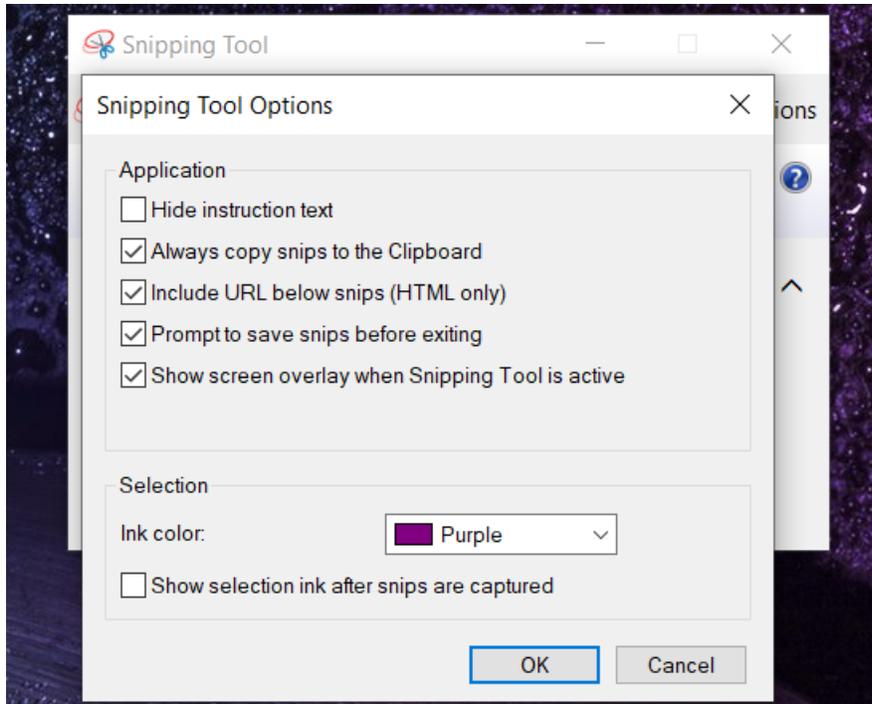
To print a snip:

1. Click *File*, and then select *Print* from the drop-down menu. Alternately, use the keyboard shortcut *Ctrl + P* to bypass opening the File submenu.
2. Select your printer.
3. Specify the page range (this should not matter as much, considering that the snip is a single image).
4. Use the arrow buttons to change the number of copies you'd like to print as necessary.
5. Press *Print* to commit, or *Cancel* to go back.

Snipping Tool Options

You can use the options panel in the Snipping Tool to customize some of the functions of the app. This panel can toggle helpful instructions and overlays that provide visual feedback cues while the tool is in use.

It can also assign the tool to prompt you to save your snips before closing the application, and it can automatically copy a new snip to your computer's clipboard.



To adjust the settings of the Snipping Tool application:

1. Click the *Options* button (the gear icon on the far right side of the toolbar).
2. Check or uncheck the boxes next to the features that you'd like to turn on or off.
3. Set a selection color by clicking the ink color box and choosing the color of your preference from the drop-down menu.

Note: The selection ink checkbox must be enabled for you to see the results of this color change.

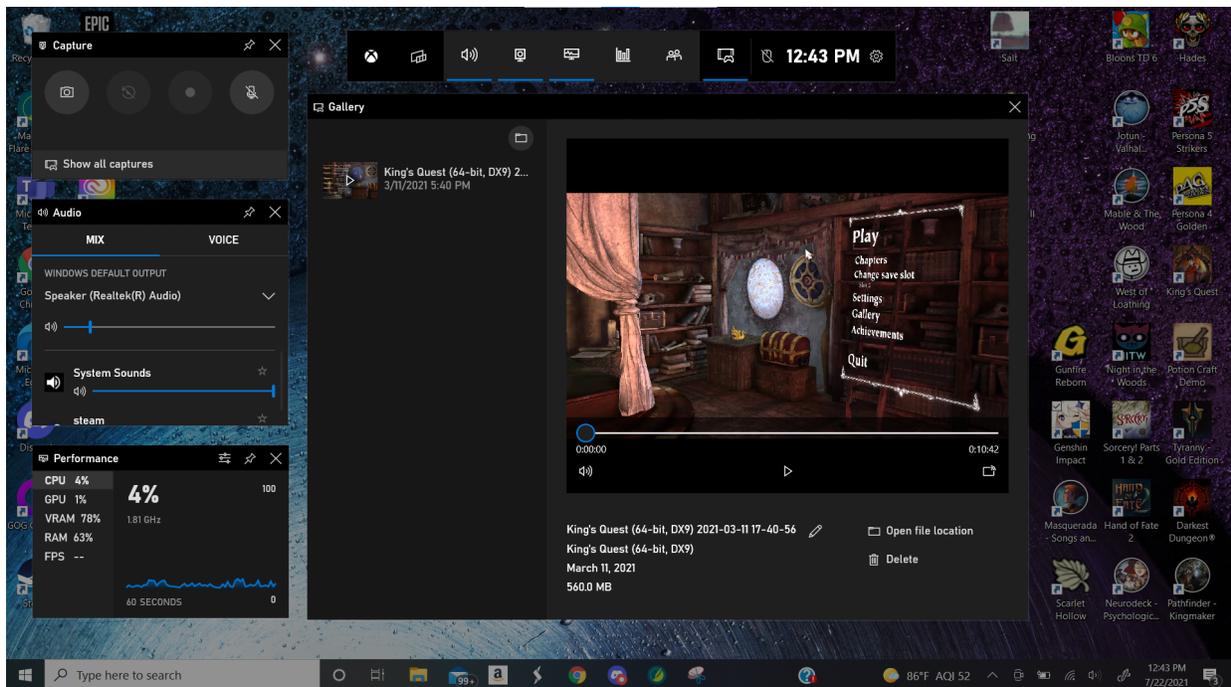
4. Click *OK* to save your changes, or *Cancel* to leave the options unchanged.

Chapter 2: Xbox Game Bar

Overview of Features

The Xbox Game Bar is a screen overlay that helps a user manage common computer gaming and streaming interfaces. It collects several applications all into one screen overlay for quick and easy reference. The app is also very customizable; you can pick and choose which widgets you want to display on start-up.

The primary draw of this application is that it incorporates built-in screen recording software, which is accessible with a simple press of a keyboard shortcut. This means that you would not have to minimize a game window to pause a recording, due to the combination of the keyboard shortcut and the screen overlay.



Game Bar Setup

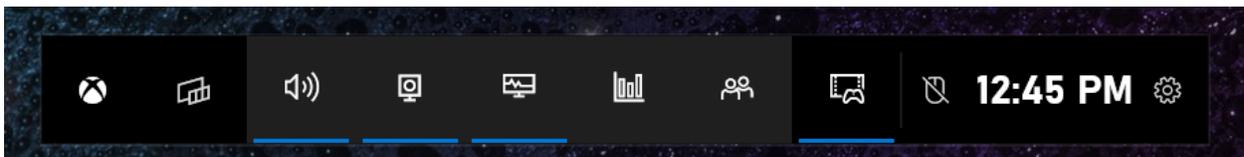
The Xbox Game Bar can be confusing upon first glance, but it is designed to be streamlined, and it can be thoroughly customized to decrease clutter. First, we'll explore some options to initialize the app and make it as accessible as possible. Then we'll see what each of the many widgets can do.

Opening and Closing the Menu for the First Time

- To open Xbox Game Bar, use the keyboard shortcut *Windows + G*. You can close the application by re-entering the same keyboard shortcut, or by clicking outside of the overlay.
- Make sure that *Enable Clickthrough* is turned on (it should display an icon of a mouse with a slash through it when it's on). All that clickthrough means is that when you interact with one of the widgets in Xbox Game Bar, the action you've performed in the widget will carry through to the underlying application and make the changes there as well, so that you don't have to change the same thing over again the next time that you start up the Game Bar.
- Open the widgets that you'd like to have open automatically on start-up. Close the rest to declutter. Pin favorite widgets by clicking the pin icon.

Default Widgets: Overview & Functions

Widget Bar

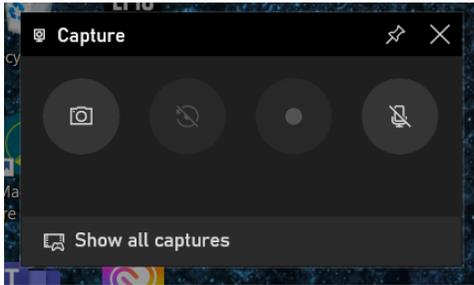


The widget bar is the thin bar that appears at the very top of the screen overlay. It controls the display of all of the other widgets in the Game Bar. Specifically, it contains the widget menu; quick toggles for the audio, capture, performance, resources, Xbox social, and gallery widgets; the enable clickthrough button; a display of the current time; and the settings widget.

Clicking on the quick toggles within the widget bar will let you open a widget onto the screen overlay. A blue bar underneath an icon indicates that a widget is open.

The widget menu expands a drop-down list which lets you open up widgets that aren't displayed as a quick toggle on the widget bar. Click the star next to a widget to enable its icon to display on the widget bar. The menu also enables you to open up the widget store to purchase additional widgets. For further information on the widget store and what kind of widgets you can get, see: "Widget Store" on page 36.

Capture Widget



The capture widget enables the user to either take a quick screenshot, or to record their screen. Clicking the *Show all captures* button will auto-open the gallery widget, which lets you can decide what to do with the files you created with the capture widget.

Take a Screenshot

Xbox Game Bar provides another one of the many ways to take a screenshot on your computer. This can be extremely helpful if the print screen button on your computer is not a labeled key on your keyboard.

In order to take a screenshot with the capture widget:

1. Use the *Windows + G* keyboard shortcut to open up the Game Bar.
2. Click the *Take a Screenshot* button (camera icon).

Note: To bypass opening the Game Bar entirely, use the keyboard shortcut *Windows + Alt + Prtscrn*. This will automatically take a screenshot.

Create a Recording

Creating a recording of your computer screen can be useful in a variety of ways. It can help you to create an instructional video, or to record a presentation. You can even use it to capture a demonstration of a video game that you've created.

It is important to note that you will not be able to edit a recording within the Xbox Game Bar. You will need to use an outside program, such as Adobe[®] Premiere Pro[®] to accomplish this. To learn more about Adobe[®] Premiere Pro[®] and other such video editing programs, see: "Adobe[®] Premiere Pro[®]" on page 36.

To create a recording:

1. Use the *Windows + G* keyboard shortcut to open up the Game Bar.
2. If you want to record your voice as well as your screen, make sure that your microphone is on (double-check that the microphone icon on the far right side of the widget doesn't have a slash through it). If you need to turn your microphone on, simply click *Turn microphone on while recording*.
 - If you do not want to record your voice, click *Turn mic off while recording*. Double-check that clicking this button put a slash through the mic icon.

Note: if your mic is on, it will record the sound of your voice, but it will most likely also pick up some background noise, which can be annoying and distract from the recording. As an example, your mic will probably record every single time the space bar depresses on your keyboard. It can also record environmental noise such as a fan or an air conditioner.

3. Click the *Start recording* button (the dot icon) to begin the recording.

Note: Notice that a small capture status window appears in the top right of your screen. Primarily, this new window provides the current duration of your recording. It also displays a reminder that you can stop the recording, and that you can turn your computer microphone on/off during the recording process. These two icons do not have any button functionality, however — you will need to reopen the Game Bar overlay to be able to click either of these buttons. Note also that in the Game Bar, the start recording button has changed to the stop recording button.

4. When you have finished recording, press the *Stop recording* button (the square icon) to stop the recording and send it to the gallery widget.
5. Click the *Show all captures* button to view the finished product.

Background Recording

Background recording is fairly straightforward and true to its name. When it is enabled, your computer will record your game automatically whenever you start playing a game. This is not a conventional recording, however — it will not be saved to your computer, and it will not show up in your gallery window.

Instead, background recording enables you to click the *Record last 30 seconds* button. Doing so will create a short recording of the last 30 seconds of gameplay and save it to your gallery widget as a traditional recording.

To set up background recording:

1. Use the *Windows + G* keyboard shortcut to open up the Game Bar.
2. Click *Settings* (the gear icon) to open the settings widget.
3. Click the *Capturing* tab within the settings menu.
4. Click the *Record in the background while I'm playing a game* checkbox.
5. Close the settings widget.

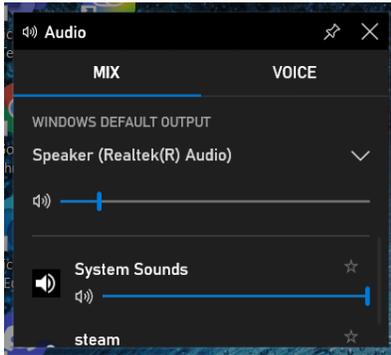
To record the last 30 seconds:

1. Make sure background recording is enabled.
2. Use the *Windows + G* keyboard shortcut to open up the Game Bar.
3. Click the *Record last 30 seconds* button (the icon is a dot with a reverse arrow wrapped around it).

Keyboard Shortcuts for Recording

- *Windows + Alt + M* to toggle mic on/off.
- *Windows + Alt + R* to start or stop recording.
- *Windows + Alt + G* to record the last 30 seconds.

Audio Widget



The audio widget displays information about all of the sound coming from inside and outside of your computer. The *Voice* tab enables you to view and change your computer's current input and output settings, and the *Mix* tab enables you to see where all system/application sounds are coming from, as well as adjust what volume they're at.

Changing Default Voice Settings

Your computer will set default input and output voice settings for you, but if you have bought alternate equipment (such as a microphone or headset), then you may wish to switch out your default settings.

Input is all of the sound that you create outside of your computer — this includes talking. Output is all of the sound created by your computer — this is the sound that is projected by your speaker or headset so that you can hear it.

To change your input or output settings:

1. Use the *Windows + G* keyboard shortcut to open the Game Bar.
2. Within the audio widget, click the *Voice* tab.
3. Click the drop-down arrow next to the setting that you'd like to change (i.e. input or output device).
4. Select the device that you would like to switch to from the drop-down list.

Note: If you cannot find your device, or the sound is not working, try using an internet browser to troubleshoot your problem. Odds are, someone else has had the same problem, and you will usually be able to find out how they fixed the problem.

Adjusting Application Volume

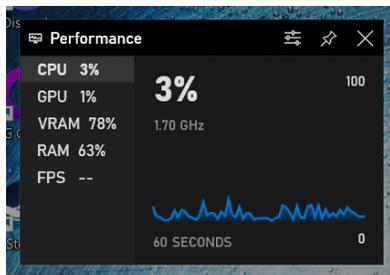
To adjust the volume of an application:

1. Use the *Windows* + *G* keyboard shortcut to open the Game Bar.
2. Within the audio widget, click the *Mix* tab.
3. If necessary, use the slider on the right side of the widget to scroll through and look at all of the applications currently creating sounds on your computer.

Note: If you click the star to the right of an application's name, the application will be added to your favorites. This will move it up to the top of the list so that you will see it as the first entry when you are scrolling through.

4. When you reach the application creating the sound you'd like to adjust the volume of, click and hold down the vertical line on the slider bar.
5. Drag the slider up or down until it reaches the volume you prefer, then let go of the mouse button.

Performance Widget



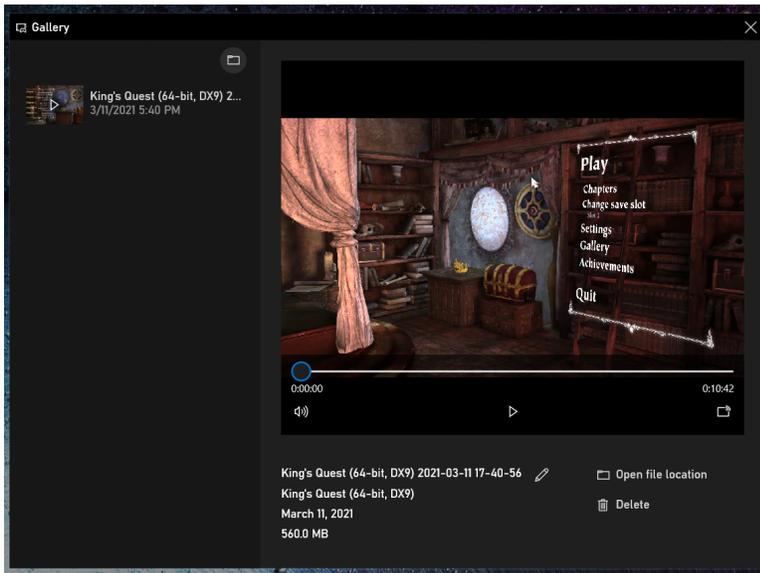
The performance widget gives you an overview of how well your computer is running, and how much of your processor is tied up in different applications. You can then take that information and use it determine about how many applications you should close with the Resources tab to improve your computer's processing speed.

Customize Performance Options

To adjust the display of your performance widget, click *Performance options* (the icon with three lines and circles). Here are some of the options that you can adjust:

- **Graph position (bottom, left, or right).** To adjust, click the drop-down arrow and select an alignment.
- **Widget transparency.** To adjust, click the *Override default transparency* checkbox, then click and hold down the vertical bar on the slider. Drag the slider to the transparency you prefer, and then release the mouse button.
- **Accent color.** To adjust, click the drop-down arrow and select a color.
- **Displayed metrics (CPU, GPU, VRAM, RAM, and FPS).** To adjust, click the checkbox next to the respective metric to turn it on or off.

Gallery Widget



The gallery widget displays all of the recordings and screenshots that a user has created through the Xbox Game Bar. You can browse through your files, watch individual files, broadcast your files to a streaming device (such as a Roku TV), open file locations, or delete files. Screenshots can also be posted to Twitter, copied to the computer's clipboard, or used to create a meme.

Once again, please note that you will not be able to edit a recording within the gallery widget. You will need to use an outside program, such as Adobe[®] Premiere Pro[®] to accomplish this.

Broadcast to a Device

To broadcast a file to a streaming device:

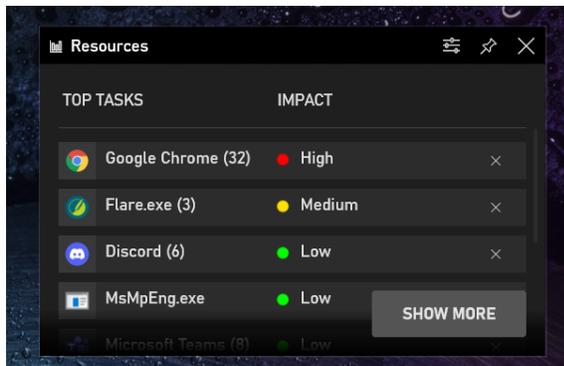
1. Turn on your streaming device (such as a Roku TV or Bluetooth speaker).
2. Use the *Windows* + *G* keyboard shortcut to open the Game Bar.
3. Click the *Cast to Device* button (the window icon with three bars, located in the bottom right corner of the file displayed in the gallery widget).
4. Select the name of your streaming device from the Connect pop-up window.
5. If necessary, drag the gallery widget onto the screen of your streaming device.
6. Watch the file as normal.
7. When you are ready, press *Disconnect* at the top of your computer screen to stop broadcasting.

Note: This last disconnection step may differ depending on what kind of device you are using. In this case, exit the broadcasting state as you normally would.

Screenshot File Options

- **Share to Twitter** - Xbox Game Bar will automatically bring up a web browser pop-up and sign you in to your Twitter account if it is linked. You can then post your screenshot as normal. Note that you will have to sign in to your Twitter account the first time that you click this button in order to link your account.
- **Copy to clipboard** - this is your standard copy button. Once you've copied a file to your computer's clipboard, you can paste it into a program such as Microsoft word as you normally would.
- **Create a meme** - enables you to add large text captions to the top and bottom of the screenshot. Simply click *Create a Meme*, type both your captions into their respective boxes, and then click *Save a copy*. Save the file to your computer as normal.

Resources Widget



The resources widget shows you where all of your computer's resources are currently being allocated. This can help you determine which programs to close to increase your computer's performance if you are having trouble running a game or recording a stream. Essentially, this widget is very similar to your computer's Task Manager program.

Customize Resources Options

In order to customize the display of your resources widget, click *Resources options* (the icon with three lines and circles). Here are some of the options that you can adjust:

- **Widget transparency**. To adjust, click the *Override default transparency* checkbox, then click and hold down the vertical bar on the slider. Drag the slider to the transparency you prefer, and then release the mouse button.
- **Accent color**. To adjust, click the drop-down arrow and select a color.
- **Metric Preferences**. Under metric preferences, you can adjust which preferences are shown, whether they are displayed as values or percents, and whether services are displayed in the list. To adjust, use the drop-down arrows and checkbox respectively.
- **Update Speed (low, normal, high, paused)**. To change the update speed of the resources widget, click on the drop-down arrow.

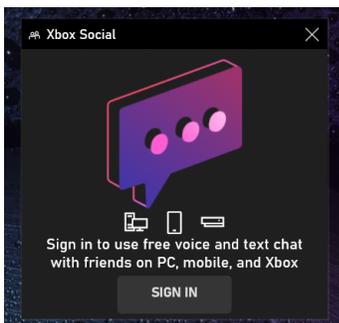
Expand Widget Window

Click *Show More* to expand the resources widget window. This can also show you additional information, such as the metrics measured from each application. Press *Show less* to return to the default view.

End Task

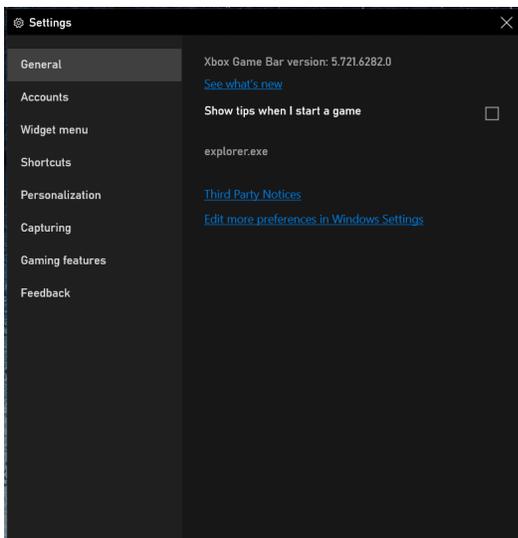
To end a task (i.e., close an application), simply click on the *X* button that appears on the far right side of the bar along with the application's name. This process will free up more of your computer's resources.

Xbox Social Widget



The Xbox Social widget requires you to have an Xbox (Microsoft) account, so this guide will not provide an in-depth explanation of its contents. In general terms, this widget enables you to manage communications with your friends across gaming platforms. For more information, see: "Xbox Social" on page 1.

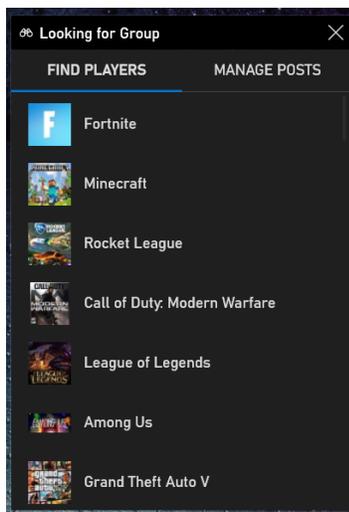
Settings Widget



The settings widget enables you to further customize the Xbox Game Bar to your satisfaction. Here is a brief overview of all the settings tabs:

- **General.** Within the general tab, you can look through notes regarding the Game Bar's most recent update. You can also display helpful tips for a game. Most helpful of all, if your Game Bar doesn't recognize one of your games as a game, all you have to do is go into the general tab and click a checkbox in order to help Game Bar identify the game in the future.
- **Accounts.** The accounts tab contains quick links to let you sign into your profiles for linked applications such as Twitter, Spotify, and Xbox Live.
- **Widget menu.** In the widget menu tab, you can toggle third-party widgets (such as Spotify) on and off. Turning the widgets off means that they won't display in the widget bar menu any longer.
- **Shortcuts.** The shortcuts tab lets you change both controller and keyboard shortcuts for accessing functions within the Game Bar.
- **Personalization.** In the personalization tab, you can change the theme of the Game Bar and set the transparency of all the widgets at once. You can set default widget layout, toggle game animations on/off, and show themes on profiles.
- **Capturing.** In the capturing tab, toggle background recording and recording notifications on/off, and set how you would like to record audio.
- **Gaming features.** The gaming features tab requires DirectX12 Ultimate software. For more information, see: "DirectX® 12 Ultimate" on page 37.
- **Feedback.** In the feedback tab, you can submit feedback to Microsoft, and enable diagnostic reports.

Looking for Group Widget



The looking for group widget helps you find nearby local and online players if you want to play a multiplayer game but don't have a group readily available to play with.

How to Look for a Group

1. Scroll through the list of games until you find the game you want to play.
2. Click on the name of the game in the widget.

3. Narrow your search results by clicking the filter icon in the top right corner of the screen. Enter in modifiers such as your chat preference, the day you'd like to play, and the language you speak. If there's another preference you'd like to specify, simply type in a tag (e.g., competitive or casual).
4. If you do not see a group that you'd like to join, you can click *Refresh for New Posts*, or you can click *Create a Post*.

Note: Creating a Post is highly similar to filtering for posts.

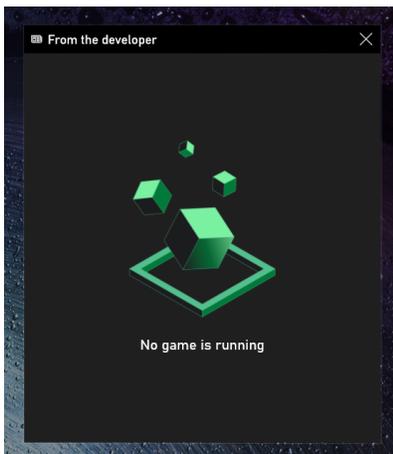
5. To find players for a different game, simply click again on the name of the game you're currently looking at to return to the list of games.

Creating Posts

To create a post:

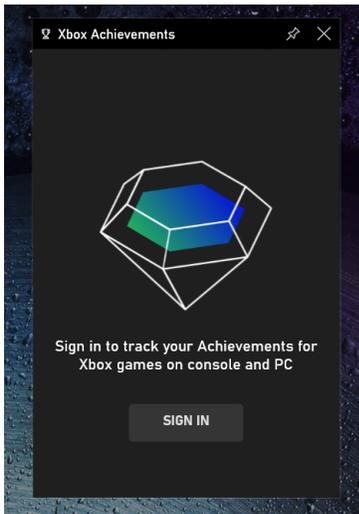
1. Click *Create a post*.
2. Specify your chat preference: *voice required* or *text only*.
3. Use the drop down arrows to specify the day and time to play, the number of players, and the languages you speak.
4. Add any relevant tags.
5. Add a short description.
6. Click *Create post*.
7. Click *Cancel* to back out of creating a post.

From the Developer Widget



The from the developer widget houses any comments on the game that have been made by the game developers themselves. Note however that it is fairly common for a game to not have any posts, as this requires the game developers to specifically open up the application and choose to post comments. Use of this widget also requires a game to be open and running, as the widget auto-detects the game that you are playing.

Xbox Achievements Widget



The Xbox achievements widgets displays all of the achievements that you've collected across your games. This widget also requires an Xbox/Microsoft account, so it will not be covered in detail. For more information, see: "Xbox Social" on page 36.

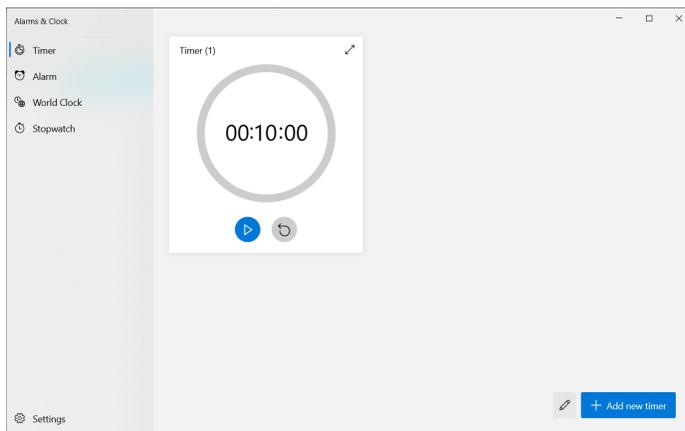
Chapter 3: Alarms & Clock

Overview of Features

As with the other applications covered in this user guide¹, the Alarms & Clock application comes pre-installed on most Windows computers. It has four different functions, which most users will probably already be familiar with: timer, alarm, world clock, and stopwatch. Alarms & Clock also has a settings menu which enables the user to customize their experience with the app.

Timer Feature

Timers are simple, universal countdown clocks which create a loud noise after the programmed time has run out. You can set several timers at once to help you keep track of different tasks, such as laundry or cooking.



Add a New Timer

The first time you open Alarms & Clock, you will have to create a new timer to begin using the timer feature. After that, you can add any number of timers that you desire.

¹See and See Also: "Snipping Tool" on page 1 and "Xbox Game Bar" on page 9

To set up your first timer:

1. Click the + *Add New Timer* button on the bottom right hand of the window.
2. Set the duration of the timer by clicking the respective box for hours, minutes, or seconds and typing in the desired number. Alternately, click the up or down buttons to either side of the respective box for hours, minutes, or numbers to raise or lower the current count in the box by one.
3. Next, give your timer a descriptive name by typing in the box with the placeholder text that reads "Timer."
4. Click *Save*.

Note: If you make a mistake when entering the timer, it's quite easy to fix. Simply adjust the timer with the arrow buttons, or click *Cancel* and create a fresh timer.

Start and Stop a Timer

One nice thing about Alarms & Clock's timer feature is that in addition to performing a countdown, it gives you a preview of exactly what hour and minute the timer will go off at.

To start and stop a timer:

1. Click the *Play* button to start the timer's countdown.
2. You can momentarily stop the timer by clicking *Play* again (the button should now be called pause).
3. Restart the timer by clicking the *Reset* button (the backward arrow).

Note: A reset timer will still continue to run until you pause it.

Edit and Delete Timers

Contrary to its name, the *Edit timers* button does not actually open up a timer's individual window so that you can edit it. Instead, this feature enables you to quickly delete several timers.

To mass delete a few timers, complete the following steps:

1. Click the *Edit timers* button (the pencil icon at the bottom right).
2. Click *Delete* (the small red trashcan icon that appears in the top right of each timer) for each timer that you want to delete.
3. Click the *Done* button at the bottom right of the window.

Luckily, there are two methods of making simple, conventional edits to a timer.

- **Method 1:** Left-click once in the middle of the timer that you wish to edit.
- **Method 2:** Right-click once in the middle of the timer that you wish to edit, and select the *Edit* option from the drop-down menu that appears.

Expand Timer Window

Toggling the Expand button will expand the timer to fill the whole window of the application. This can set it apart from all of the other timers and make it easier to see.

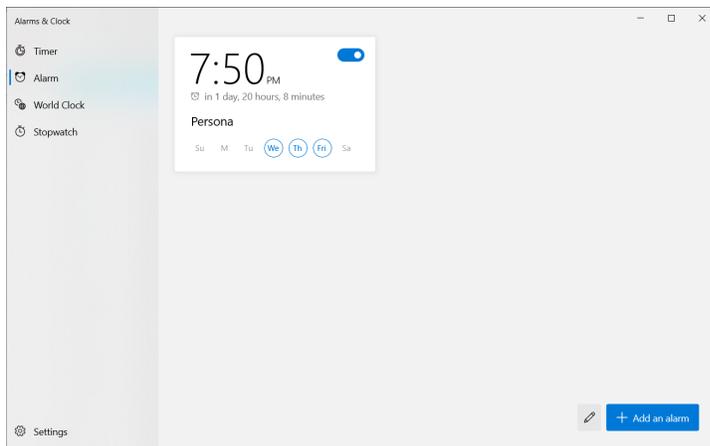
To turn on the expanded mode of a timer:

1. Click the *Expand* button (the small double-sided arrow button in the upper right corner of the timer display).

Note: Clicking the button again (it should now be called *Restore*) will downsize the timer back to its normal size.

Alarm Feature

The alarm feature is one of the app's most versatile features. You can customize it to repeat automatically every week on a certain day, or even on multiple days. Once you've set the alarm, you don't need to worry about resetting it for the next week after it goes off — the repeat function will take care of it for you.



Add an Alarm

Similar to the timer feature, the alarm feature requires you to create a new alarm initially instead of editing a default placeholder alarm.

To create a new alarm, follow these steps:

1. Click the + *Add an alarm* button at the bottom right of the window.
2. Set the desired time by typing in the number, or by using the provided arrows.
3. Rename the alarm by deleting and typing over the "Alarm" placeholder text.
4. Check the box next to "Repeat" if you'd like the alarm to go off on the same day weekly.
5. Select which days the alarm should go off on by clicking the circle associated with the corresponding day.
6. Select an alarm sound from the drop-down list.

7. Set the snooze time on the alarm from the drop-down list.
8. Click the *Save* button.
9. Double-check that the newly created alarm is on — the toggle switch should be blue.

Edit and Delete Alarms

Similar to the timer feature, the alarm feature uses an 'edit' button that actually functions as a mass delete tool.

To mass delete a group of alarms:

1. Click *Edit alarms* (the pencil icon to the left of the + *Add an Alarm* button).
2. Click *Delete* (the small red trashcan icon that appears in the top right of each alarm) for each separate alarm that you want to delete.
3. Click the *Done* button at the bottom right of the window.

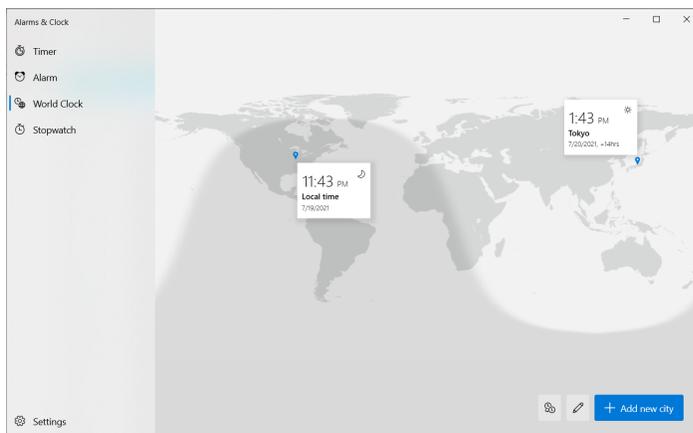
Note: If you want to stop an alarm without deleting it, simply turn it off — the toggle switch at the top right of the alarm will turn gray.

To edit an alarm conventionally:

- **Method 1:** Left-click once in the middle of the timer that you wish to edit.
- **Method 2:** Right-click once in the middle of the timer that you wish to edit, and select the *Edit* option from the drop-down menu that appears.

World Clock Feature

On default, the world clock displays the current date and time in your general area, which it detects from your computer's system date and time. You can add clocks from different timezones to your world clock map to help you keep track of what time it is in other states or countries. This can serve an important function when you are trying to schedule a meeting with a contact from a different timezone.



Add a New City

To add a new city to your world clock map:

1. Click the + *Add new city* button.
2. Type a location into the prompt bar.
3. Select the city from the drop-down list as it appears to confirm the selection.

Compare Clocks

To use the compare feature, you must have at least two locations on your world clock map. One of them can be your default location.

To compare clocks:

1. Click the *Compare* button (the icon in the bottom right with two clocks).
2. Click the *Calendar* button to select the day you wish to compare.
3. Select the hour you wish to compare.
4. When you've finished the comparison, click the *Done* button at the bottom right of the window.

Delete Clocks

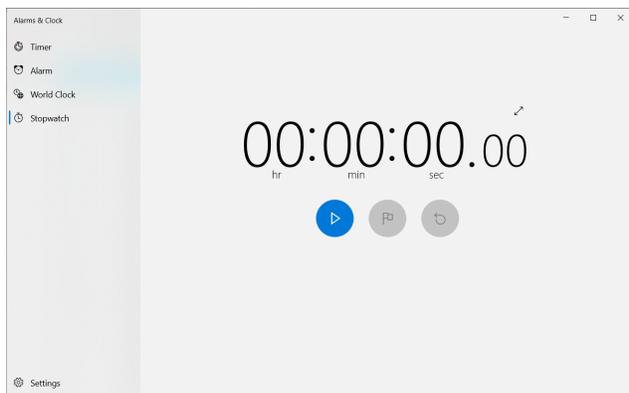
To delete a clock:

1. Click *Edit Clocks* (the pencil icon next to + *Add a new city*).
2. Press *Delete* (the red trashcan icon which appears at the top right of each clock) to delete as many clocks as you'd like.
3. Press the *Done* button at the bottom right corner of the window.

Note: You can also delete a clock by right-clicking it and pressing delete in the drop-down list that appears.

Stopwatch Feature

The stopwatch feature is the only Alarms & Clock feature that counts up from zero. It can help you to get the timing just right on a speech, or to record the time an experiment takes.



Expand Stopwatch Window

Toggling the Expand¹ button will expand the stopwatch to fill up more of the screen, making it a little easier to see.

To enable the expanded mode of the stopwatch:

1. Click the *Expand* button (the small double-sided arrow button in the upper right corner of the stopwatch display).

Note: Clicking the button again (it should now be called *Restore*) will return the stopwatch to its normal size.

Start and Stop the Stopwatch

1. Press the *Play* button to begin the stopwatch.
2. Press the *Play* button again (it should now be called "Pause") to momentarily stop the timer.
3. Press the *Reset* button (the backwards arrow icon directly to the right of the flag icon) to wipe the stopwatch entirely.

Lap/Split Stopwatch

The stopwatch must be actively running in order for you to use the lap/split function. This is because it enables you to time multiple events and record when each of them finishes without using several different stopwatches at once.

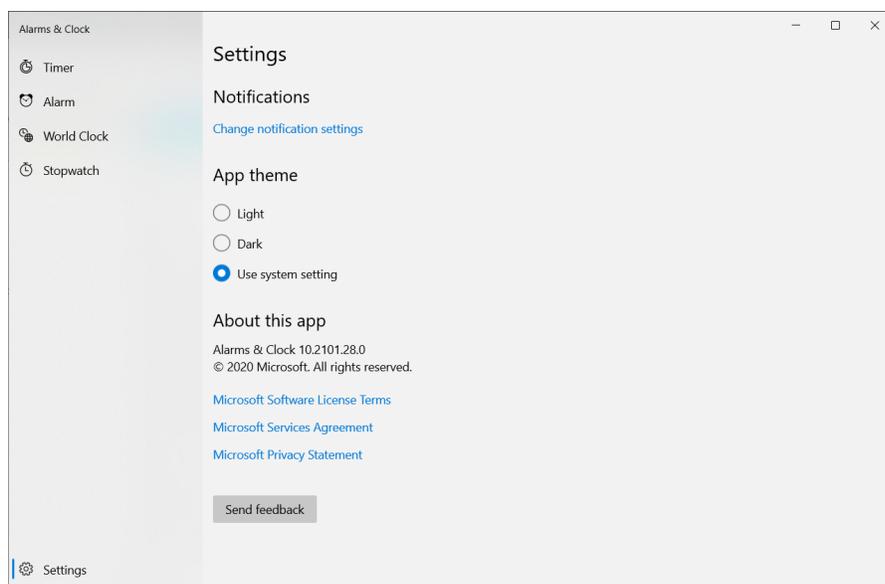
To create multiple laps on the stopwatch feature:

1. Press *Play* to start the timer.
2. At the desired time marker, click the *Laps / Splits* button (the flag icon) to pause the first track and create a second track.
3. Repeat as many times as necessary.
4. When you are finished with the stopwatch, press the *Reset* button (the backwards arrow icon directly to the right of the flag icon) so that it is ready for use the next time you need it.

Settings

The settings tab allows you to control the display and the functions of the Alarms & Clock application on your computer. Within the Alarms & Clock app in particular, the settings tab is rather short and streamlined. This is good for quick access, but this also means that there's not as much content on the application that you're able to customize. Primarily, the settings tab allows you to adjust incoming notifications and the background color of the app.

¹See also: "Expand Timer Window" on page 23



Notifications

Notification settings enable you to control if and where you receive notifications, which apps you receive notifications from, and whether the notifications should play an audio clip or remain purely visual.

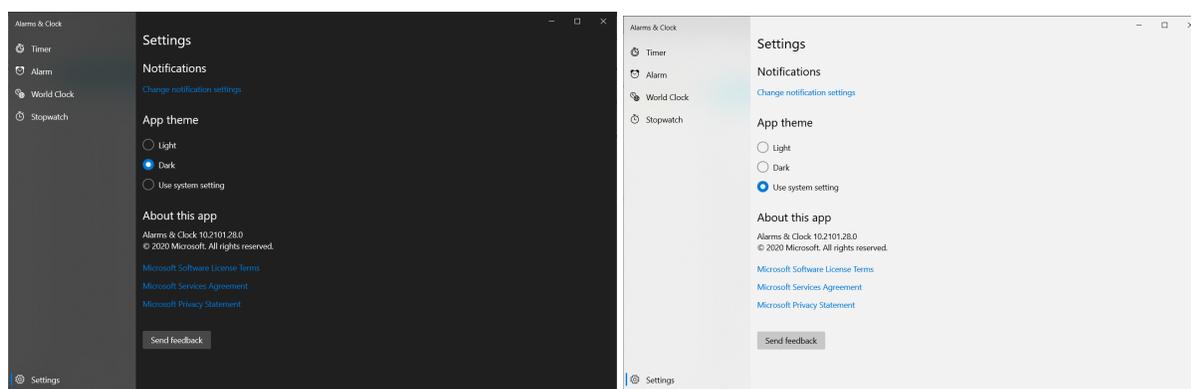
To adjust your notification settings:

1. Click *Change notification settings*.

Note: This will reroute you to your computer's system settings. The notification options that you can adjust may vary, but try toggling aspects of the settings on or off according to your preferences.

App Theme

This setting enables you to change whether the app displays with a light or dark background. The images below denote the difference between the two options:



To change your app theme display:

1. Click the radio button next to the option you'd prefer: *Light*, *Dark*, or *Use system setting*.

Note: The *Use system setting* option typically defaults to the *Light* setting.

2. Close and reopen the Alarms & Clock application to see the difference.

Glossary

A

Adobe© Premiere Pro©

An audio/video editing program which can be used to edit recordings.

Alarm Repeat

Sets an alarm to go off every week on one or multiple days.

Alarms & Clock

A time management Windows application that provides access to timers, alarms, stopwatches, and a world clock.

App Theme

Lets you change whether an application displays with a light or a dark background.

Audio Widget

Displays information on all the sounds playing inside and outside your computer. Enables you to change your voice input/output settings.

B

Background Recording

When enabled, your computer will automatically record your screen whenever you play a game. The recording will not be saved to your computer, however.

C

Capture Widget

The capture widget provides options to assist you in recording your computer screen and your voice. It also enables you to take screenshots.

Clipboard

A short term storage space on your computer. Temporarily holds cut or copied images.

Compare Clocks

Enables you to compare the clocks from all the different cities you've added to your world map side by side. This feature lets you pick out a day and time and see what time that equates to in all the different cities on the map.

CPU

Central processing unit.

Ctrl + C

Keyboard shortcut to copy a snip to your computer's clipboard.

Ctrl + N

Keyboard shortcut to create a new snip with the Snipping Tool.

Ctrl + P

Keyboard shortcut to print a snip.

Ctrl + S

Keyboard shortcut to save a snip.

D**Delay Function**

Enables you to schedule a brief pause between the time you press the button to take a new snip, and the time at which the Snipping Tool actually takes the snip.

DirectX® 12 Ultimate

A relatively recently updated version of the technology that enables you to play games and run certain types of applications on your computer.

E**Edit Alarms Button**

The Edit Alarms button enables you to mass delete a group of alarms.

Edit Timers Button

A button that enables you to mass delete a group of timers.

Edit with Paint 3D

Automatically opens up a copy of a snip in Paint 3D. This lets you edit the snip in Paint 3D instead of in the Snipping Tool application.

Enable Clickthrough

A functionality that ensures that whatever changes you make to a widget will carry over to the underlying system application that the widget presents a simplified version of.

F**FPS**

Frames per second.

Free-form Snip

Enables you to draw a selection shape of your choosing around the area that you'd like to snip.

From the Developer Widget

This widget displays any available developer commentary on the game that you're currently playing.

Full-screen Snip

A full-screen snip takes a conventional screenshot of your entire screen.

G**Gallery Widget**

Displays screenshots and recordings that have been captured with the Game Bar.

GPU

Graphics processing unit.

L

Lap/Split Stopwatch

Enables you to time multiple events and record when each individual event finishes without using several different stopwatches at once.

Looking for Group Widget

Helps you to find a group to play a multiplayer game with.

M

Marking Up

Another term for editing.

MHT File

A file type that saves web page elements, including HTML and CSS.

Microsoft® Office Outlook®

Microsoft's e-mail client. Linking your Microsoft® Office Outlook® account to Xbox Game Bar enables you to sign in to Xbox Social and access other features.

Mode Function

Enables you to change the shape of the Snipping Tool.

P

Paint 3D

A built-in Windows program which allows you to edit and draw on images.

Performance Widget

Provides an overview of how well your computer is running/how much of your processor is tied up in different applications.

R

RAM

Random access memory.

Record the Last 30 Seconds

Background recording must be enabled to use this feature. When the Record Last 30 Seconds button is pressed, your computer will create a recording of the last 30 seconds of your gameplay. The new recording will appear in the gallery widget.

Rectangular Snip

Enables you to draw a box shape around the area that you'd like to snip.

Resources Widget

Displays where all of your computer's resources are currently being allocated. Functions similarly to the Task Manager program.

S

Screen Overlay

A partially translucent pop-up window which you can look through and still see the window layer beneath it.

Screenshot

A photo of your computer screen; taken by your computer.

Snip

A screenshot taken with the Snipping Tool.

Snip & Sketch

The most recent version of the Snipping Tool. The Snipping Tool will eventually phase out and be entirely replaced with Snip & Sketch.

Snipping Tool

An application that can take full or partial screenshots.

T

Touch Writing

Allows you to write or draw directly onto your computer screen with your finger or stylus, provided that this feature is supported by your computer.

V

Voice Input

Sound created outside of your computer, such as your voice.

Voice Output

Sound created by your computer. It's projected through your speakers or headset so that you can hear it.

VRAM

Video RAM.

W

Widget Bar

The thin bar that appears at the top of the widget overlay. Controls which other widgets display in the Game Bar and provides access to the widget store.

Widget Store

The widget store, accessible through Xbox Game Bar, enables you to purchase additional widgets and add them to your Game Bar overlay in order to personalize it a bit more.

Widgets

Simple, user-friendly applications.

Window Snip

Window snip takes a screenshot of an entire browser or application window, provided that you click somewhere within the window.

Windows + Alt + G

Keyboard shortcut to record the last 30 seconds of gameplay.

Windows + Alt + M

A keyboard shortcut to turn the microphone on or off.

Windows + Alt + Prtscrn

Keyboard shortcut to take a screenshot with the Xbox Game Bar.

Windows + Alt + R

Keyboard shortcut to start or stop recording.

Windows + G

Keyboard shortcut that opens and closes Xbox Game Bar.

Windows + Shift + S

Keyboard shortcut to create a new snip with Snip & Sketch.

World Clock Feature

Enables you to add clocks from cities around the world so that you can easily tell what time it is in a different location.

X**Xbox Achievements Widget**

Displays all the achievements you've collected in your games.

Xbox Game Bar

A screen overlay application that assists a user by compiling common gaming and streaming interfaces into one location.

Xbox Social

One of the widgets in the Xbox Game Bar. It enables you to talk with your friends cross-platform.

Appendix A: Application Updates

Snip & Sketch

Overview

Microsoft's Snipping Tool is currently in the process of being updated to a new application, which is called Snip & Sketch. At its heart, Snip & Sketch has the same core features of the Snipping Tool, but this updated application also seeks to streamline content and expand application functionality.

Similarities

- Rectangular, Free-form, Window, and Full-screen snip functionality.
- Cancel functionality.
- Pen, highlighter, and eraser tools.

Differences

- You can access Snip & Sketch by using the keyboard shortcut *Windows + Shift + S*. This brings up a simplified snipping menu for quick access.
- A new snip taken through the keyboard shortcut method will not open automatically. Instead, it is saved to your computer's clipboard, and a notification will display in the bottom right corner of your screen. This gives you the option to open the snip immediately if you so desire, but you do not have to do so.
- Snip & Sketch adds Undo and Redo buttons to the editing panel.
- Simplified size and color selector have been added for the pen tool; they're included in a drop-down submenu beneath the pen icon.
- An "erase all ink" option has been added to the eraser, which is also included in a drop-down submenu.
- A new pencil tool and ruler/protractor tool have been added.
- Highlighter and pencil color can now be modified through the use of drop-down submenus located immediately below their respective icons.
- Zoom and crop functionalities have been added.
- Menus have been reorganized to streamline content.
- Snips can now be shared across a wider variety of platforms.
- Different timer options have been included within the delay setting.

- A touch writing feature has now been added.
- An "open file with" option has been added to the menu.
- Different settings options have been included, such as adding an outline to a snip or opening snips with different programs.

Conclusions

- Both the Snipping Tool and the Snip & Sketch applications are great tools to have in your tool belt, but the Snipping Tool's simplified presentation can make it easier to start off with.
- The Snipping Tool can still get the job done, but Snip & Sketch adds several new features that make it a strong contender and a solid upgrade.
- As new computer models are released in years upcoming, it is likely that Snip & Sketch will entirely replace the Snipping Tool application, so it may be best to begin learning Snip & Sketch now.

Appendix B: Outsourced Programs

Several programs have come up that are outside the scope of this user guide. As such, this appendix seeks to provide links to sources of further information on each of these programs, so that you may decide whether to pursue them.

Paint 3D

- [Paint 3D Tool Introduction](#)
- [Start Creating with Paint 3D](#)
- [10 Minute Entry Level Paint 3D Tutorial](#)
- [PC World - How to Use Paint 3D](#)

Microsoft® Office Outlook®

- [Basic Tasks in Outlook](#)
- [7 Outlook Tips](#)
- [Beginner's Guide to Microsoft Outlook](#)

Widget Store

- [Game Bar Widget Store Release Overview](#)
- [How to Install Game Bar Widgets](#)
- [How to Install Third Party Widgets](#)

Adobe© Premiere Pro©

- [Adobe Premiere Pro Tutorials](#)
- [12 Minute Beginner's Guide to Adobe Premiere Pro](#)
- [Editing Audio in Adobe Premiere Pro](#)
- [Audio Editing Tips](#)

Xbox Social

- [How to Link Your Social Network Accounts](#)
- [Xbox Social Features Tutorial](#)

- [Track Achievements in Xbox Game Bar](#)

DirectX® 12 Ultimate

- [DirectX 12 Ultimate Overview](#)
- [What is DirectX 12 Ultimate](#)
- [Installing DirectX 12 Ultimate Support in Windows 10](#)

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