

Upgrading Your PC to Windows 10

Are you ready to upgrade to Windows 10? While Microsoft is no longer offering free upgrades to current Windows users, Windows 10 is still available for purchase on the Microsoft website and from authorized retailers such as Amazon and Best Buy. Here's what you need to know.

Getting Started

In order to install Windows 10, first make sure your computer is able to run the software. You'll need:

- Windows: Version 7 or 8.1
- RAM: 1-GB if you have a 32-bit processor and 2-GB if you have a 64-bit processor
- Hard Disk Space: 16-GB if you have a 32-bit processor and 20-GB if you have a 64-bit processor

I don't know what my devices specs are.

Windows 7 Users: You can find out by navigating through Start > Computer > Properties > System.

Windows 8.1 Users: The navigation path for you flows through Start > Settings > Change PC settings > PC and devices > PC Info.

What if I don't have enough free space on my drive?

Free up hard drive space by deleting old apps and files you no longer use and then run Device Cleanup. If you still don't have enough free space, try connecting an external drive during the installation.

Installing Windows

1. If your device meets the minimum requirements, download the Windows 10 installer tool from the Microsoft website.
2. Open the installer tool and select "Upgrade this PC now" when prompted, and the tool will guide you through the process of the installation.
3. When you see the "Activate Windows" screen, enter the 25-digital code included with your purchase. If you bought Windows 10 from the Microsoft website, just select "I don't have a product key". Your Windows license will be automatically verified once you sign in to your Microsoft account!
4. Do not turn off your computer until the download is complete. This may take upwards of an hour.

5. Congratulations! You can now begin exploring Windows 10.

5 Tips and Tricks for PDFs on Mac

PDFs are one of the most common, and most versatile, file types you will encounter in business and across the web. Learn how to maximize your PDF potential with these five Preview features.

Fill Out Forms Sent as PDFs

Printing out forms, filling them out by hand, and then scanning them to email is time consuming and a hassle. But Preview on Mac lets you skip the whole process!

1. Open the PDF document you want to complete in Preview.
2. Select “Show Markup Toolbar”. This is an icon resembling a pen to the immediate left of the search bar.
3. Select “Text”. This is an icon resembling a box with a T inside it.
4. A box will appear in which you can type. You can resize the text box and drag it onto any line on the page.
5. To add a checkmark, select the textbox and type Alt + V.

Electronically Sign a PDF Document

Do you need to sign a document sent to you as a PDF? Add your John Hancock straight from your computer.

1. Open the PDF you want to sign in Preview.
2. Select “Show Markup Toolbar”. This is an icon resembling a pen to the immediate left of the search bar.
3. Select “Sign”.
4. Add your signature using the trackpad, or hold a written signature up to your camera to be scanned in. Be sure to write clearly so that your signature can be easily detected if you choose to use the camera.
5. Your signature can be dragged anywhere on the document, and resized to fit the line.

Convert A Color PDF to Black and White

Colorful PDFs are more appealing and hold readers’ attention longer, but when you need to print a document, a black and white copy can help you save on the cost of printer ink.

1. Open the PDF you want to convert in Preview.
2. Select File > Export from the toolbar (Do not select “Export as PDF”. Don’t worry, your file type will not change if it originated as a PDF).
3. Under Quartz Filter, select “Black and White” or “Grayscale” for gradients.
4. Hit “Save”.

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When dealing with large PDFs with dozens of pages, bookmarks are an easy way to jump between key sections.

1. Open the PDF you want in Preview.
2. From the page where you want to place the bookmark, select Tools > Add Bookmark from the toolbar or use the keyboard shortcut Command + D.
3. To view your bookmarks, select View > Bookmarks from the toolbar or use the keyboard shortcut Alt + Command + 5.

Add Comments to a PDF

Let's say you've been sent a document for review, and you want to add a comment or edit directly to the PDF. It's simple to add "sticky notes" to your document.

1. Open the PDF you want to comment on in Preview
2. Select "Show Markup Toolbar". This is an icon resembling a pen to the immediate left of the search bar.
3. Select "Note". This is an icon resembling a box with three lines inside. A white box will appear. When you click it, it will expand into a yellow sticky note in which you can type in any comments you have. Clicking it again will shrink it down into a white box again. You can drag the note anywhere on the page you'd like.

You are now an expert in editing PDFs! Get out there and see what you can do.