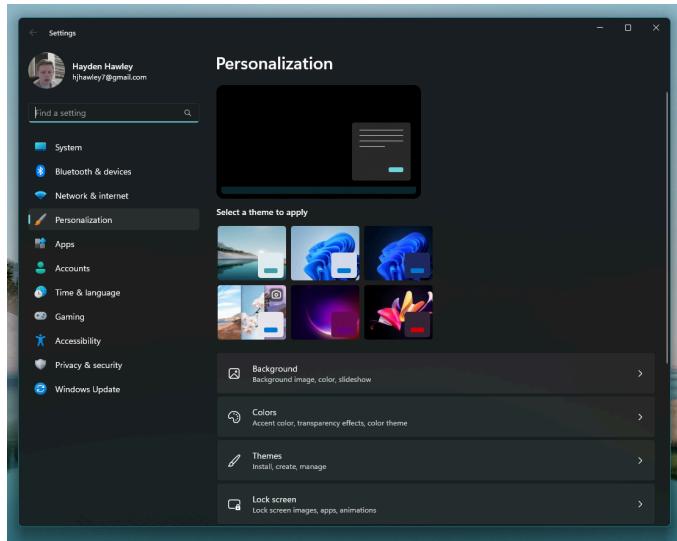


Customizing Your OS

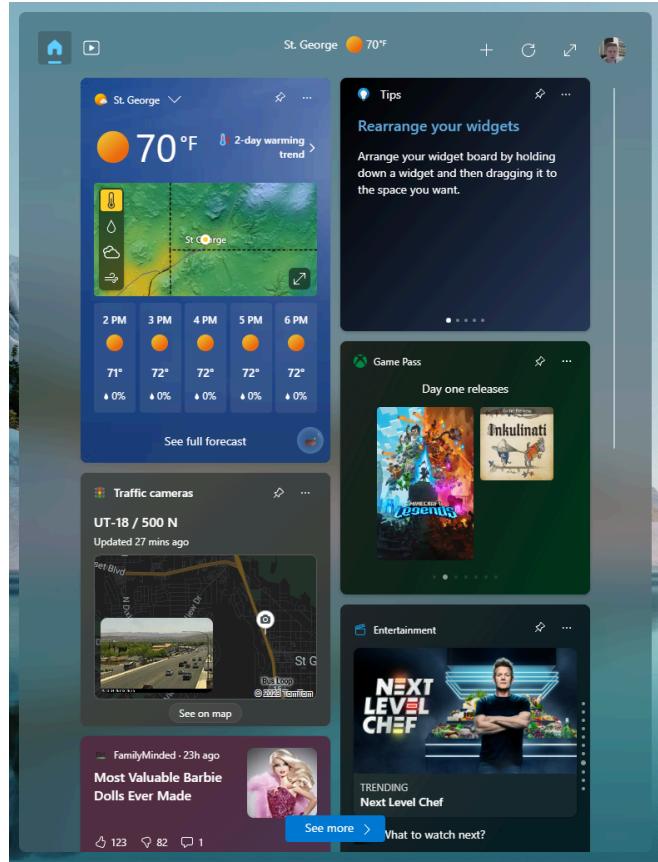
Now that you know the ins and outs of navigating your operating system, let's talk about how to make it your own!

Personalizing Your Desktop



On **Windows**, you can personalize your desktop by right-clicking on an empty area of the desktop and selecting "Personalize." From there, you can change the background, colors, and other visual elements of your desktop. You can also create a slideshow background by selecting the "slideshow" option and selecting a folder full of images.

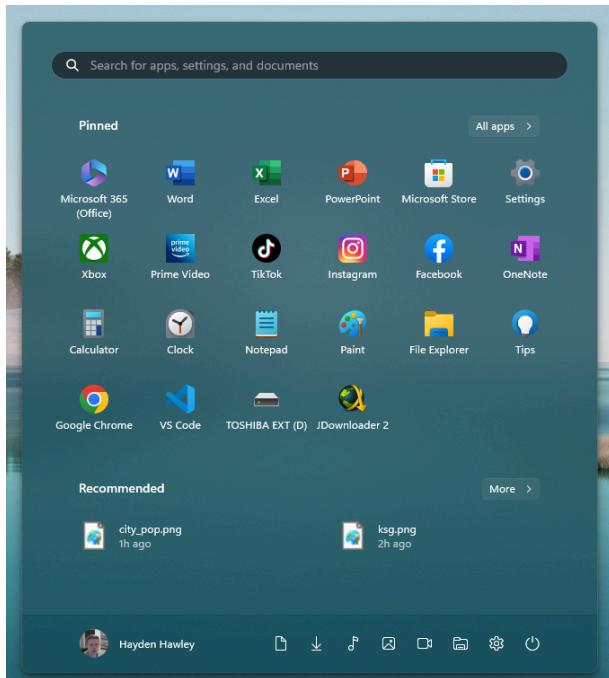
On **macOS**, click on the Apple menu and select "System Preferences," then click on "Desktop & Screen Saver." You can then choose a default background from the options available or click the + button to add your own images. You can also select a folder full of images to create a slideshow background with the "Desktop Slideshow" option.



Widgets and **gadgets** are small, interactive programs that can provide quick access to information and tools on your desktop. Widgets on **Windows** can be accessed with Win + W or by clicking on the "Widgets" icon in the taskbar. On **macOS**, widgets can be added to the Notification Center by clicking on the "Edit" button at the bottom of the Notification Center and selecting the widgets you want to add. You can also add widgets to your desktop by clicking on the "Widgets" icon in the Dock.

You can also customize the layout of icons and shortcuts on your desktop for easier access. On **Windows**, you can right-click on an empty area of the desktop and select "View" to change the size and spacing of icons. On **macOS**, you can use the "Arrange By" and "Sort By" options in Finder to organize the icons on your desktop.

Customizing Your Start Menu / Dock

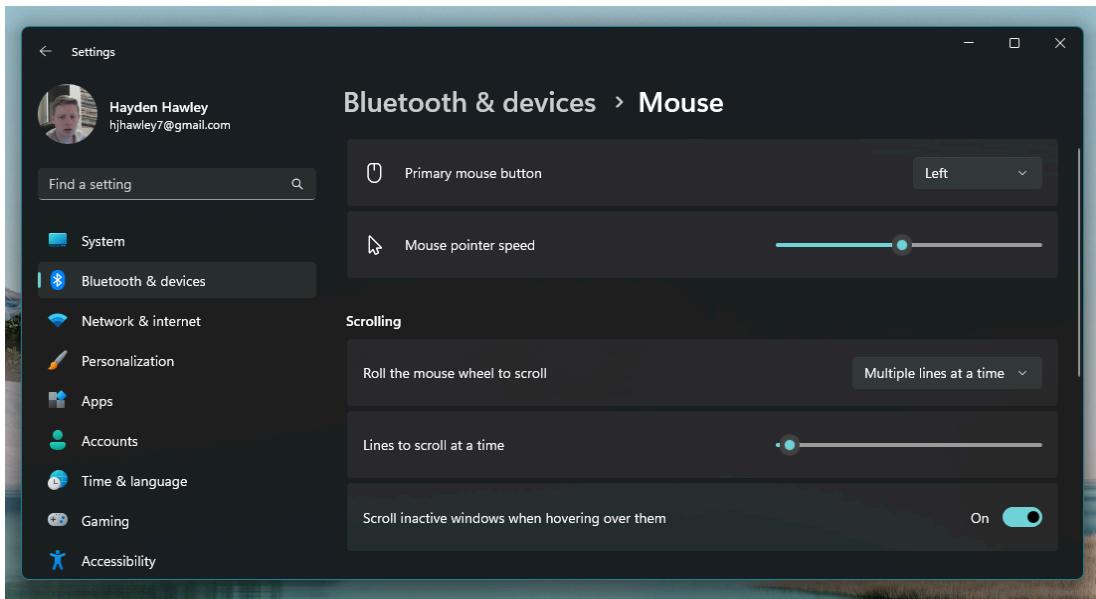


On **Windows** you can customize the Start Menu by right-clicking on the Start icon or going to "Settings" > "Personalization" > "Start." You can show more or fewer app tiles, change the color, and pin frequently used apps by right-clicking and selecting "Pin to Start." You can quickly access Taskbar settings by right-clicking the Taskbar.

On **macOS** you can customize the Dock by clicking the Apple menu > "System Preferences" > "Dock & Menu Bar." You can show more or fewer app icons, change the size, and add frequently used apps by dragging from the Applications folder or right-clicking them and selecting "Options" > "Keep in Dock."

On either OS, you can drag app tiles to create folders or “app stacks” and group them together. You can also use keyboard shortcuts to quickly access your most frequently used apps and files. On Windows, you can press the Windows key + a number (1-9) to open the corresponding app on the taskbar. On macOS, you can press Command + a number (1-9) to open the corresponding app in the Dock.”

Keyboard and Mouse Settings



You can adjust things like mouse sensitivity and keyboard repeat rate. On **Windows**, go to "Settings" > "Bluetooth & devices" > "Mouse" etc. On **macOS**, go to "System Preferences" > "Mouse/Keyboard."

You can also customize keyboard shortcuts. On **Windows**, right-click on an app and select "Properties" > "Shortcut" > "Shortcut key." On **macOS**, go to "System Preferences" > "Keyboard" > "Shortcuts."

To remap keys or shortcuts on **Windows**, you can use Microsoft PowerToys. Search for and download it from the Microsoft Store. Open the app, turn on "Enable Keyboard Manager," and select "Remap a key" or "Remap a shortcut." You can map keys to other keys or a combo of keys, and confirm the app executable to apply the new shortcut. Note that PowerToys does not make system changes, so the remaps only work when the app is running. You can also use third-party software like SharpKeys.

On **macOS**, use the built-in Keyboard Viewer to see specific characters and enter those not on your keyboard. Access the Viewer by going to "System Preferences" > "Keyboard" > "Keyboard" and selecting "Show keyboard and emoji viewers in the menu bar."

Accessibility Options

Accessibility options help users with visual, auditory, or mobility impairments. On Windows, the Ease of Access Center can be accessed with the Win + U shortcut or through the Control Panel. This center includes features such as Magnifier, Narrator, and High Contrast mode. On macOS, accessibility options are located in the System Preferences and include VoiceOver, display settings, options for alternative input devices, closed captions, text to speech, and dictation.

Security and Privacy Settings



It's important to understand the security and privacy settings on your computer to protect your personal data and prevent unauthorized access. Let's go over some common features.

A **firewall** monitors and controls incoming and outgoing network traffic, blocks unauthorized access to your computer, and helps keep your personal information safe.

Antivirus software protects your computer against malicious software (malware) and other Internet threats. It works by scanning your computer for malware and removing it. Keep your antivirus software up-to-date so that it can detect and remove the latest threats.

Encryption is the process of scrambling your data so that it cannot be read by anyone who isn't authorized to access it. Encryption is used to protect sensitive data, such as credit card numbers, passwords, and other personal information.

Two-factor authentication (2FA) adds an extra layer of security to your account by requiring you to provide two forms of identification to access it. Typically this involves at least two of the following: something the user *knows*, such as a password, something the user *has*, such as their phone (verified by sending a code to their phone number), and something the user *is* (biometric authentication, such as fingerprint or facial recognition). This makes it much more difficult for hackers to gain access to your accounts, even if they have your password.

Why You Should Turn On Two Factor Authentication

On **Windows**, users can access security and privacy settings by going to “Settings” > “Privacy & security” or through the Control Panel. Users can manage their antivirus and firewall settings, configure Windows Defender, and set up BitLocker encryption to protect their data. Windows offers a variety of login options, such as PINs and biometric authentication.

On **macOS**, users can access security and privacy settings via System Preferences. In addition to features like FileVault and Gatekeeper, users can configure their firewall settings and set up a password or Touch ID to unlock their devices. macOS also offers two-factor authentication for additional security.

Remember that these security and privacy settings are not foolproof and you should exercise caution when browsing the internet, downloading files, and sharing personal information. Regularly updating your operating system and apps will also help keep your computer secure.