

## - 1.1.3. Personalizing Windows 10 -

### Settings vs. Control Panel

The engineers and designers who build Windows have been steadily migrating settings from the old Control Panel to the modern Settings app.

The Settings app made its first appearance in Windows 8, beginning the transition of personalization and other settings from Control Panel, the desktop app that has served this function since the beginning of Windows back in 1985.

In Windows 10 you'll find that transition has made impressive progress.

Although you'll find Personalization options in both Settings and Control Panel, the latter contains mostly legacy settings.

The far more complete selection is in Settings, where Personalization is one of the nine top-level categories.

### Customizing the visual appearance

The most obvious way to personalize your Windows experience is to customize its visual appearance: the desktop background, lock screen picture, accent colors, and so on.

These options are neatly arranged under the Personalization heading in Settings.

### Selecting the desktop background

You can perk up any desktop with a background image.

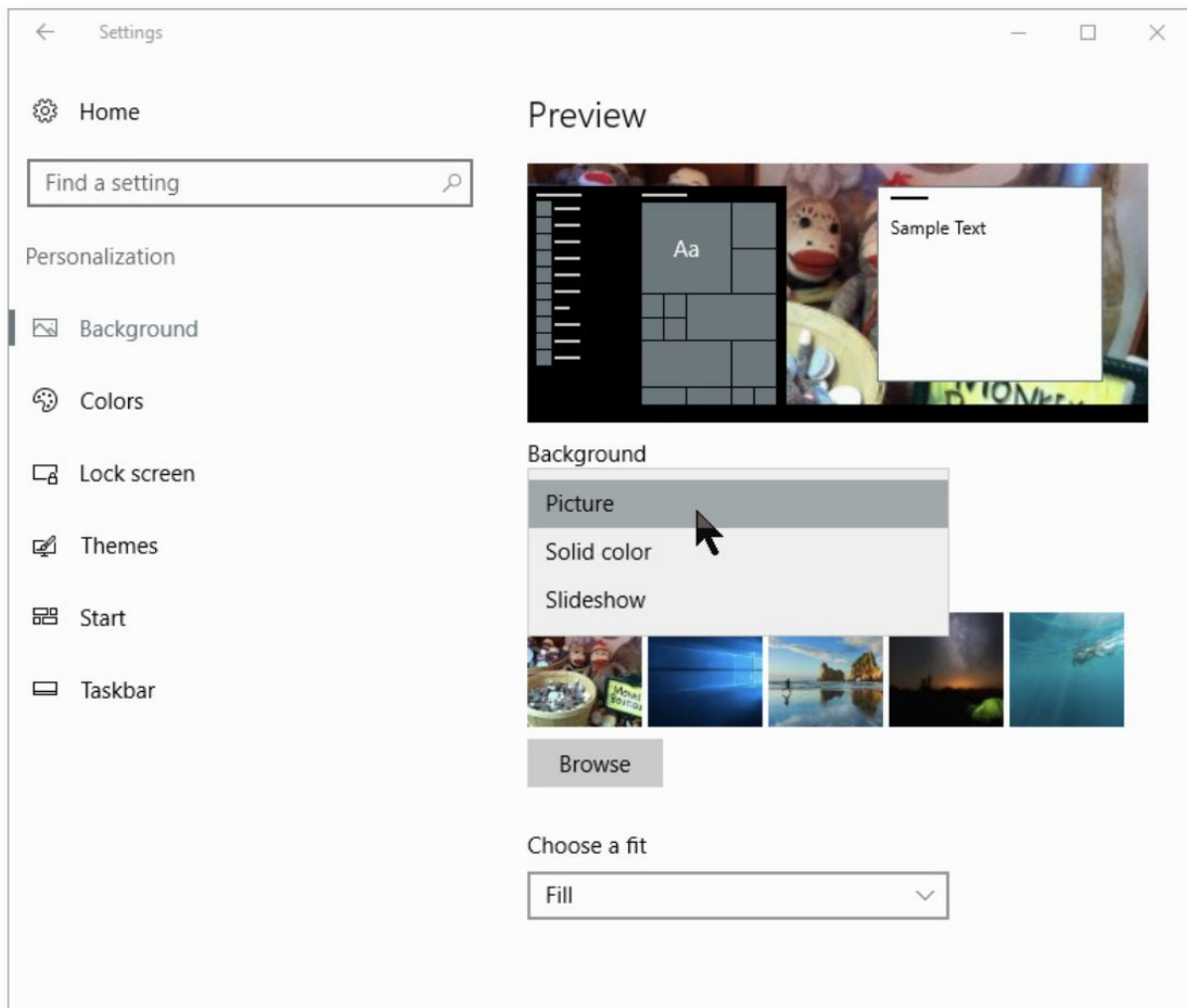
Your background can be supplied by a graphics file in any of several common formats: BMP, GIF (static only, not animated), JPEG, PNG, and TIFF.

If you can't settle on a single image, set up a slide show of images instead.

And if you find pictures too distracting, just pick a background color: this option is especially useful if you use the desktop as a place to store files and program shortcuts.

To select any of these options, go to Settings > Personalization > Background.

The Background drop-down list offers the three options shown in the following figure:



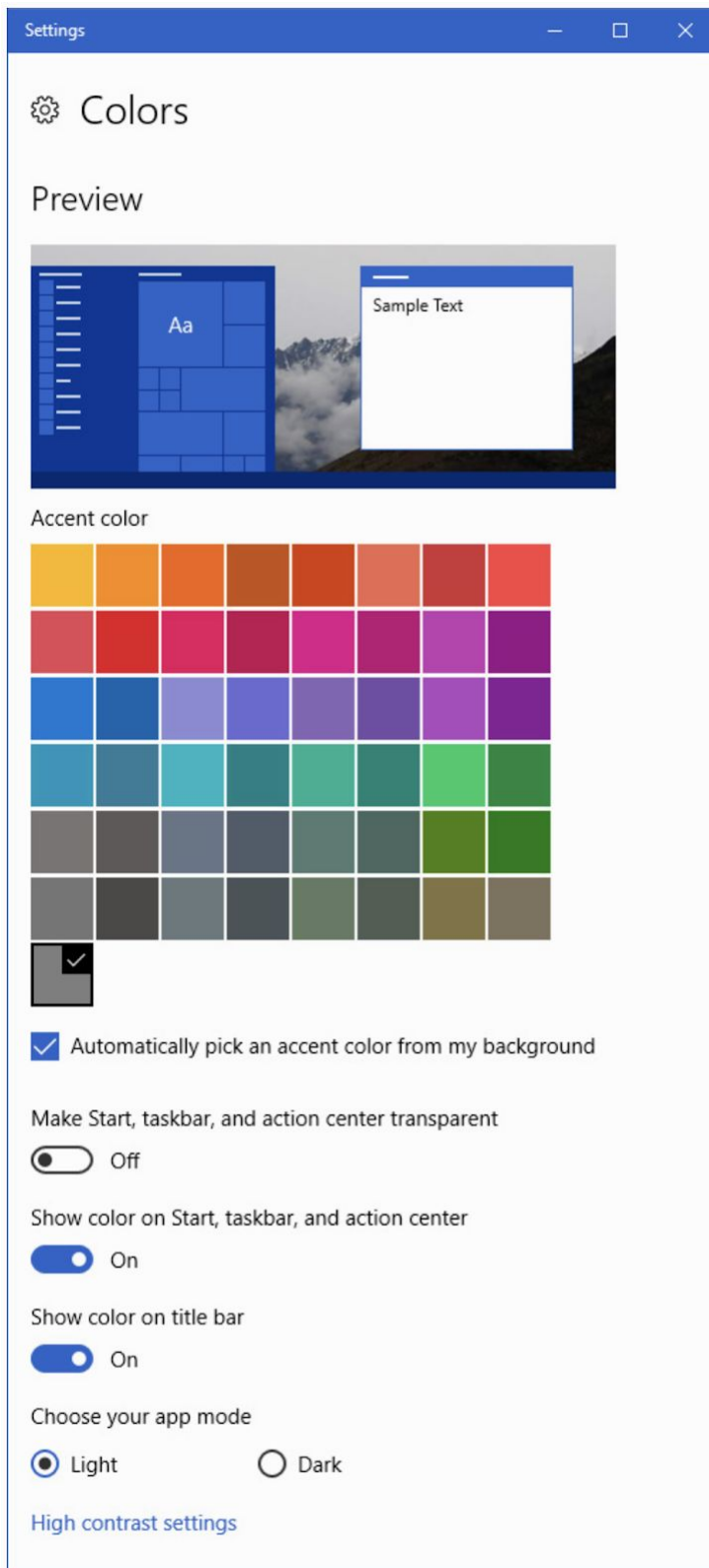
## Selecting colors

With a beautiful desktop background in place, your next personalization step might be to select a complementary accent color and specify where and how to use it.

If you're coming to Windows 10 directly from Windows 7, this group of settings represents a major change.

In Windows 7, you can assign separate colors to dozens of different pieces of the Windows interface.

In Windows 10, you choose one systemwide accent color from a palette of 48 solid colors, or allow Windows to choose a color that matches your desktop background, as shown in the next figure:



Sliders beneath the Accent Color palette provide limited control over where that color appears.

Use the check box just below the color palette to specify that you want Windows to match the accent color to your background automatically.

## Customizing the lock screen and sign-in screen

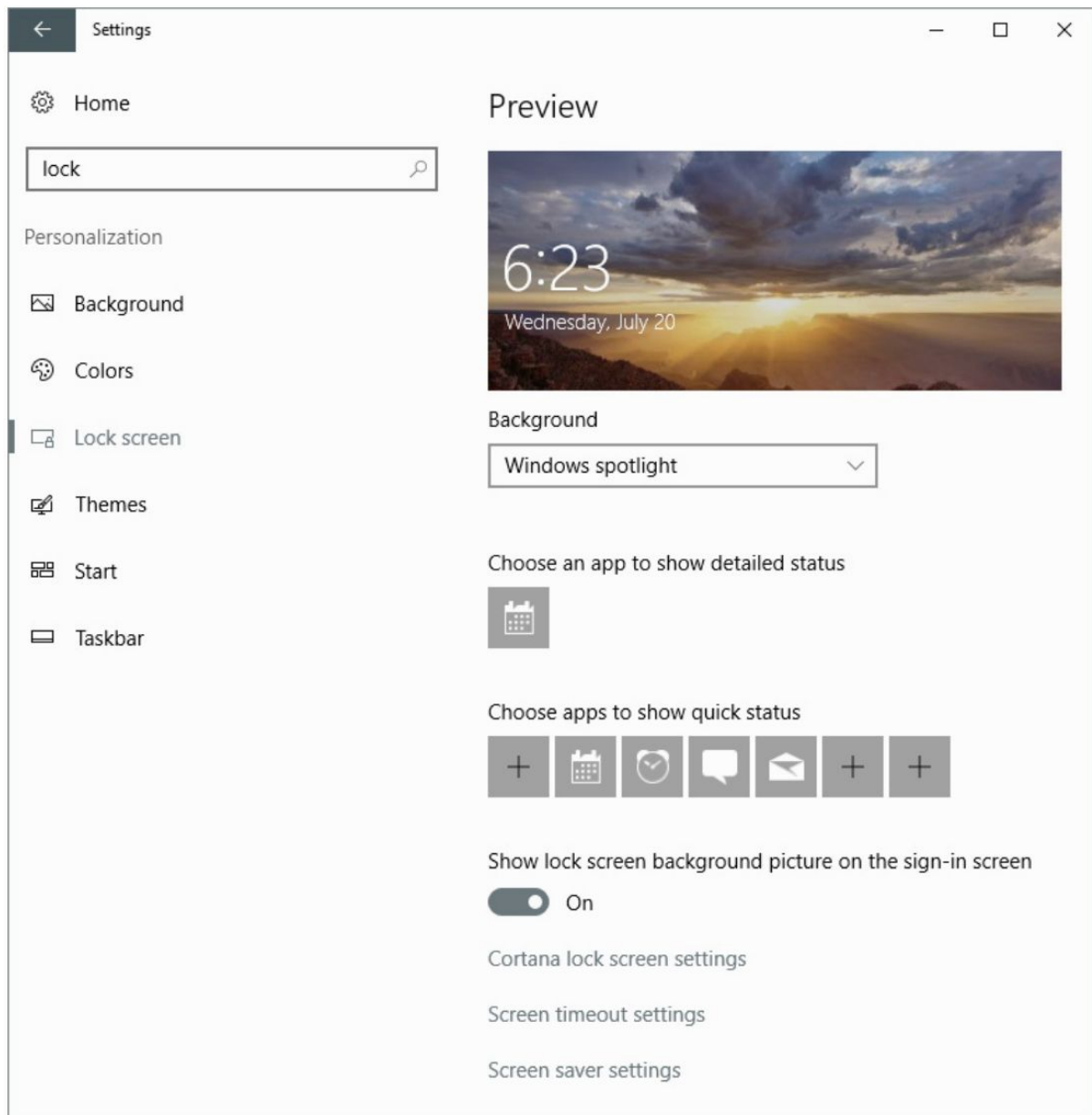
The lock screen is a security precaution that prevents someone from accessing your account when you step away from the computer while you're signed in.

To display the lock screen, click Start, and then click your account picture, where you'll find Lock on the menu of available options.

Of course, the much faster way to lock the screen is with a keyboard shortcut: Windows key+L.

Just as you can customize the desktop background, you can change the lock screen to your liking by adding custom images and specifying which notifications appear on the lock screen when you're away.

Go to Settings > Personalization > Lock Screen to see your options, as shown in the following image:



These settings closely resemble those for the desktop background.

In fact, under the Background menu, you'll find Picture and Slideshow options that work exactly like those under the Background headings.

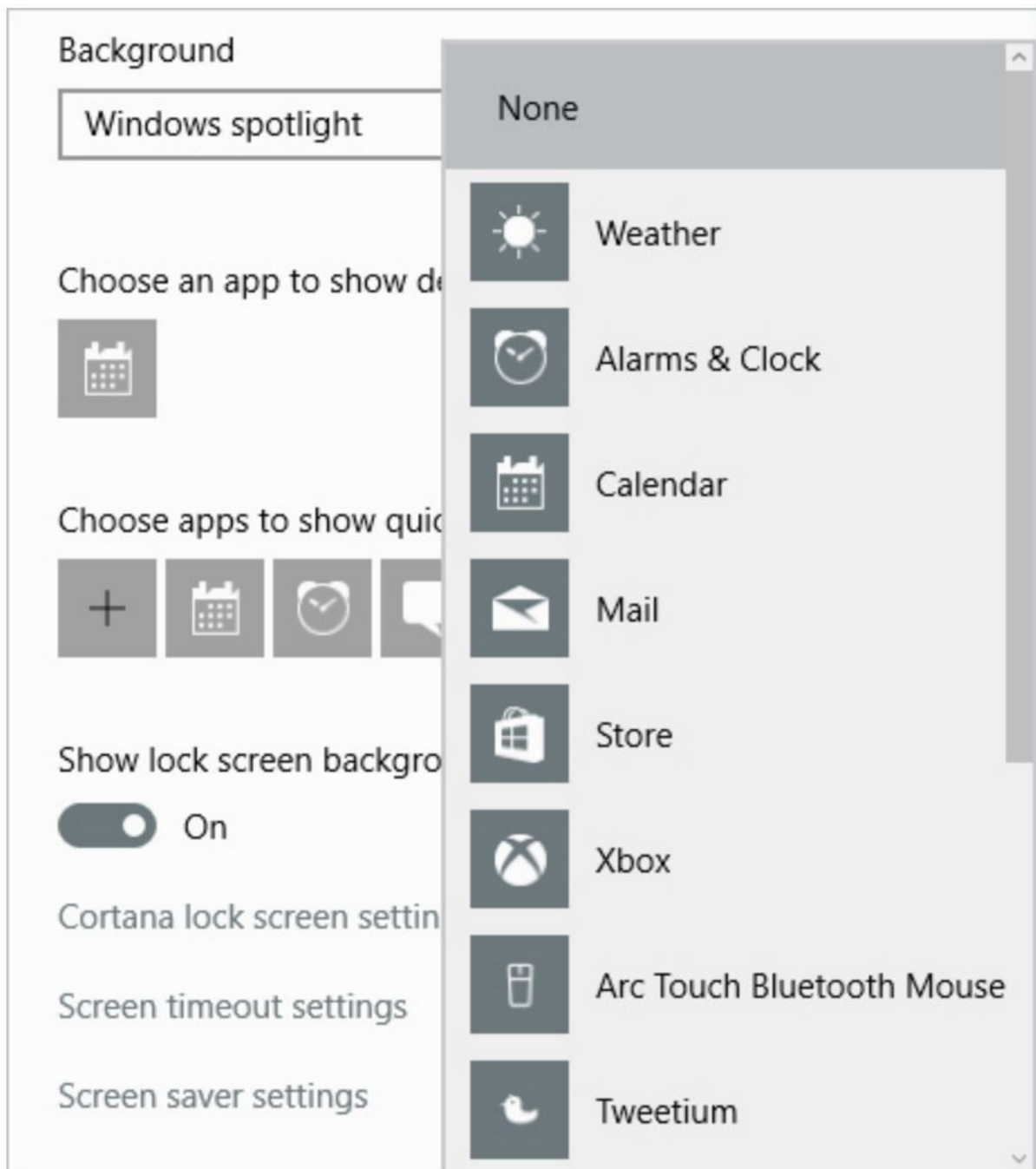
The Windows Spotlight option supplies a continually changing assortment of background images along with occasional helpful tips and the option to indicate whether you like or dislike a particular image—that feedback goes into the algorithm that serves future images to you.

New is the Show Lock Screen Background Picture On The Sign-In Screen option. After you slide this switch to On, you can clear the lock screen—by clicking, swiping, or tapping any key—and see the box to enter your credentials with the same image behind it.

You can allow one or more apps to display their current status—such as the number of new email messages, upcoming appointments, and so on—on the lock screen. You can also see alarms and reminders here.

Depending on your personal preferences, these notifications are either a convenience or a potential privacy issue; if you don't want anyone who passes by your desk to see any notifications, go to Settings > System > Notifications & Actions.

Under Notifications, turn off Show Notifications On The Lock Screen and Show Alarms, Reminders, And Incoming VOIP Calls On The Lock Screen.



## Setting date and time, currency, and other regional options

A personalized experience requires Windows to know some things about you.

Not just how to read your handwriting, or your dining preferences, but some basic information about how other people in your part of the world display the date and time, currency symbols, and preferred number formats, such as whether to use a comma or a period as a separator.

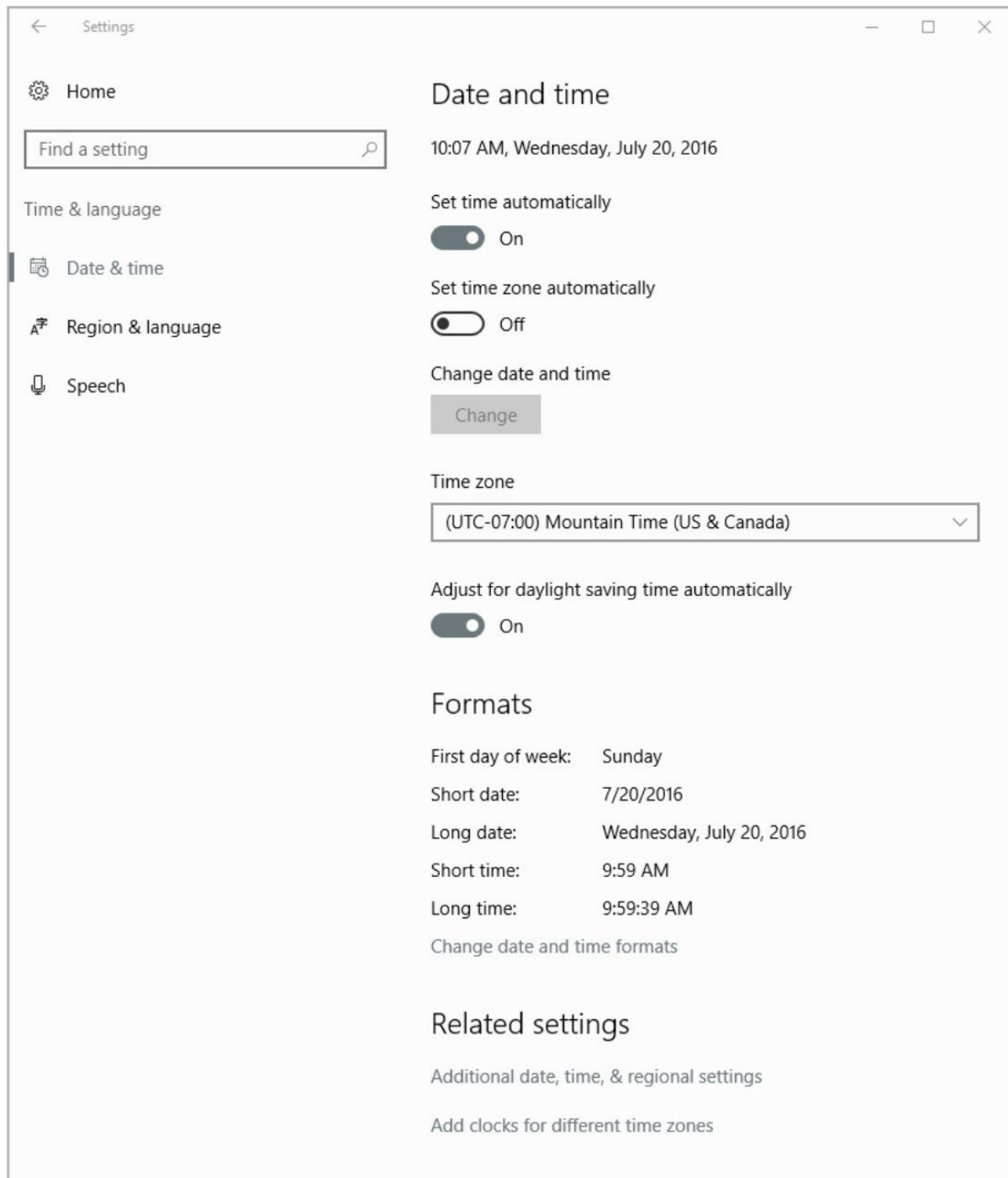
In Windows 10, some language options are determined by the base Windows version.

Windows configures additional regional settings using your location (with your permission) as well as settings you specify for Cortana.

In most cases, Windows 10 picks the right regional settings.

You might need to customize some of these options if you prefer settings from one region (your home, typically) but Windows insists on applying settings for a different region, such as one you're visiting.

Your first stop is the Time & Language section in Settings, where you can change time zones and make other time-related settings, as shown in the next figure:



If you have an always-on internet connection, we recommend leaving the top two options enabled.

Windows 10 periodically synchronizes your computer's clock to an internet-based time server, fixing any "drift" if your PC's clock isn't working correctly.

You can also manually set the PC's time zone here if it's not detected properly.

On a domain-based network, this setting is controlled by the domain server.



Windows uses your country/region and language settings to provide some personalized content and for regional formats such as the way dates, times, and numbers are displayed and which measurement system is preferred.

You can review the current formats by looking at the samples under Formats.

Windows uses the formats you set here for displaying dates and times in the taskbar.

Initially, these are set based on the country/region you specify during Windows setup, but you can easily change any or all of them by clicking Change Date And Time Formats.

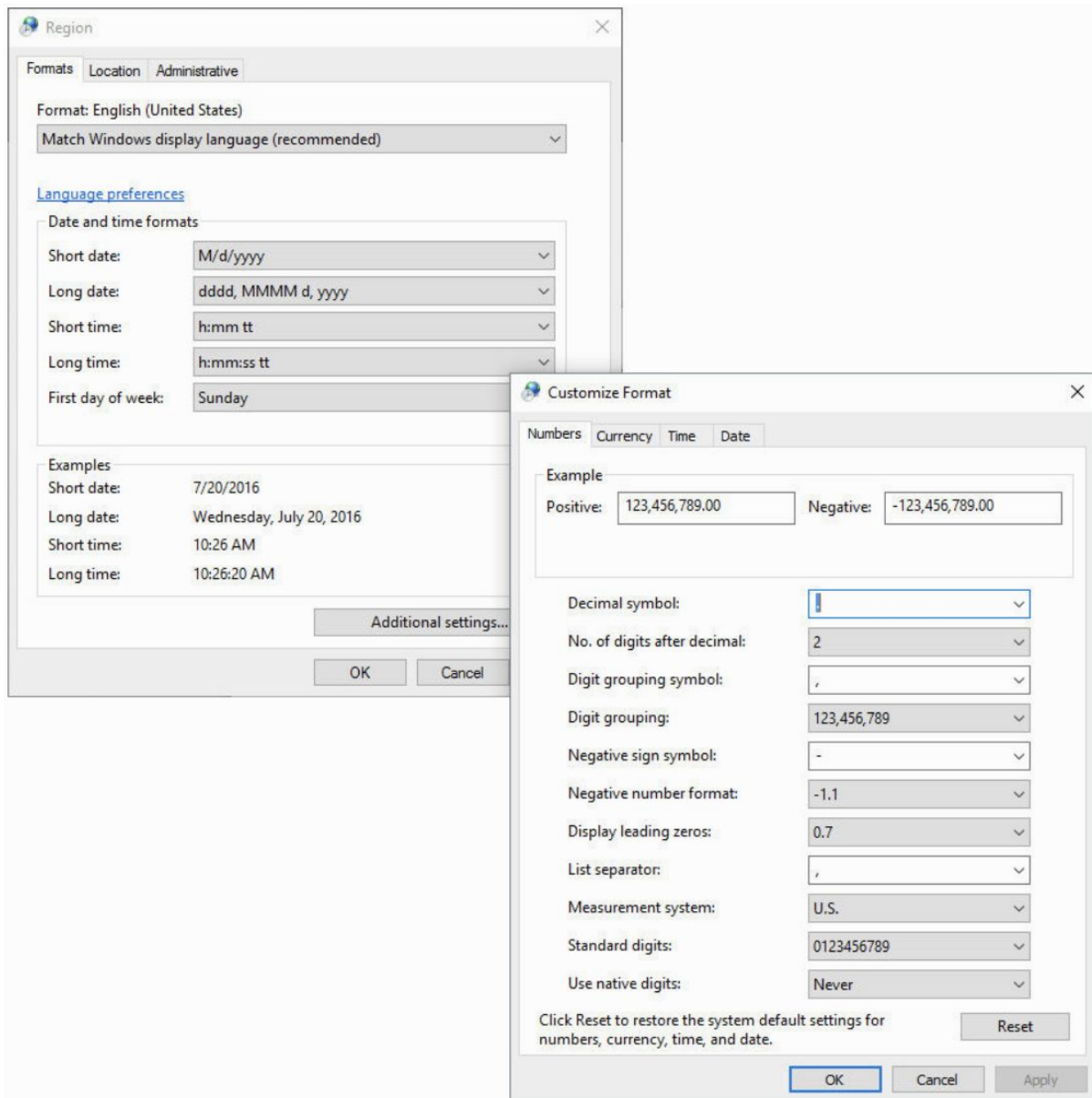
On the Region & Language page, you can set a country or region and add language packs if your edition of Windows supports them.

For even more fine-grained control over the full range of settings, you need to go deep into legacy Control Panel options.

Click Additional Date, Time, & Regional Settings at the bottom of the Date & Time page in Settings.

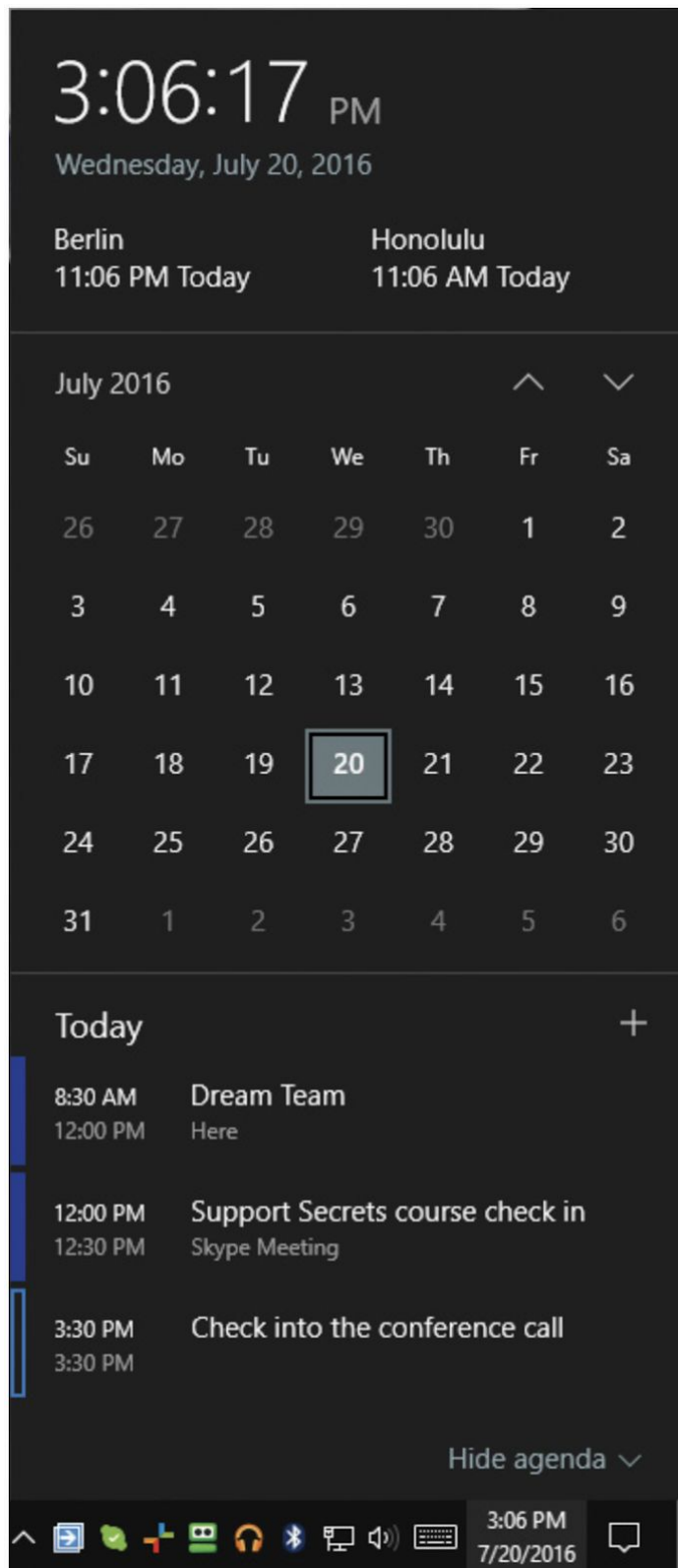
That opens the Clock, Language, And Region page in Control Panel. Click Change Date, Time, Or Number Formats to open the Region dialog box, with its handful of settings; to display the full collection, click Additional Settings.

After all that clicking, you should see the options shown in the next image:



If you frequently communicate with people in other time zones, you might want to scroll down to the bottom of the Date & Time page in Settings and click Add Clocks For Different Time Zones.

This opens a dialog box in which you can add one or two clocks to the top of the calendar that appears when you click or tap the clock in the notification area, as shown next:



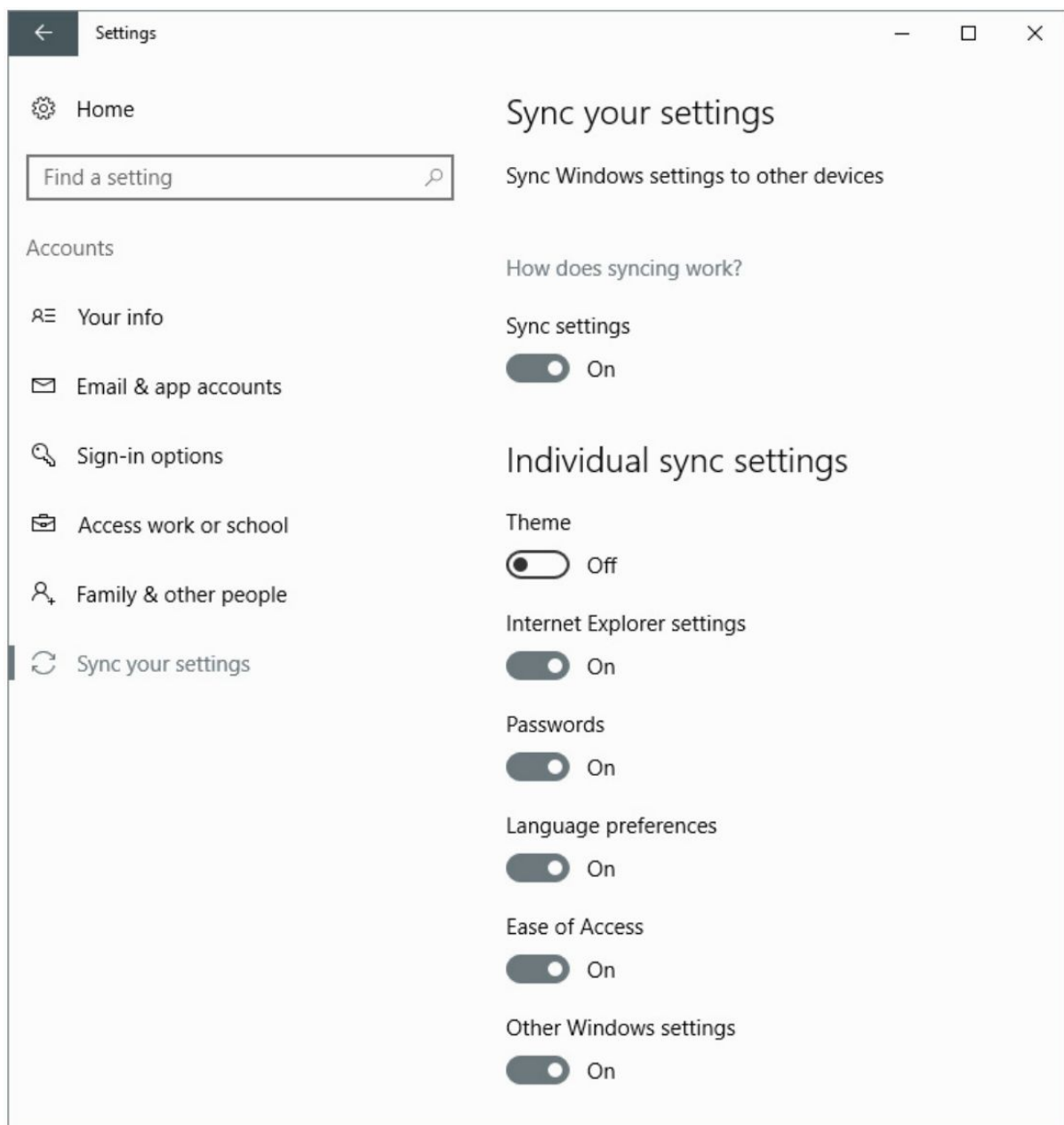
The agenda section at the bottom of that calendar displays appointments from any account you connected to the Windows Calendar app as well as reminders you set using Cortana.

## Syncing your settings between computers

When you sign in using a Microsoft account or an Azure Active Directory (Azure AD) account, Windows 10 offers the capability to synchronize settings between computers you use.

When you sign in on a new PC using that account, Windows retrieves those personalized options from Microsoft OneDrive and applies them to the new device.

To manage synchronization options, go to Settings > Accounts > Sync Your Settings.



The settings available for synchronization include the following:

- Theme. This group of settings includes the desktop background, accent color, sound scheme, screen saver, desktop icons, and mouse pointers.
- Internet Explorer Settings. Custom options you set using the Internet Options command in Internet Explorer are synced. Because Microsoft Edge is a universal app, its settings are synced separately.
- Passwords. This group includes passwords you saved for access to secure websites and other network computers.
- Language Preferences. These settings are from the Time & Language page in the Settings app.
- Ease Of Access. Any accessibility options you set using the Ease Of Access group in the Settings app are in this group.
- Other Windows Settings. This group includes settings that don't fit into other categories, including printers, mouse options, File Explorer settings, notification preferences, and more.

Note that settings are synced on a per-user basis.

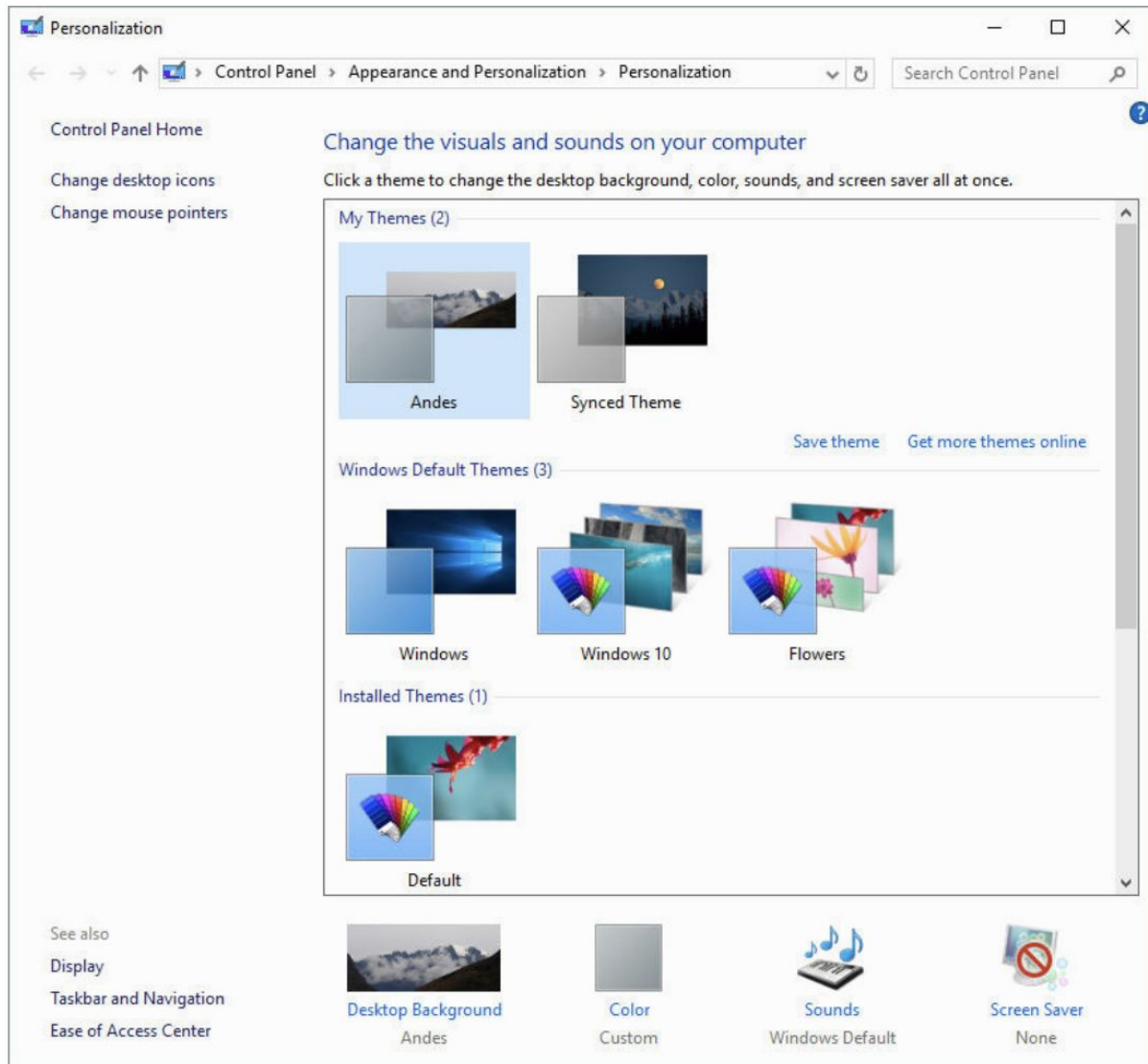
Settings that apply to all users at your computer, such as screen resolution, are not included in the current theme or other synchronized settings.

Also, settings associated with a local user account are not synchronized with other computers.

Windows 10 also supports the legacy theme formatting options, which are available in the classic Control Panel.

The short route is Settings > Personalization > Themes > Theme Settings.

The dialog box shows predefined themes as well as those that are saved and synced with the current user account:



## - Exercises - 1. 1. 3. Personalizing Windows 10 -

Open the following Google Document that you have created in a previous sub-unit:

**"1. 1. Getting started with Windows 10 - Apellidos, Nombre"**

being "Apellidos, Nombre" your Last Name and Name.

Inside this Google Document you are going to copy and answer all the "Exercises" of this sub-unit:

1. Change the background of your desktop: firstly choose a picture, secondly choose a solid colour, and lastly choose a slideshow.
2. Change the background of your lock screen.
3. Change your clock (date and time), your timezone, and your currency. Revert the changes.