

## 12.2.4 Preferences Facts

With Windows 10, you can personalize your desktop and features in a variety of ways to make them look and work the way you want using Personalize settings. You can get to the Personalize page in multiple ways, the fastest is:

1. Right-click the **desktop**.
2. Select **Personalize**.

The following table describes settings that can be used to customize the appearance and function of the Windows graphical user interface.

Configuration Setting	Description
Background	<p>You can choose a wallpaper with a picture or color. From the drop-down button, choose Solid Color to choose a solid color background for the desktop or choose Picture to view pictures from your own pictures folder or from another folder on the computer.</p> <p>The Slideshow option lets you choose a folder containing photos from which Windows will periodically choose a different photo to display. You can pick the time interval at which the photo changes. Use the options to display the pictures on the desktop the way you prefer.</p>
Colors	<p>Choose colors that you want Windows 10 to use and where you want them used. You are able to do the following:</p> <ul style="list-style-type: none"> <li>▪ Pick an accent color from a predefined pallet</li> <li>▪ Create a custom color</li> </ul> <p>After picking colors, you will be given the option to choose accent colors for the Start menu, taskbar, Action Center, and title bars. You are able to adjust the transparency for Start menu, taskbar, and Action Center.</p>
Lock Screen	<p>The <b>lock screen</b> is the screen that displays when the system requires authenticate by entering your user name and password. By default, the lock screen background is set to Windows Spotlight, which downloads and displays a set of rotating backgrounds from Microsoft.</p> <p>The lock screen background can be a picture or a slideshow of pictures on your computer. Choose the option you want from the Background drop-down menu.</p>
Themes	<p>A theme is used to customize the way the Windows desktop appears. Use the steps below to change a theme:</p> <ol style="list-style-type: none"> <li>1. Select <b>Start</b>.</li> <li>2. Select <b>Settings</b>.</li> <li>3. Select <b>Personalization</b>.</li> <li>4. Select <b>Themes</b>.</li> </ol> <p>A theme is composed of:</p> <ul style="list-style-type: none"> <li>▪ One or more desktop backgrounds</li> <li>▪ Window colors</li> <li>▪ System sounds</li> <li>▪ Photos</li> </ul> <p>When a theme is selected, all of the these elements are changed at the same time. Windows installs several default themes during installation. Additional themes can be downloaded and installed from the Windows Store.</p> <p>On Windows 10, individual theme components can be customized as follows:</p> <ul style="list-style-type: none"> <li>▪ Automatically pick an accent color from Background</li> <li>▪ Show color on Start menu, taskbar, and Action Center</li> <li>▪ Make Start menu, taskbar, and Action Center transparent</li> </ul>
Start Menu	<p>Depending on your version of Windows 10 or the device, such as tablet or desktop, the Start button may vary in appearance. The Start menu, taskbar, and Action Center elements are grouped together for color selection so you can't modify only one. You can modify what happens once you select the Start button. Some modifications and customizations you can make include:</p> <ul style="list-style-type: none"> <li>▪ Add or remove items to the apps list</li> <li>▪ Resize the the Start Menu</li> <li>▪ Pin, unpin, resize tiles</li> <li>▪ Group Tiles into folders</li> <li>▪ Change how your apps are displayed in the Start Menu</li> </ul>

Taskbar	<p>Windows 10 offers multiple ways to customize the taskbar. Some of the things you can adjust include:</p> <ul style="list-style-type: none"> <li>Pin apps to the taskbar</li> <li>Pin files and folders to the taskbar jump lists</li> <li>Configure or remove Cortana</li> <li>Remove the Task View button</li> <li>Hide system icons in the notification area</li> <li>Hide applications in the notification area</li> <li>Move the taskbar to a different edge of the computer screen</li> <li>Change the size of the taskbar</li> <li>Resize the icons to fit better</li> <li>Enable the Peek feature</li> <li>Configure taskbar for multiple displays</li> </ul>
Screen Saver	<p>A screen saver is designed to display constantly changing output on the screen after the system has been idle for a specified amount of time. To modify the screen saver:</p> <ol style="list-style-type: none"> <li>1. Select <b>Start</b>.</li> <li>2. Select <b>Settings</b>.</li> <li>3. Select <b>Personalization</b>.</li> <li>4. Select <b>Lock Screen</b>.</li> <li>5. Select <b>Screen saver settings</b>.</li> </ol> <p>The following can be configured:</p> <ul style="list-style-type: none"> <li>Which screen saver to use</li> <li>How long to wait before activating the screen saver</li> <li>Whether authentication is required after deactivating the screen saver</li> </ul>
Mouse	<p>Mouse properties can be set by following these steps:</p> <ol style="list-style-type: none"> <li>1. Select <b>Start</b>.</li> <li>2. Select <b>Settings</b>.</li> <li>3. Select <b>Personalization</b>.</li> <li>4. Select <b>Themes</b>.</li> <li>5. Select <b>Mouse cursor</b>.</li> </ol> <p>The mouse properties are configured using the following tabs:</p> <ul style="list-style-type: none"> <li>Buttons: Configures the button configuration, double-click speed, and select Lock settings.</li> <li>Pointers: Configures the pointer scheme.</li> <li>Pointer Options: Configures the pointer speed, snap-to, and visibility settings.</li> <li>Wheel: Configures vertical and horizontal scrolling settings.</li> </ul>
Sounds	<p>System sounds can be set by following this steps:</p> <ol style="list-style-type: none"> <li>1. Select <b>Start</b>.</li> <li>2. Select <b>Settings</b>.</li> <li>3. Select <b>Personalization</b>.</li> <li>4. Select <b>Themes</b>.</li> <li>5. Select <b>Sounds</b>.</li> </ol> <p>The Sound properties are configured using the following tabs:</p> <ul style="list-style-type: none"> <li>Playback: adjust speakers and headphones</li> <li>Recording: additional recording settings</li> <li>Sounds: pick a sound theme to apply to Windows and applications</li> <li>Communication: adjustments for volume controls</li> </ul> <p>Be aware that you can disable system sound settings for some but not all desktop applications. If an application continues playing sound effects even after you disable them in the Sounds control panel, you'll need to disable sound effects in that application's settings window.</p>
Indexing	<p>Windows includes a quick search tool. The search tool is used in the Start menu, File Explorer, and Control Panel.</p> <ul style="list-style-type: none"> <li>Searches execute quickly because the search tool does not search the entire hard drive. Instead, it searches through a pre-built database.</li> <li>By default, Windows indexes selected file types on local hard disks as well as offline files.</li> <li>Use the Indexing Options in Control Panel to customize what information is included in the index. You can:</li> </ul>

	<ul style="list-style-type: none"> <li>■ Modify the list of locations to include or exclude specific drives, folders, or other locations.</li> <li>■ Modify the list of file types to include or exclude files from being indexed based on the file extension.</li> <li>■ Index files based on filename, properties, or file contents.</li> <li>■ In File Explorer, use the Search settings in Folder Options to customize how searches are executed.</li> </ul>
Region and Language Settings	<p>Use Time &amp; Language in Settings to manage time and language capabilities for the system. Time &amp; Language can be set by following this steps:</p> <ol style="list-style-type: none"> <li>1. Select <b>Start</b>.</li> <li>2. Select <b>Settings</b>.</li> <li>3. Select <b>Time &amp; Language</b>.</li> </ol> <ul style="list-style-type: none"> <li>■ Date &amp; time settings control how times, dates, numbers, and currency are formatted and displayed. For example, dates are displayed differently in different parts of the world and for different languages: <ul style="list-style-type: none"> <li>■ Canada (French) displays dates in the format: yyyy-MM-dd (2018-11-02)</li> <li>■ Canada (English) displays dates in the format: dd/MM/yyyy (02/11/2018)</li> <li>■ United States (English) displays dates in the format: M/d/yyyy (11/2/2018)</li> <li>■ Australia (English) displays dates in the format: d/MM/yyyy (2/11/2018)</li> </ul> </li> <li>■ The Region &amp; Language setting identifies the area of the world where the computer is connected.</li> <li>■ An input language identifies the language, font, and keyboard layouts that can be used on the system. When you add an input language, the language toolbar is made available. Using the language toolbar, you can quickly change the current input language within an application.</li> <li>■ The Speech setting identifies the language you speak with your device. Here you can set voice settings and configure the microphone for speech recognition.</li> </ul>

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