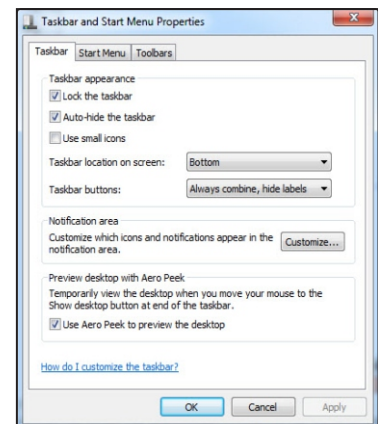# LESSON 5

Adjustment Period
Customizing Windows

Customizing Windows

Customizing is about changing something to make it even better.

You can have a unique display on your desktop. A colorful picture on a desktop, customized start menu, personalized icons, a different mouse pointer is called customizing that can be all done in Windows.

To open a program easily, choose the option that appears on the menu. Instead of going through various steps to find the programs frequently used, Windows makes way for creation of shortcuts. You can put programs right on the Programs menu or even on the Start menu, or you can remove a program listed in the menu that is not frequently used. Changing the style of Start menu and the appearance of the desktop according to one's preferences is called customizing.

Customizing the Taskbar

Customize the taskbar to personalize your Windows experience. You can hide the taskbar because sometimes it occupies space on the screen. Hide the taskbar in such a way that it only appears when needed.

How to hide the Taskbar

1. Right-click on the taskbar.

   A pop-up menu appears.

2. Click on **Properties**.

   The Taskbar and Start Menu Properties dialog box will appear.
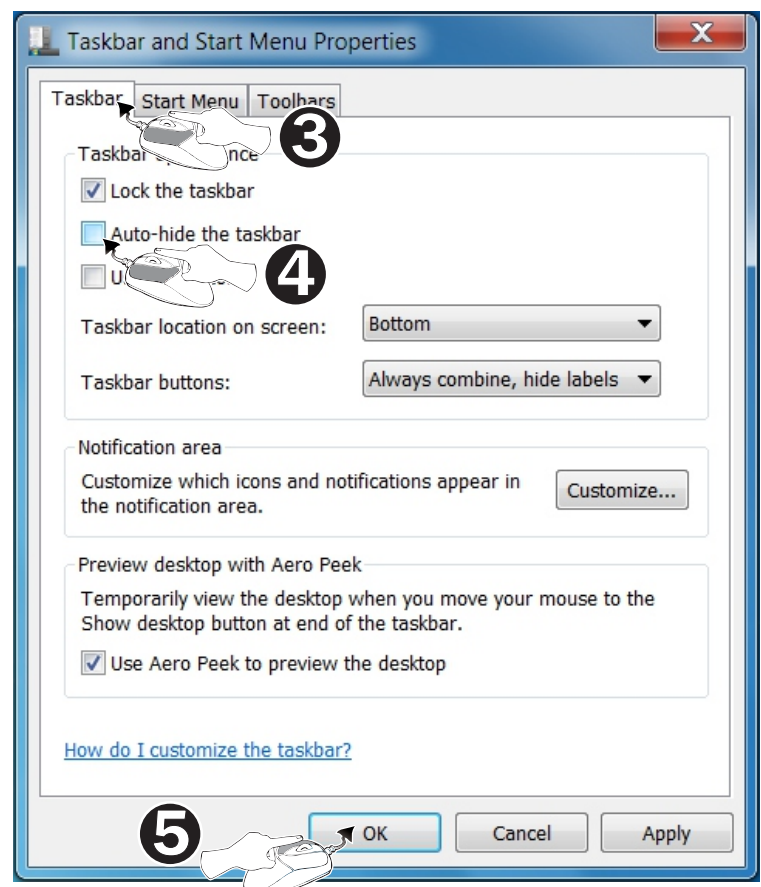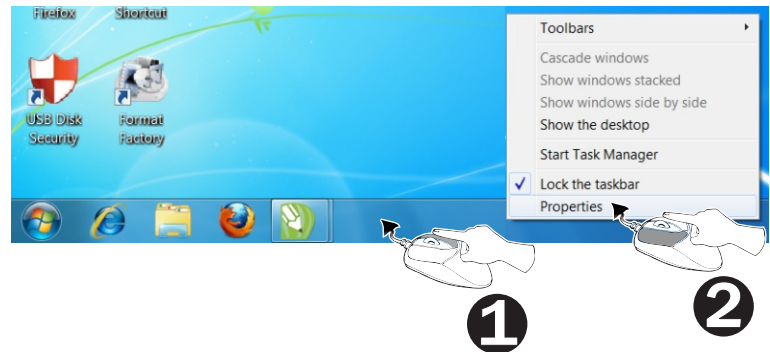
3. Click the **Taskbar** tab.

4. Look for the check box marked **"Auto-hide the taskbar"** and click on the box.

   A check mark appears on it.

5. Click the **Apply** and **OK** buttons.

6. Click anywhere outside the desktop.

   You can notice that the taskbar is hidden. When the mouse pointer is pointed over the taskbar area, the taskbar slides out of its hiding place and shows itself. To hide it again, aim the mouse pointer elsewhere on the desktop.

Customizing the Start Menu

You can choose several options to customize your Start menu.
For example, if Paint program is often used compared to the other programs, you can create a shortcut for this.

1. Right-click on **Start button** in the taskbar.

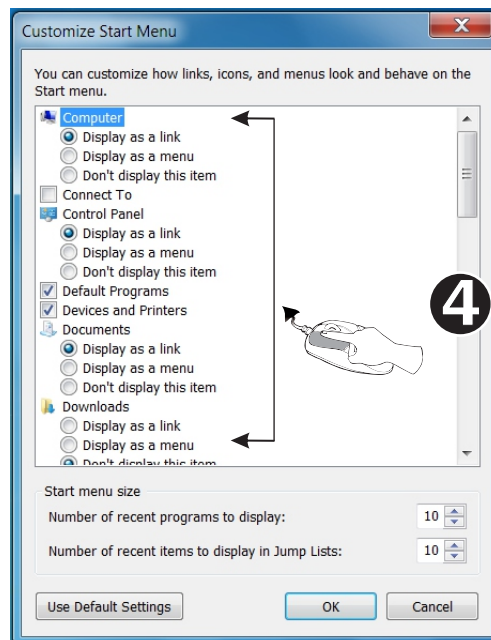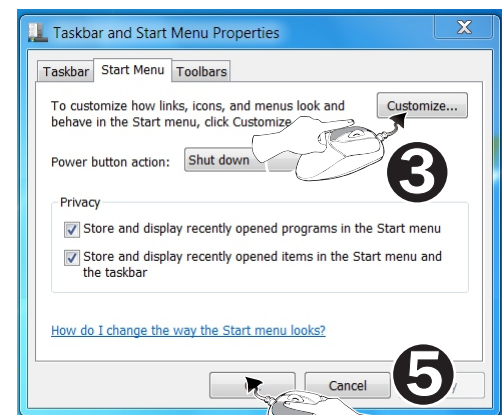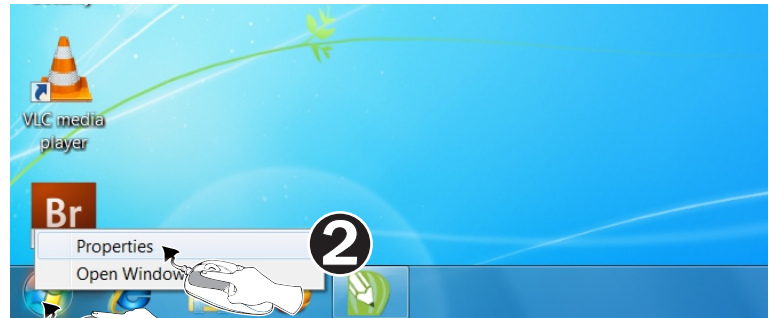2. Choose **Properties**.

   This will display the Taskbar and Start Menu Properties dialog box.

3. Click **Customize**.

   This will display the Customize Start Menu dialog box.

4. Use the **Options** in the dialog box to control the general appearance of the Start Menu.

5. Click **OK** and then click **OK** again to close the **Taskbar and Start Menu Properties** dialog box.

Customizing the Windows Desktop

Look closely at the taskbar. You can see and locate the time on the taskbar.

How to set the date and time using the taskbar

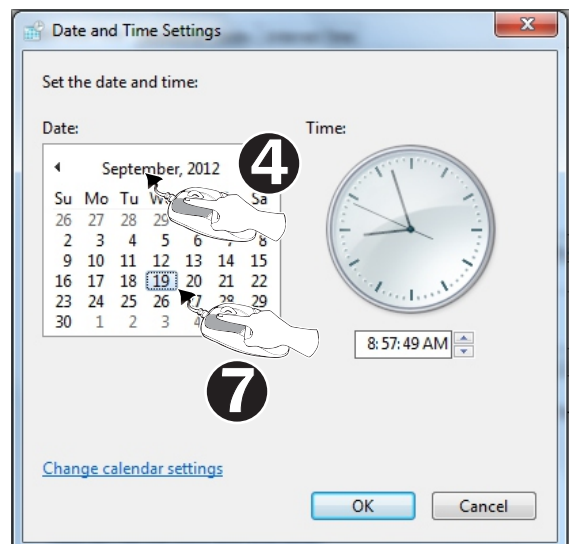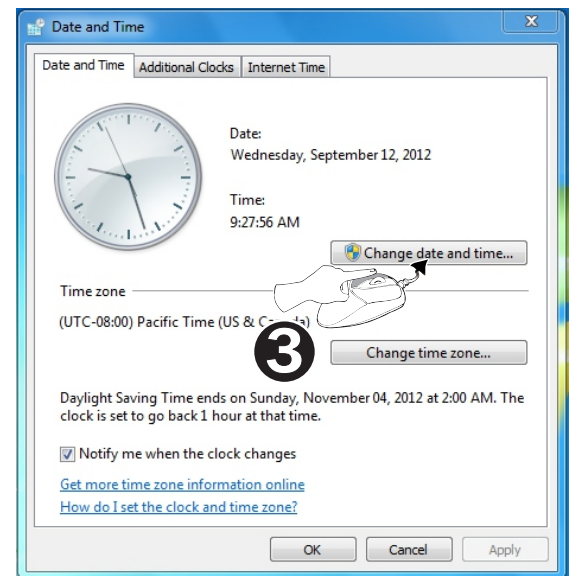1. Click the time on the taskbar.

2. Click on the **Change date and time settings**.

   The Date and Time Properties dialog box will appear.

3. Click on **Change Date and Time...**

   The Date and Time Settings dialogue box appears.

4. To change the month, move the mouse over the month area and then press the left button.

5. Click on the correct month (ex. **Sep**).

6. To change the year, move the mouse ⬉ over ◄ or ►. Then press the left button until the correct year appears. (ex. **2012**)
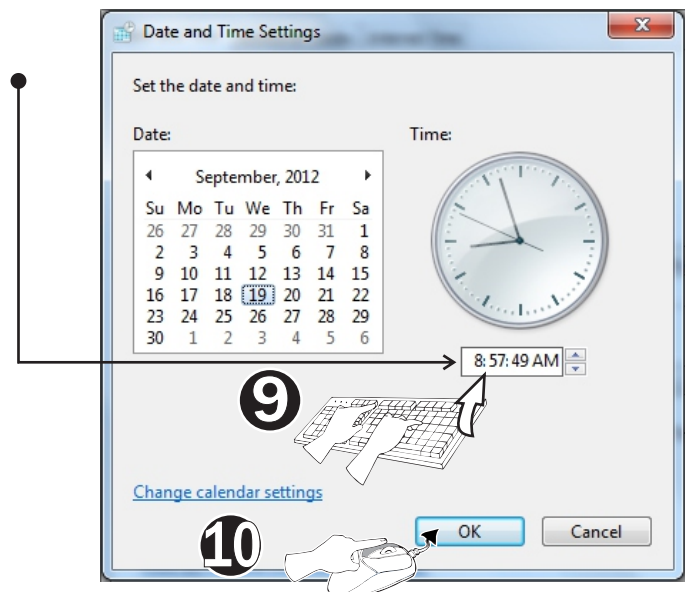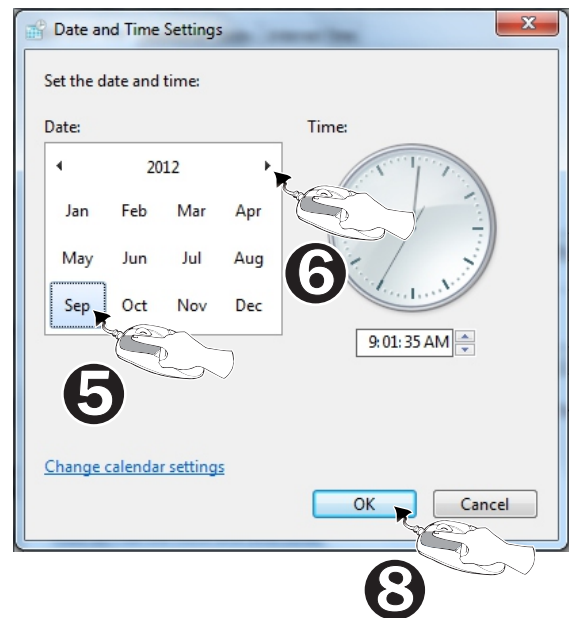
7. To change the day, click on the correct day (ex. **19**).

8. Click **OK**.

This area displays the time set in your computer.

9. To change the time, move the mouse over the part of the time that you want to change. Then quickly press the left button twice and type in the correct information.

10. To apply the date and time changes you have made, click **OK** button.

Aside from using the taskbar, another way of changing the time is by using the Control Panel.

How to set the date and time using the Control Panel

1. Click on the **Start** button.
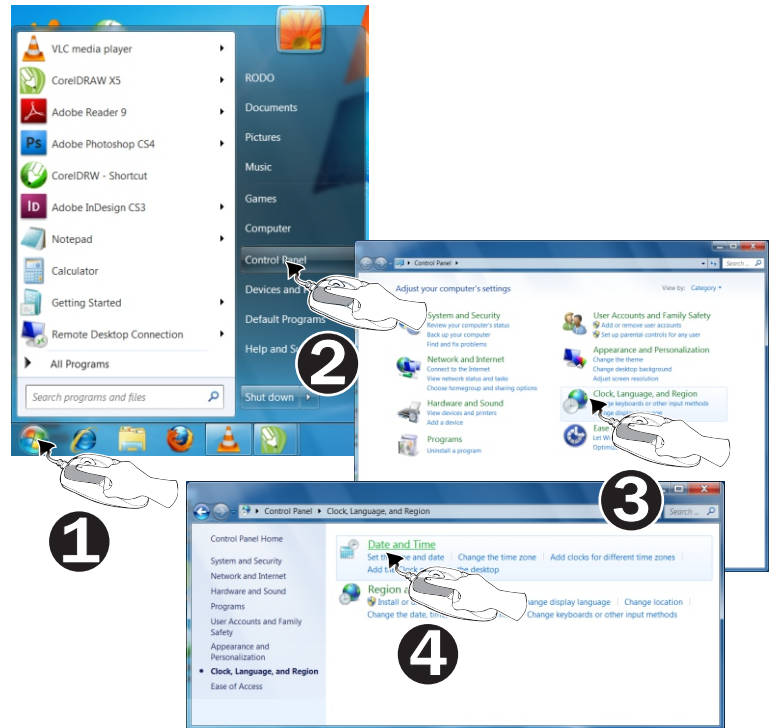
2. Click on **Control Panel**.

   The Control Panel window will appear.

3. Click on **Clock, Language and Region** icon.

   The Clock, Language and Region dialog box will appear.

4. Click on **Date and Time** icon.

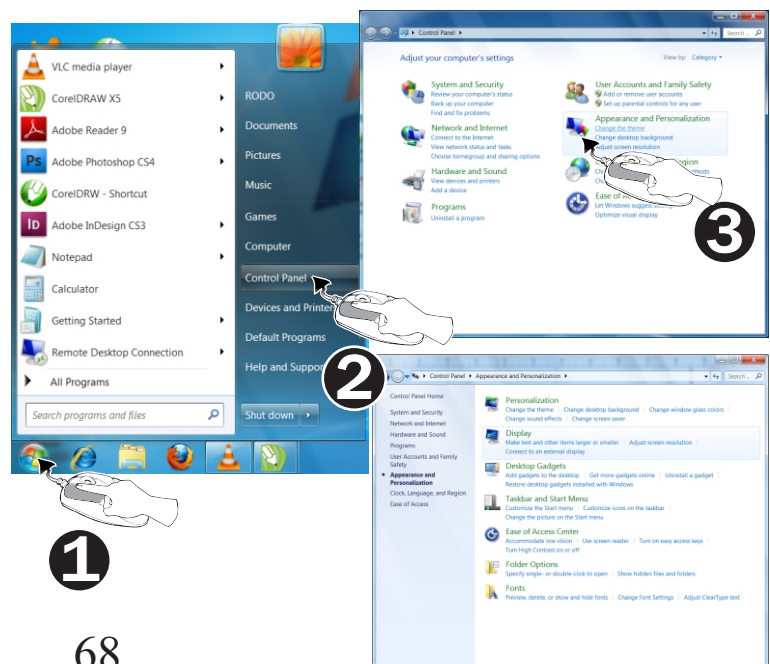   Apply the same procedures of changing the date and time from the previous page.

Setting the Desktop Display

The desktop may change into a more colorful and attractive one. You can set it according to your preferences.

1. Click the **Start** button.

2. Click on **Control Panel**.
   The Control Panel dialog box appears.

3. Click on **Appearance and Personalization** icon.

   The **Appearance and Personalization** dialog box appears.

   You can make changes and choose options available on the Appearance and Personalization dialog box, like the themes, desktop, screen saver, appearance, and settings.

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Desktop Theme

A desktop theme is a predefined set of icons, fonts, colors, sounds, and other window elements that give the desktop an organized and distinctive look. It helps you to personalize the desktop. You can use and switch the different themes available. Create your own theme by changing the current theme and save it with a new name, or restore the traditional Windows Classic look as the theme!

To modify any element of a theme, such as the desktop background or screen saver, it is recommended to save the changes with a new theme name. If changes are not saved, they are lost automatically if a different theme is selected.

How to change the desktop themes

1. Click the **Start** button.

2. Choose **Control Panel**.

3. Click the **Change the Theme** under Appearance and Personalization category icon.

4. From the Theme tab, choose a specific theme to apply.

How to change the wallpaper

1. Click the **Change Desktop Background** under Appearance and Personalization category.

2. On the **Desktop Background** tab, click the picture that you want for your background.

3. In the Position box, click on **Center**, **Tile**, or **Stretch**.

4. Click on **Browse** to search for a background picture in other folders or in other drives. You can use files with the following extensions: .bmp, .gif, .jpg, .dib, .png, .html.
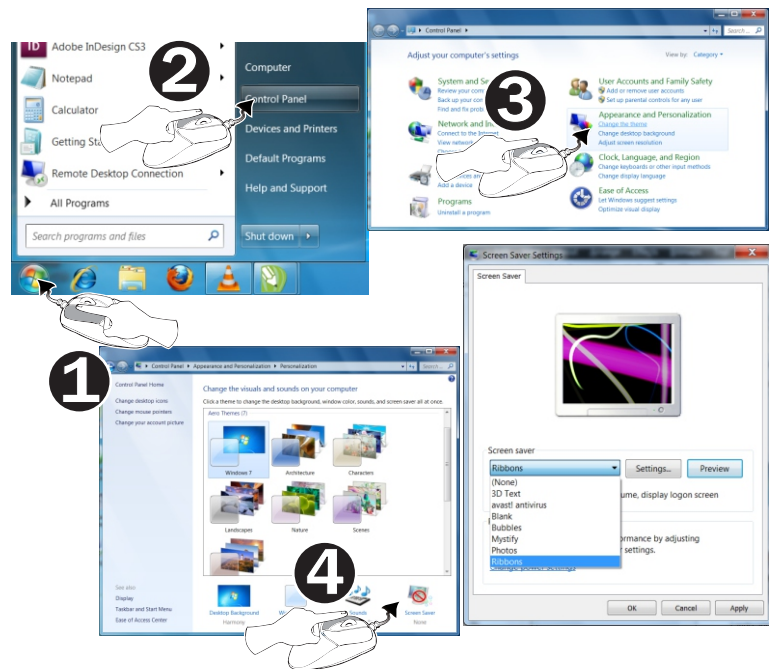
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Screen Saver

A screen saver is a program of pictures that moves around on the screen when the computer is not in used. It protects the computer from burning the lights of the monitor.

How to change the screen saver

1. Click the **Start** button.

2. Choose **Control Panel**.

3. Click the **Change the Theme** under Appearance and Personalization category icon.

3. Click the **Screen Saver** icon.

4. From the **Screen Saver** tab, choose a screen saver to apply.

Setting Up the Way the Mouse Works

The speed and appearance of the mouse pointer on the screen can be changed through customizing the way it works.

1. From the Control Panel window click on **Hardware and Sound** category.

2. Click on **Mouse** under Devices and Printers category.

   The Mouse Properties dialog box appears.

3. Change the options according to the chosen tab.

4. Click on **Apply** and **OK** buttons.

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