

# Complete Guide to Personalisation

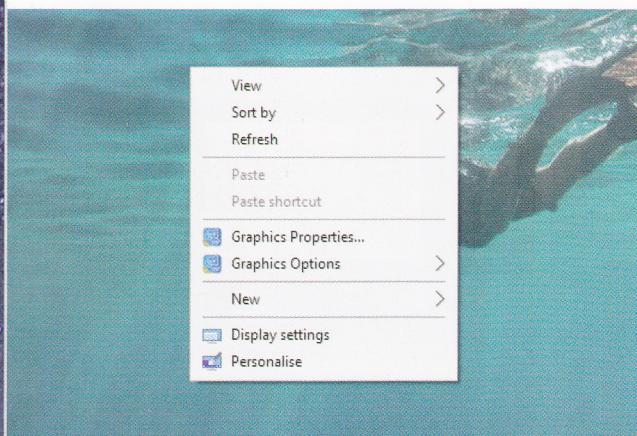
One of the most welcome features of Windows 10 is the return to the familiar desktop environment and there are many ways to customise it to suit your needs and tastes, including icon size, background image and colour scheme.

## Change the Desktop Background

The desktop personalisation procedure hasn't changed much since Windows 7, so if you've used that OS before this will feel very familiar.

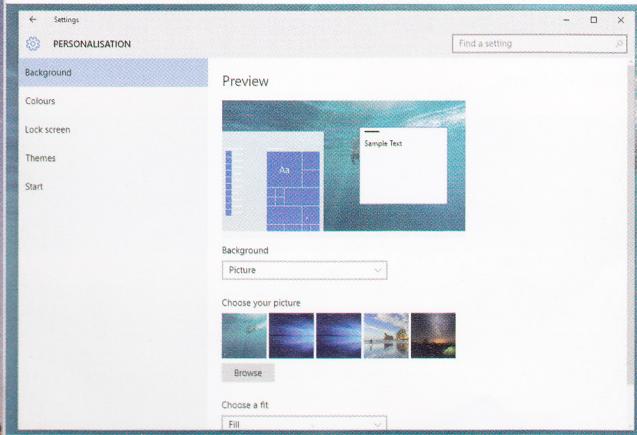
### Step 1

You get started with personalising the Windows 10 Desktop in exactly the same way as you did with Windows 7. Right-click anywhere on the desktop screen and select Personalise from the pop-up menu or select Personalisation from the Settings menu.



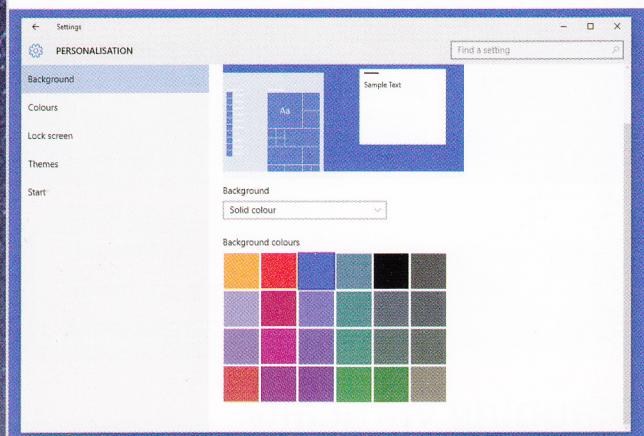
### Step 2

The Personalisation screen has changed somewhat from Windows 8.1. Now the first page offers a menu of customisation options, starting with the background. You can use the default backgrounds, solid colours or choose to display folders of your own images.



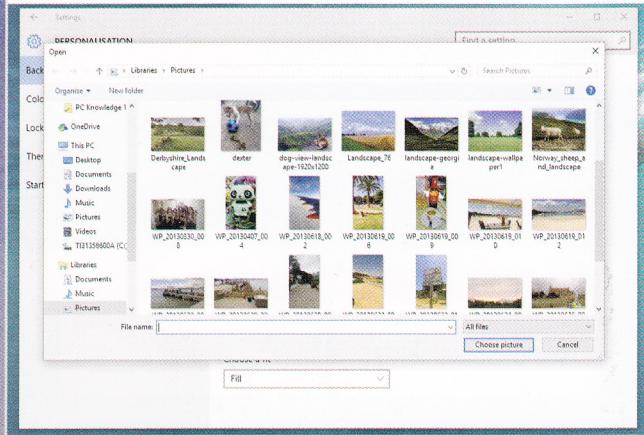
### Step 3

The Background pop-up menu has three options: a stationary picture, a solid colour or a slideshow. The solid colour brings up a palette of colours to choose from. You can click on any of the colour blocks to see how it will look in the preview window at the top.



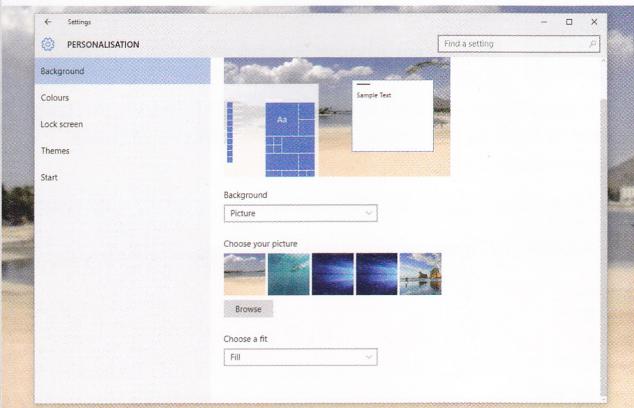
### Step 4

To select your own pictures, click on the Browse button and navigate to the folder containing the images you want to use. For best results, you might need to crop some of your pictures to the same aspect ratio, widescreen etc., as your monitor screen.

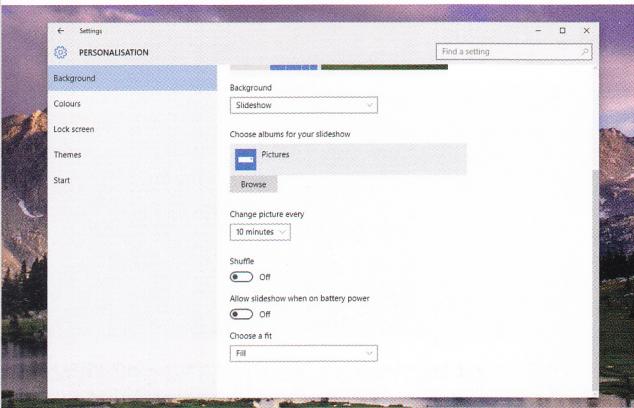


**Step 5**

To set a picture as your desktop background, simply click on it. It will instantly be set as your new background image. The screen shows you the last five images that you used or you can click the Browse button to choose a new one from your folders.

**Step 6**

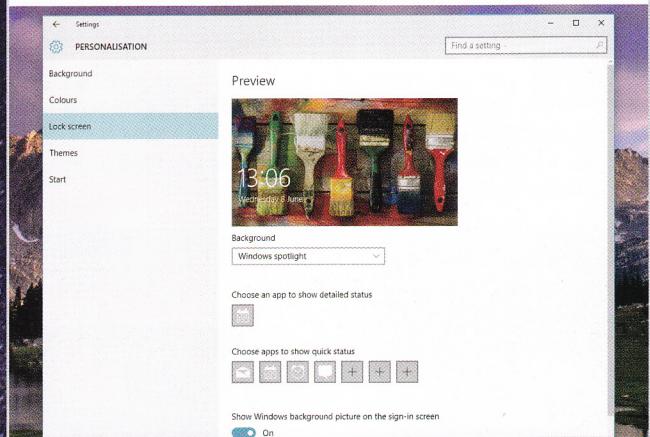
If you choose Slideshow, you will see some additional options to choose from. You can set the interval for the slideshow from the 'Change picture every' menu and decide how you'd like the images to fit on the screen by clicking the 'Choose a fit' menu.

**Step 7**

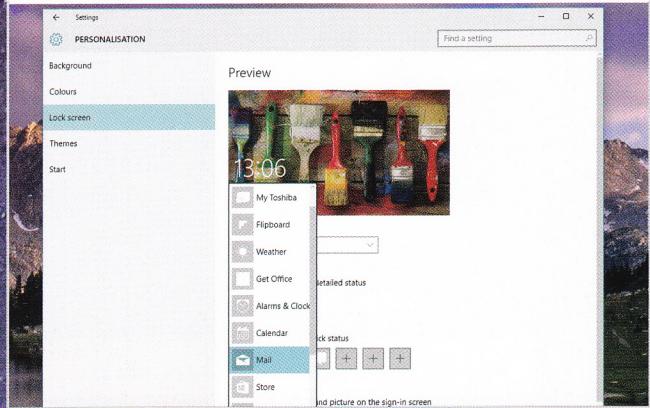
As well as the desktop background, you can also change the colour of the taskbar and the Start menu. Click on the Colours option in the menu sidebar and choose an accent colour. You can also let Windows automatically match the accent colour to the current desktop image.

**Step 8**

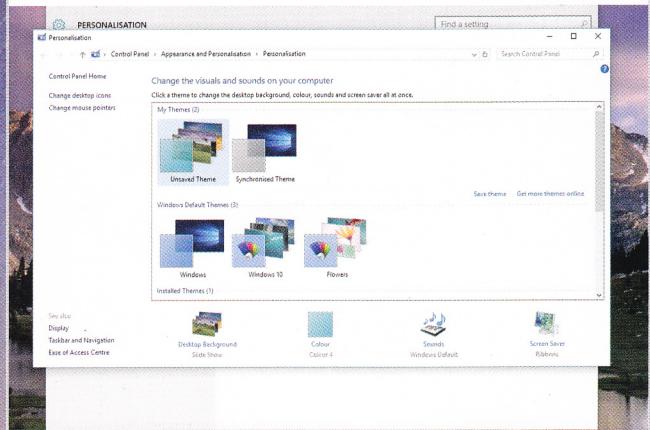
You can also choose a picture for the lock screen. There is a menu option for a slideshow on the lock screen too but unfortunately it doesn't work too well, and always seems to stay on the first image you chose.

**Step 9**

The lock screen can also show some information from installed apps. You can choose one app to provide detailed status, such as calendar appointments or Facebook notifications, and up to seven apps to provide brief status updates.

**Step 10**

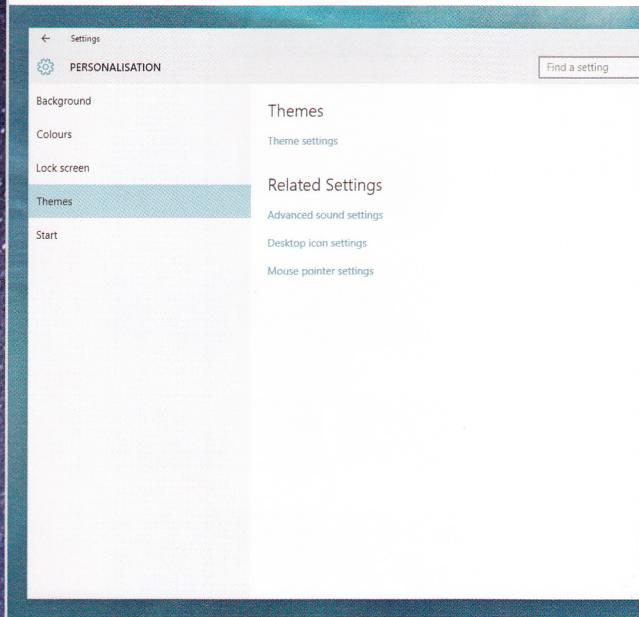
If you can't decide on your own personalised desktop theme, Windows provides a number of built-in choices. Click on Themes in the menu sidebar and then click on Theme settings to see the available options.



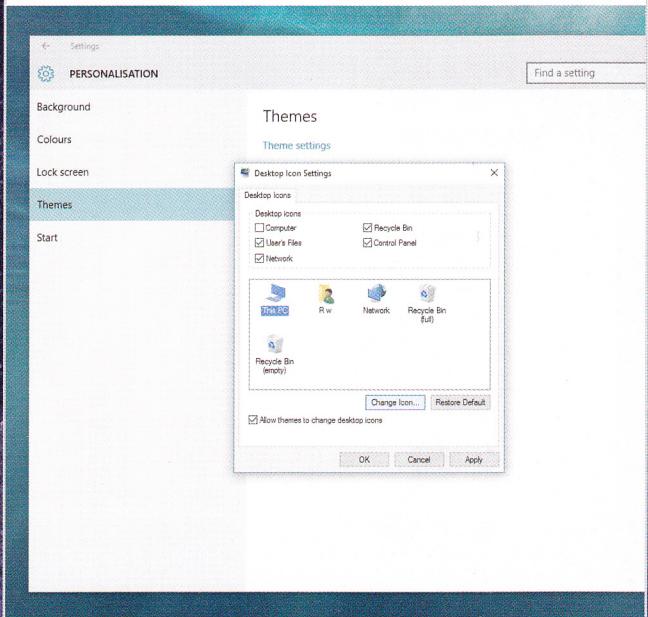
## Change Your Desktop Icons

If you use desktop icons such as This PC, your personal folder or Network connections, you can change those icons. This is not something everybody would think about doing but is worth it if you want a specific style.

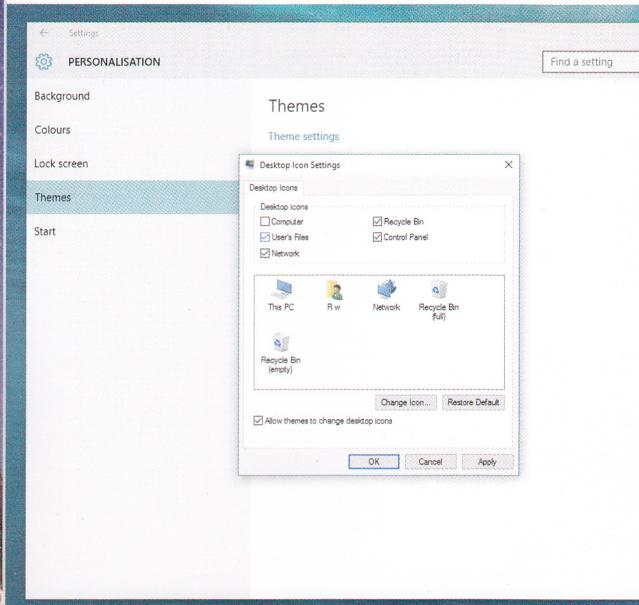
**Step 1** Open the Personalisation screen of the Settings menu and select Themes from the sidebar menu. You now need to look for the Related Settings option. In the Related Settings section, click on the link to Desktop icon settings.



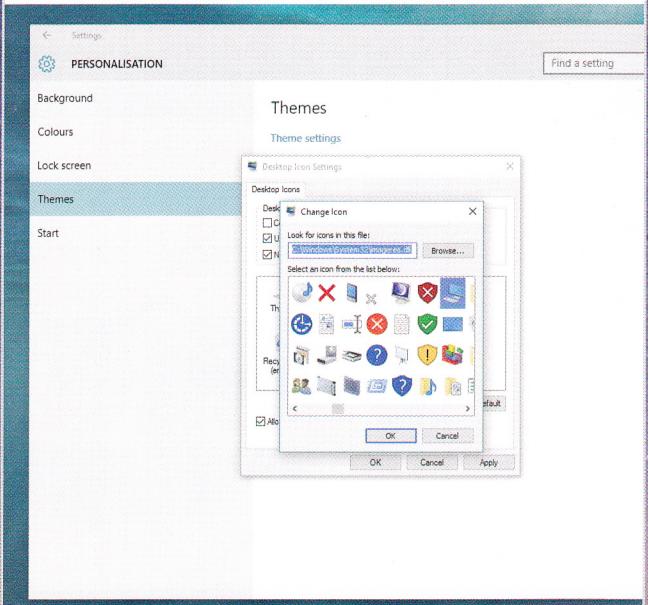
**Step 3** If you wish to do so, it is possible to choose different icons for these system tools; you can even download custom icons online. To change the appearance of the desktop icons, click on the icon you want to change and then click the Change Icon button.



**Step 2** The window that now opens lets you choose which default icons appear on your desktop. The Recycle Bin is pretty much essential but the others, including Computer, Users Files, Network and Control Panel icons, are optional.



**Step 4** The icon chooser window that appears will look very familiar to veteran Windows users, since it's essentially unchanged from Windows 98. Scroll through the gallery until you find an icon you like or use the Browse button to navigate to any icon pack that you've downloaded.

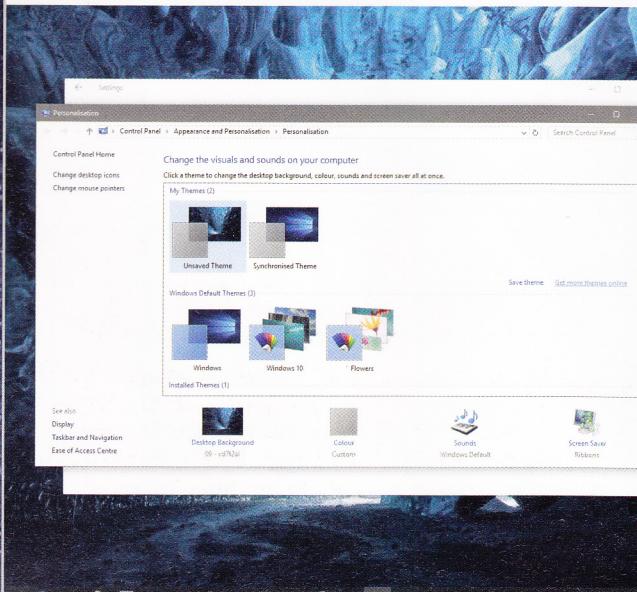


## Adding New Themes

Themes can be added from a variety of sources but the best place to find them initially is the official theme page from Microsoft. You can explore other sources as you gain confidence.

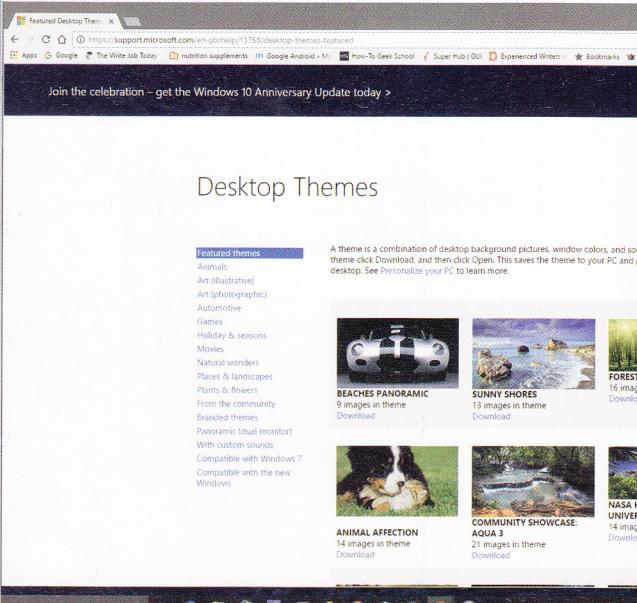
### Step 1

You can access the theme page in several different ways. You can: open the web browser and navigate to support.microsoft.com/en-gb/themes; Google “Windows 10 themes”; or alternatively, open Settings > Personalisation > Themes > Theme Settings > Get Themes Online.



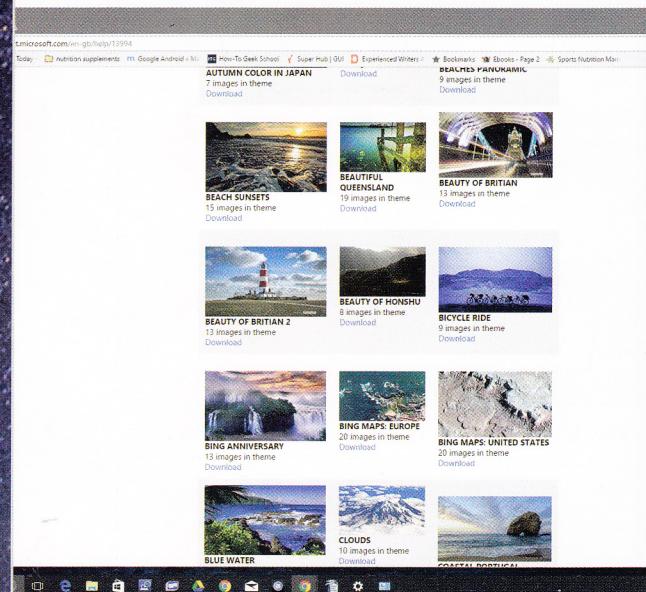
### Step 2

All these actions should get you to the same themes page. Themes are listed in a variety of categories down the side of the page, and include Featured Themes, Animals and Natural Wonders, Cars, Panoramic (for dual monitors) and themes with custom sounds supplied.



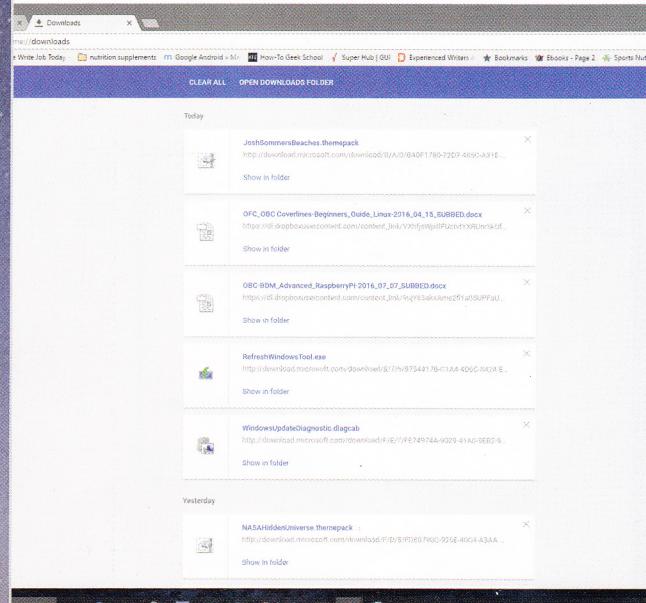
### Step 3

Each theme is displayed with a thumbnail and the number of images included shown. The Microsoft theme page doesn't allow you to view all of the included images before you download, you just have to base your choice on the title and thumbnail. Click Download on any you like the look of.



### Step 4

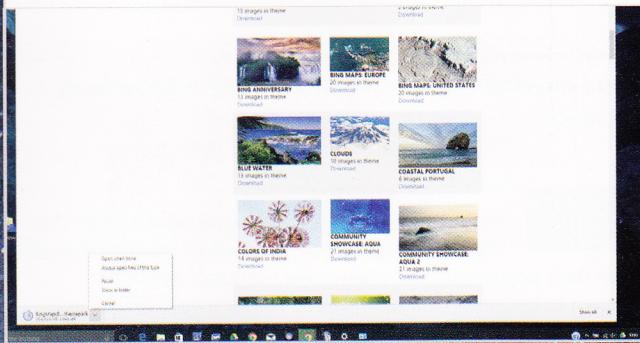
Different themes will contain different amounts of content. Some might only have a colour profile and a few desktop wallpapers, others might contain icons, colours, wallpapers and sounds; but even the simplest of themes is still more than changing the desktop wallpaper.



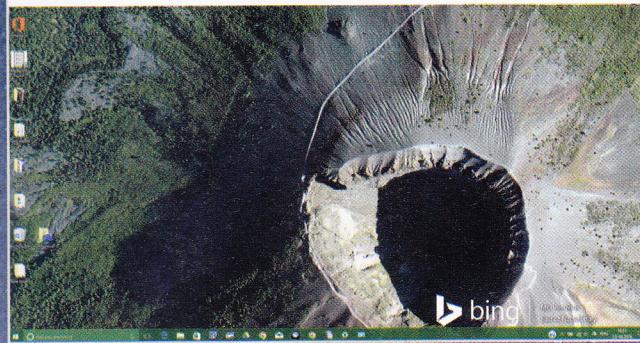
# Applying and Modifying Themes

Once themes are downloaded you can view and select them from a single folder in Windows. In this folder view, you can also customise the theme in a few different ways.

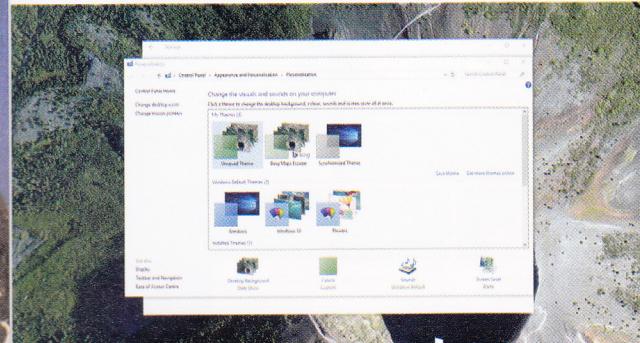
**Step 1** Once a theme is downloaded, you will need to open it to activate it. You can do this directly from the download interface that appears at the bottom of the browser window (showing download progress) or you can go to your Downloads folder, right-click on the file and click Open.



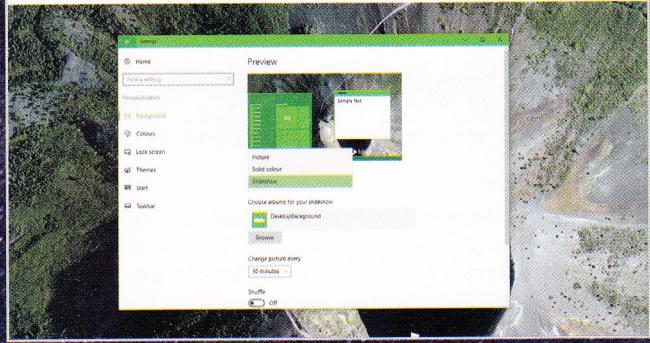
**Step 2** The theme will then be applied and the first desktop wallpaper in the sequence will appear on your screen. Any colour profile changes will also be applied. If you want to manage the theme settings, head to Settings > Personalisation > Themes > Theme Settings.



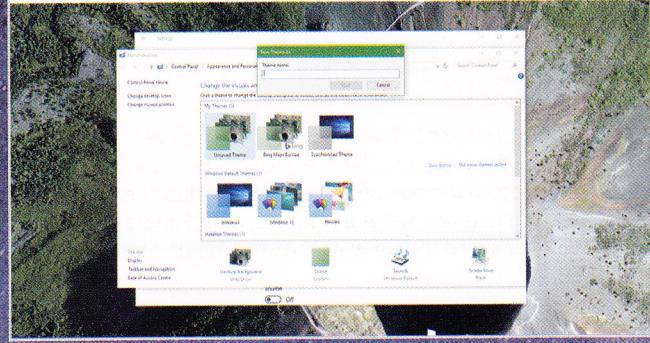
**Step 3** You will see your newly applied theme in the My Themes box. Until you apply a theme, it will not appear here, it will just be a theme file in Downloads. Once several themes are shown, you can quickly switch between them simply by clicking on the thumbnail.



**Step 4** You can change the way the background image changes (slideshow, single picture) and how often the image changes, by clicking Desktop Background at the bottom of the window. You can change elements of the colour profile that was applied by clicking the Colour option.



**Step 5** Changes you make to a theme package turn it into a custom theme. If you go back into the theme chooser window and click on the theme again, the standard (unedited) theme will be loaded again. If you want to apply the changes to the theme, you need to click Save Theme.



**Step 6** Depending on the number of theme images, each of the files can be quite large at 6-10MB. If you download themes and then decide you don't like them, you can delete them quite easily by right-clicking on them and selecting Delete; don't forget to delete the file in Downloads too.

