



Windows 7

Home Premium

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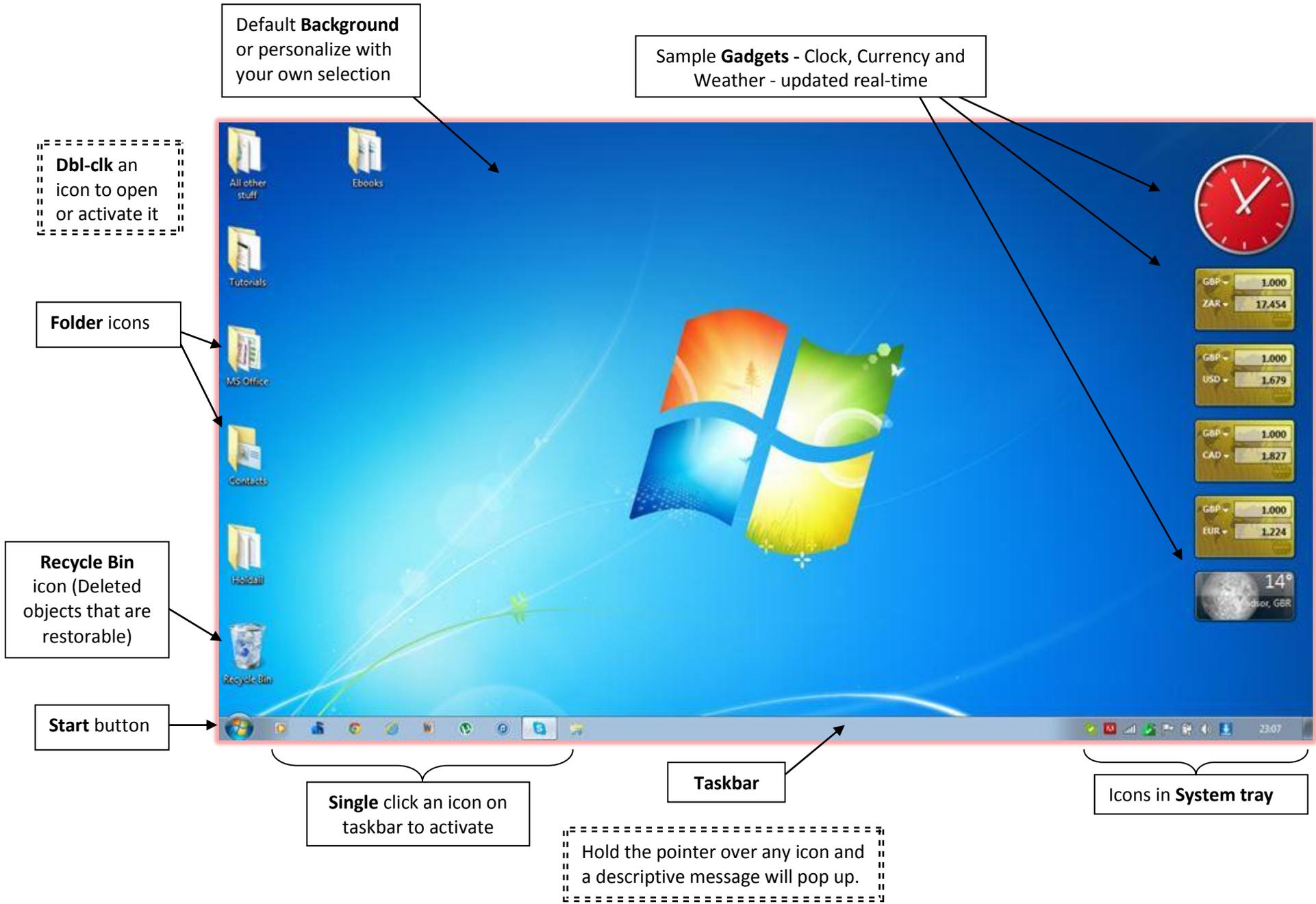
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The Desktop Screen

NOTE: When you see "click" it infers left-click. **Right-click** means right-click. **Dbl-click** means double click.

Your **desktop** is the screen that you are presented with once your computer has **booted up** (i.e. loaded Windows and ready for use) as depicted below. Typically it will comprise a variety of **icons**, a **background** (which you can change to your taste) and running along the bottom of the screen, the **taskbar** with more icons denoting certain functions.

Have a good look at the desktop screen below so that you are familiar with the names of the different objects making up the screen. Each **icon** (e.g. a folder) has a function to perform. You can create, delete or rename your own folders, text documents etc. as will be explained.



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Personalizing your user environment

If you choose to personalize your computer desktop simply **right-click** an empty space and click **Personalize** on the pop-up menu. You will be presented with a list of utilities. We will look at how to re-set a few of the main ones here.



Desktop Background (Theme)

A selection of on board themes will be displayed for you to choose from.

You can select a background by simply clicking directly on an image category from that window.

Alternatively you can click the **Desktop Background** icon at the bottom of the Window which will take you to another window where you can click the **Browse...** button to select a personal image stored on your computer e.g, a member of your family.

For even more themes to choose from, click **Get more themes online** and browse scores of online images.

Window Colour

Click to choose from a range of window colours and window border transparency adjustments.

Sounds

Hear you can change a range of default sounds and alerts. Recommended for advanced users only.

Screen Saver

Click **Screen Saver** and see how you can change the default factory set Screen Saver.

Note also how you can change the **Wait** period. This will allow the period of time you select to elapse, before your Screen Saver is activated.

Set Custom Text size (DPI)

On the left of your window click **Display** and then select **Set Custom Text size (DPI - dots per inch)** top left on the window.

Near sighted users may opt to change this value by sliding the ruler (click and drag) to the right for larger text size.

Adjust resolution

On the left of your window click **Display** and then select **Adjust Resolution** top left on the window. You can use the slider to alter the display settings. The factory set resolution is usually 1366 x 768 but some users prefer a lower setting making images on the screen larger.

Other Options

Have a look at the other **Personalization** options to see if there are any other adjustments you wish to make to your working environment.

Adding Gadgets (Fig GA1)

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Gadgets can be displayed as a handy source of information for quick real-time references.

To add a **Gadget**, right-click any open area on your desktop screen and click **Gadgets** on the pop-up menu. Once you have the Gadgets screen displayed simply click and drag your choice onto the desktop.

Fig GA2 shows a typical set of **Gadgets** - namely a clock, a currency exchange and weather meter - all are kept current (real-time online). If you hold the pointer over the gadget when installed on your screen, you will see three or four small icons as shown next to the clock.

- Click the **'X'** to **close** the gadget.
- Click the **spanner** to change **properties** of the gadget e.g. Size.
- Click the **rectangle** to drag the gadget to a new location.

Fig GA1



Fig GA2

