



Windows Vista

Home Premium



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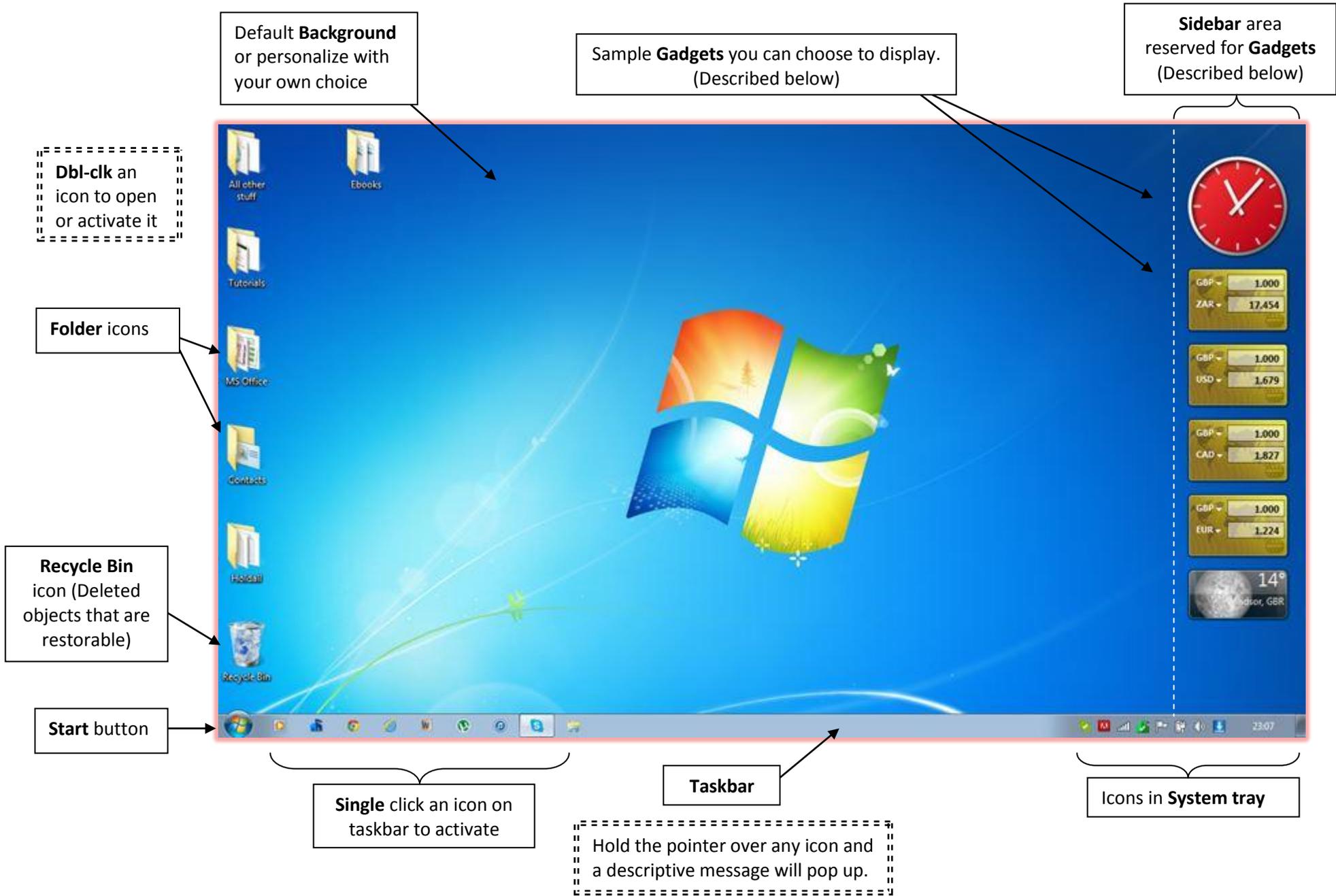
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The Desktop Screen

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 **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.



Personalizing your user environment

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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

Click **Desktop Background** and have a look at the range of **Windows Vista** backgrounds you can use.

If you click the **Location** box you will see a number of alternative locations from which you can choose a background.

You can of course elect to use any other picture for your background by simply clicking the **Browse...** button and selecting your preferred image.

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 your selected period of time to elapse before your Screen Saver is activated.

Display Settings

Click **Display Settings** and you will see how to change your screen resolution. The higher the setting the smaller the objects on your screen.

Use the slider to alter the display settings – the factory set resolution is usually 1024 x 768 but some users prefer a higher setting.

The pixel density (dots per Sq cm) making up the images on your screen determines how large or small the images are depicted on your screen.

Adjust Font Size

On the left of the Window you will see **Adjust Font Size** (DPI – or dots per inch).

Near sighted users may opt to change this value from the default **96 DPI** to a more readable **120 DPI**.

Other Options

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

The Sidebar (See Desktop image above)

The **sidebar** is a vertical **1 inch column** on the right of your screen reserved for displaying selected **Gadgets**, should you choose to use them.

- To switch the **sidebar** off so that no gadgets are displayed simply **right-click** in the **Sidebar** area and click **Close Sidebar**.
- To reinstate the sidebar click the **Sidebar icon**  in the **System Tray** on the **Taskbar**.

Adding Gadgets (Fig GA1)

Gadgets are displayed on your screen and are a handy source of information that you can utilise for your convenience.

Right-click in the **Sidebar** area and click the **Add Gadgets ...** option on the pop-up menu.

Once you have the Gadgets screen displayed (**Fig GA1**) simply click and drag your choice to the sidebar area.

Fig GA2 shows a typical set of **Gadgets** - namely a clock, a currency exchange and weather - all are kept current (real-time online).

If you hold the pointer over the gadget when installed on your screen, you will see three 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.

