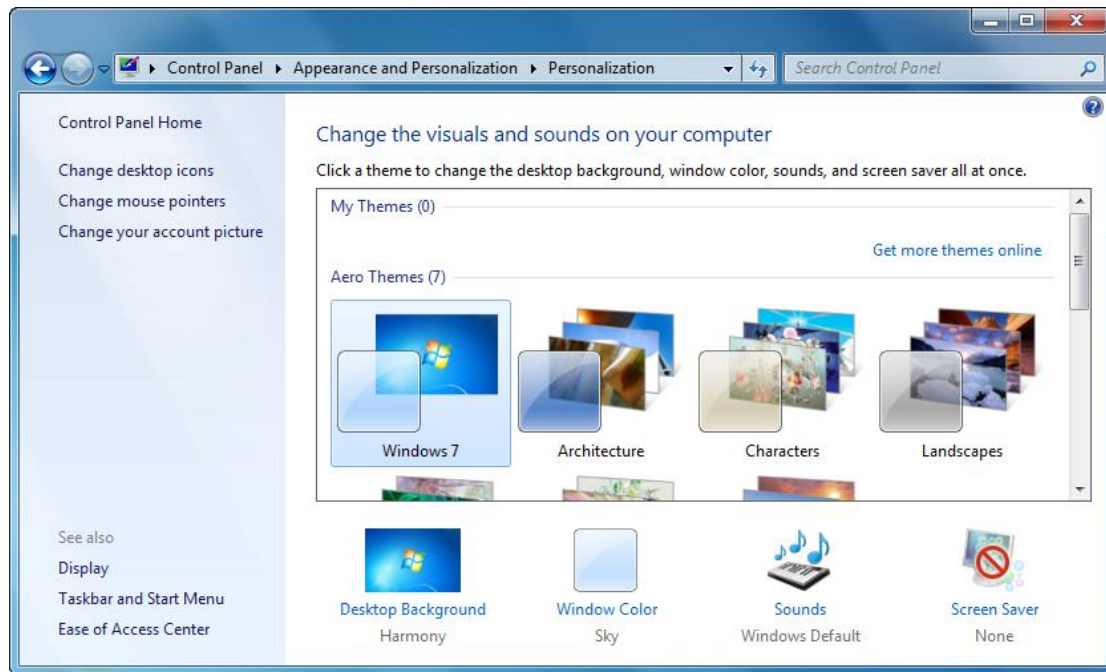


Lecture 4: Windows 7: Personalizing Your Computer

Personalizing Your Computer:

Click Start → Control Panel → Appearance and Personalization → Personalization to view how you can customize Windows 7. (You can also access these options by right-clicking the desktop and clicking **Personalize**).



Themes:

A theme includes a **desktop background**, a **screen saver**, a window border color, **sounds**, and sometimes **icons** and **mouse pointers**. You can choose from several **aero** themes. Use the whole theme or create your own customized theme by changing the pictures, colors, and sounds individually.



Window color:



Sounds:

You can change the sounds your computer makes when, for example, you receive *e-mail*, *start Windows*, or *shut down* your computer.

Desktop background:

The **desktop background**, also called **wallpaper**, is a picture, color, or design on the desktop. It provides a backdrop to your open windows. You can choose one picture to be your desktop background or you can display a slide show of pictures.

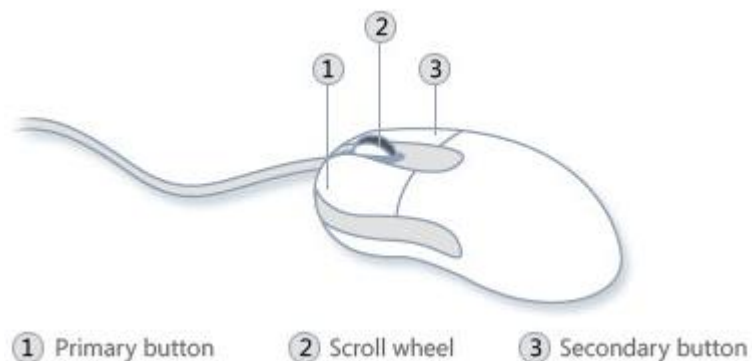


Screen saver:

A screen saver is a **picture or animation** that appears on the screen when you haven't used the mouse or keyboard for a set period of time. You can choose from a variety of **Windows screen savers**.

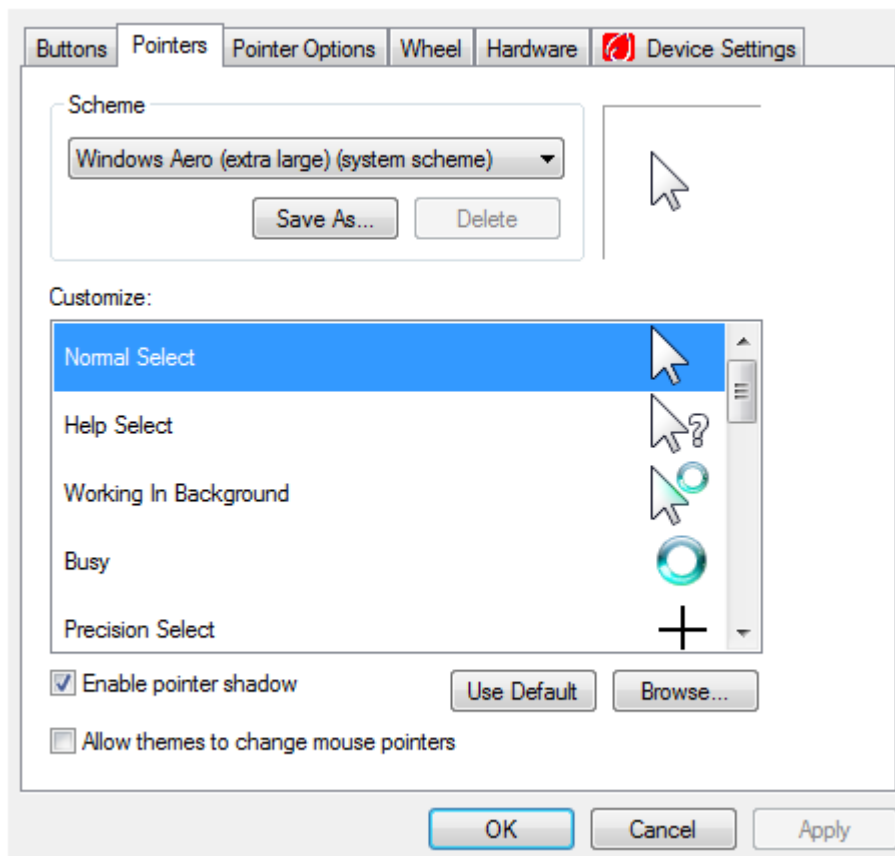
Mouse:

A **mouse** typically has **two buttons**: a **primary button** (usually the left button) and a **secondary button** (usually the right button). You will use the primary button most often. Most mice also include a **scroll wheel** between the buttons to help you scroll through documents and webpages more easily. On some mice, the scroll wheel can be pressed to act as a **third button**.



To change how the mouse pointer looks:

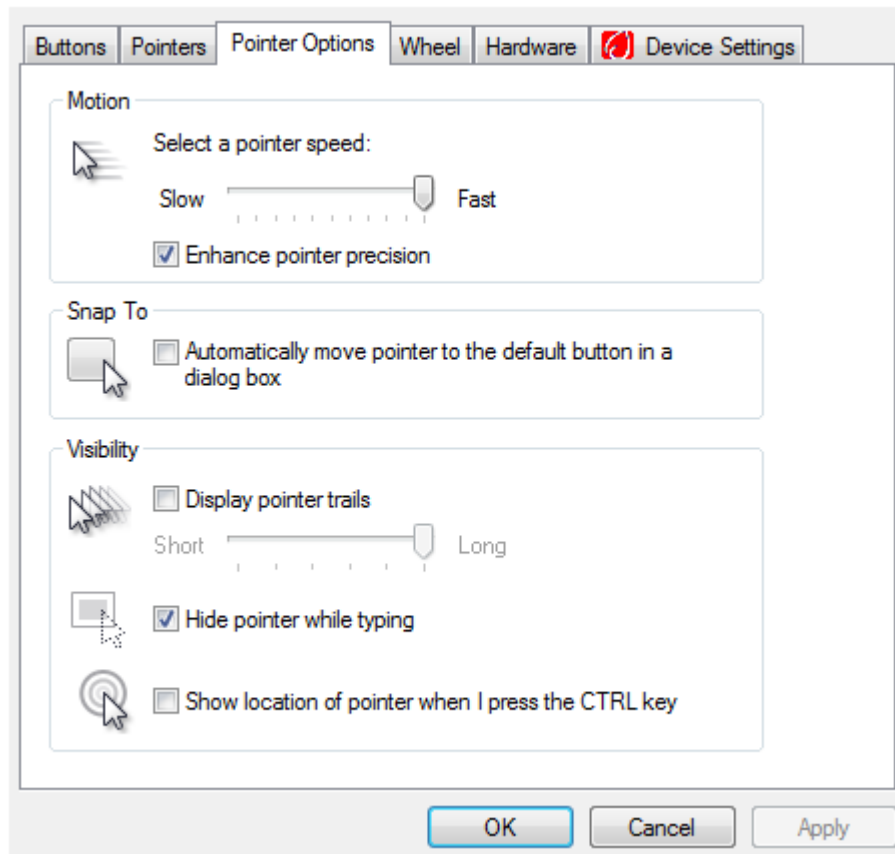
1. Right-click on empty space on *desktop*, and select *personalize*.
2. Click on *change mouse pointers*.
3. Click the *Pointers tab*, and then do one of the following:
 - To give all of your pointers a new look, click the *Scheme drop-down list*, and then click a new mouse pointer scheme.
 - To change an individual pointer, under *Customize*, click the pointer you want to change in the list, click Browse, click the pointer you want to use, and then click Open.
4. Click *OK*.



To change how the mouse pointer works:

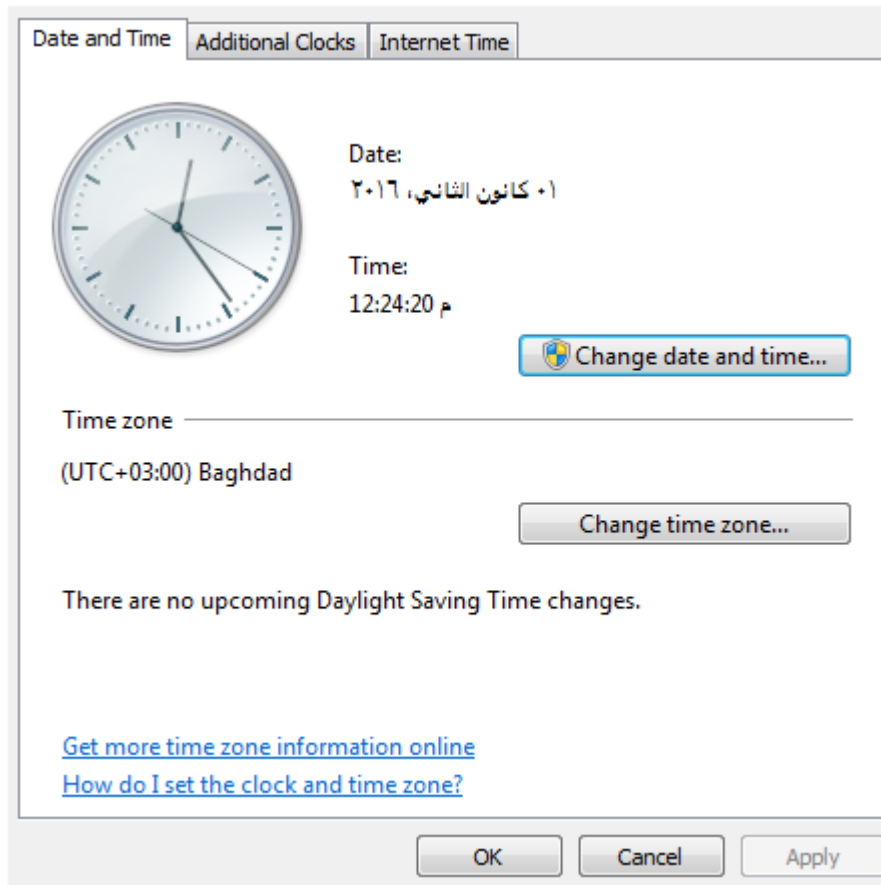
1. Right-click on empty space on *desktop*, and select *personalize*.
2. Click the *Pointer Options tab*, and then do any of the following:
 - To change the speed at which the mouse pointer moves, under Motion, move the *Select a pointer speed* slider toward Slow or Fast.
 - To make the pointer work more accurately when you're moving the mouse slowly, under Motion, select the *Enhance pointer precision* check box.
 - To speed up the process of selecting a choice when a dialog box appears, under Snap To, select the *Automatically move pointer to the default button* in a dialog box check box.

- To make the pointer easier to find when you move it, under **Visibility**, select the **Display pointer trails** check box, and then move the slider toward Short or Long to decrease or increase the length of the pointer trail.
3. Click **OK**.



Date and Time:

1. **Click the Date and Time tab**, and then click **Change date and time**. In the Date and Time Settings dialog box, do one or more of the following:
 - To change the **hour**, double-click the hour, and then click the arrows to increase or decrease the value.
 - To change the **minutes**, double-click the minutes, and then click the arrows to increase or decrease the value.
 - To change the **seconds**, double-click the seconds, and then click the arrows to increase or decrease the value.
2. When you have finished changing the time settings, click **OK**.
3. To change the time zone, click **Change time zone**.
4. In the **Time Zone Settings** dialog box, click your current time zone in the drop-down list, and then click **OK**.



📌 Sticky Notes:

You can use **Sticky Notes** to write a to-do list, jot down a phone number, or do anything else that you'd use a pad of paper for. **To open it**, click on **Start Orb** → **All Programs** → **Accessories** → **Sticky Notes**.



- ① New Note button
- ② Delete Note button

On-Screen Keyboard:

On-Screen Keyboard displays a visual keyboard with all the standard keys. You can select keys using the *mouse*. **To open it**, click on **Start Orb → All Programs → Accessories → Ease of Access → On-Screen Keyboard**.

Magnifier:

Magnifier enlarges different parts of the screen. This is especially useful for viewing objects that are difficult to see, but also for seeing the whole screen more easily. **Start Orb → All Programs → Accessories → Ease of Access → Magnifier**.

There are three modes:

- **Full-screen mode.** In full-screen mode, your entire screen is magnified. You can then have Magnifier follow the mouse pointer.
- **Lens mode.** In lens mode, the area around the mouse pointer is magnified. When you move the mouse pointer, the area of the screen that's magnified moves along with it.
- **Docked mode.** In docked mode, only a portion of the screen is magnified, leaving the rest of your desktop in a normal state. You can then control which area of the screen is magnified.

Notes:

- Full-screen mode and lens mode are only available as part of the **Aero** experience. If your computer doesn't support Aero, or if you're using a **theme** other than an **Aero** theme, *Magnifier will only work in docked mode*.
1. On the **Views** menu, click the mode that you want to use.
 2. Move the pointer to the part of the screen that you want to **magnify**.

Notes:

- To **exit Magnifier**, press the **Windows logo key +Esc**.
- When you're using **full-screen mode**, you can quickly preview your entire desktop by clicking the **Views** menu, and then clicking **Preview full screen**.