Lecture 5: 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**.

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**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.**
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.