Microsoft Windows Vista Illustrated Introductory

Customizing Windows Using the Control Panel
Objectives

- Change the desktop background
- Change the desktop screen saver
- Change desktop screen settings
- Change the desktop appearance
- Work with fonts
Objectives

- Customize the taskbar
- Customize the Start menu
- Customize Windows Sidebar
- Set the date and time
Unit Introduction

• You can customize Windows Vista to suit your personal needs and preferences

• Use the Control Panel to change settings
  • Contains several icons that open a dialog box or window to change properties, or characteristics of a specific computer element
Changing the Desktop Background

- The desktop background, or wallpaper, is a picture or pattern that is the backdrop on which icons and windows appear.

- Display options include:
  - **Fit to Screen** (enlarges the picture and places it in the center of the screen)
  - **Tile** (displays the picture repeatedly across the screen)
  - **Center** (displays the picture in the center)
Changing the Desktop Background (cont.)

- To customize the desktop background:
  - Open the Control Panel
  - Click the Appearance and Personalization link
  - Click the Change desktop background link
  - Click one of the available backgrounds
  - Click OK
Setting a Picture as the Desktop Background

• To select a picture from your hard disk or the Internet as your background:
  • Right-click the picture you want to use in the Computer window, an Explorer window, or on a Web page
  • Click Set as Desktop Background on the shortcut menu

• Acceptable file formats include:
  • Bitmap
  • JPEG
Changing the Desktop Screen Saver

• When your computer is idle for a specified period, a screen saver displays a continual motion display to prevent monitor burn-in and security
  • To select or change a screen saver, open the Control Panel, click the Appearance and Personalization link, change screen saver link, click the Screen saver list arrow, then select a screen saver
  • To set additional settings, click Settings, select the options you want, then click OK
  • To preview the screen saver, click Preview
  • Click OK
Changing power settings

- From the Screen Saver Settings dialog box, you can change power option properties for a portable or laptop computer to reduce the power consumption and maximize battery life.
  - If you often leave your computer for a short time while working, you can set your computer to go into standby, a state in which your monitor and hard disks turn off after being idle for a set time.
  - If you are often away from your computer for an extended time, you can set it to go into hibernation, a state in which your computer first saves everything in memory on your hard disk and then shuts down.
  - To help you set power options, you can choose one of the power plans included with Windows or modify one to suit your needs.
  - A power plan is a predefined collection of power usage settings.
Changing Desktop Screen Settings

- A monitor displays pictures by dividing the display screen into thousands or millions of dots, or **pixels**
  - Pixels are arranged in rows across the screen and are so close they appear connected.
  - The **screen resolution** refers to the number of pixels on the screen, which determines the amount of information shown on the screen.
    - A low screen resolution, such as 640 by 480 pixels, displays less information, but items appear larger.
    - A high screen resolution, such as 1040 by 768 pixels, displays more information, but items appear smaller.
Changing Desktop Screen Settings (cont.)

- The color quality can also be changed
  - The higher the color quality, the more memory is needed
- If you leave your computer unattended for a long time, you should select a screen saver
  - A screen saver is a continually moving display that protects your monitor from burn-in, which makes the display a permanent part of the screen and occurs when the display is continuous for too long.
Changing Desktop Screen Settings (cont.)

• To change the desktop size:
  • Open the Control Panel
  • Click the Appearance and Personalization link, then click the Adjust screen resolution link
  • Drag the Screen resolution slider to a different setting
  • Choose any other appropriate options, then click OK
Using More Than One Monitor

- Adding another monitor increases the size of your workspace and your productivity because it allows you to work on one thing on one monitor and perform additional tasks using another.
  - One monitor is the primary monitor, which displays dialog boxes when you start your computer or a program.
  - The other monitor is the secondary monitor, which displays windows, icons, and programs you drag to it from the primary monitor.
  - Before you can use an additional monitor, you need to install another display adaptor, which is a hardware device that allows a computer to communicate with its monitor.
  - You can set different screen resolutions and color settings for each monitor.
Using More Than One Monitor

• To use more than one monitor:
  • Open the Control Panel
  • Click the Adjust screen resolution link under Appearance and Personalization
  • Click the monitor icon that represents the secondary monitor that you want to use
  • Click the Extend the desktop on this monitor check box to select it, then click Apply
  • To arrange multiple monitors, click the monitor icons and drag them in the preview window
  • You can also set different screen resolutions and color settings for each monitor
  • To set the main monitor, select the monitor, then click the This is my main monitor check box to select it
  • Click OK
Changing the Desktop Appearance

- A desktop **theme** changes the background, screen saver, mouse pointers, and more
  - You can use a predefined theme or create your own
  - Themes can be customized
  - **Schemes** are predefined combinations of settings that assure visual coordination of items
Changing the Desktop Appearance (cont.)

• To change the desktop appearance:
  • Open the Control Panel
  • Click the Appearance and Personalization link
  • Click the Change the theme link
  • Click the Themes list arrow, then click a theme
  • Click OK
  • Click the Customize colors link
  • Select a color option, enable or disable transparency, then drag the color intensity slider
  • Click OK
Adding Sound Effects

- To add sound effects to common Windows commands and functions, such as starting and exiting Windows, or opening and closing folders:
  - Open the Control Panel, click the Appearance and Personalization link, then click the Personalization link
  - Click the Sounds link
  - In the Programs events list, click the event to which you want to apply a sound
  - Click the Sounds list arrow, then click the appropriate sound
  - Click Save As, type a name, then click OK
  - Click OK to apply the sound
Working with Fonts

- A font is a typeface, or a particular design set of letters, numbers, and other characters
  - The height of characters is measured in points, or 1/72 of an inch
  - Character width is measured in pitch, which refers to how many characters can fit in an inch
  - Common fonts are Times New Roman, Arial, Courier, and Symbol
  - TrueType and OpenType fonts are outline fonts based on a mathematical equation that creates resizable letters
  - A screen font consists of bitmapped characters, which are small dots organized to form a letter
Working with Fonts (cont.)

- To use the Fonts window to view fonts, compare them to each other, install new fonts, and see a print sample:
  - Open the Control Panel
  - Click the Appearance and Personalization link
  - Click the Fonts link
  - In the Fonts window, click Views button arrow, then click the appropriate option to filter which fonts are shown
  - To print a font list, click the Print button, then click Print in the Print dialog box
Installing a Font

- To install new fonts from a hard drive, network, or removable disk:
  - Right-click a blank area of the Fonts window, then click Install New Font
  - In the Add Font dialog box, indicate the location of the font to install, then click OK
Customizing the Taskbar

- The **taskbar**, located at the bottom of the desktop, is most often used to switch from one program to another.
- You can customize the taskbar to:
  - Change its size and location
  - Customize its display
  - Add or remove toolbars
  - Apply Auto-hide to hide the taskbar when it’s not in use
Customizing the Taskbar (cont.)

- To customize the taskbar:
  - Right-click a blank area of the taskbar, point to Toolbars on the shortcut menu, then click a taskbar item to select or deselect it
  OR
  - Right-click a blank area of the taskbar, then click Properties
  - In the Taskbar and Start Menu Properties dialog box, click the appropriate options, then click Apply
  - Click the Notifications Area tab, click the appropriate options, then click OK
Customizing the Start Menu

- You can add shortcuts to programs, files or folders to the Start menu
  - Adding too many items makes it cluttered
  - You can also display additional items on the Start menu
  - You can extend a submenu from the Control Panel and other features that provide additional features and options
  - Pinning items permanently places them in the left pane of the Start menu for easy access
Customizing the Start Menu (cont.)

- To customize the Start menu:
  - Click the Start button, navigate to an item to pin to the Start menu, right-click the item, then click Pin to Start menu

**OR**

- Right-click the Start button on the taskbar, then click Properties
- In the Taskbar and Start Menu Properties dialog box, click the appropriate options, then click Customize
- In the Customize Start Menu dialog box, click the appropriate tabs and options, then click OK twice
Rearranging Start Menu Items

- You can move an item to a different location on the Start menu by dragging it
- A thick black line appears as you move the mouse pointer while dragging, indicating the new location of the item
Customizing Windows Sidebar

- Windows Sidebar **Windows Sidebar** is a pane on the side of the Windows Vista desktop that gives you quick access to gadgets such as news headlines and updates, slide shows, weather information, traffic maps, Internet radio streams, and slide shows of online photo albums.

- **Gadgets** are mini-applications that can connect to Web services, such as an **RSS feed** (which automatically delivers Web content, such as headline news, to your desktop), or integrate with many of your applications, such as viewing your calendar.
Customizing Windows Sidebar (cont.)

- You can customize Windows Sidebar to suit the way you work.
- You can also move gadgets off the Windows Sidebar and place them anywhere on your desktop.
- Windows Vista comes with a set of gadgets to get you started.
- However, you can easily download more gadgets from an online gadget gallery.
Customizing Windows Sidebar (cont.)

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<tr>
<th>to</th>
<th>do the following</th>
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<tbody>
<tr>
<td>Open the Sidebar</td>
<td>Right-click the Windows Sidebar icon in the notification area, and then click Open.</td>
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<tr>
<td>Close the Sidebar</td>
<td>Right-click a blank area of the Sidebar, and then click Close Sidebar.</td>
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<tr>
<td>Close a gadget</td>
<td>Point to the gadget you want to close, click the Close button in the small bar that appears to the right of the gadget, and then click Close Gadget if a dialog box opens.</td>
</tr>
<tr>
<td>Change gadget options</td>
<td>Point to the gadget you want to change, click the Options button in the small bar that appears to the right of the gadget, select the options you want, and then click OK.</td>
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<tr>
<td>Move a gadget</td>
<td>Point to the gadget, and then drag it to another location on the Sidebar or to the desktop.</td>
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Setting the Date and Time

• Programs use the date and time to establish when files and folders are created and modified
  • The date and time appear in the lower-right corner of the taskbar
  • When you modify the time, you should also verify the time zone setting
  • You can also change the appearance of the date and time
Setting the Date and Time (cont.)

• To set the date and time:
  • Open the Control Panel
  • Click the Clock, Language, and Region link
  • Click the Set time and date link
  • Click Change date and time, change the date and time, then click OK
  • Click Change time zone, specify a time zone, then click OK
  • Click OK
Adding and displaying another clock

- If you need to know the time in other time zones, you can add one or two additional clocks using the Additional Clocks tab in the Date and Time dialog box.
- After you add a clock, you can display by clicking or hovering over the taskbar clock.
- To add a clock, click the taskbar clock, click Change date and time settings, click the Additional Clocks tab, select the Show this clock check box, select a time zone, enter a display name, then click OK.