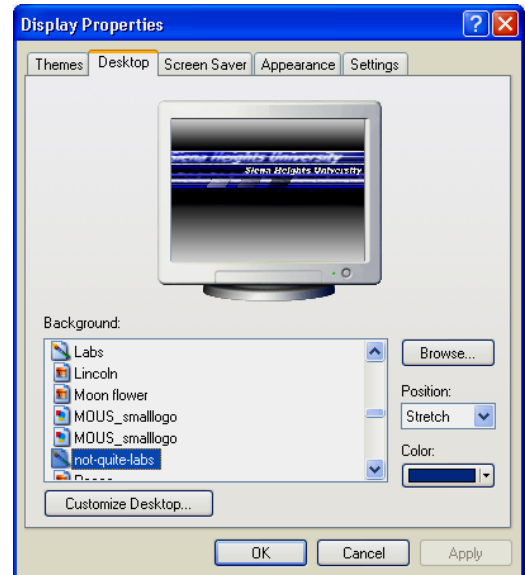


CHANGING THE LOOK OF THE DESKTOP

The appearance of the Desktop can be customized to the user's preferences. It is possible to change the Background, the Screen Saver, and the color schemes of the windows.

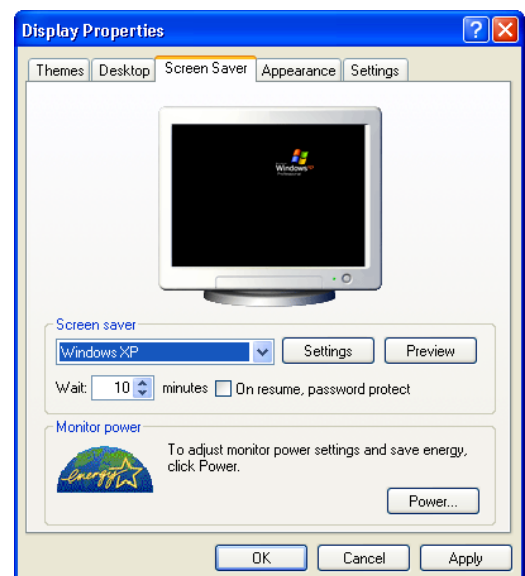
Changing the Desktop Background

- ❖ Click the **Start** button.
- ❖ Select **Control Panel** from the list of options.
- ❖ Click **Appearance and Settings**.
 - This option may not be available depending on how the computer is configured.
 - If it is not available, go to the next step.
- ❖ Double-click the **Display** icon.
- ❖ The **Display Properties** dialog box will display.
- ❖ Click the **Desktop** tab in the **Display Properties** dialog box, if necessary.
- ❖ Choose a **Background** for the Desktop.
- ❖ The chosen background will appear in the monitor image at the top of the dialog box.
- ❖ Make any other desired changes to the Desktop Background such as Color or Position.
- ❖ Click **Customize Background** to make other changes to the Desktop Background. Options here are:
 - **Desktop Icons** - Use this selection to display icons on the Desktop for the checked items.
 - **Change Icon** - This option is used to change the icon for the item selected in the area above.
 - **Desktop Cleanup** - This option is used to remove icons from the Desktop that haven't been used for a specified amount of time and places them in a folder on the Desktop.
- ❖ To exit the **Customize Desktop** window, click **OK**.
- ❖ When the choices have been made, click **Apply**.
- ❖ If you aren't making any other changes, click **OK**.



Changing the Screen Saver

- ❖ Click the **Start** button.
- ❖ Select **Control Panel** from the list of choices.
- ❖ Click **Appearance and Settings**.
 - This option may not be available depending on how the computer is configured.
 - If it is not available, go to the next step.
- ❖ Double-click the **Display** icon.
- ❖ Click the **Screen Saver** tab in the **Display Properties** dialog box, if necessary.
- ❖ Click the **Screen Saver** list arrow.
 - Click on the choices in the list.
 - The Screen Saver image will appear in the monitor image at the top of the box.



- ❖ In the **Wait** box, specify the number of minutes the computer should be inactive before activating the Screen Saver.
- ❖ Click **Preview** to see what the **Screen Saver** does when displayed.
- ❖ Click **Apply** to set the chosen **Screen Saver**.
- ❖ Click **OK**, if there aren't be any changes made.

Changing the Appearance of the Desktop Color Theme

- ❖ Click the **Start** button.
- ❖ Click **Appearance and Settings**.
 - This option may not be available depending on how the computer is configured.
 - If it is not available, go to the next step.
- ❖ Double-click the **Display** icon.
- ❖ Click the **Appearance** tab in the **Display Properties** dialog box.
- ❖ Under **Windows and Buttons**, choose one of these options:
 - **Windows Classic Style** – The Windows, Menus, etc display in the style of previous Windows programs, such as Windows 98 or Windows 2000.
 - **Windows XP style** – Display Windows, Menus, etc in the style shown in the illustration at the right.
- ❖ Under **Color scheme**, choose a scheme for the appearance.
 - You need to click the list arrow next to the box under the words Color Scheme.
 - A list of Color Schemes will appear.
 - Click on a scheme.
 - An image of the scheme will appear in the window at the top of the dialog box.
- ❖ Change the **Font Size** to one of the options below, if desired, by clicking the down pointing arrow and clicking the desired choice.
 - Normal – This is the default
 - Large fonts
 - Extra large fonts
- ❖ To make additional changes to the appearance of Windows, click one of the following buttons:
 - **Effects** – This selection provides options for changing how the Window appears when activated.
 - **Advanced** – This selection provides additional options for changing the color scheme.
- ❖ Click **Apply** to save the changes that were made.
- ❖ Click **OK** to exit the dialog box.

