

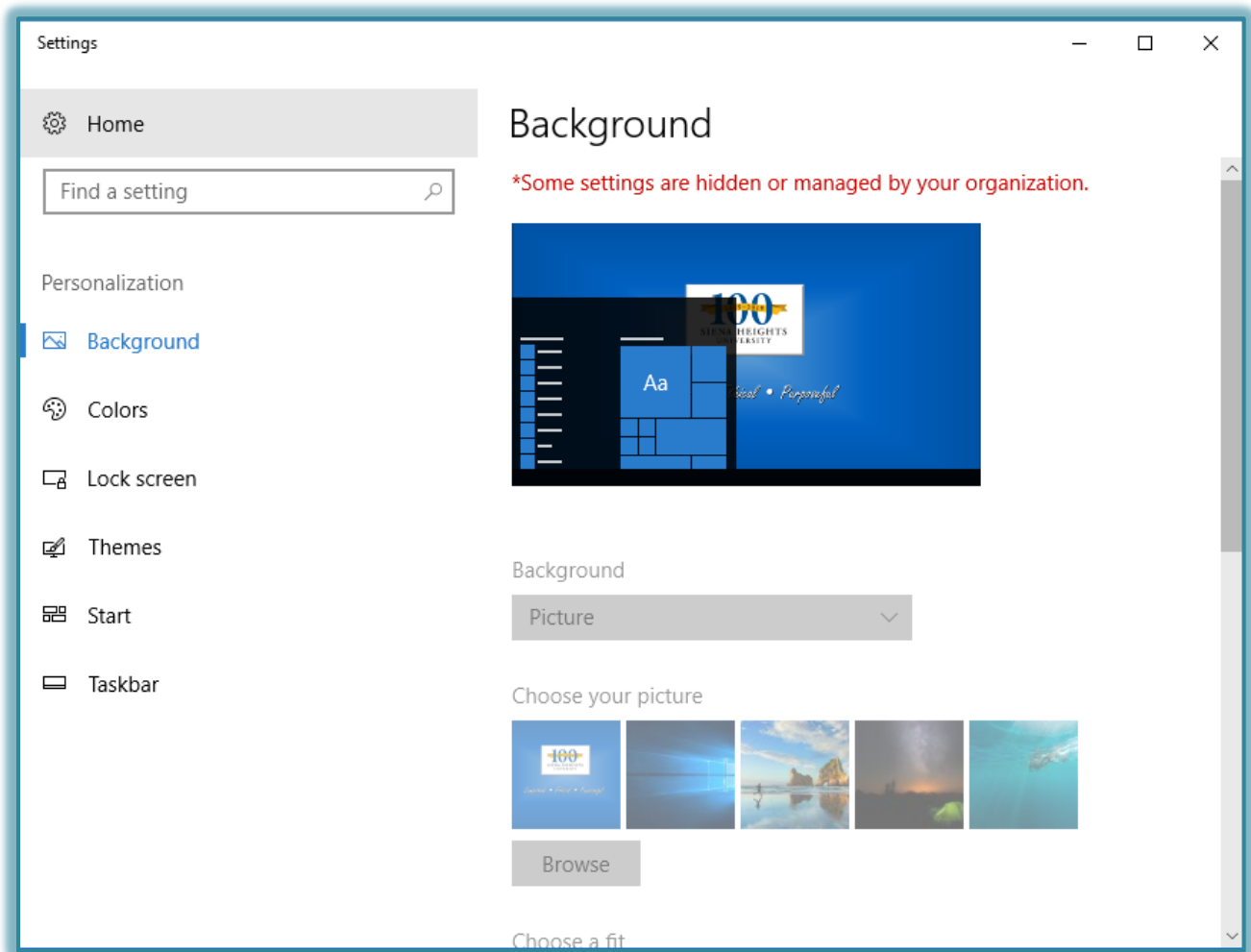
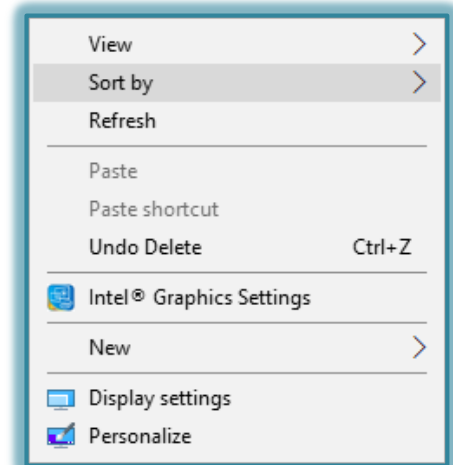
Personalization-Background

Access Personalization

- ✦ Right-click on the **Windows Desktop**.
- ✦ Select **Personalize** from the list.
- ✦ The **Settings** window will display with the **Personalize** window selected.

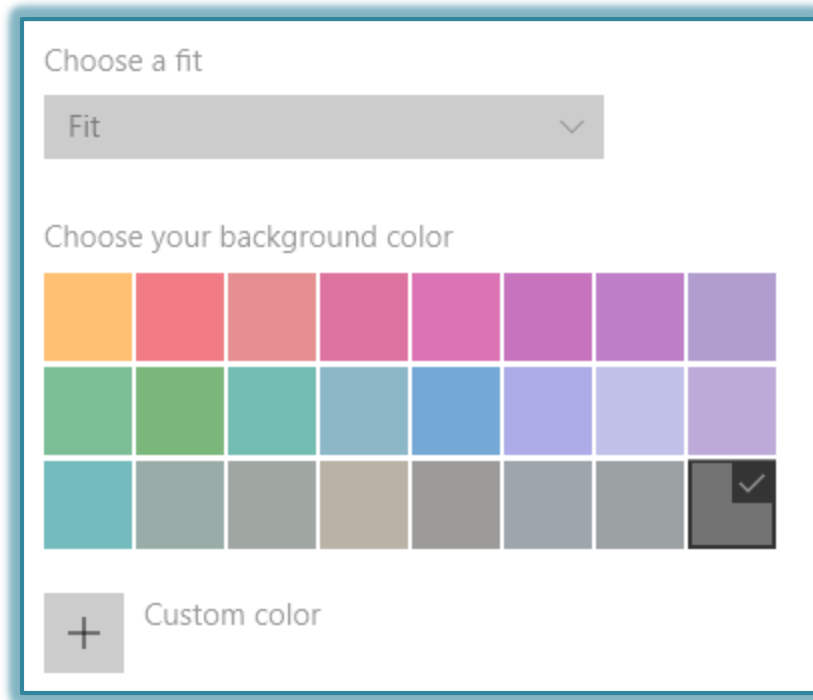
Change the Desktop Background

- ✦ Do one of the following:
 - ✦ Under **Personalization**, click the **Background** link.
 - ✦ Click **Themes** and then click the **Background** link.
- ✦ The **Background** window will display.
 - ✦ On your Siena computer, you will see a message stating that some settings are hidden or managed.
 - ✦ These instructions are for a non-Siena computer.



- ✦ Click the **Background Picture** list arrow to select from the available options.
- ✦ A gallery of backgrounds will appear.
- ✦ Select one picture or a group of pictures to display as the background.

- ✦ Click the **Select All** button to select every picture in the gallery that displays.
- ✦ Click the **Clear All** button to remove the check mark from the picture to deselect it.
- ✦ When a group of pictures is selected, the pictures will change in the number of seconds selected under **Change picture every**.



- ✦ Click the **Fit** list arrow to select one of the options: Fill, Fit, Stretch, Tile, or Center.
- ✦ To change the **Background Color**, select one of the colors from the Gallery.
- ✦ Click the **Save Changes** button to exit the window and save the changes.