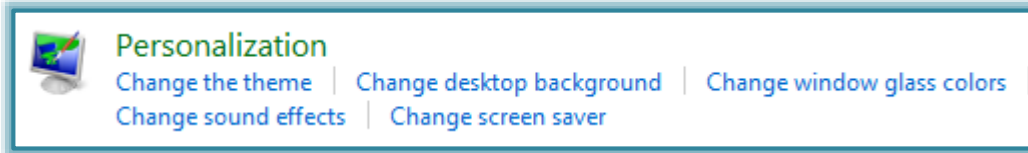


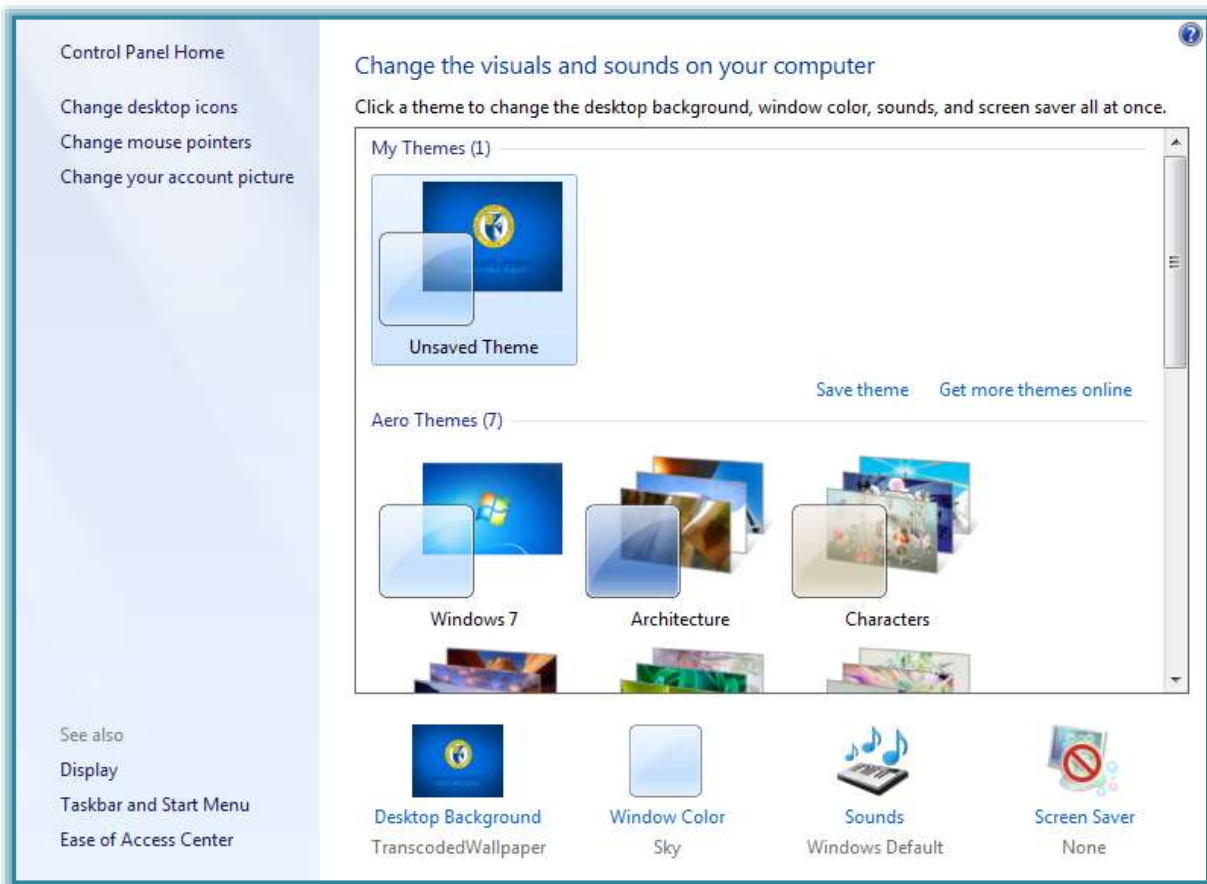
Personalization

Apply a Standard Theme to the Desktop

- ✦ Open the **Control Panel**.
- ✦ In **Category View**, click the link for **Appearance and Personalization**.
- ✦ Under **Personalization**, click the link for **Change the theme**.



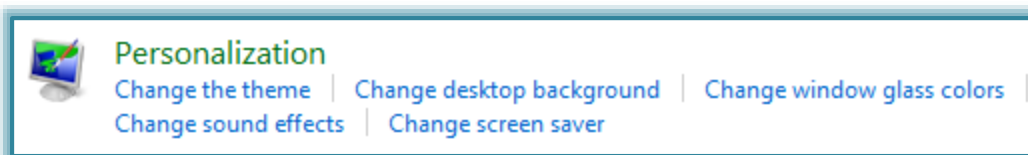
- ✦ The **Personalization** window will display (see illustration below).



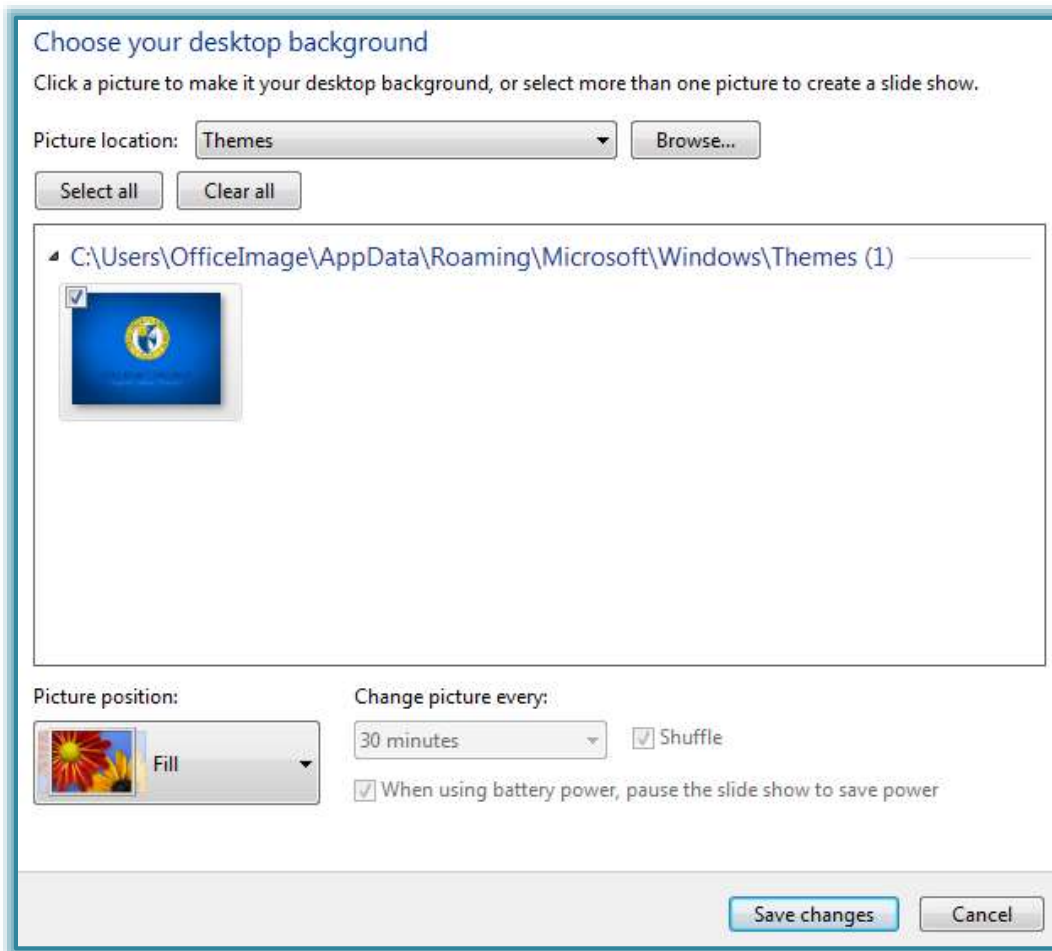
- ✦ Under **Aero Themes** in the right pane, click each of the standard themes.

Change the Desktop Background

- ✦ Open the **Control Panel**.
- ✦ In **Category View**, click the link for **Appearance and Personalization**.
- ✦ Under **Personalization**, click the link for **Change desktop background**.




- ✦ The **Desktop Background** window will display (see illustration below).



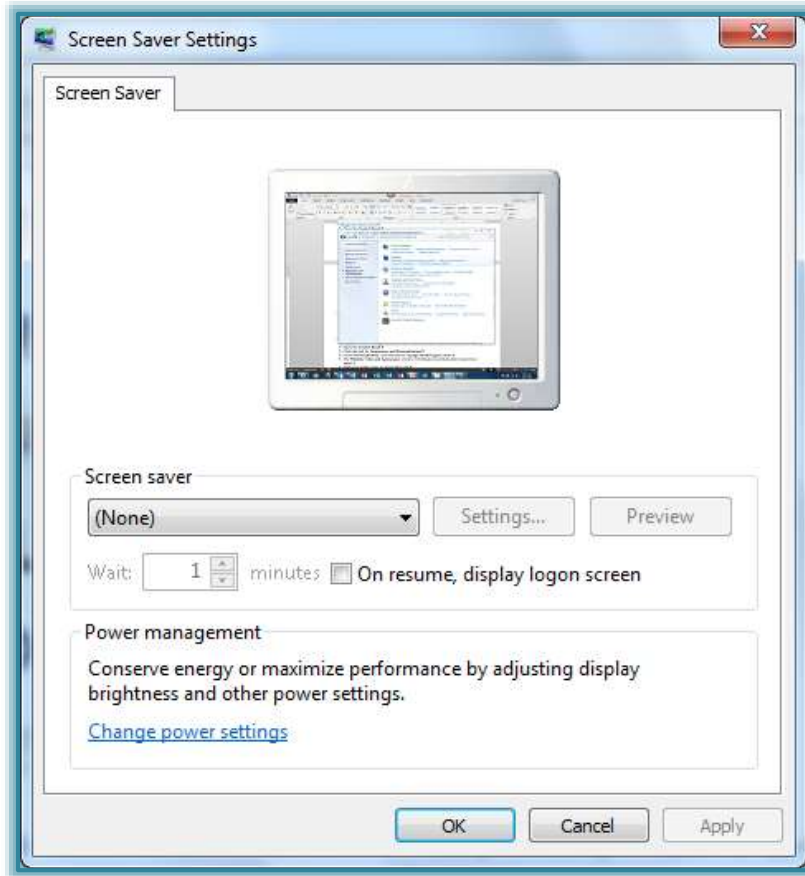
- ✦ Click the **Picture Location** list arrow to select from the following options:
 - ✦ Windows Desktop Backgrounds
 - ✦ Pictures List
 - ✦ Top Rated Photos
 - ✦ Solid Colors
- ✦ A gallery of backgrounds will appear.
- ✦ Select one picture or a group of pictures to display as the background.
 - ✦ Click 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 **Picture Position** list arrow to select one of the options: Fill, Fit, Stretch, Tile, or Center.
- ✦ Click the **Save Changes** button to exit the window and save the changes.

Change the Screen Saver

- ✦ Open the **Control Panel**.
- ✦ Click the link for **Appearance and Personalization**.
- ✦ Under **Personalization**, click the link for **Change screen saver** (see illustration on next page).


Personalization |
 [Change the theme](#) |
 [Change desktop background](#) |
 [Change window glass colors](#) |
 [Change sound effects](#) |
 [Change screen saver](#)

✦ The **Screen Saver Properties** dialog box will appear (see illustration below).



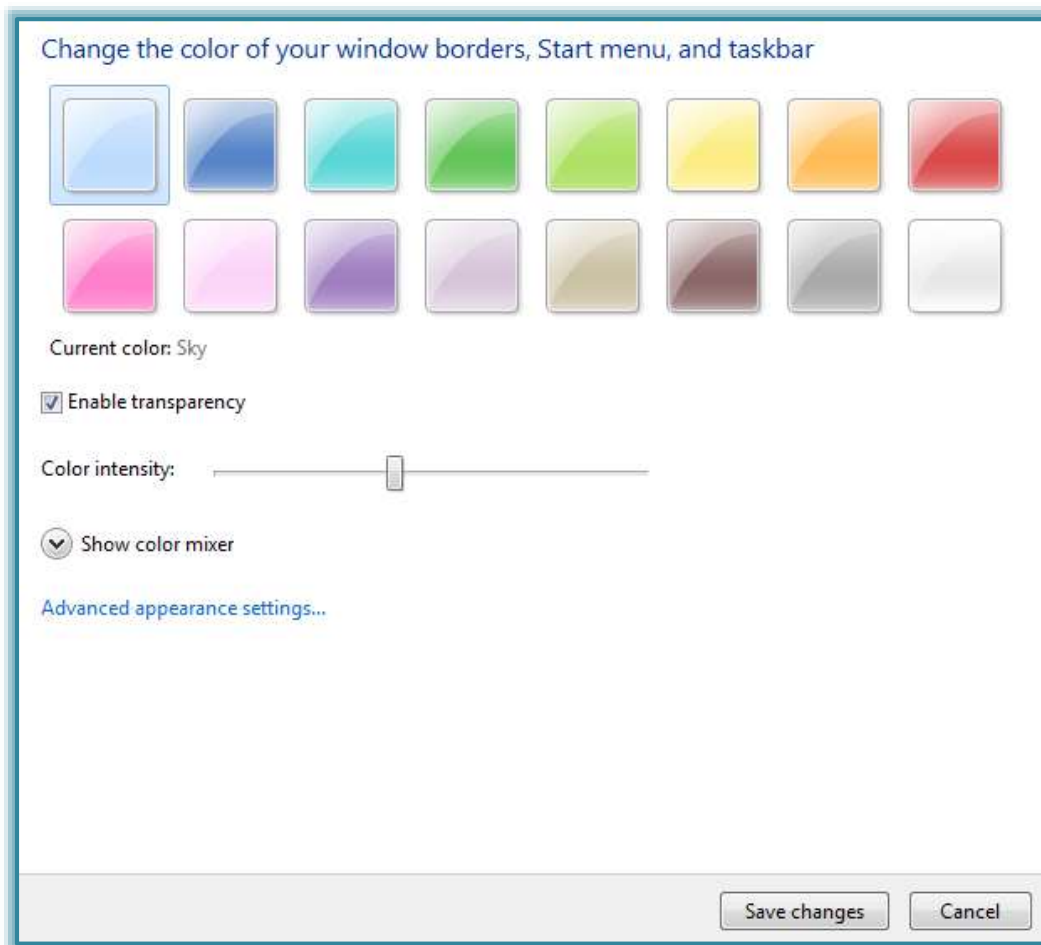
- ✦ Click the **Screen Saver** list arrow.
 - ✦ Click on the choices in the list.
 - ✦ The Screen Saver image will appear in the monitor image at the top of the box.
- ✦ Click the **Settings** option to change how the screen saver will display.
- ✦ Click **Preview** to see what the **Screen Saver** does when displayed.
- ✦ In the **Wait** box, specify the number of minutes the computer should be inactive before activating the Screen Saver.
- ✦ Click **Apply** to set your **Screen Saver** choice.
- ✦ Click **OK**, if you don't wish to make any other changes.

Change Window Glass Colors

This option is used to change the color of the Windows border, Taskbar, and the Start Menu.

- ✦ Open the **Control Panel**.
- ✦ Click the link for **Appearance and Personalization**.
- ✦ Under **Personalization**, click the link for **Change window glass colors** (see illustration at top of page).

- ✦ The **Window Color and Appearance** window will display (see illustration below).

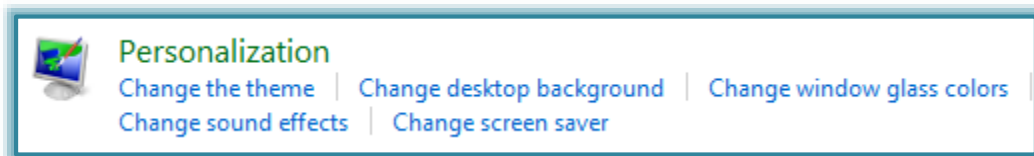


- ✦ Click each of the colors to change the color.
- ✦ Click the **Show color mixer** link to make changes to the selected color.
- ✦ Click the **Save Changes** button to make the changes to the appearance of the Desktop.

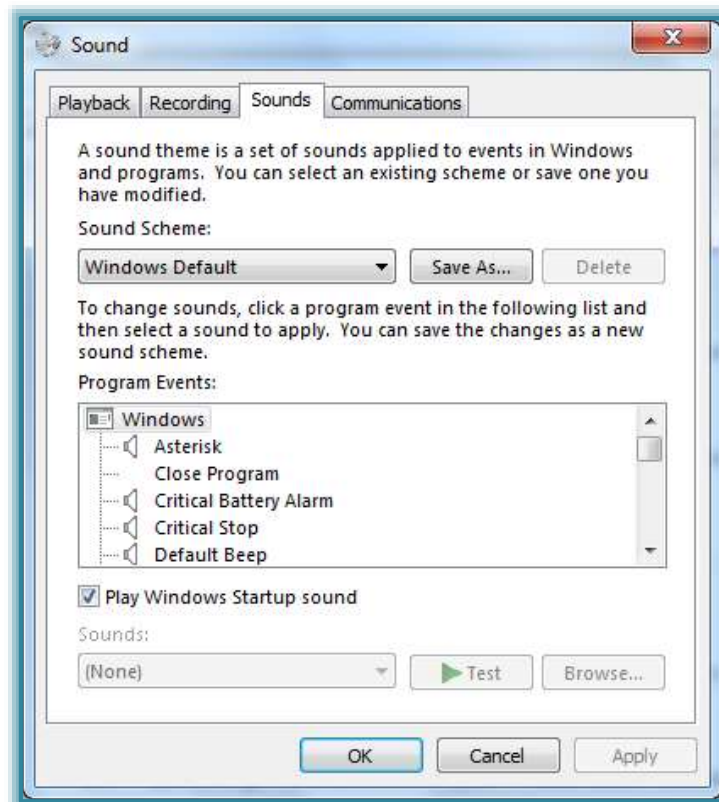
Sounds

The themes in Windows 7 contain a sound scheme. These schemes assign specific sounds to some program events. The sound options can be changed using the Sound dialog box.

- ✦ Open the **Control Panel**.
- ✦ Click the link for **Appearance and Personalization**.
- ✦ Under **Personalization**, click the link for **Change sound effects**.



- ✦ The **Sound** dialog box will display (see illustration on next page).
- ✦ In the **Sound Scheme** list select a scheme to use.
- ✦ Make any other desired changes to the sounds.
- ✦ Click the **Apply** button to apply the sound scheme to **Windows**.
- ✦ Click **OK** to exit the **Sound** dialog box.



Desktop Gadgets



These items provide up-to-date information or entertainment on your desktop. Gadgets will appear directly on the desktop. There are nine gadgets (see table below) in the Desktop Gadget Gallery. Gadgets have been discontinued in future versions of Windows because of security vulnerabilities. Please access the [Microsoft Windows Web Page](#) for additional information about these security issues and how to protect your Windows 7 machines.

Available Gadgets

Gadget	Description
Calendar	This gadget will display the current date, a calendar for the current month, or both. When the date is displayed, double-click it to switch to the calendar. When the calendar is displayed, double-click the date on the Calendar to display it that date. Click the Larger Size button on the gadget's control panel to display both. Click the Smaller Size button to return to the most recently active view.
Clock	To display the current time in the current time zone, choose this gadget. There are eight faces to choose from. You can also name the clock, change the time zone, and add a second hand.
Currency	Use this gadget to display the current equivalent of one currency in another currency. Currencies and other data providers can be added.
Feed Headlines	This gadget will display four of up to 100 headlines from a variety of RSS feeds. It is possible to restrict the number of headlines and the type of feed to display. Click on a headline to display a synopsis of the article in a separate window. To display the entire article, click the Read Online link in the window.
HD Photo Print	Use this gadget to print photos to the default printer on your computer. Click the options button to select the different settings for the printer.
Picture Puzzle	To display a 4-by-4 grid containing 15 jumbled picture pieces and one blank square, choose this gadget. To reassemble the pictures move the pieces around. There are a total of eleven pictures to choose from.
Slide Show	This gadget will display a rotating set of pictures from the folder you select. The transition speed and effect, as well as the display order, can be set.
Weather	To display the temperature and an image representing the type of weather in a specified location, choose this gadget. The location can be changed. The temperature can be displayed in Fahrenheit or Celsius. To display a description of the current weather conditions, point to the city name. Click the city name to display the corresponding MSN Weather page.
Windows Media Center	This gadget provides quick access to the music and pictures in your Windows Media Center catalog.

Display Gadgets

- ✦ Click the **Start** button.
- ✦ Click **All Programs**.
- ✦ Click **Desktop Gadget Gallery**.



- ✦ The **Desktop Gadget Gallery** will display (see illustration on previous page).
- or
- ✦ Right-click the **Desktop**.
- ✦ Click **Gadgets**.
- or
- ✦ Click the **Start** button.
- ✦ Input **Gadgets** into the **Search** box.
- ✦ Click **Desktop Gadget Gallery** or **Desktop Gadgets**.
- ✦ The **Desktop Gadget Gallery** will display.
- ✦ At the bottom of the gallery, click **Show details** to see a description of each gadget.
- ✦ Double-click on the gadget to add it to the **Desktop**.

