

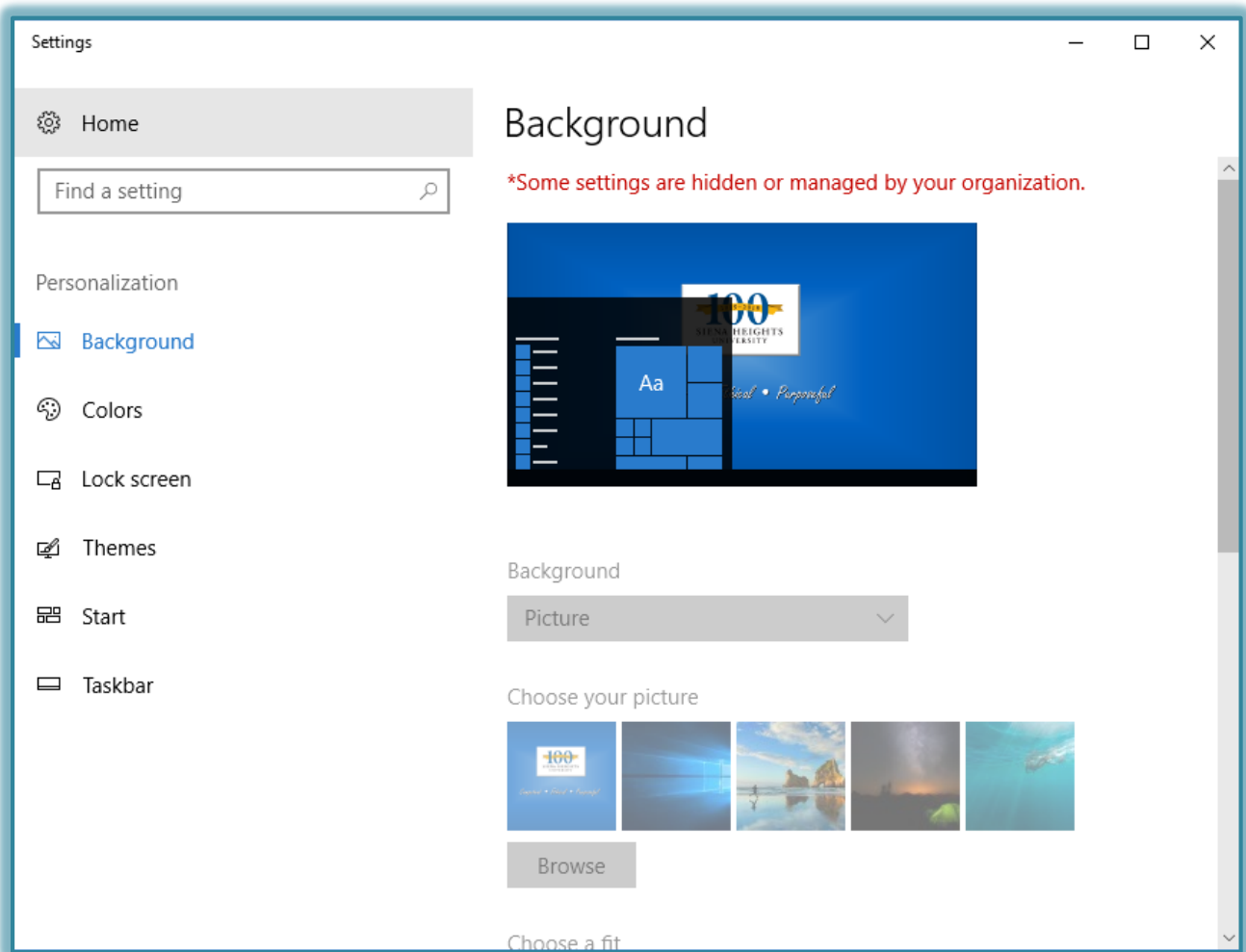
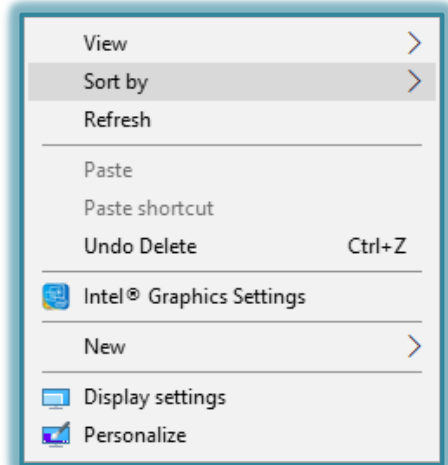
Personalization

Access Personalization

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

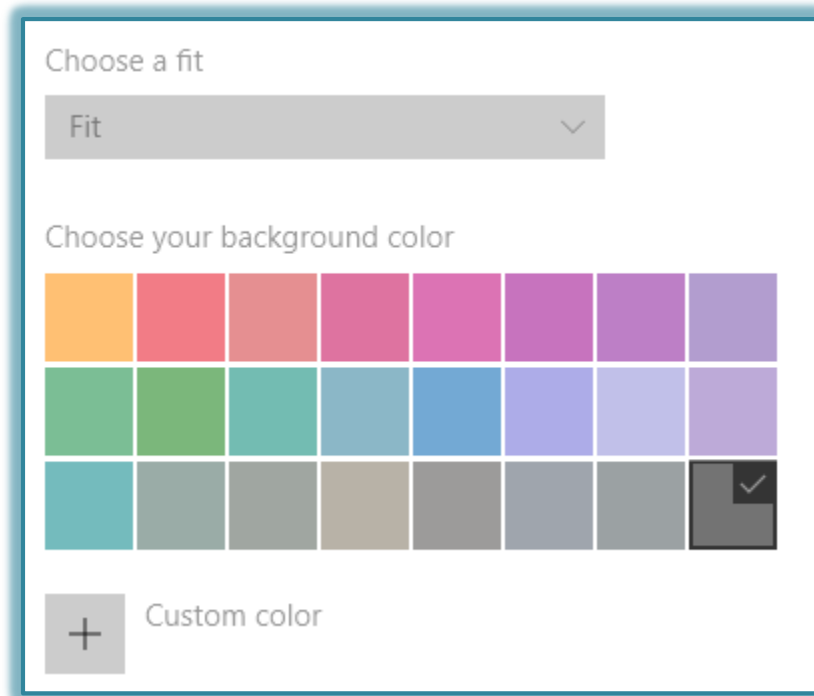
Change the Desktop Background

- ✦ 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**.

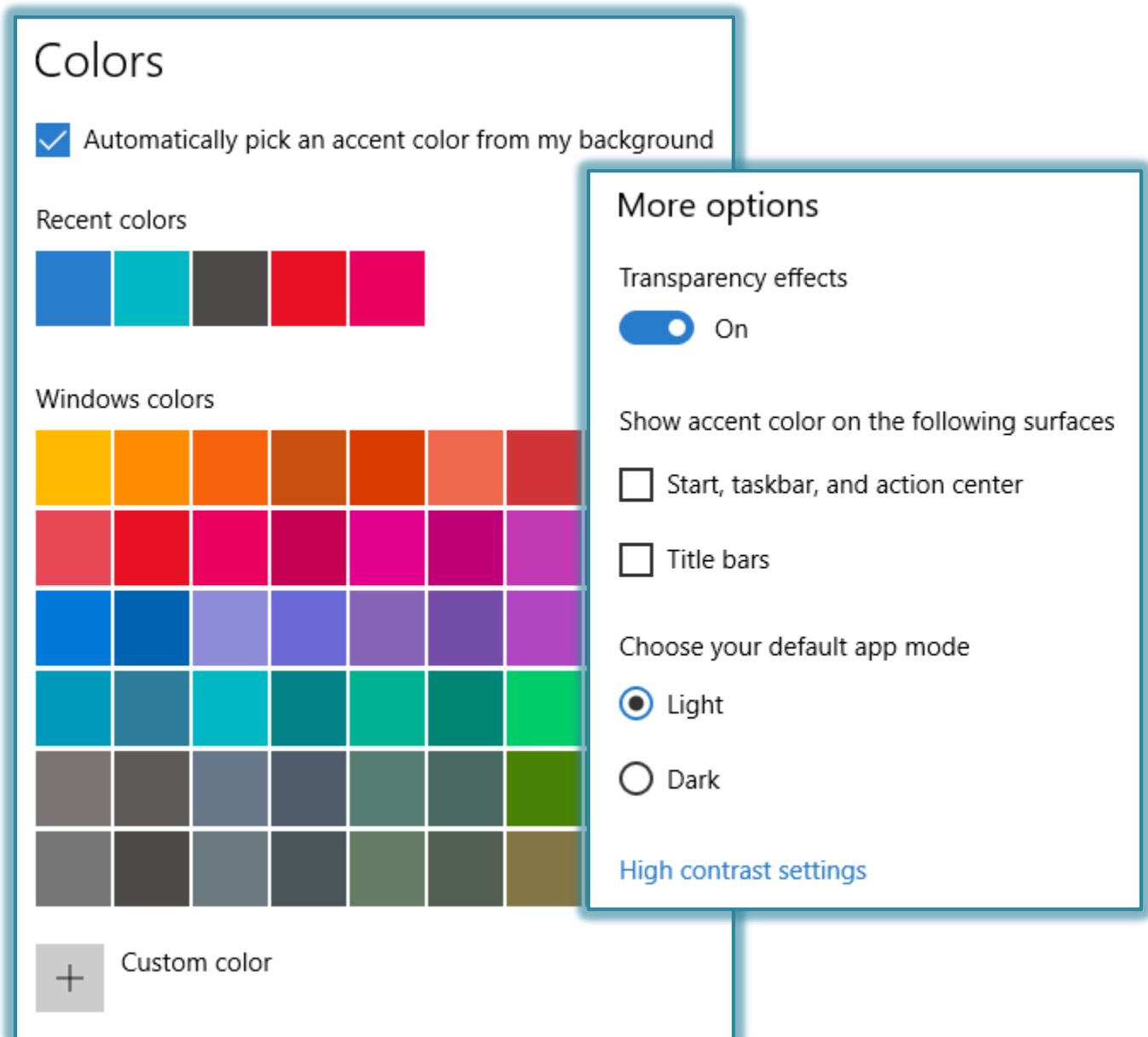


- ✦ Click the **Fit** list arrow to select one of the options: Fill, Fit, Stretch, Tile, or Center.
- ✦ To change the **Background Color**, select one of the colors from the Gallery.
- ✦ Click the **Save Changes** button to exit the window and save the changes.

Change Windows Colors

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

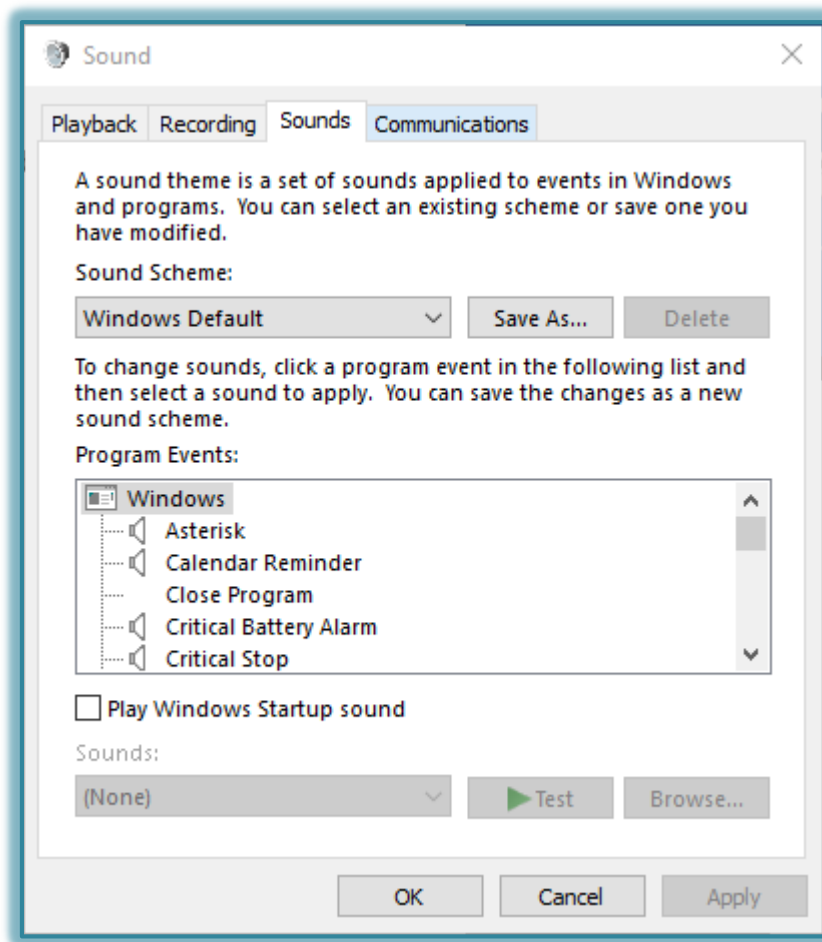
- ✦ Right-click on the **Desktop**.
- ✦ Select **Personalize** from the list.
- ✦ Do one of the following:
 - ✦ Under **Personalization**, click the **Color** link.
 - ✦ Click the **Theme** link and then click the **Colors** link.
- ✦ The **Colors** window will display.
- ✦ Click the **Automatically pick an accent color from my background** check box, to let Windows choose the background color.
- ✦ Click each of the colors in the panel under **Recent Colors** or **Windows Colors** to change the color.
- ✦ Click the **Custom Colors** link to make changes to the selected color.
- ✦ Scroll down to the **More Options** area of the window.
- ✦ Choose whether or not **Transparency Effects** should be **On** or **Off**.
- ✦ Select which surfaces the **Accent Colors** should appear.
- ✦ Choose the **Default App Mode**.
- ✦ Select the link for the **High Contrast Options** to select other features.



Sounds

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

- † Right-click on the **Desktop**.
- † Select **Personalize** from the list.
- † Click the **Theme** link and then click the **Sounds** link.
- † The **Sounds** window 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.



Start


- ✦ Right-click on the **Desktop**.
- ✦ Select **Personalize** from the list.
- ✦ Click the **Start** link.
- ✦ The **Start** window will display (see illustration on next page).
- ✦ Select either **On** or **Off** for any of the following options.
 - ✦ Show more tiles on Start
 - ✦ Show app list in Start Menu
 - ✦ Show recently added apps
 - ✦ Show most used apps
 - ✦ Occasionally show suggestions in Start
 - ✦ Use Start full screen
 - ✦ Show recently opened items in Jump Lists on Start or the Taskbar
- ✦ Click the **Show which folders appear on Start** link to select from a list of folders, such as File Explorer, Settings, or Documents.

Taskbar

- ✦ Right-click on the **Desktop**.
- ✦ Select **Personalize** from the list.
- ✦ Click the **Taskbar** link.
- ✦ The **Taskbar** window will display.

- ✦ Select either **On** or **Off** for any of the following options.
 - ✦ Lock the taskbar
 - ✦ Automatically hide the taskbar in Table Mode
 - ✦ Use small taskbar buttons
 - ✦ Use Peek to preview the desktop when our move your mouse
 - ✦ Replace Command prompt with Windows Power Shell
 - ✦ Show badges on Taskbar buttons
- ✦ Select the location for the Taskbar on the screen. The options are Left, Right, Bottom, or Top
- ✦ Specify whether or not to combine Taskbar buttons. The options are:

Start



Show more tiles on Start
 Off

Show app list in Start menu
 On

Show recently added apps
 On

Show most used apps
 Off

Occasionally show suggestions in Start
 On

Use Start full screen
 Off

Taskbar

Taskbar

Lock the taskbar
 On

Automatically hide the taskbar in desktop mode
 Off

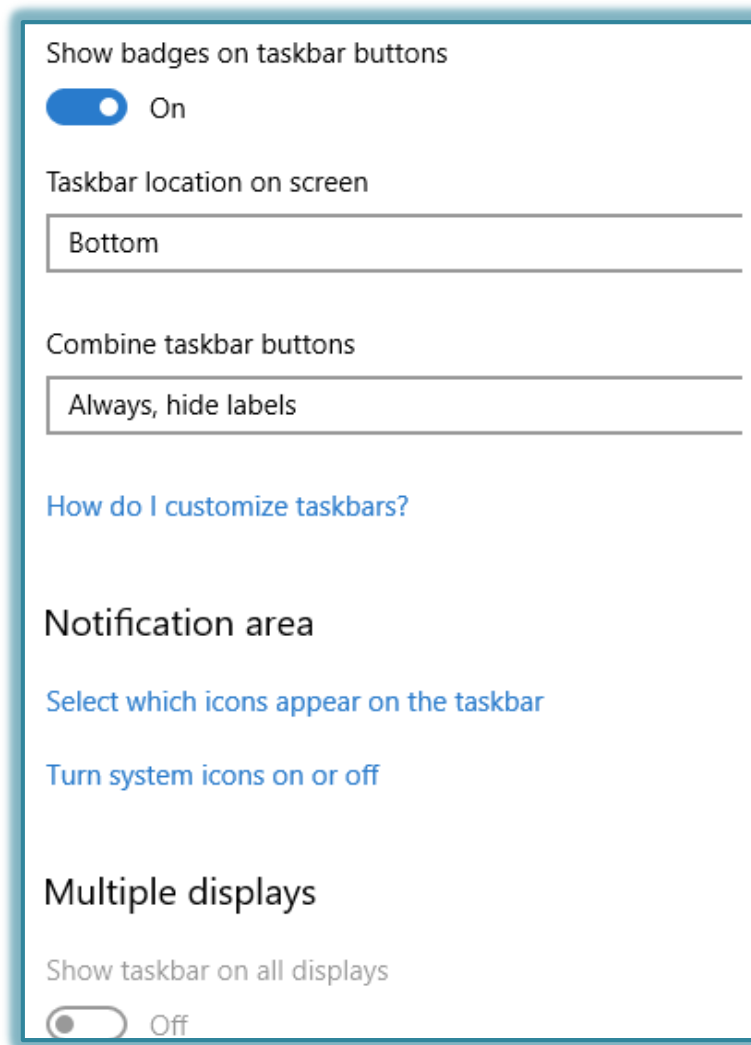
Automatically hide the taskbar in tablet mode
 Off

Use small taskbar buttons
 Off

Use Peek to preview the desktop when you move your mouse to the Show desktop button at the end of the taskbar
 On

Replace Command Prompt with Windows PowerShell in the menu when I right-click the start button or press Windows key+X
 On

- ✦ Always, hide labels
- ✦ When Taskbar is full
- ✦ Never



- ✦ Under **Notifications**:
 - ✦ Select which icons appear on the taskbar – A list of icons will display.
 - ✦ Turn system icons on or off – A list of icons will display.
- ✦ Under **Multiple Displays**: select whether or not to **Show Taskbar on all displays**.
- ✦ If **On** is selected,
 - ✦ Show Taskbar buttons on
 - ✦ Combine buttons on other Taskbars