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Using Microsoft Windows 7

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Personalizing Your System

Changing Display Settings

Your Display settings can be located through Control Panel. You can also get to them quickly by working off the Screen Resolution settings, accessed off the desktop through a new shortcut you can access by right-clicking the desktop and choosing Screen Resolution.

The new Screen Resolution settings (see Figure 2.1) are very easy to work with. You can choose your display and resolution. You can click the Detect button to locate attached monitors/projectors. Click the Identify button to display a number for the display you are looking at. Using that information, you can choose the monitor and the display and resolution settings for that particular monitor (which is especially helpful in a multi-monitor situation).



Figure 2.1 Screen Resolution settings.

If you click the link *Make Text and Other Items Larger or Smaller*, you return to the Display settings (see Figure 2.2). (Or you can click the Display option in the address bar.) The Display screen is where you can choose *Smaller*, *Medium* or *Larger*; each option provides a Preview of what that particular display looks like. You can also quickly select one of the links to the left to make other changes. For example, you can click the *Set custom text size (DPI)* option change your text size to a size that suits your needs. The default, or normal, scale is set at 96 pixels per inch. If that size is too small for you, the second option of 125% is 120 pixels per inch (which might be too large).

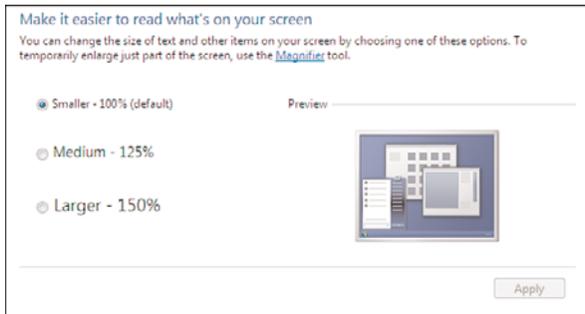


Figure 2.2 *Display settings.*

One of the quirky aspects to the Display panel is that the *Adjust Resolution* link and the *Change Display Settings* link each returns you to the Screen Resolution options.

Clicking the *Adjust ClearType Text* link displays the ClearType Text Tuner, which you can use to turn ClearType on or off and then click through various steps of a Wizard to refine your ClearText.



SHOW ME Media 2.1—Display Configuration

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Adjusting Your System to Work With Multiple Monitors

At times, you might have more than one monitor to manage. You might need a little more screen real-estate with your particular type of job or to operate more smoothly in your work or hobby.

1. Connect both monitors to the computer and ensure your system can 'see' them both.
2. Right-click the desktop and choose Screen Resolution.
3. Both monitors should display in the preview window (see Figure 2.3). Click Monitor 1.

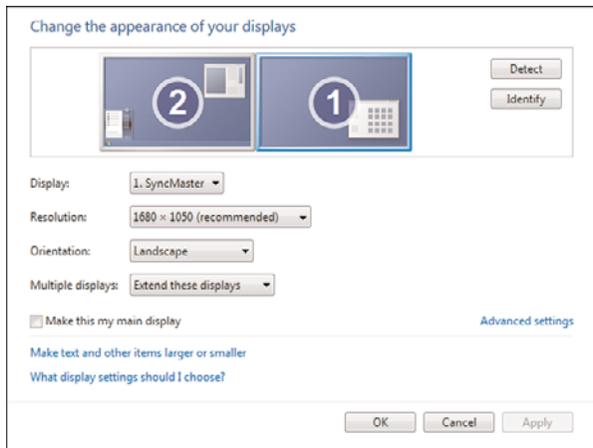


Figure 2.3 Adjusting screen resolution on multiple monitors.

4. Below the preview image, note the Display, Resolution, Orientation and Multiple Displays settings.
5. Click Monitor 2. Note its settings as well.

6. Click the monitor you want to use as your main display. Make sure the Make This My Main Display checkbox is checked for this monitor.
7. If you want to duplicate the screen from your primary display onto your secondary display, select the Multiple Displays drop-down arrow and choose Duplicate Displays (which makes the second monitor a duplicate of the primary monitor). Otherwise, you will probably want to leave the default Extend These displays option selected (which provides the extension of screen real-estate you may be looking for).
8. If it's difficult for you to determine which monitor represents which number in the preview window, click the Identify button. Large numbers will display on your monitors so that you can more easily discern which monitor is which.

Altering Personalization Settings

As for Personalization settings (see Figure 2.4), Windows 7 supports different Styles which combine a background color or image, a glass or window theme, a sound scheme, and a screensaver to form a unique style. Styles are packaged as themes so you can share them with others as a whole—not just in individual settings.

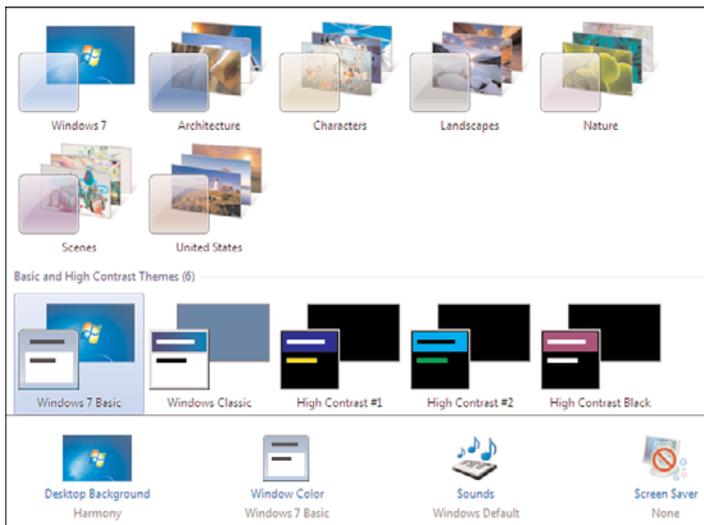


Figure 2.4 Personalization settings.

You can configure any Style (or Theme). You can choose preconfigured ones or click the Get More Themes Online link. You can alter desktop icons, mouse pointers, and so forth.

Some Themes are determined by the language of your operating system. So, you might have a Theme specific to the United States or you might have a Theme specific to Germany, depending on the language of your OS.



LET ME TRY IT

Adjusting Your Background

When you are ready to add a little personality to your system, you typically want to start with the background.

1. Right-click your desktop and then select Personalize.

You can now change the visuals and sounds of your operating system. You will also notice under the My Themes section that you can click Get More Themes Online to access more Themes.

2. Browse and select one of the seven default Aero themes:

Windows 7 (the default setting)

Architecture

Characters

Landscapes

Nature

Scenes

United States (depending on the language of the operating system)

3. If you click each Theme, the Desktop Background, Window Color, and Sounds settings (all listed below the list of Themes) change to reflect your selection. When you click each setting, you can customize each Theme.
4. Click your preferred Theme and then close the Personalization box. You have now changed your desktop Theme.

You might have noticed the Screen Saver link and that, by default, no Screen Saver is selected. You'll learn how to customize a Screen Saver next.



SHOW ME Media 2.2—Personalization Settings

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Customizing Your Screen Saver

There are a variety of different screen savers to choose from and the following steps show you how you can adjust the one you are using.

1. Right-click your desktop and select Personalize.

2. At the bottom-right of the Personalization window, click the Screen Saver link to display the Screen Saver Settings dialog box (see Figure 2.5).

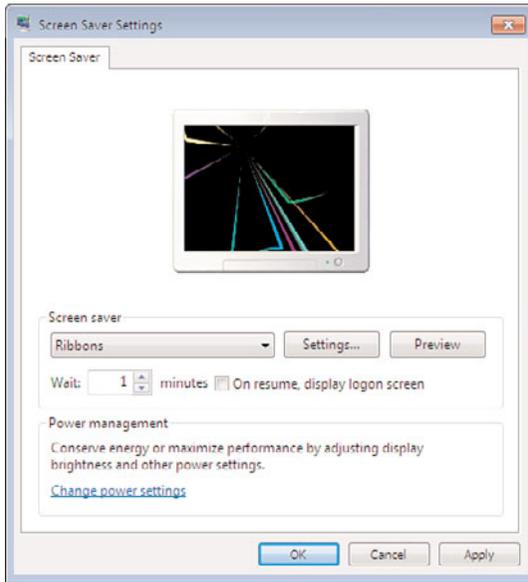


Figure 2.5 *Screen Saver settings.*

3. In the Screen Saver area, click the down arrow display the list of available screen savers.
4. For this example, choose Photos.
5. Click the Settings button to display the Photos Screen Saver Settings dialog box.
6. In this dialog box, click Browse to select a folder that contains the photos you would like to use for your Screen Saver. You can also adjust the Slide Show Speed at which the photos change—Fast, Medium (the default), or Slow. Click the Shuffle Pictures box if you want to shuffle the photos.
7. After you choose your settings, click Save to save your changes and return to the Screen Saver Settings dialog box.
8. In the Screen Saver Settings dialog box, click Preview to see your Screen Saver in action. In the Wait box, you can set how many minutes to wait before your Screen Saver turns on. If you check the On Resume, Display Log on Screen box, you will be prompted for username and password when Windows 7 comes out of the Screen Saver mode.

9. After you choose your settings, click OK to save the settings and close the dialog box.

The Screen Saver Settings dialog box also provides you with Power Management options via the Change Power Settings link. Click this link to see your options.

Configuring the Taskbar and Start Menu Properties

To access the Taskbar and Start menu properties in Windows 7, simply right-click the Taskbar and choose Properties. You can also locate the Taskbar and Start Menu Properties item from within Control Panel. Additionally there is a new Notification Area Icons item that you can select from within Control Panel if you are looking at large or small icons rather than a category view.

Whatever manner you choose to access these properties for your Start menu and Taskbar, you will note three tabs (there were four in Vista and only two in XP): Taskbar, Start Menu, and Toolbars.

Taskbar Tab

On the Taskbar tab (see Figure 2.6), you can select or deselect the following Taskbar appearance options:

- Lock the Taskbar
- Auto-Hide the Taskbar
- Use Small Icons

You can also determine the Taskbar Location On Screen (Bottom, Left, Right, or Top). In most cases, users choose Bottom (the default setting).

The Taskbar Buttons option is a new feature in Windows 7. A Taskbar button is an icon that represents a program or document that you have opened. As you open more programs and documents, you create clutter on your Taskbar. By using the Taskbar Buttons feature, you can choose to Always Combine, Hide Labels, Combine When Taskbar Is Full, or Never Combine.

The Taskbar tab also includes a Notification Area section. Simply click the Customize button to display the Notification Area Icons window, where you can select which icons and notifications appear in the Notification Area (which is also known as the Notification Tray or System Tray; see Figure 2.7). Basically, you can tell Windows 7 to hide certain icons and notifications from your notification tray. Sometimes you have icons or notifications that you just don't want or need.

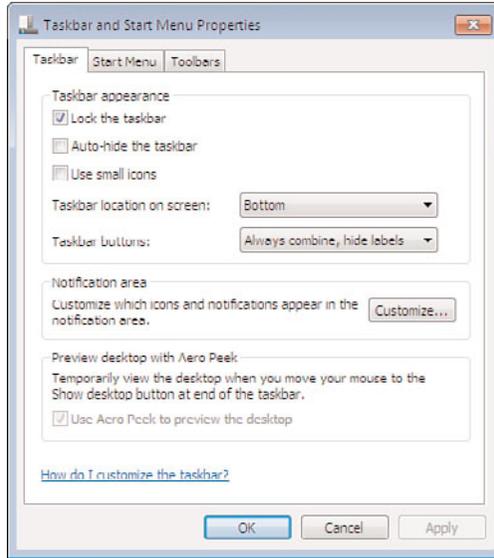


Figure 2.6 The Taskbar tab of the Taskbar and Start Menu Properties dialog.

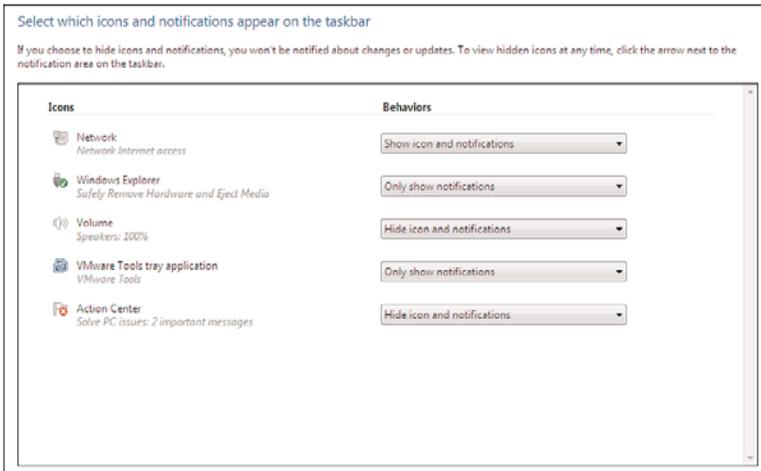


Figure 2.7 The Notification Area Icons settings.

If you would like to set the behaviors of system icons, click the Turn System Icons On or Off link near the bottom of the window. The Systems Icons page displays, whereby the Clock, Volume, Network, Power and Action Center icons can be turned On or Off.



LET ME TRY IT

Adjusting the Notification Area

The following steps show you how to remove the Action Center icon from the Notification Area while still allowing notifications to continue to be shown from the Action Center.

1. Right-click the Taskbar and select Properties to bring up the Taskbar and Start Menu Properties dialog box. The Taskbar tab displays by default.
2. On the Taskbar tab, in the Notification Area section, click the Customize button. A list of Icons and their respective Behaviors displays.
3. For the Action Center icon, click the Behaviors drop-down and choose Only show Notifications.
4. Click OK.

With XP and Vista, the default behavior of the notification area (also known as the system tray) is for application icons to just jump into the tray until the point at which the icons grew to annoying proportions. Windows 7 prevents this by allowing only five standard items (Action Center, Power, Network, Volume and Clock), all of which can be seen by clicking the Turn System Icons On Or Off link from the Notification Area settings. As you add new applications to the Taskbar, their icons and notifications are hidden by default. If you want to show them, you have to adjust their respective notifications.

The Taskbar tab also includes the Use Aero Peek to Preview the Desktop checkbox. If you want to temporarily view the desktop when you move your mouse to the Show desktop button at end of the Taskbar, make sure this checkbox is selected. If you look closely at the far-right of your Taskbar, you will see a small box that is a shade of blue that is darker than the rest of your Taskbar. Click this square to launch the Show Desktop feature.

The new Show Desktop feature wasn't available in Windows XP and Vista; those systems featured a Show Desktop icon that could be accessed from the Quick Launch toolbar (off the Taskbar). With the new Show Desktop feature, you can peek at your desktop by hovering your mouse over the Show Desktop square, which makes other windows transparent.

Start Menu Tab

On the Start menu tab (see Figure 2.8), you can click the Customize button to access a variety of ways links, icons, and menus look and behave on the Start menu. For example, they can display as a link, as a menu, or not at all in some cases. Drag the scroll bar to see the many ways you can adjust the Start menu to your liking.

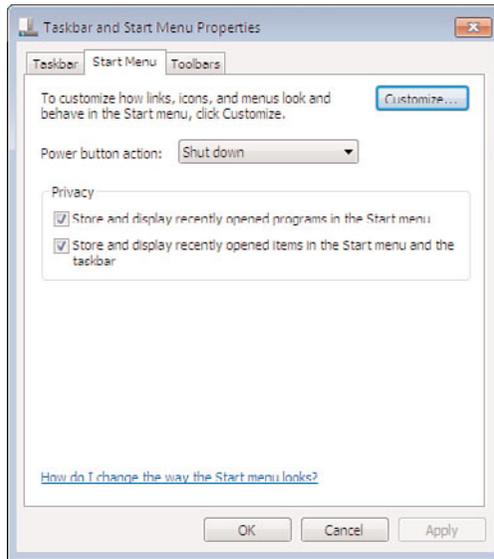


Figure 2.8 The Start Menu tab of the Taskbar and Start Menu Properties dialog.

The various customization options give you more control of Windows 7. Two Start menu items that I like to personally see expanded out off my Start menu are Administrative Tools and Control Panel; this is accomplished through the customization options.

The Start Menu tab also provides quick access to Power Button Action, from which you can choose to Switch User, Log Off, Lock, Restart, Sleep, Hibernate, or Shut Down when press the Power button to end a session. In the Privacy area, you can select (or deselect) checkboxes that store and display recently opened items in the Start menu and/or the Taskbar.

Toolbars Tab

The Toolbars tab allows you to add one or more toolbars to the Taskbar for frequently used features, such as an Address toolbar or a Links toolbar. If you select

the Desktop toolbar and click Apply or OK, a Desktop toolbar appears on your Taskbar. Now you can click the upper-right arrows next to Desktop on your Taskbar to display a menu from which you can access whatever might be stored on your Desktop.



SHOW ME Media 2.3—Making Taskbar and Start Menu Changes

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Adding the Address Bar to the Taskbar

There are toolbars you can add to your Taskbar to help you personalize the bar.

1. Right-click the Taskbar and select Properties to bring up the Taskbar and Start Menu Properties dialog box.
2. Click the Toolbars tab.
3. Select the Address checkbox and click OK. You will now see an Address bar located on the Taskbar.

There is a shorter way to get this done. Right-click the Taskbar, go to Toolbars, and then click Address. You can use this same approach to add any toolbar you would like to see on your Taskbar.

Configuring Time Options

Typically, the Date and Time options are part of a discussion of the Control Panel because you find those settings there. However, your clock is part of your initial Desktop settings. And in Windows 7, there are some cool options you can take advantage of.

For example, you can actually set up multiple time zone clocks to be displayed for your personal or business needs.

To see the time and current calendar month, you can click the Time/Date option in your notification area. Click the Change Date and Time Settings link to display the Date and Time dialog (see Figure 2.9).

This dialog box features the following tabs:

- **Date and Time:** Configure your Date, Time and Time Zone settings, and more.
- **Additional Clocks:** Select the Show this Clock checkbox to display up to two additional time zones.

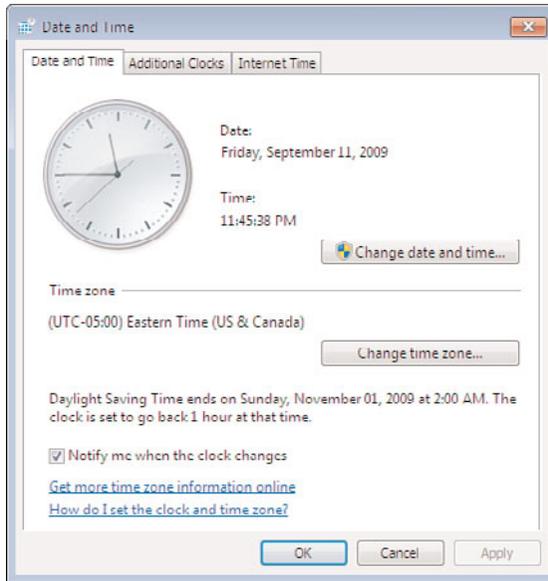


Figure 2.9 *Date and Time dialog box.*

- **Internet Time:** Synchronize your system time with an Internet-based time server (typically already determined). You can click the Change Settings button to choose a different Internet time server.



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Adding an Additional Clock to the Notification Area

You may have a need or simply a desire to know what the time is in other parts of the world at a glance. Windows 7 allows you to add two additional clocks to your Notification Area.

1. Click the time and date on your Taskbar to display a larger view of the calendar and clock.
2. Click the Change Date and Time Settings link. The Date and Time dialog box displays.
3. Click the Additional Clocks tab.
4. Select the first Show this Clock checkbox so you can choose a time zone and a display name.
5. Click the Select Time Zone drop-down arrow and choose a time zone different than the one you already use.

6. In the Enter Display Name box, type a display name for the additional clock. Click OK.
7. Hover your mouse over the date and time on your Taskbar and you will see the other time zones you have configured (see Figure 2.10).

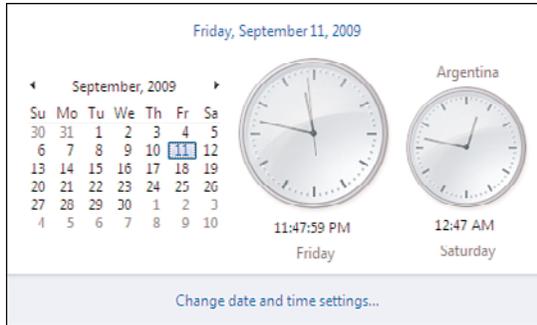


Figure 2.10 Multiple time zones.

This is a great tool for travelers who like to call home or for business employees who have offices and clients in other time zones. Of course, you could also setup Gadgets to show you multiple times.

Installing Applications

You have configured the operating system to reflect your personal settings and to enhance the way you work (or play), but you're not quite finished personalizing Windows 7. The operating system is just the foundation for your applications. You still must install the applications you need to perform your tasks and to protect your desktop/laptop. This is where you will need to answer the question, "Why did I buy this computer?" There are so many available applications to install, and some of the more common apps are:

- Microsoft Office (Word, Excel, Access, Power Point, and so on)
- Antivirus (Norton, McAfee, and so on)
- Photo/Picture Editors (Live Essentials Photo Gallery, Picasa, Photo Shop, and so on)
- Utilities (Winzip, MagicISO, File Transfer Protocol, and so on)
- Gaming (Madden NFL, Descent, and so on)
- Email (Outlook, Lotus Notes, and so on)
- Internet Browsers (Firefox, Chrome, Safari, and so on)

This by no means is an exhaustive list of all the applications available. Also, most applications will incur some cost for licensing.



LET ME TRY IT

Installing an Application

There are many approaches to installing an application, and they vary according to the type of application you're installing. If it is a downloaded file, or a file on a USB device, or perhaps one located on a network drive or CD/DVD, there are minor differences in your approach to getting started. In the following steps, you will learn how to install from from a CD or DVD.

Keep in mind that there will be some variation on the install process for different applications, so we are going to explain a general overview for the install procedure:

1. Insert the disk into CD-ROM/DVD drive. If the application was downloaded from the Internet, then navigate to your Downloads folder (or the location to where you choose to download your files).
2. The CD-ROM/DVD disk might have an auto-start feature that automatically presents you with options; one option would be to install the application. If there isn't an auto-start feature, navigate to the CD-ROM/DVD drive or to the location to which you downloaded the application and click on the setup.exe file (this is usually the name of the install file).
3. Follow the screen prompts, which request you to answer some questions and provide license keys.
4. Once the installation finishes, you might be instructed to reboot the computer.

There are many configuration changes we can make to Windows 7 to allow it to fit our personal needs and wants. However, personalization does not end with just the operating system. You need to install applications before you can use the computer for work and/or play.



TELL ME MORE **Media 2.4—A Discussion About Personalizing Your System**

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