

## **Personalizing Win 7**

**The personalization menu can be accessed either by rightclicking the desktop or from the control panel.**

**From the desktop:**

**Rightclick a blank area of the desktop and select Personalize.**

**From the control panel:**

**Click START...Control Panel...click Appearance and Personalization, select Personalization.**

### **1. Select a Desktop Theme**

**The desktop changes according to the theme selected. Close the window to retain the changes.**

### **2. Create your own desktop theme.**

**a. From the personalization menu, select Window Color and select a new color. Adjust the color to your preference. Click SAVE.**

**b. From the personalization menu, select Desktop Background. Open the picture location. Select the Pictures Library, click Select All to choose all photos. Click SAVE.**

### **3. From the personalization menu, click Screen Saver (if you want a screen saver).**

**Open the Screen Saver pull down menu. Select from the list to obtain a preview. Select the one you prefer and click Apply then OK.**

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