

# Managing your Desktop

What do all the icons do?

Are the icon legends too small to read ?

Changing the background image

Can I get rid of those I don't need or want?

How do I add new icons?

How do I manage the Quick Launch panel

©Presented by Lindsay Rollo

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Your computer comes with a quantity of icons already showing on the desktop and a pre-installed desktop background

The desktop can look cluttered.

It may also be hard to distinguish or read the icon legend.

The desktop is the access point  
to all your computer's resources.

It's worth taking the time to make it  
as efficient and effective as possible  
for your preferred way of working.

# The desktop is merely a folder in your filing system

[C:\Users\ all Users or Named User\Desktop]

There will be occasions when you will want to access the Desktop itself

## Making it personal

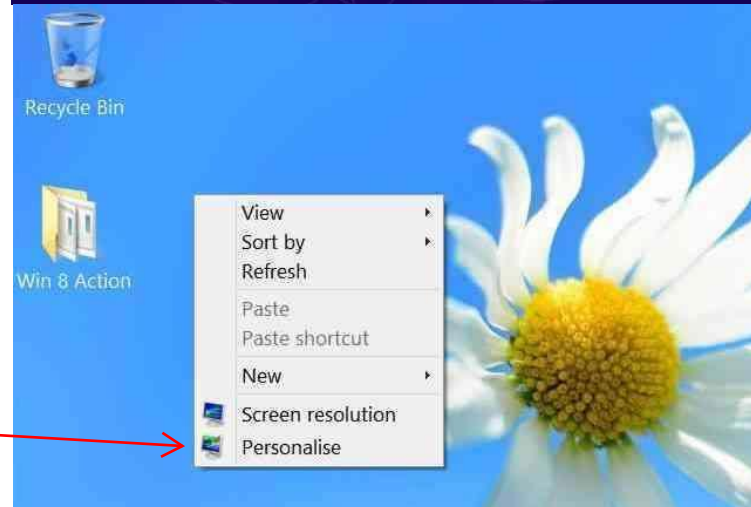
### Step 1:

Remove the desktop background temporarily.

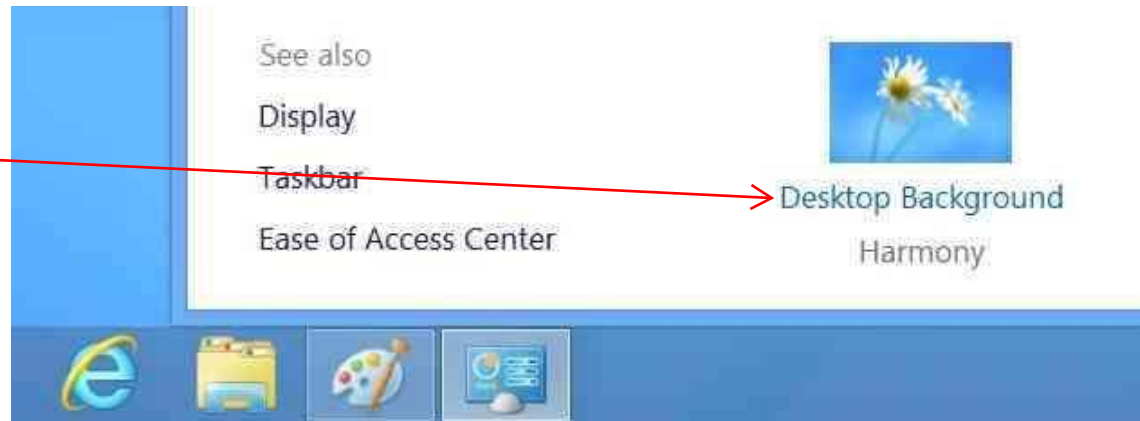
1.1] Access the desktop



1.2] Right click on any open area of desktop > Personalise



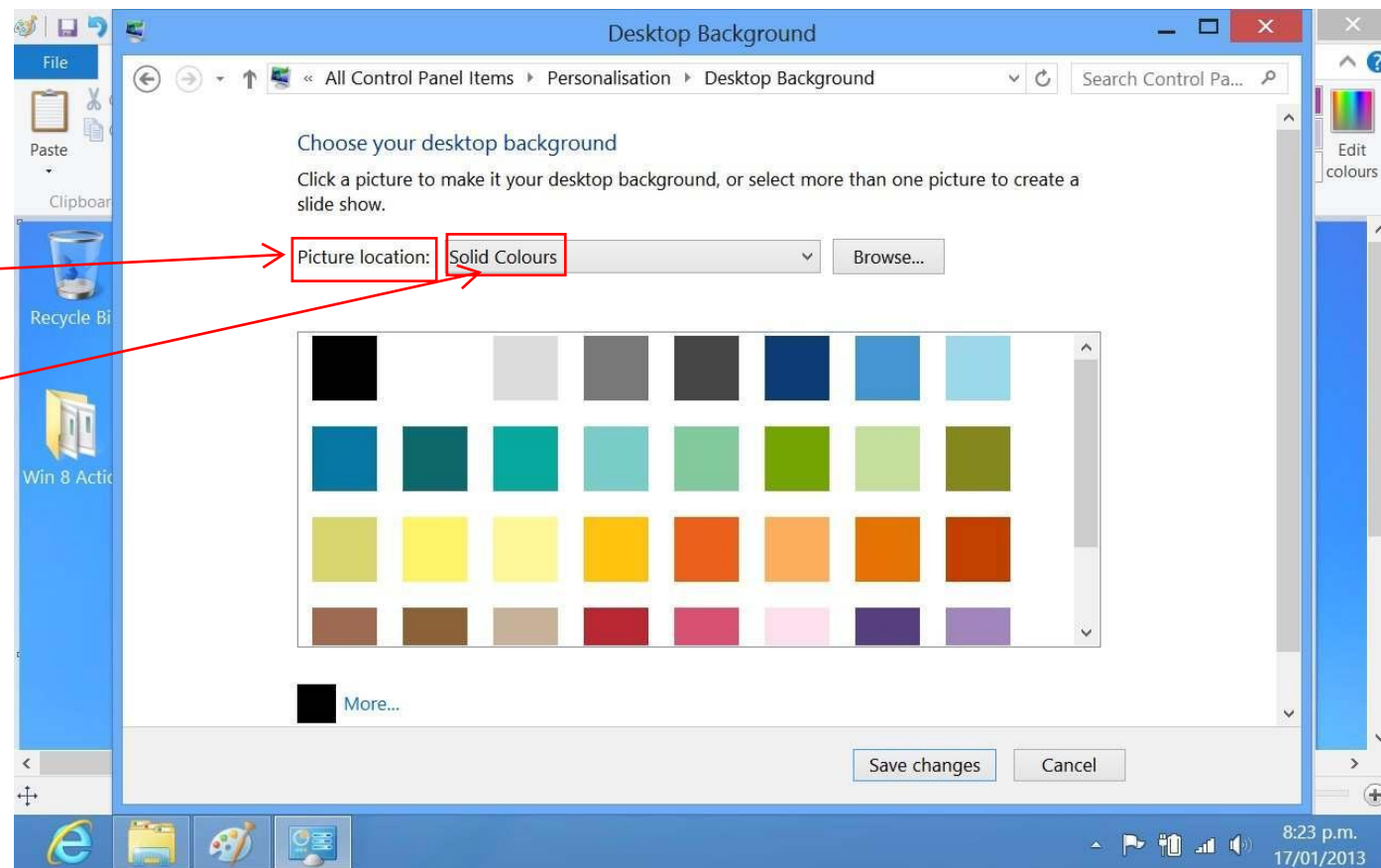
1.3] Open Desktop Background



1.4] Scroll to Picture Location

Choose a light tint Solid Colour

Save changes OK out



Are the icons and their legend large enough to avoid peering to distinguish or read them?

Step 2 :

Note: Win 8 provides fewer desktop options than Win 7 or XP

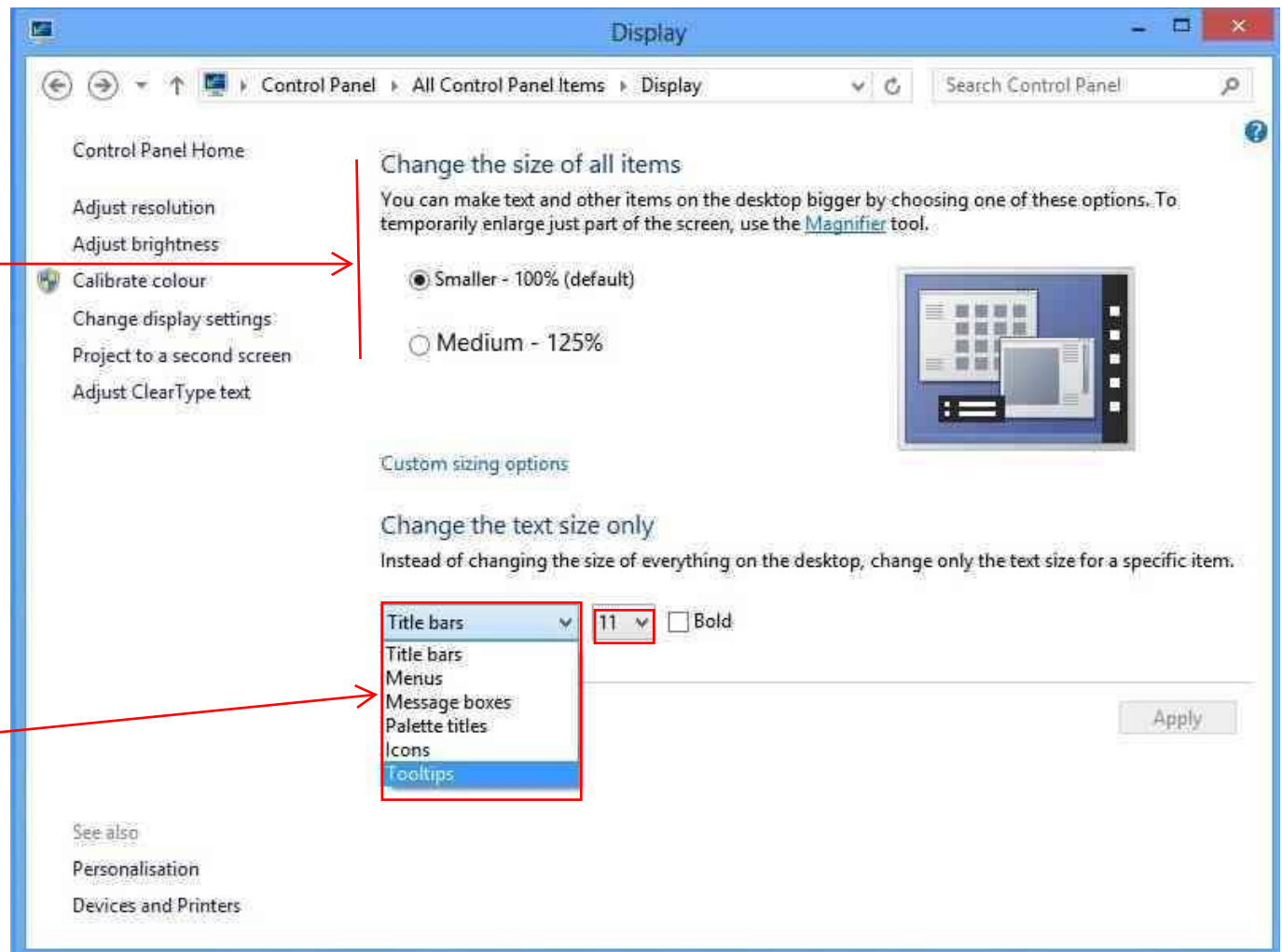
2.1] Open Display



2.2] Note you can change the size of ALL items on the desktop in one of three pre-set options or use the Custom sizing options to set a preferred size.

2.3] The size of these six items can be changed independently of the percentage values

There is no provision for changing the size of scroll bars or caption buttons



Which would you prefer?



Default



Adjusted

### Step 3 :

Icons with an arrow in a box in the lower left corner are links to programs, or documents, or photos, etc.

Icons without an arrow are direct access to an item in the Desktop folder

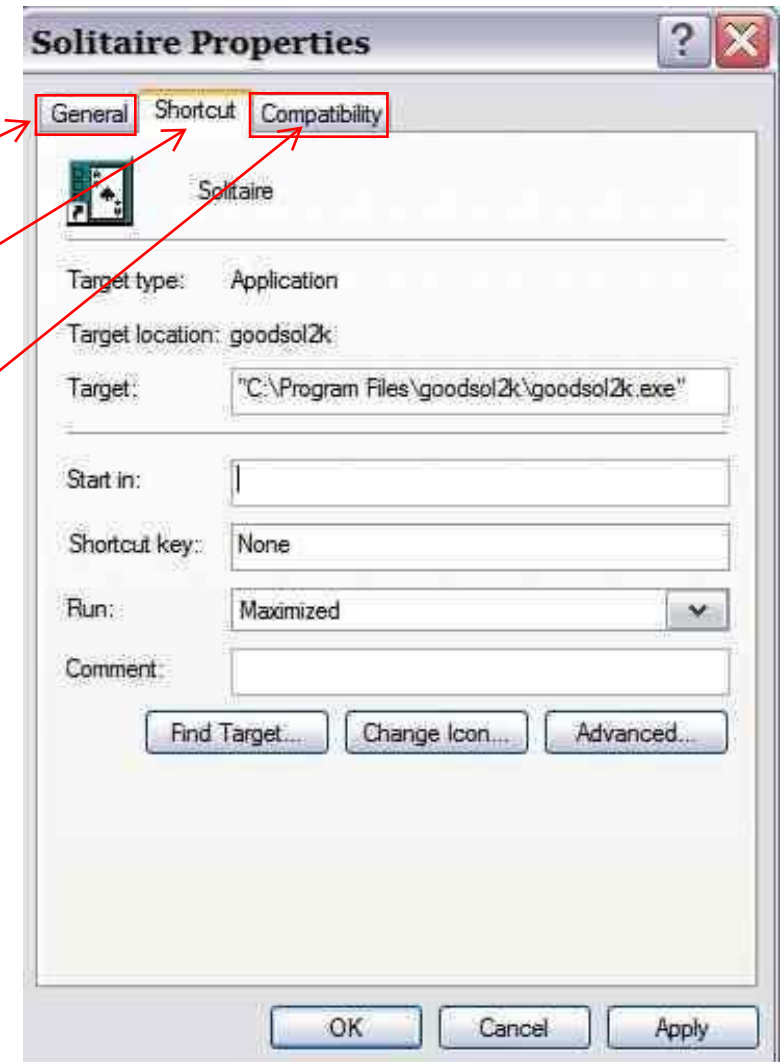
Right clicking on an icon will display:

**General** tab with size details, etc;

**Shortcut** tab with **path details** and the facility to change the default icon;

the **Compatibility** tab provides for older software to be run with earlier version resources.

These details will help you determine the function of pre-loaded icons.





## Step 4 :

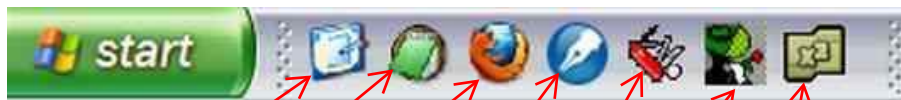
# Some icons you will want; others can be assigned to folders

You will want direct access to your:

email client          browser          word processor  
genealogical program          photo editing program  
and others important to your personal interests.

These can all be included in the Quick Launch area on your system toolbar

If the Quick Launch bar is not displayed, right-click an empty area on the taskbar, point to Toolbars, and then click Quick Launch



Desktop

Edit Pad

Browser

Word processor

Utils

Email

File Manager

Remember: items in the Quick Launch bar are just shortcuts, and can be dragged and dropped as necessary for permanent or temporary use.

You might want to add your backup program to both your  
Desktop and the Quick Launch bar  
Include a shortcut to your Desktop

Step 5 :

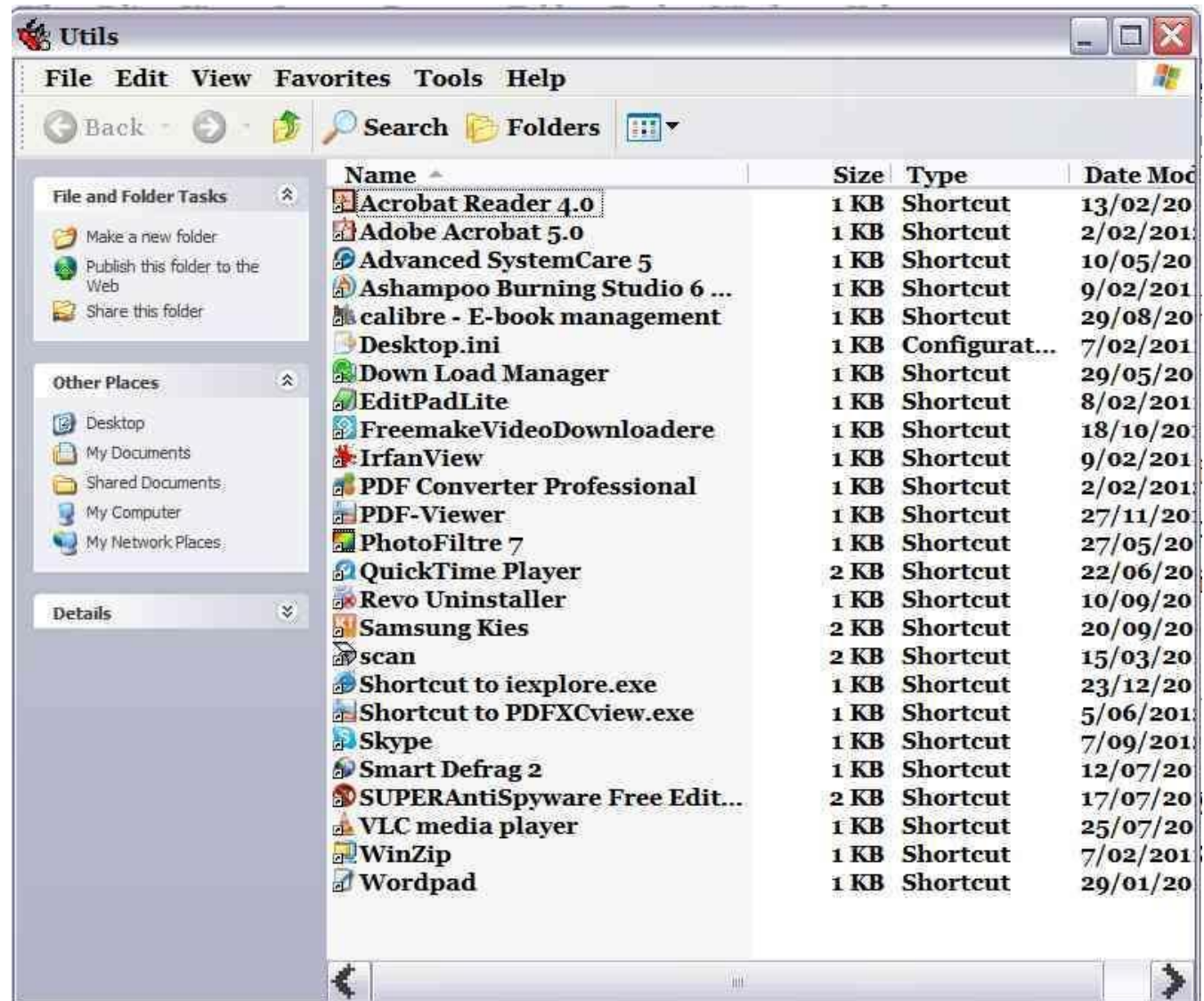
## Group your various utilities in a desktop folder

[C: > Documents and Settings > User > Desktop > Utils]

This utilities folder example includes spyware and adware programs; housekeeping utilities; PDF reader; quick access to a scanner; CD/DVD burner; video viewer; and other utilities only needed occasionally.

Imagine the clutter if all these were on the desktop !

Add a shortcut to you the Quick Launch bar



Other items that can be grouped are manuals for programs, digital equipment

Finally — if there are icons for programs you are not sure you will want, put them in a separate folder [Hold :: Detention Centre :: Parked :: Use ?]

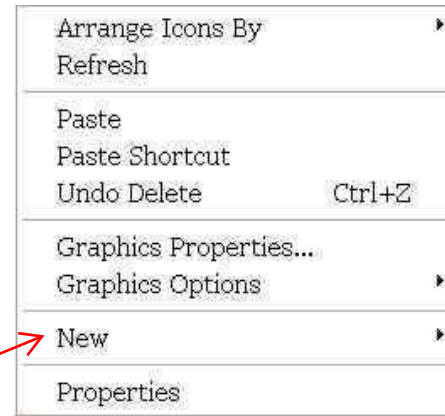
## Step 6 :

Restore a Desktop background of your choice  
that causes the least conflict with  
your icons and legends

*see p. 5*

# Creating a desktop folder

- 1] Right click on any vacant space on the desk top > this dialog appears



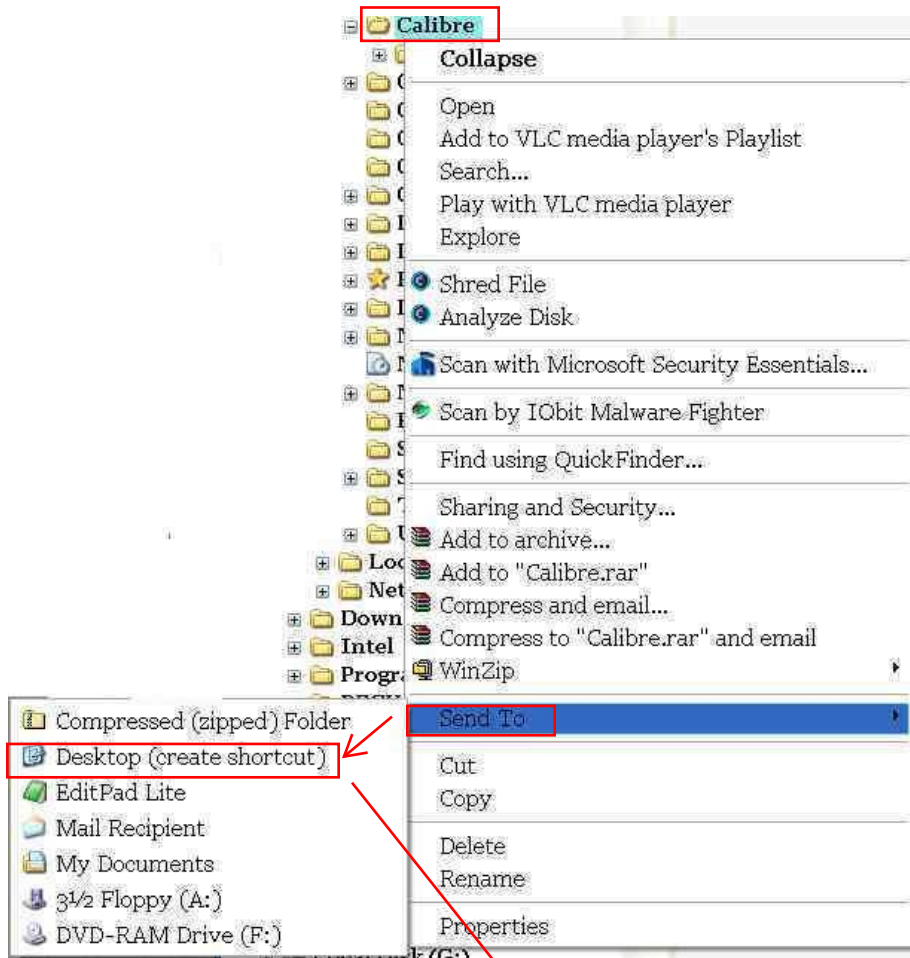
- 2] Click on New and select folder



- 3] Right click > Rename the icon legend

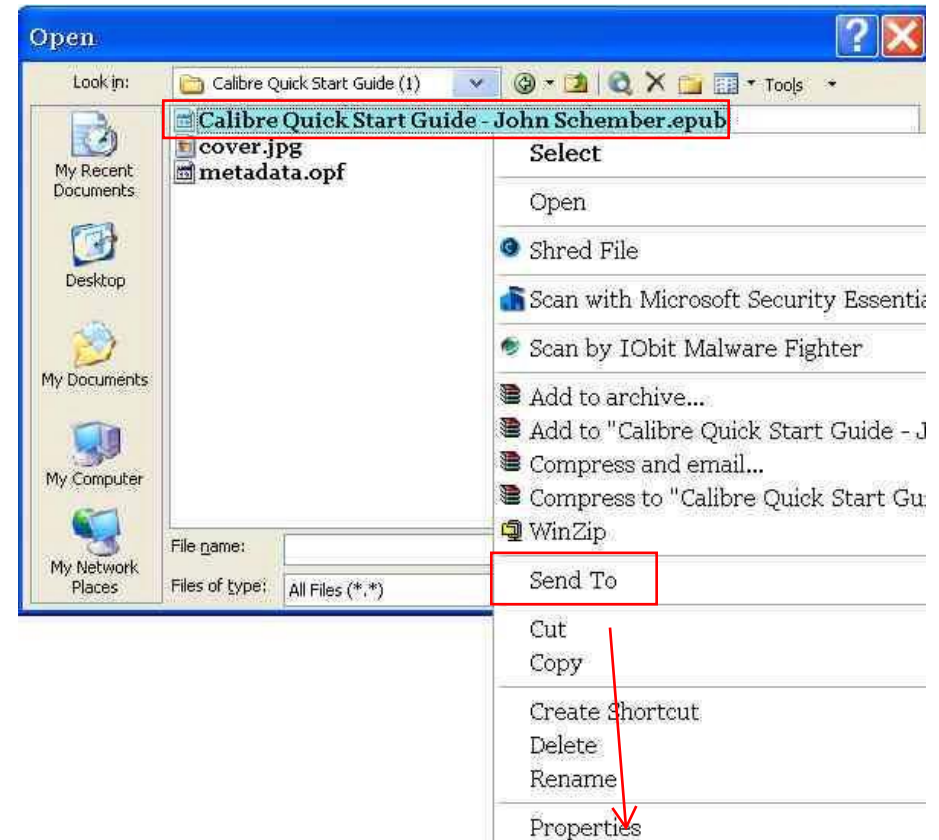


# Making Shortcuts



## Folders

Select folder > right click >  
Send to > Desktop



## Files

Select file > right click >  
Send to > Desktop

