

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

February 2013

Your computer leaves the shop 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.

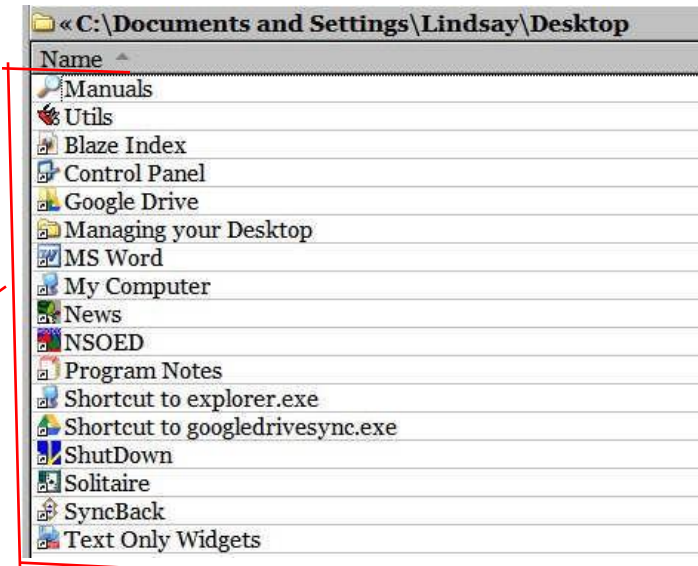
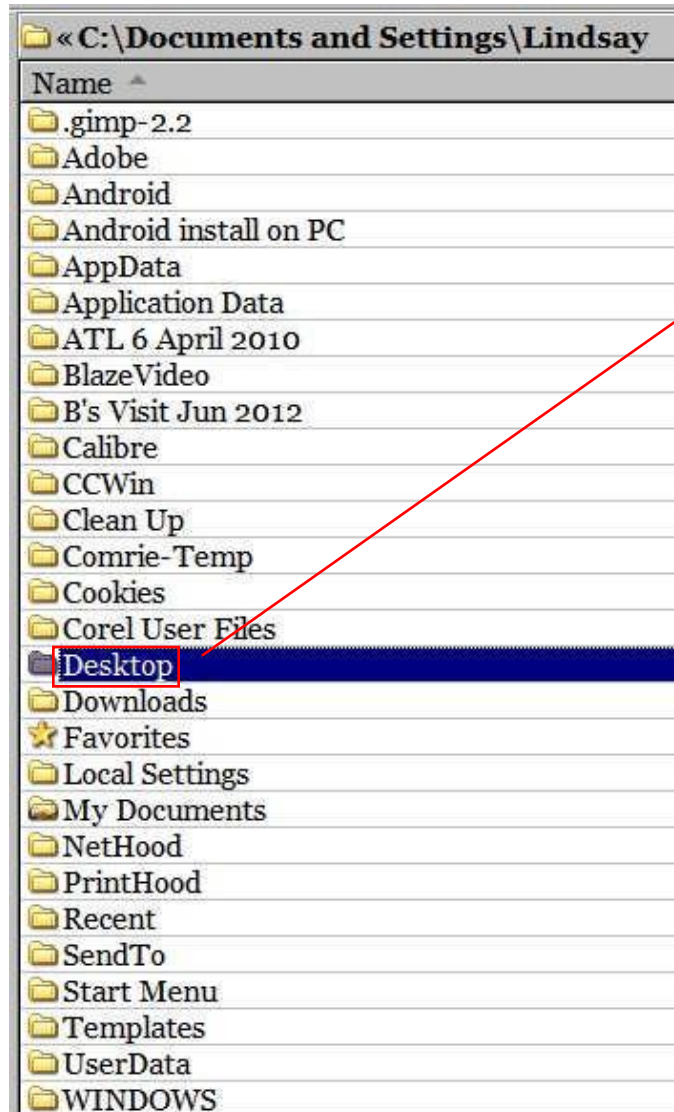
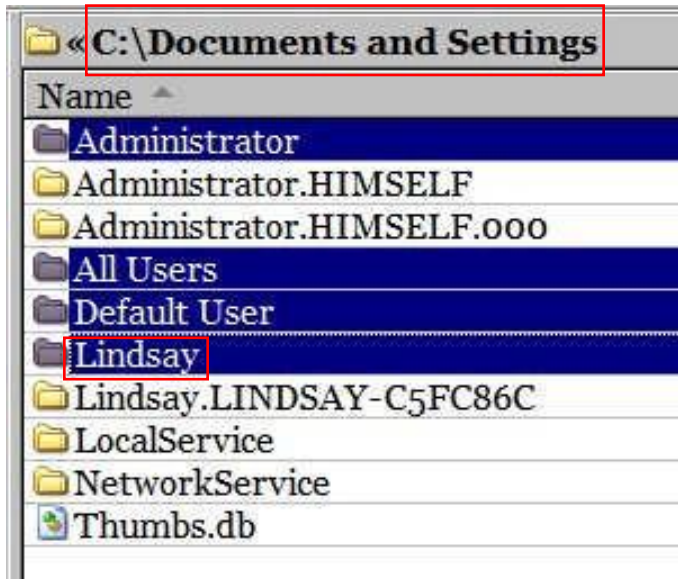
The desktop is the access point
to all your computer's resources.

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: > Documents and Settings > User* > Desktop]

User* = Administrator or All Users or Default User or named individual



Making it personal

Step 1:

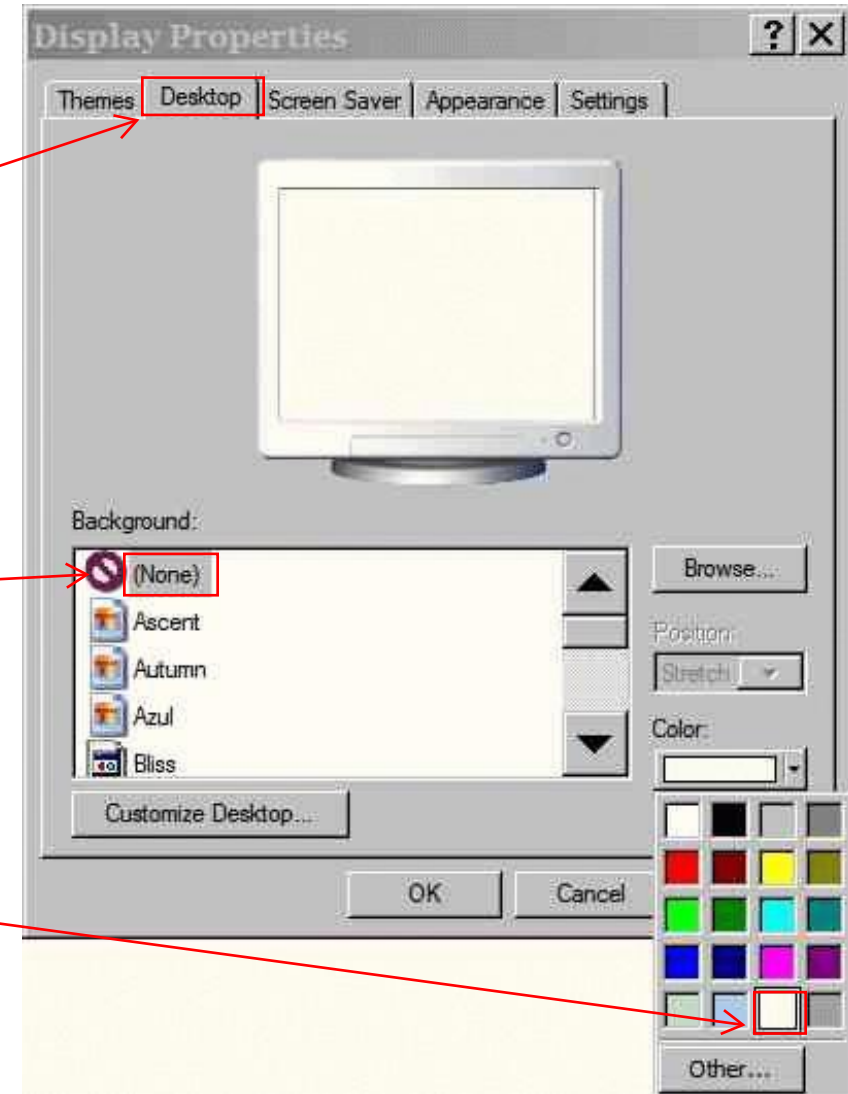
Remove the desktop background temporarily.

Right click any vacant area of the desktop :

> Desktop Tab

> Scroll up and select None

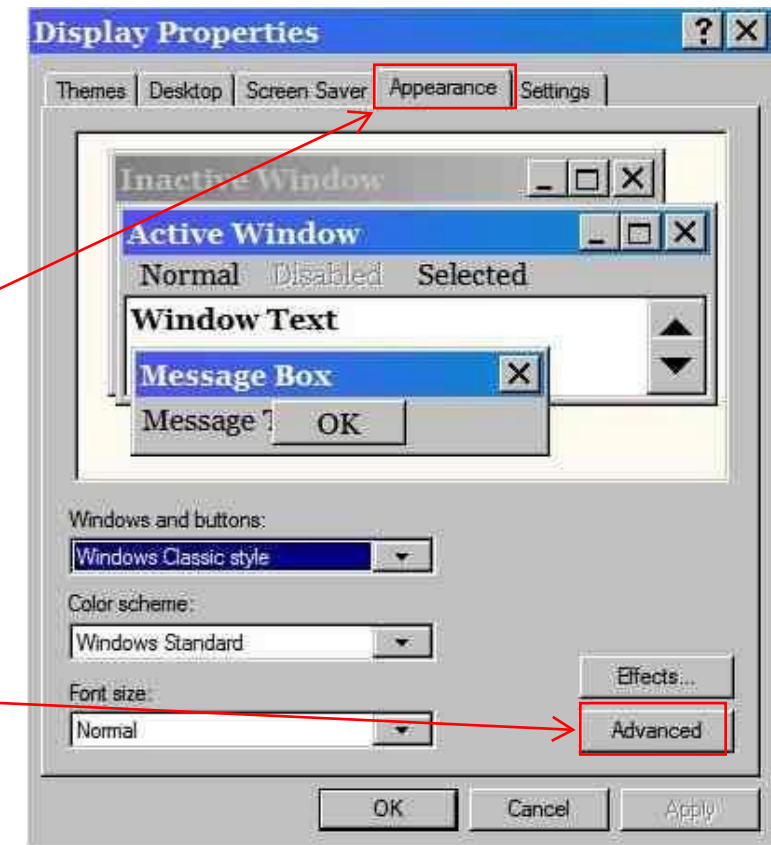
> in the Colour panel choose Corn
(second from right in the bottom row)



Step 2 :

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

If you find they are not ideal > right click on a
vacant area of the desktop and choose the
Appearance Tab > the Advance button.



Cont.

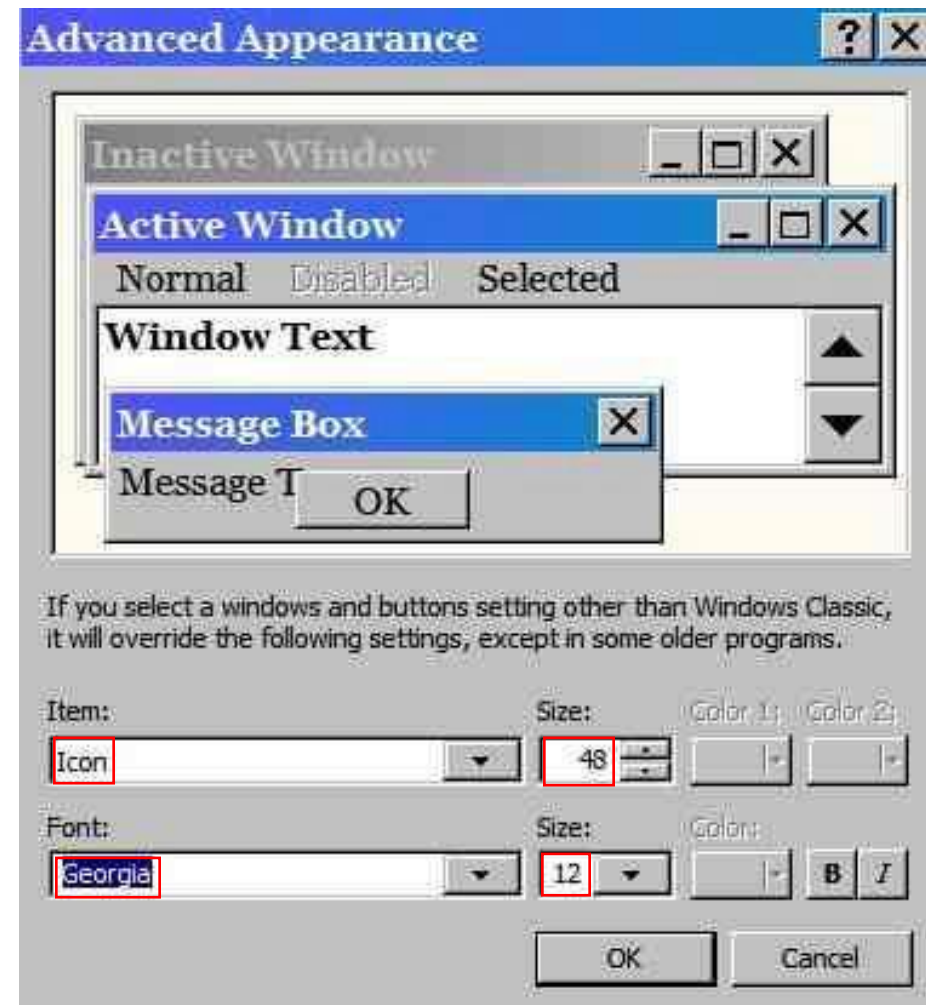


The Item drop down button gives access to 18 desktop features you can alter.

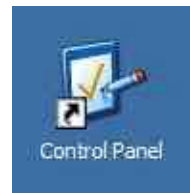


This example shows the Icon size has been increased to 48 pixels; the default font has been changed to Georgia and the legend size changed from 8 pt to 12 pt.

The upper part of the image shows the Caption buttons, Scroll Bars and the two Title Bars have been made larger; the font changed and type size increased from the default 8 pt to 12 pt



Which would you prefer?



MS 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:

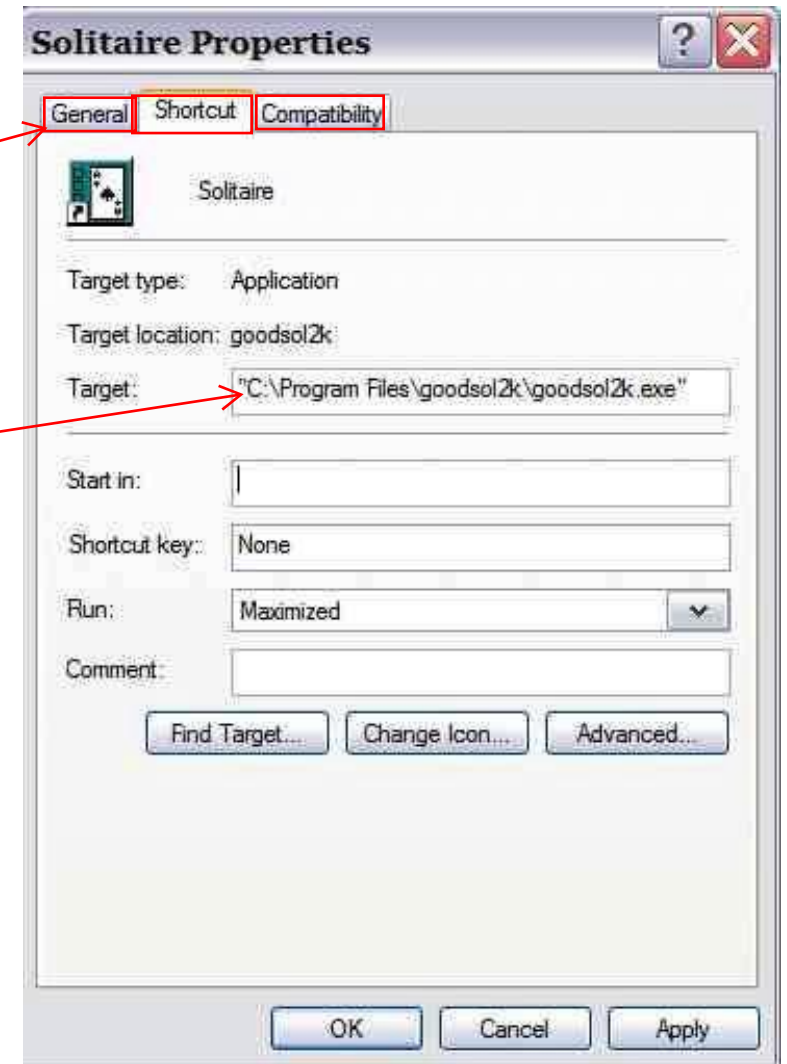
General tab with size details, etc;

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 :

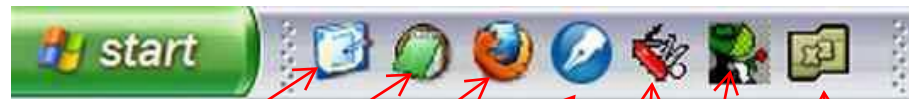
Some icons you will want; others can be assigned to folders

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 :

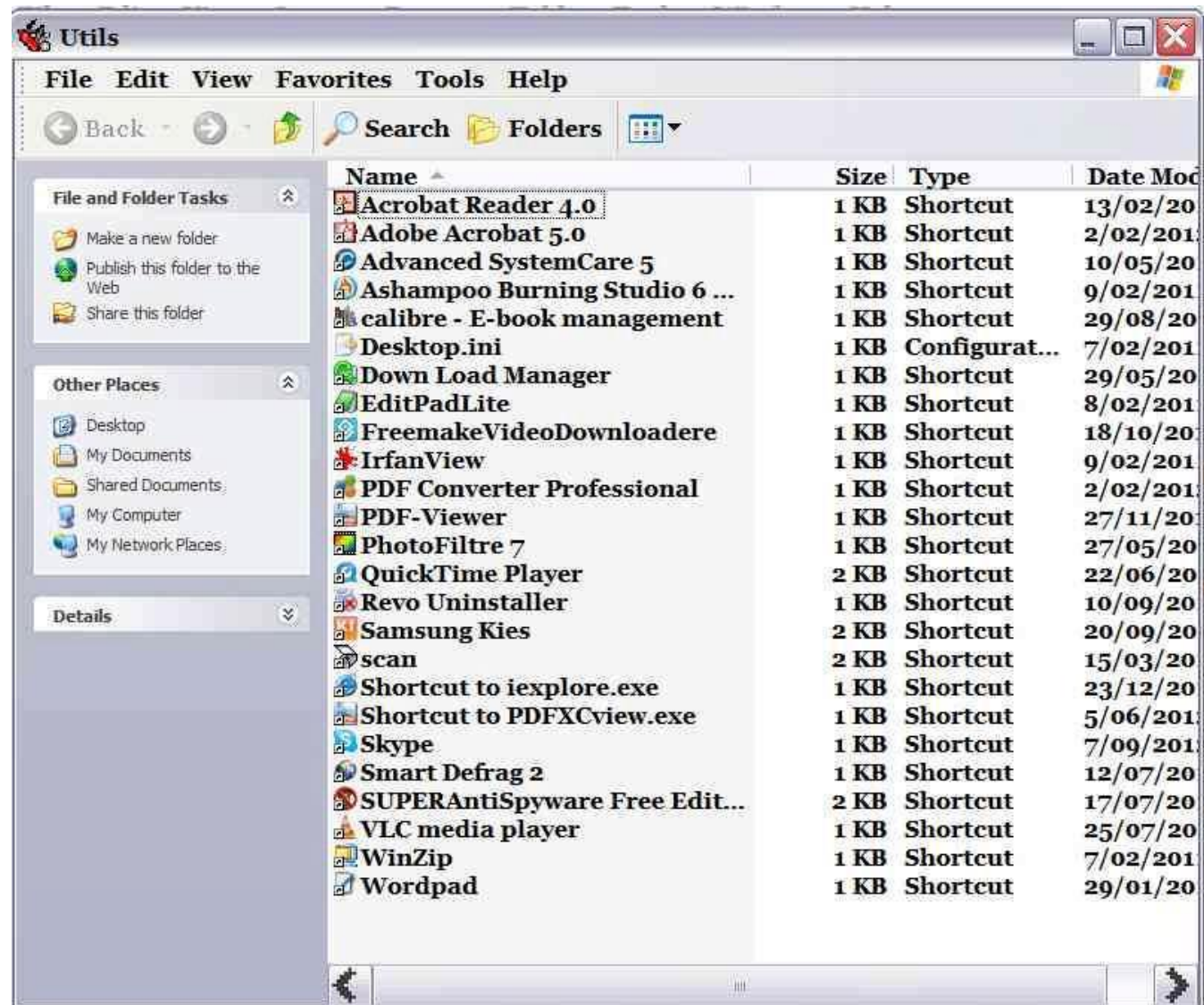
Group your various utilities in a desktop folder

[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, or for 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 ?]

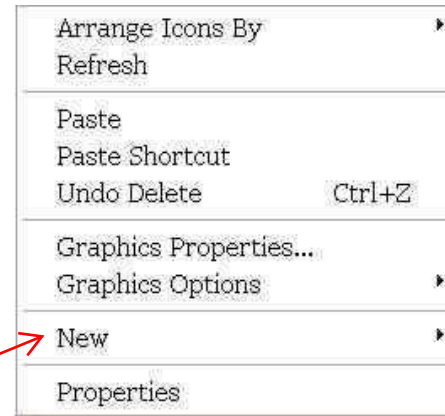
Step 6 :

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



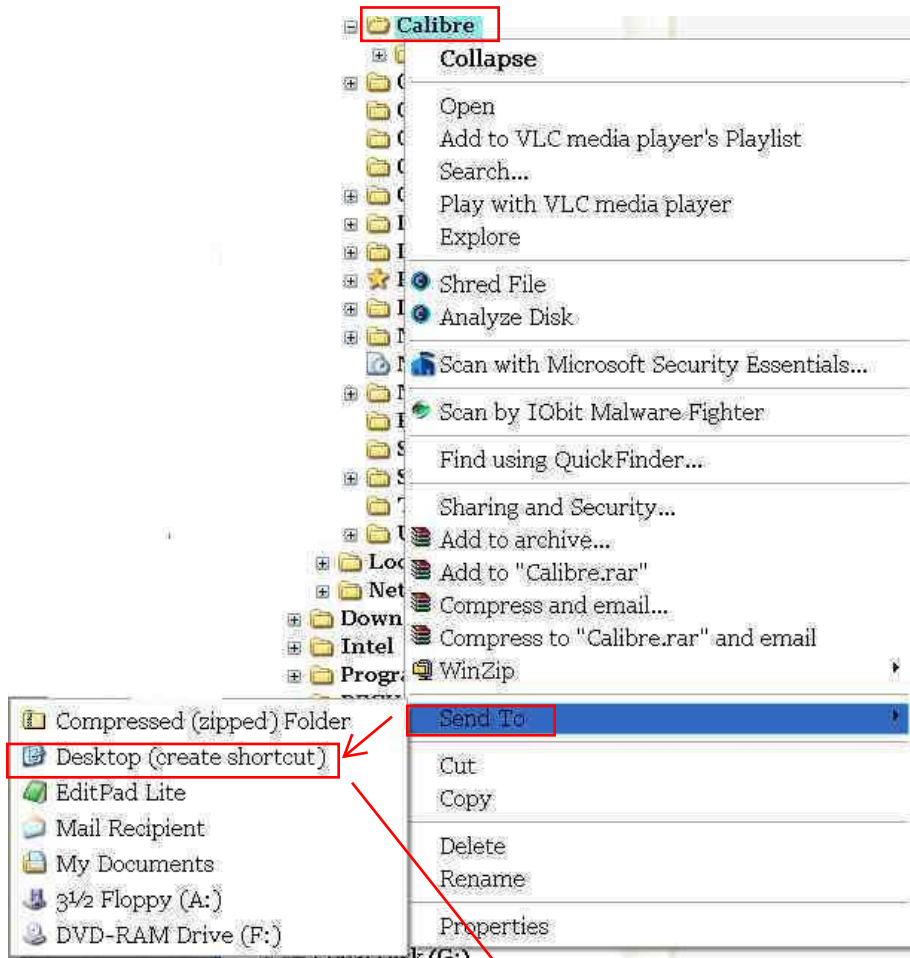
- 2] Click on New and select folder



- 3] Right click > Rename the icon legend

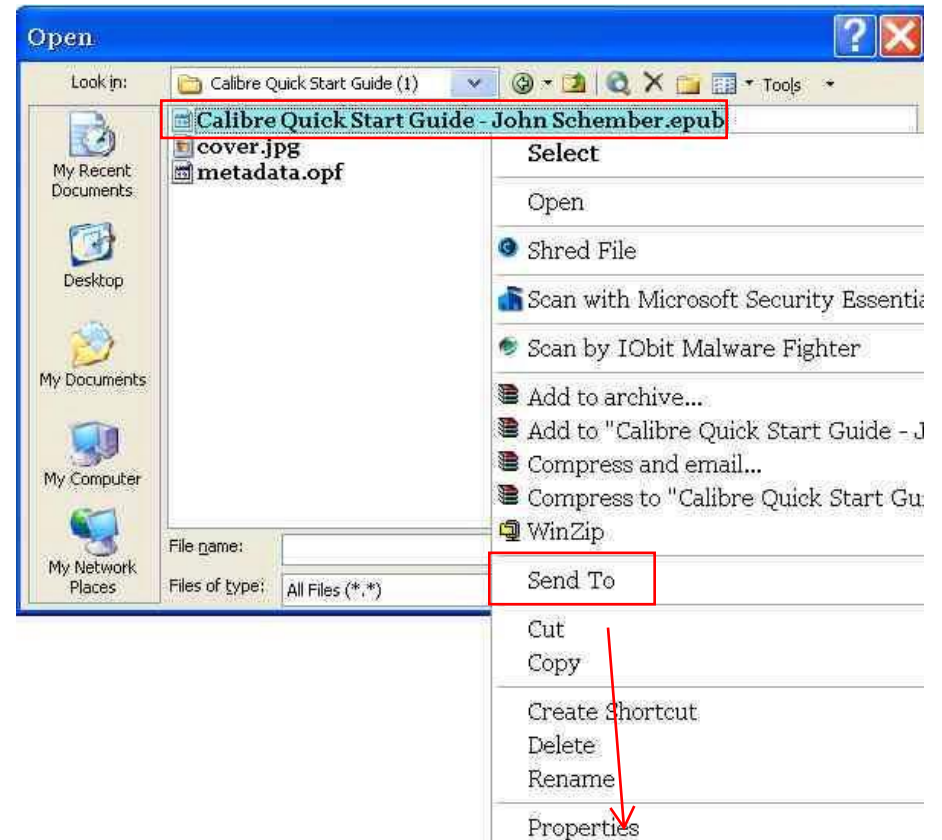


Making Shortcuts



Folders

Select folder > right click >
Send to > Desktop



Files

Select file > right click >
Send to > Desktop

