To change your screen resolution

1. Open Screen Resolution by clicking the Start button, clicking Control Panel, and then, under Appearance and Personalization, clicking Adjust screen resolution.
2. Click the drop-down list next to Resolution, move the slider to the resolution you want, and then click Apply.
3. Click Keep to use the new resolution, or click Revert to go back to the previous resolution.
Make text and other items on the desktop larger

If text and other items (like icons) on the desktop are too small, you can make them larger without changing the screen resolution.

1. Open Screen Resolution by swiping in from the right edge of the screen, tapping Search (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking Search), entering Make text larger in the search box, and then tapping or clicking Make text and other items larger or smaller.
2. Drag the slider until the items in the preview image are the size you want them to be.
3. Tap or click Apply.

You'll see the change the next time you sign in to Windows.

External Display
In Windows 7, it is easy to add a second monitor by using the new hotkey Win+P. This is convenient when you need to change the display settings during your presentations with a projector connected to your laptop.

Here are two methods to set up multiple monitors in Windows 7. Make sure that you connect the external monitors to your laptop or your desktop computer first.
Method 1: By keyboard shortcut "Win+P"

Press the **Windows logo key** + **P** on your keyboard. Select one of the following options according to your needs: (The screen shot for this step is listed below).

![Keyboard Shortcut](image1.png)

Method 2: By the "Screen Resolution" menu

1. Right-click any empty area of your desktop, and then click **Screen resolution**. (The screen shot for this step is listed below).

![Screen Resolution Menu](image2.png)
2. Click the **Multiple displays** drop-down list, and then select **Extend these displays**, or **Duplicate these displays**. **Note** If you cannot see the additional monitor(s) listed, click **Detect**. If does not work, try restarting your computer and do step 1 to 2 again. (The screen shot for this step is listed below).

![Change the appearance of your displays](image)

Here's how to display hidden files and folders.

Open Folder Options by clicking the **Start button**, clicking **Control Panel**, clicking **Appearance and Personalization**, and then clicking **Folder Options**.

1. Click the **View** tab.
2. Under Advanced settings, click **Show hidden files, folders, and drives**.
3. Click **Apply**.
4. Click **OK**.
Change Folder Options

You can change the way files and folders function and how items are displayed on your computer by using Folder Options in Control Panel.

Open Folder Options by clicking the Start button, clicking Control Panel, clicking Appearance and Personalization, and then clicking Folder Options.

Click Single-click to open an item (point to select), and then click OK. (To switch back to the standard double-click, click Double-click to open an item (single-click to select).)
**Personalization**

Two ways to get into computer personalization options:

A. *Right click* the mouse in a blank space on your desktop and click **Personalize**.

B. Through Control Panel

1. click *start* button
2. click *control panel*
3. make sure view by **category** is selected at the top
4. click *Appearance and Personalization*
5. click **Personalization**
Desktop Background

1. Click Desktop Background at the bottom left of the Personalization screen.
2. By clicking browse you can browse your computer for pictures you have saved on your computer.
3. You can also use the drop down menu to look through default picture locations on your computer.
4. Select All button selects all the pictures shown.
5. Clear All button deselects all pictures shown.
6. Under Picture Position you can choose whether you want to Fit, Fill, Stretch, Tile, or Center the picture on your desktop background.
7. You can even have your desktop change your background picture for you in time intervals.
   A. Select which pictures you want to rotate, or click the select all button to choose all pictures.
   B. In the drop down menu to the right of picture position choose how often you would like or the background picture to change.
8. Once you are finished choosing your desktop background settings make sure you click Save Changes to save the changes you've made.
Windows Color

1. Click on **Color** next to Desktop Background at the bottom of the Personalization screen.
2. Here you can change the color of your windows and task bar.
3. Choose which color you desire.
4. Underneath the colors you can also choose the **Color Intensity**, making the color stronger or less bold.
5. **Color Mixer** lets you create your own color.

Screen Saver

1. Click **Screen Saver** at the bottom right of the Personalization screen. A window for Screen Saver settings will open up.
2. Under Screen Saver there is a *drop down menu* that lets you choose which default screen saver you would like.
3. The **Settings** button is used for the *3D text option*.
4. With 3D Text selected, click **Settings** next to the drop down menu and you can *type in any message* you want for your screen saver, *choose the font, change the size of the text*,
pick the motion of the text and other various options.

5. Under **Wait** you can choose how long you want your computer to be inactive before it displays the screen saver. You can also select whether or not you want your computer to display the *log on screen* when it becomes active again. (This is good for security purposes).

6. Make sure when you are finished you click **Apply** to save any changed before clicking **OK**.

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**Power Options**

1. **Power Options** in located in the *Screen Saver Options* window.
2. Click on **Screen Saver** in Personalization.
3. In the bottom of the Screen Saver window click **Change Power Settings**.
4. Here you can choose between different power options set up on your computer.
5. There are options to balance your computers performance based on power and options to save power if you're on a laptop and running off just the battery.
6. On the right hand side of the Power Options screen you can also click **Create Plan** to create your own custom power plan.

7. This gives you options to choose how long it will take to put the computer to sleep (enter screen saver mode) or turn off the monitor.

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**Themes**

1. Once you’re finished customizing everything you have created what is called a **Theme**.

2. In the Personalization Screen under themes you will now see **Custom Theme** this is the theme you just created, it temporally saves all of the changes you made to your background, screen saver, window color and power options until you change them.

3. By clicking **Save Theme** on the right, you can name and save the theme you just created so if you do make changes, you can always go back to the original theme you initially created.

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**Taskbar and Start Menu**

To get to customize the taskbar and start menu.

1. click **start** button
2. click **control panel**
3. make sure view by **category** is selected at the top
4. click **Appearance and Personalization**

5. Under **Taskbar and Start Menu** click **Customize the start menu**, **Customize icons on the taskbar** or **Change picture on the Start menu** to customize.

### Customize the Start menu

1. Once you click on **Customize the start menu** you can:
   a) Click the **Customize** button to choose what displays on the start menu and how it displays (as a list, icon or don't display at all).
   
   b) Select what the **Power** button does in the **drop down**.
   
   c) Select a few privacy options.

### Customize Icons on the Taskbar

1. Once you click on **Customize Icons on the Taskbar** you can:
   a) Select whether or not icons show for running processes in the task bar or if they are hidden in the **drop down menus**.
   
   b) Or choose to show only notifications from running processes in each **drop down menu**. (These processes include antivirus, system updates etc...)
   
   c) Turn icons completely off at the **bottom right** or restore default actions.

### Change the Picture on the Start menu

1. Once you click on Change the Picture on the Start menu you can:
   a) Select a **default** picture from Windows as your user picture
   
   b) Click **browse** to browse your computer for saved persona pictures
   
   C) Make sure you click **Change Picture** once you've selected what picture you want to use.

   *(This picture will show up on your start menu and your log on screen when your computer starts up.)*

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**FONTS**

**Preview**

Clicking the **Start** button , clicking **Control Panel**, clicking **Appearance and Personalization**, Under **Fonts**, click **Preview**. Click **Algerian Regular** to preview this font.
Fonts Restoration (Default Settings)

Clicking the Start button, clicking Control Panel, clicking Appearance and Personalization, Under Fonts, click Change Font Settings. Click the box Restore default font settings. This brings your fonts back to the way they looked when windows 7 was originally installed on you PC.

ClearType Text

Clicking the Start button, clicking Control Panel, clicking Appearance and Personalization, Under Fonts, click Adjust Clear Type Text. ClearType font technology makes the text on your screen almost as sharp and clear as text that's printed on paper. Click Turn on clear type. Click Next. Click the text sample that looks best to you, click Next. Repeat these steps, continue to pick which text box looks clearest to YOU. Finally, click finish.
Ease of Access Center

Magnifier

Clicking the Start button, clicking Control Panel, clicking Ease of Access, clicking Ease of Access Center

Click Start Magnifier

(-)(+) Determine the intensity of the magnification, 200% is the default

To have the magnifier start each time you boot up Windows, click the gear icon

Then click Control whether magnifier starts when I log on.

Near the bottom check the box titled – Turn on Magnifier

HIGH CONTRAST

Clicking the Start button, clicking Control Panel, clicking Ease of Access, clicking Ease of Access Center

Click Set Up High Contrast

High Contrast increases the contrast in colors to reduce eyestrain and make things easier to read.
STICKY KEYS

Click the Start button, clicking Control Panel, clicking Ease of Access, clicking Ease of Access Center, and then clicking Make the keyboard easier to use. Under make it easier to type, check the box next to Turn on Sticky Keys. This allows you to press keyboard shortcuts (such as the infamous CTRL+ALT+DEL) one key at a time, preventing confusion and finger stretching.

NARRATOR

Click the Start button, clicking Control Panel, clicking Ease of Access, clicking Ease of Access Center. Click Start Narrator