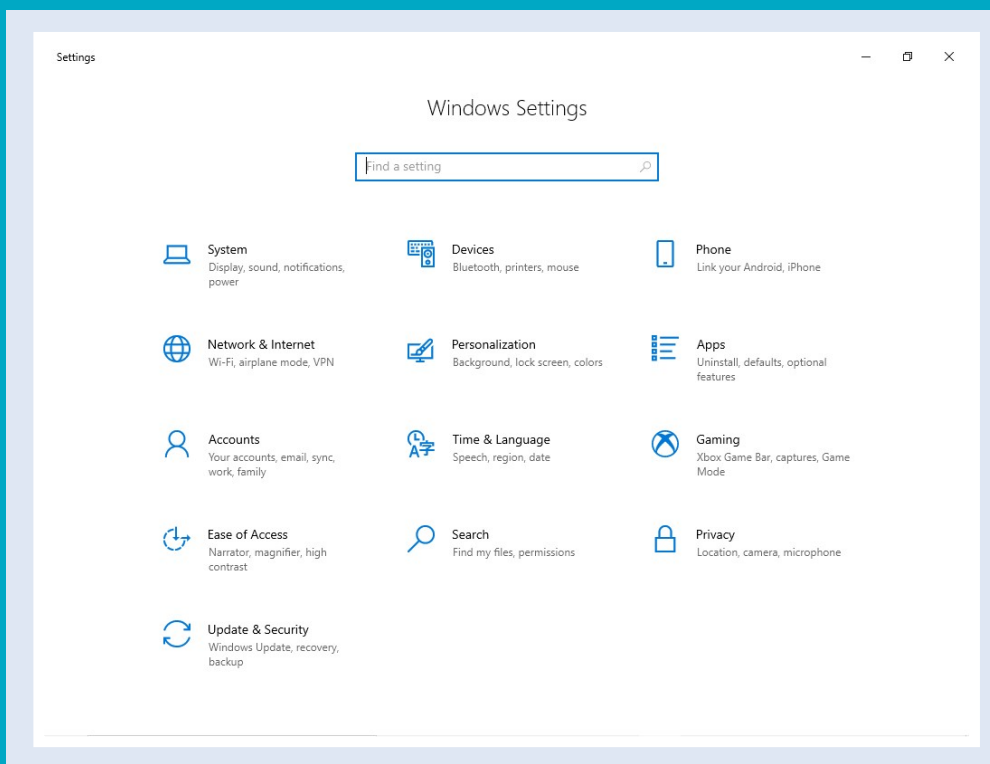


## CHAPTER 2

# Customizing Windows

Windows comes with a number of features that enable you to personalize your computer. Not only can you change the appearance of Windows to suit your taste, but you can also change the way Windows works to make it easier to use and more efficient.



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# Pin an App to the Start Menu

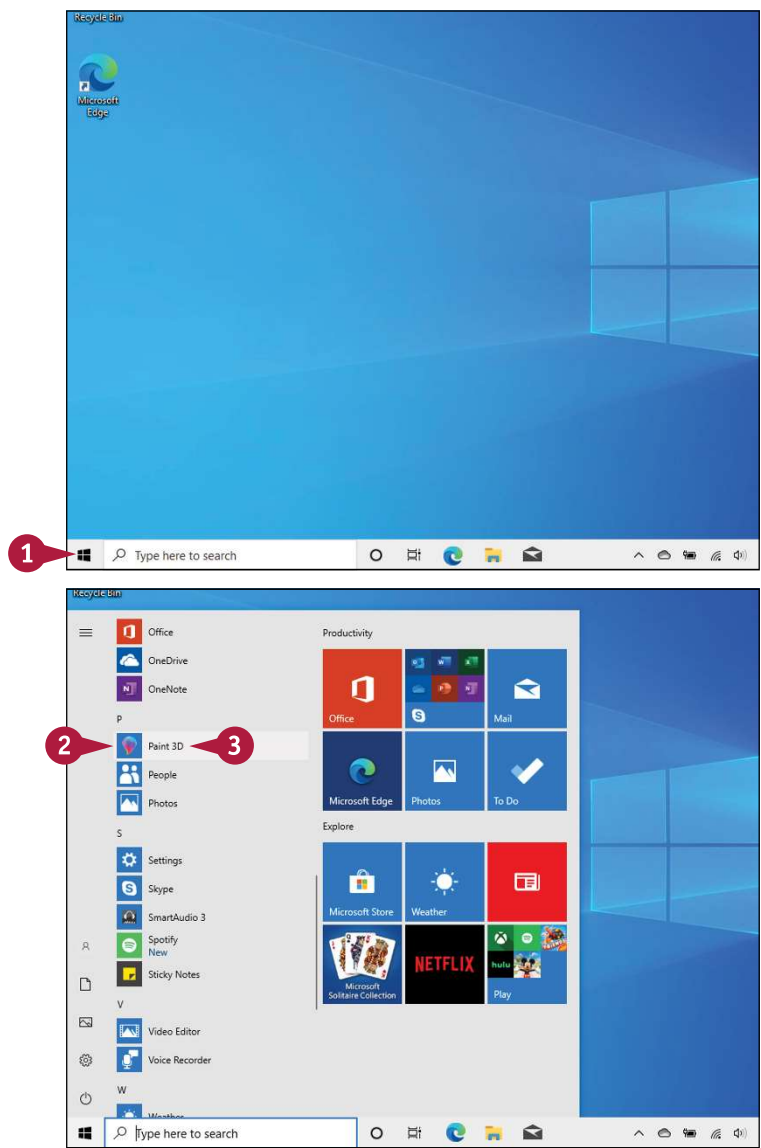
You can customize the Start menu for quick access to the apps you use most often. If you have an app that does not appear as a tile on the Start menu, you usually open the app by first navigating the Start menu's apps list to locate the app, possibly negotiating one or more submenus along the way. For apps you use often, you can avoid this extra work by *pinning* their icons permanently to the right side of the Start menu. After you have pinned an app, you launch it by displaying the Start menu and clicking the app.

## Pin an App to the Start Menu

1 Click **Start** (☰).

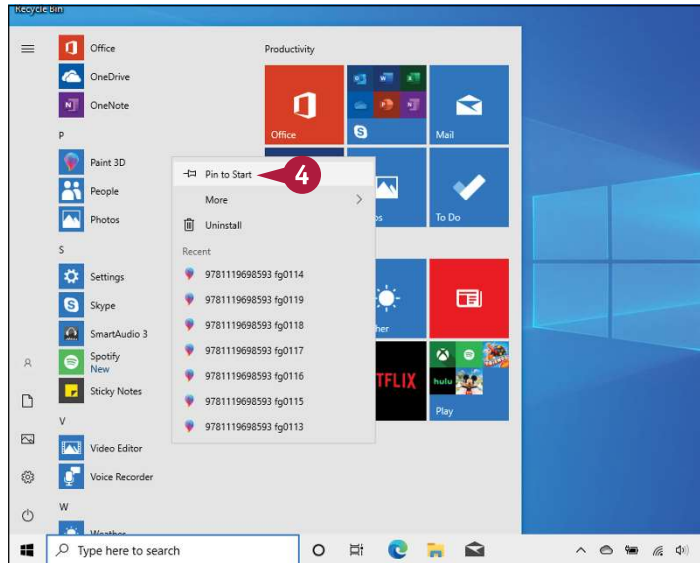
2 Locate the app that you want to pin to the Start menu.

3 Right-click the app.



The app shortcut menu appears.

- 4 Click **Pin to Start**.

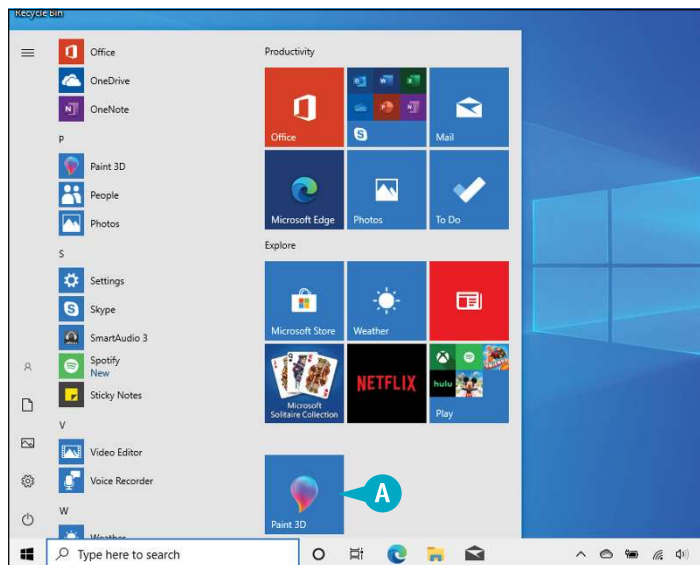


- A A tile for the pinned app appears on the right side of the Start menu.

**Note:** To remove an app tile from the Start menu, click **Start** (⊞), right-click the tile, and then click **Unpin from Start**.

**Note:** If you have a large screen, you can show more tiles on the Start menu. Click **Start** (⊞), click **Settings** (⚙️), click **Personalization**, click **Start**, and then click the **Show more tiles on Start** switch to **On**.

**Note:** You can also widen the Start menu by clicking and dragging the right edge of the menu.



## TIPS

### Can I move an app tile within the Start menu?

Yes, you can move any app tile to a different position within the Start menu. To move a tile, click **Start** (⊞), press and hold the mouse button as you drag the tile to its new position, and then release the mouse button.

### Can I change the size of a Start menu tile?

Yes. In all cases, you can select either a Small or Medium square. With some apps, you can also choose either a Wide rectangle or a Large square. To change the size, click **Start** (⊞), right-click the app's tile, click **Resize**, and then click the size you want.

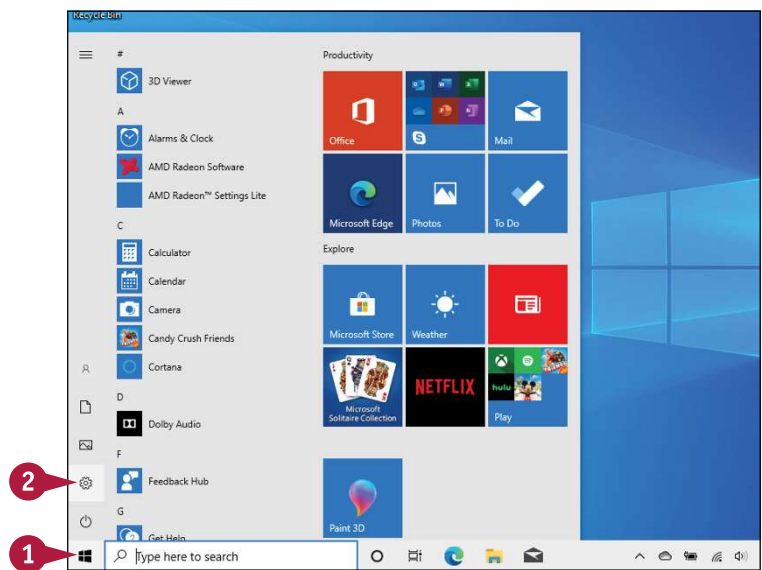
# Open the Settings App

You can configure and customize many aspects of your Windows system using the Settings app. Settings is the Windows app that you use for customizing and tweaking your PC. Many of the sections that follow in this chapter, including changing the Lock screen background and adding an app to the Lock screen, are performed using the Settings app. Settings also offers a wealth of other options that you can use to customize your PC.

## Open the Settings App

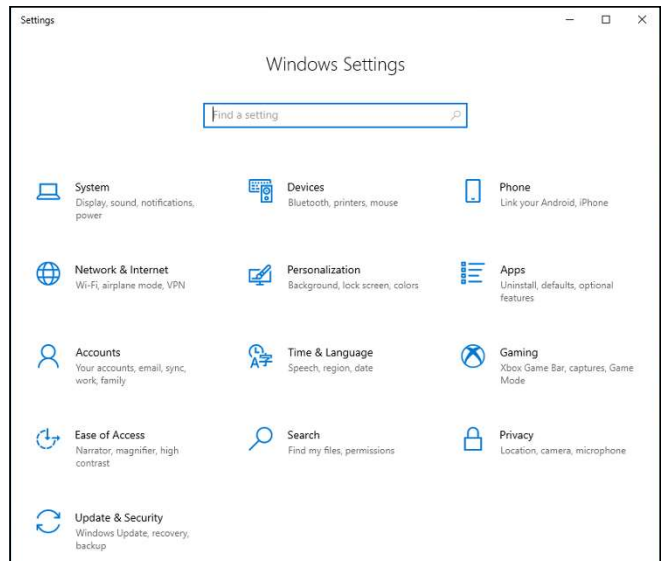
### Open the Settings App

- 1 Click **Start** (■).
- 2 Click **Settings** (⚙️).



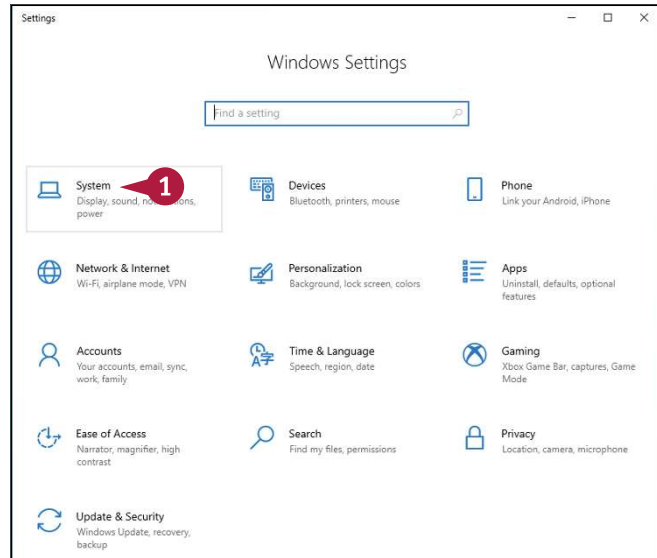
The Settings app appears.

**Note:** You can also open the Settings app by pressing **Windows + I**.



## Navigate the Settings App

- 1 Click a category.

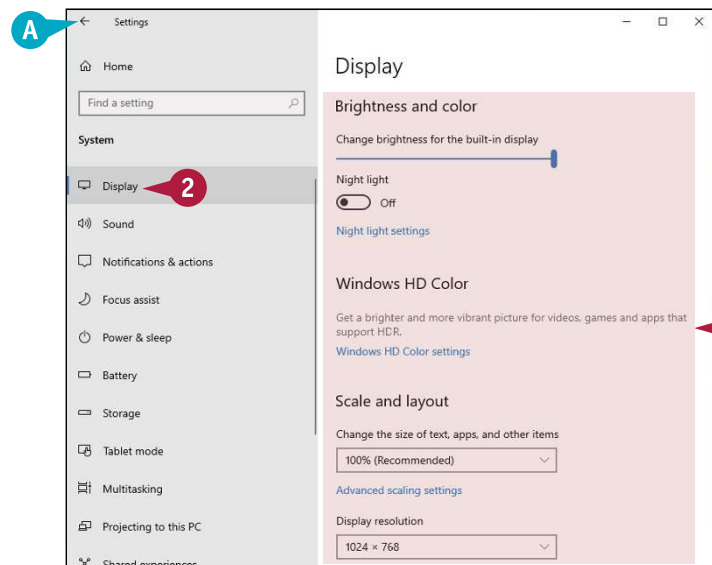


The Settings app displays the category.

- 2 Click a tab.
- 3 Use the controls on the right side of the app window to modify the tab's settings.

Windows puts the new settings into effect.

- A** You can click **Back** (←) if you need to return to the previous screen.



### TIP

#### If I know which setting I want to work with, is there a quick way to display it?

Yes, you can use the taskbar's Search box, which enables you to quickly search for the setting that you want to work with. Click inside the taskbar's Search box and then begin typing the name of the setting you want. For example, if you want to change the brightness level of your display, type **brightness** in the taskbar's Search box and then click **Change brightness level** from the search results that appear. Note that related Settings items might also appear in the search results under the Settings heading.

# Change the Lock Screen Background

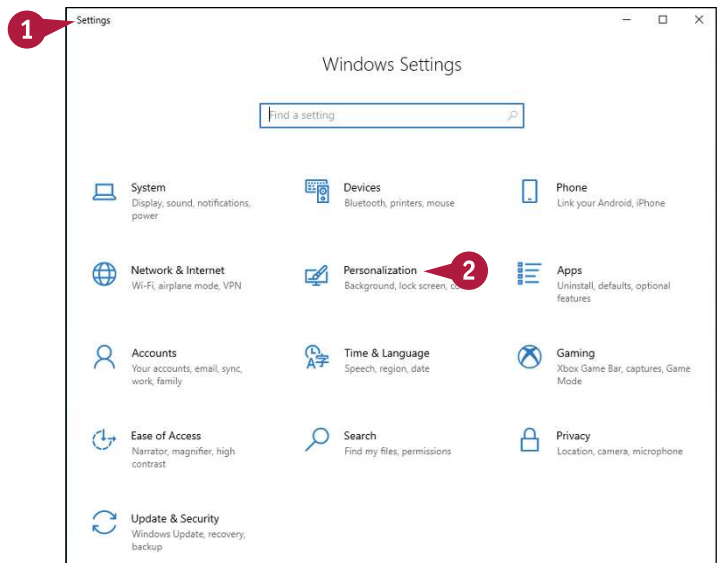
You can make your Lock screen more interesting by changing the image that appears as its background. Locking your computer is a useful safety feature because it prevents unauthorized users from accessing your files and your network. If you find yourself looking at the Lock screen frequently, you might prefer to see something other than the default image. Windows comes with several system pictures that you can use, or you can use one of your own pictures.

## Change the Lock Screen Background

1 Open the Settings app.

**Note:** See the previous section, “Open the Settings App.”

2 Click **Personalization**.



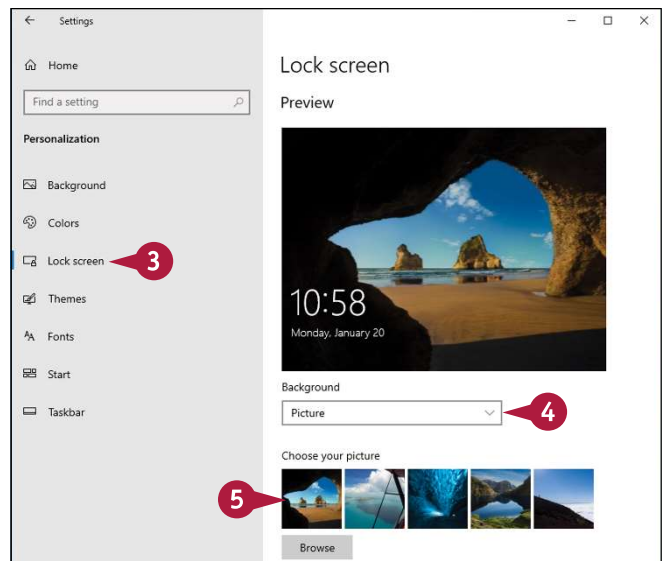
The Personalization settings appear.

3 Click **Lock screen**.

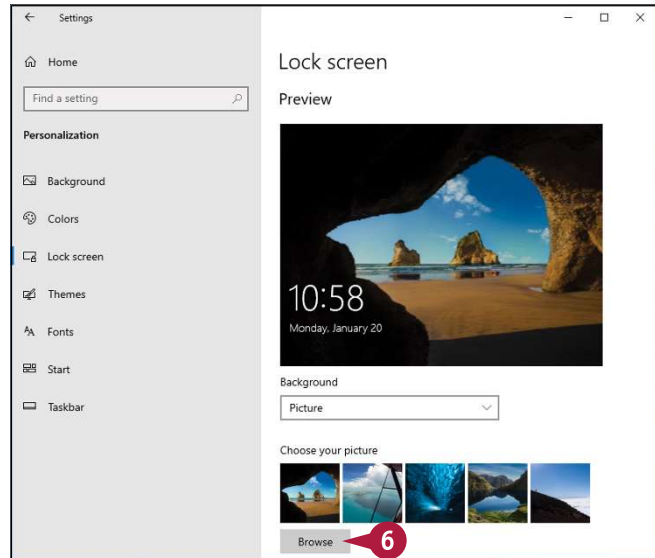
4 Click the **Background** ▾ and then click **Picture**.

**Note:** If you want to use a series of Microsoft Bing photos as the Lock screen background, click **Windows Spotlight** instead.

5 To use a default image, click the thumbnail of the picture that you want to use.



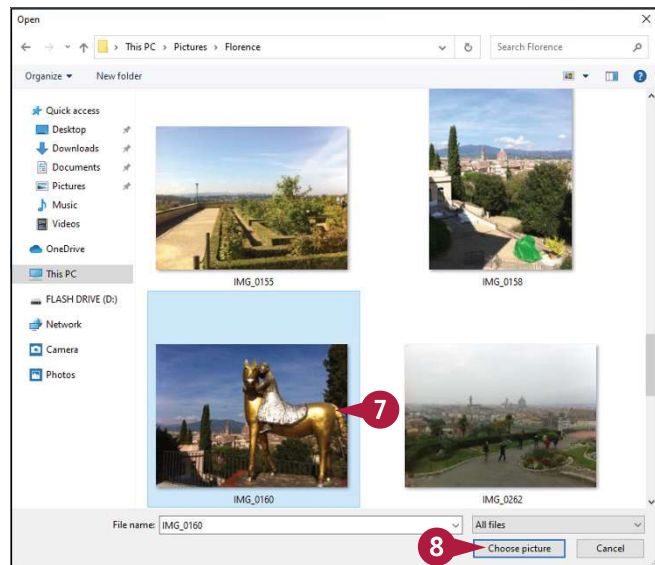
6 To use one of your own pictures, click **Browse**.



7 Click the picture that you want to use.

8 Click **Choose picture**.

The image appears the next time that you lock your computer.



**TIP**

**How do I lock my computer?**

Click **Start** (Windows logo), click your user icon on the left side of the menu, and then click **Lock**. You can also press **Windows logo + L**. You can configure Windows to automatically lock the computer after it has been idle for a specified amount of time. Follow steps 1 to 3 to open the Lock screen settings, scroll down and click the **Screen timeout settings** link, click the **Sleep** dropdown and then click the number of minutes of idle time after which Windows locks your PC. If you have a tablet or notebook PC, be sure to set the sleep timeout both for when your PC is plugged in and when it is on battery power.



# Add an App to the Lock Screen

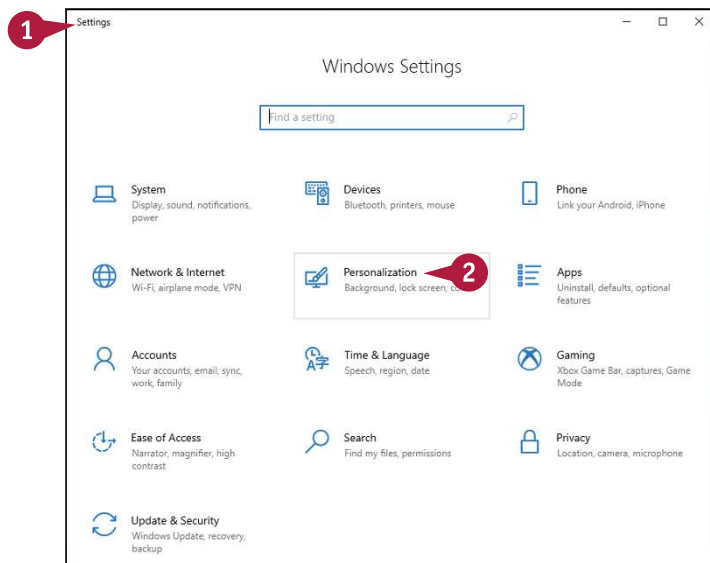
When you lock your PC, Windows displays status icons for some apps. For example, the status icon for the Mail app shows the number of unread messages. The Lock screen also shows any new notifications that appear for the Calendar app, such as an upcoming appointment. If you lock your computer frequently, you can make the Lock screen even more useful by adding icons for other apps, including ones that support notifications.

## Add an App to the Lock Screen

1 Open the Settings app.

**Note:** See the section “Open the Settings App” earlier in this chapter.

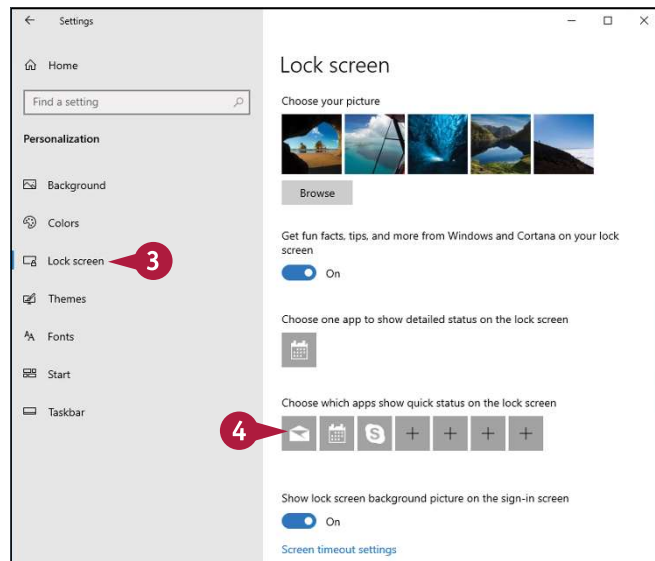
2 Click **Personalization**.



The Personalization settings appear.

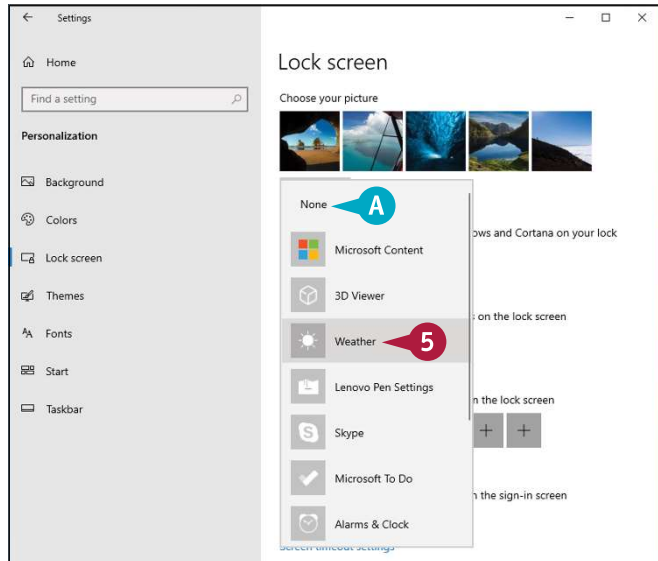
3 Click **Lock screen**.

4 To set a quick status icon for an app, click a button.



The Choose an App window appears.

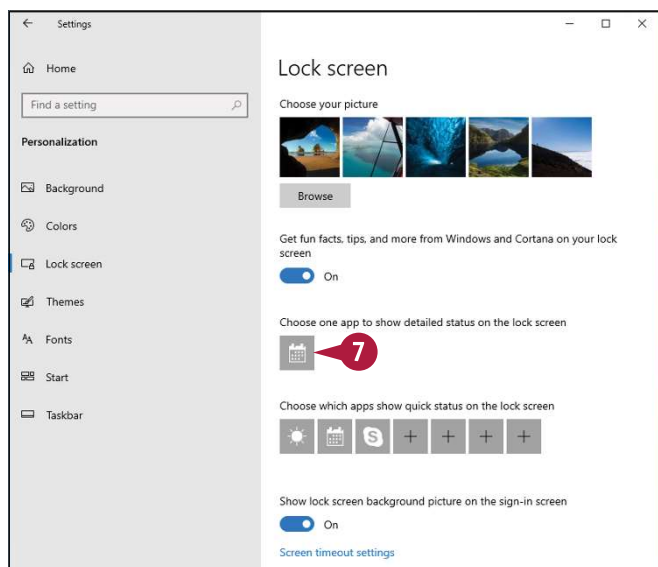
- 5 Click the app for which you want to add a quick status icon to the Lock screen.
- 6 Repeat steps 4 and 5 to set the other quick status icons.
- A If you do not want an app associated with the icon, you can click **None**.



- 7 To choose which app displays its detailed status, click here and then click the app from the menu that appears.

**Note:** If you do not want a detailed status, click **None**.

Windows puts the new settings into effect, and the apps appear on the Lock screen the next time that you use it.



**TIP**

**What is the difference between a quick status and detailed status?**

A *quick status* means that the Lock screen shows only a small icon for an app, and that icon displays the number of recent or unread items, such as the number of unread email messages in the Mail app. A *detailed status* means that the Lock screen shows more information from the app. For example, if you have an upcoming event in the Calendar app, the Lock screen shows the details of that event, including the event title, location, and time.

# Synchronize Settings Between PCs

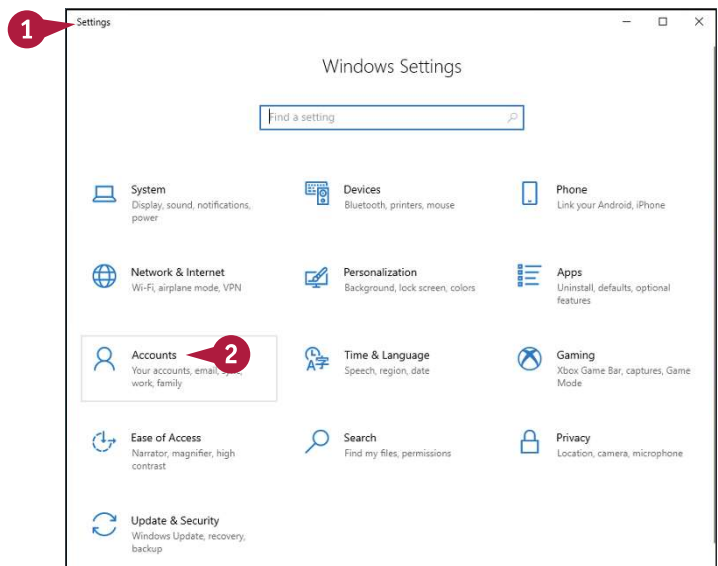
If, besides your Windows desktop computer, you also have a Windows notebook and a Windows tablet, using the same Microsoft account on each platform means that you can synchronize data among them. You can sync customizations, such as backgrounds and themes; system settings, such as languages and regional settings; Microsoft Edge data, such as favorites and history; and app settings and more. This gives you a consistent interface across your devices and consistent data so that you can be more productive.

## Synchronize Settings Between PCs

- 1 Open the Settings app.

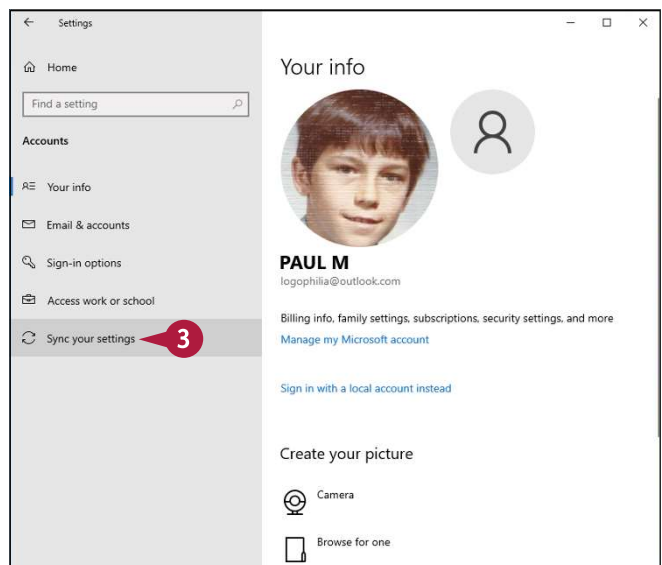
**Note:** See the section “Open the Settings App” earlier in this chapter.

- 2 Click **Accounts**.



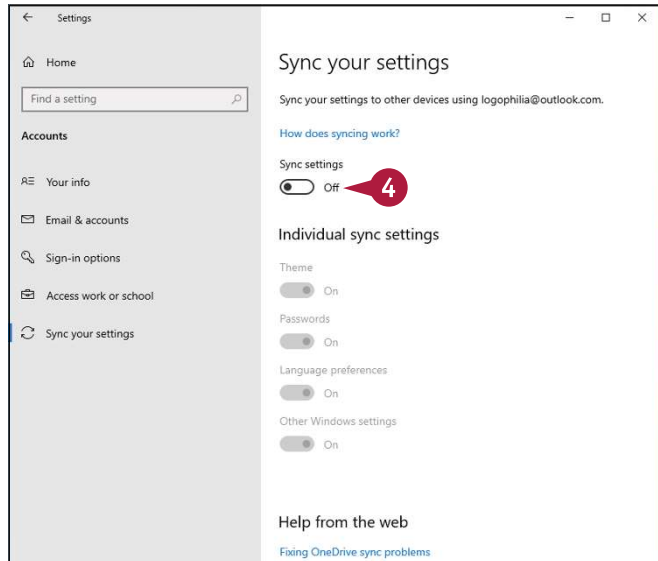
The Accounts settings appear.

- 3 Click **Sync your settings**.



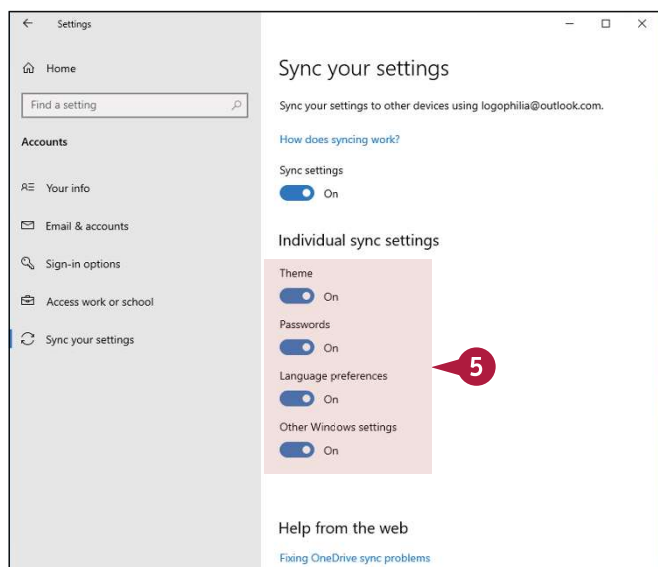
The Sync settings appear.

- 4 Click the **Sync settings** switch to **On**.



- 5 Under Individual Sync Settings, click the switch to **Off** beside each type of setting that you do not want to include in the sync.

The next time Windows syncs, it does not include the settings that you turned off.



**TIP**

**Why is the Passwords switch disabled in my version of Sync Your Settings?**

This occurs when you have yet to verify your identity on your PC. Verifying your identity means having a confirmation code sent to the mobile phone number associated with your Microsoft account. To verify your identity, use the taskbar's Search box to type **actions** and then click **View recommended actions to keep Windows running smoothly**. In the Security and Maintenance window that appears, you should see the message "Verify your identity on this PC." Click **Verify** to the right of that message, and then follow the instructions that appear for having the confirmation code sent to your mobile phone.

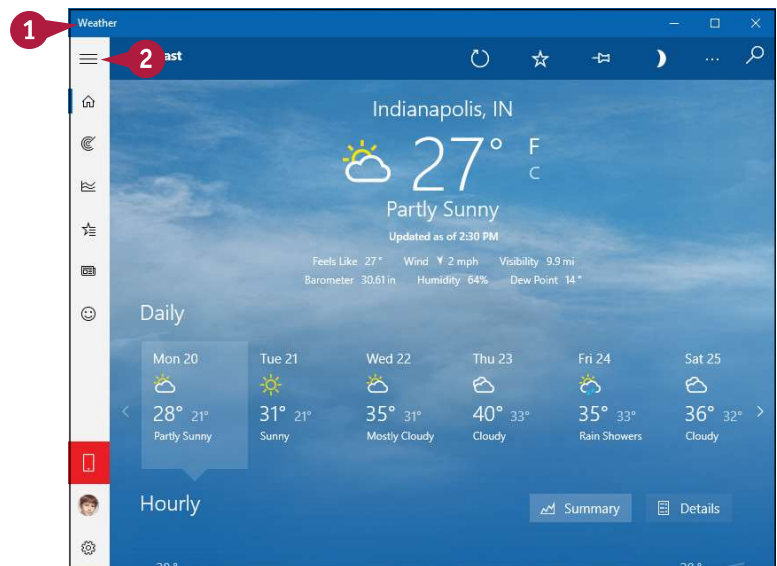
# Access an App's Features

Depending on the app, you might see a few tabs across the top of the window, as well as a Search box in the upper-right corner of the window. However, almost all the apps that come with Windows include a strip running down the left side of the window. This is the app menu, and it gives you access to a number of features, including commands, settings, and views. This menu shows only icons at first, but you can open the menu to display the names of each feature. You can then click the feature that you want to use.

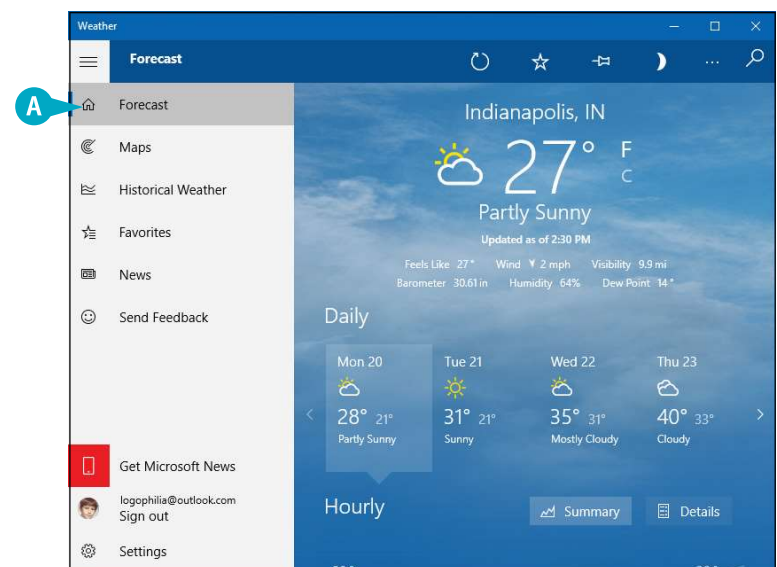
## Access an App's Features

### Display the Menu

- 1 Open the app that you want to work with.
- 2 Click **Menu** (☰).



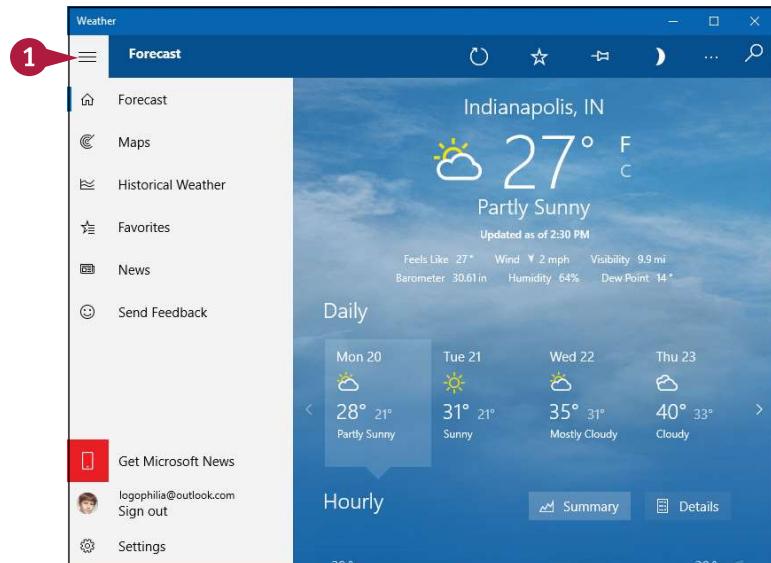
- A The app menu expands to show the feature names.



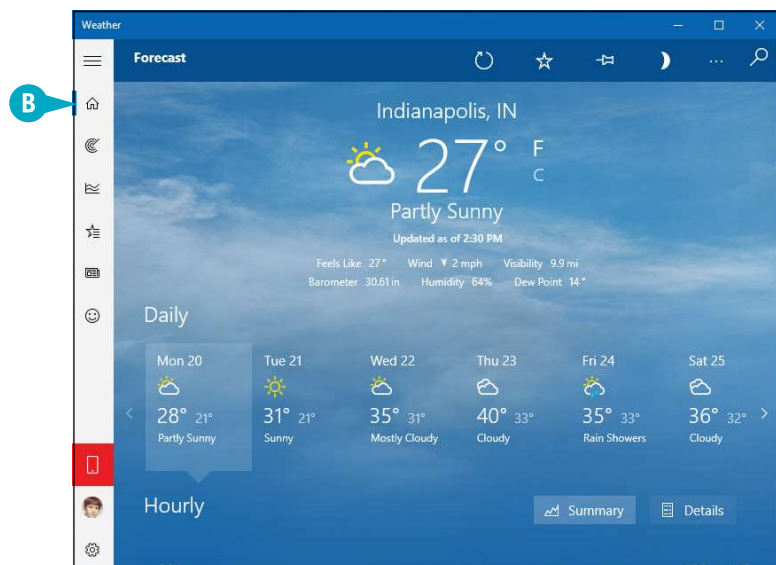
## Hide the Menu

**Note:** If you click a menu feature, the app automatically hides the menu. You need to manually hide the menu if you decide not to select a feature.

- 1 Click **Menu** (☰).



- B The app hides the menu.



## TIPS

### Do all apps use the Menu icon?

No. The so-called *Modern* apps that ship with Windows — including Mail, Calendar, People, Maps, News, and Weather — use the Menu icon (☰), as do some third-party apps. However, the so-called *Desktop* apps — including File Explorer, Paint, and WordPad — do not use this feature.

### Are there more app features that I can access?

Yes, you can also display the Settings pane, which displays app-specific settings. The layout of the Settings pane varies between apps, but it usually includes commands for setting app preferences and options. To display an app's Settings pane, click **Menu** (☰) and then click **Settings** (⚙️).

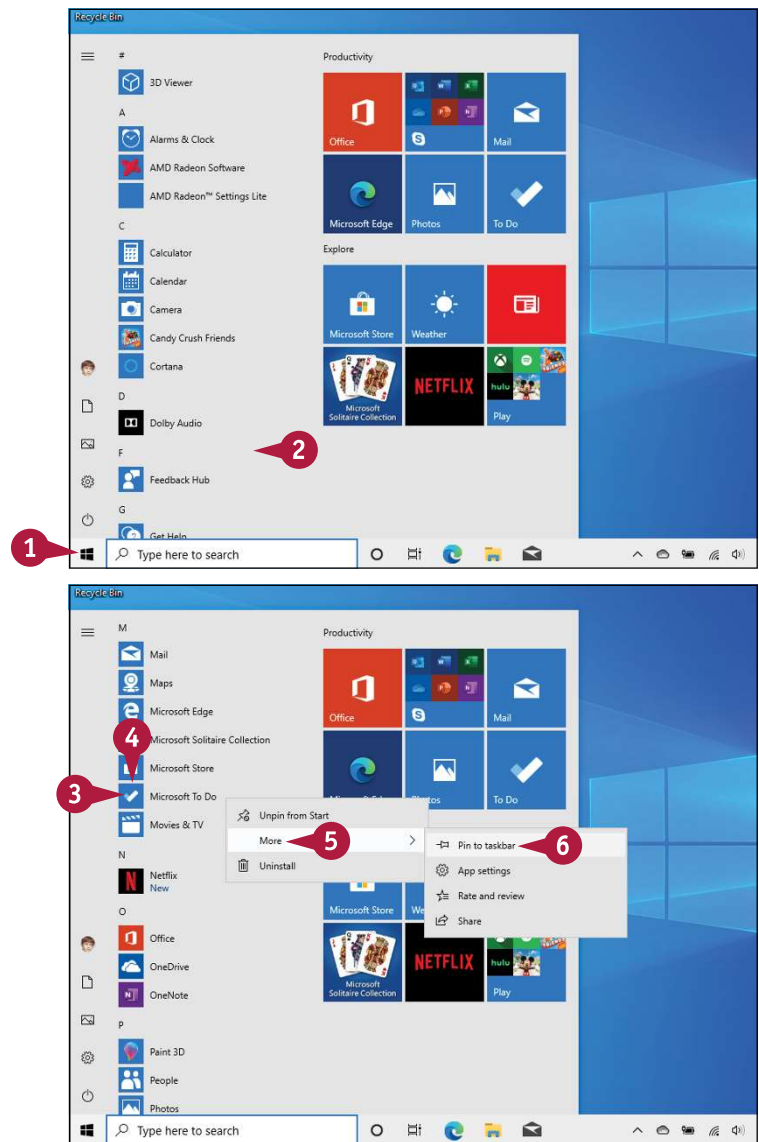
# Pin an App to the Taskbar

Pinning an app to the Start menu, as described earlier in this chapter, is helpful because it puts the app just two clicks away. If you have an app that you use frequently, you might prefer to have that app just a single click away. You can achieve this by pinning the app to the taskbar. You can pin an app to the taskbar either from the Start menu or from the taskbar itself.

## Pin an App to the Taskbar

### Using the Start Menu

- 1 Click **Start** (☰).
- 2 If you do not see the app you want to pin, scroll down through the apps list.
- 3 Use either the Start menu tiles or the apps list to locate the app that you want to pin to the taskbar.
- 4 Right-click the app.
- 5 Click **More**.
- 6 Click **Pin to taskbar**.



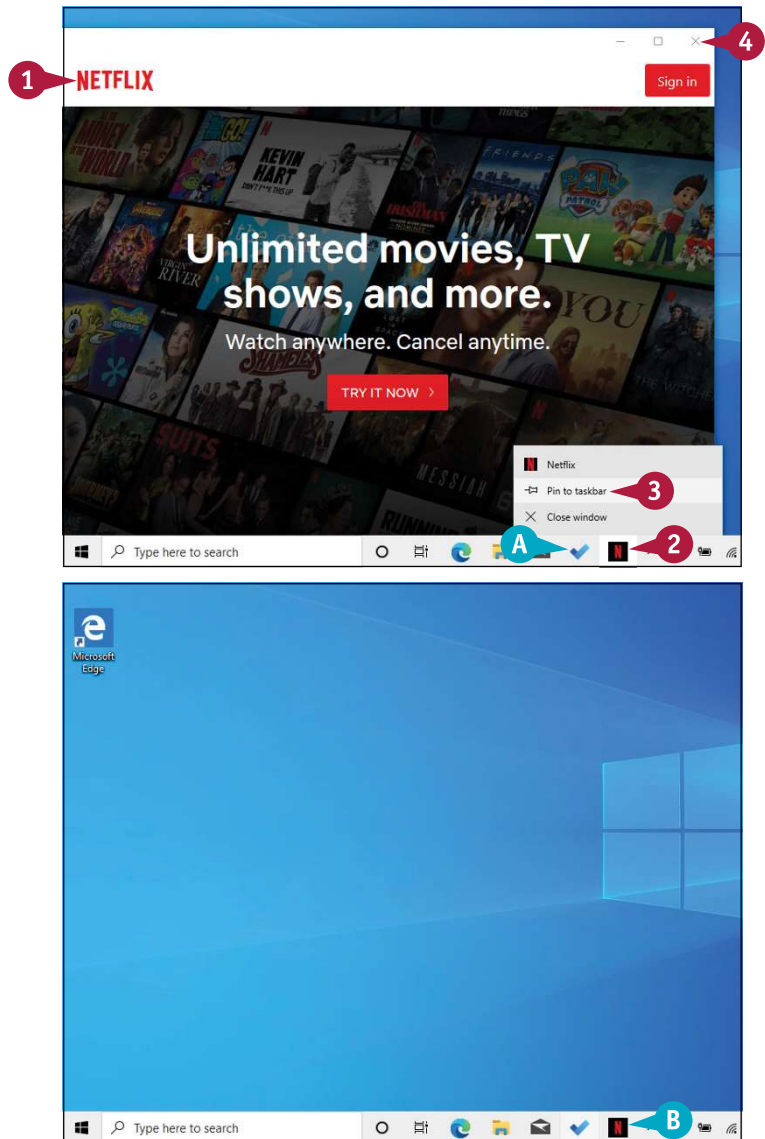


- A An icon for the app now appears in the taskbar.

### Using the Taskbar

- 1 Launch the app that you want to pin to the taskbar.
- 2 Right-click the running app's taskbar icon.
- 3 Click **Pin to taskbar**.
- 4 Click **Close (X)**.

- B An icon for the app remains on the taskbar.



### TIPS

#### Can I change the order of the taskbar icons?

Yes. Click and drag a taskbar icon to the left or right and then drop it in the new position. Note that this technique applies not only to the icons pinned to the taskbar, but also to the icons for any running programs.

#### How do I remove an app icon from the taskbar?

If you decide that you no longer require an app to be pinned to the taskbar, you should remove it to reduce taskbar clutter and provide more room for other app icons. To remove a pinned app icon, right-click the icon and then click **Unpin from taskbar**.

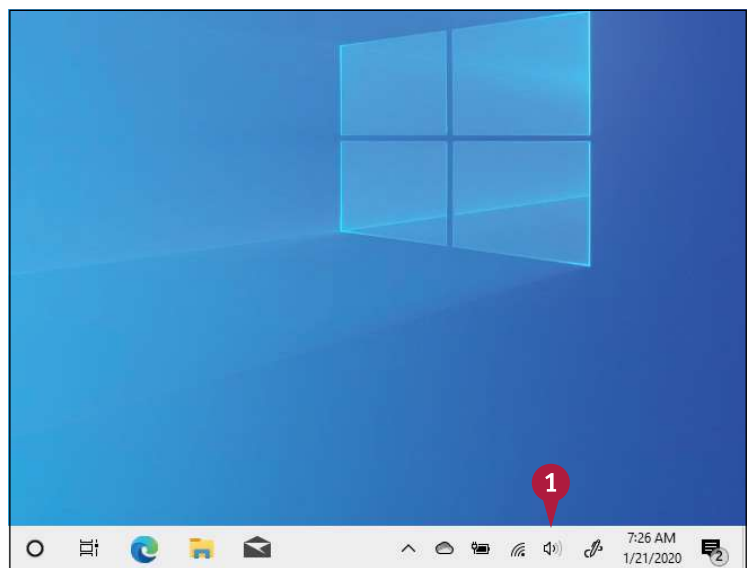


# Adjust the Volume

While an audio or video file is playing, you can adjust the volume up or down to get its audio just right. If you are listening to media by yourself, you can adjust the volume to suit the music and your mood. However, if there are other people nearby, you will probably want to use the volume control to keep the playback volume low to avoid disturbing them. If you need to silence the media temporarily, you can mute the playback.

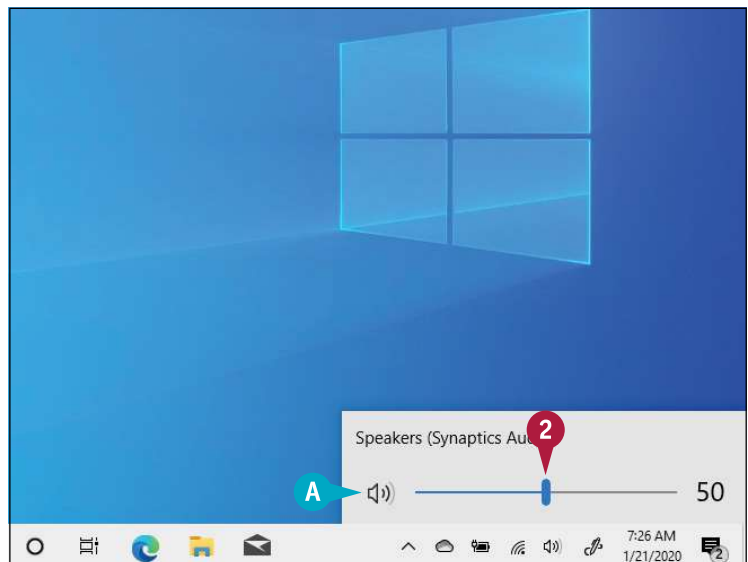
## Adjust the Volume

- 1 In the taskbar, click **Volume** (🔊).



The Volume window appears.

- 2 Click and drag the slider to set the volume level that you want.
- A** You can also click **Toggle mute** (🔊) to mute the volume (🔊) changes to 🔊x).
- Windows sets the system volume to the new level.



# Set the Time Zone

To ensure that your system clock is accurate, you should set the time zone to correspond to your location. When Windows configures your computer, it performs a number of chores, including setting the current system time and time zone. However, for the time zone, Windows defaults to Pacific Time in North America. If this is not the time zone used where you live, you must select the correct one to ensure that you have the accurate system time.

## Set the Time Zone

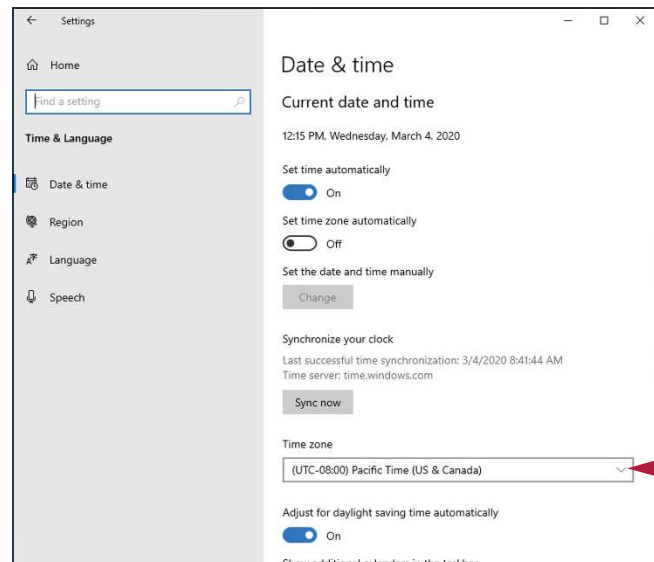
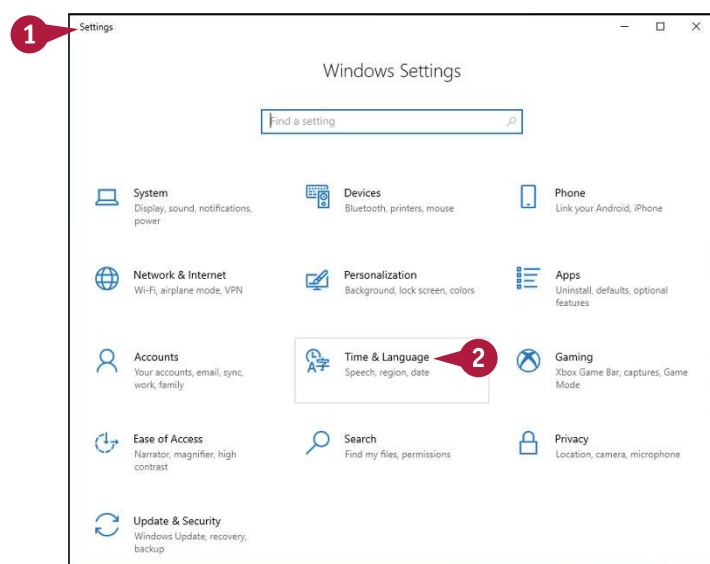
- 1 Open the Settings app.

**Note:** See the section “Open the Settings App” earlier in this chapter.

- 2 Click **Time & Language**.

- 3 Click the **Time zone** ▾ and then click your time zone.

Windows adjusts the time to the new time zone.



# Configure Windows to Work with Multiple Monitors

You can improve your productivity and efficiency by using a second monitor. To work with an extra monitor, your PC must have a second video output port that is compatible with the video input port on the monitor, as well as a cable to connect the ports. Modern PCs and monitors use HDMI ports connected with an HDMI cable.

After you have connected your PC and the external monitor, you then need to configure Windows to extend the Start screen to both the main screen and the second monitor.

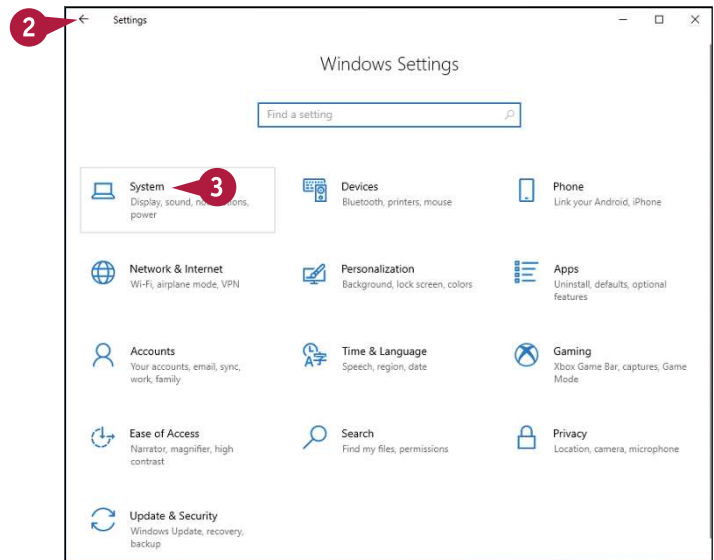
## Configure Windows to Work with Multiple Monitors

1 Connect the second monitor to your PC.

2 Open the Settings app.

**Note:** See the section “Open the Settings App” earlier in this chapter.

3 Click **System**.

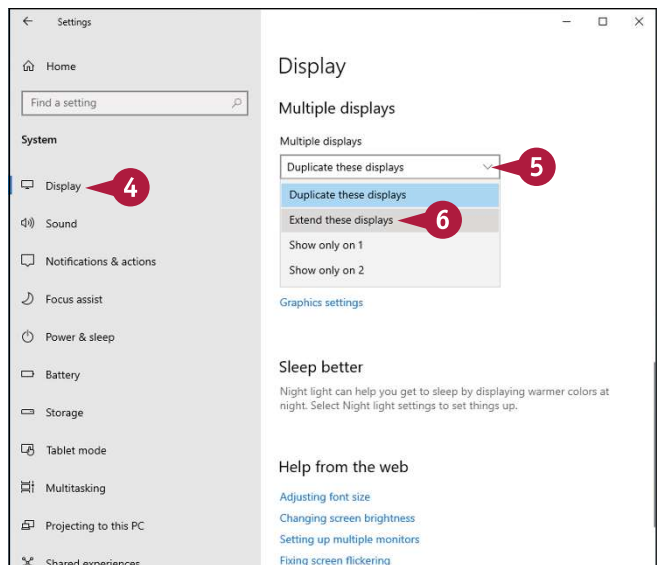


The System settings appear.

4 Click **Display**.

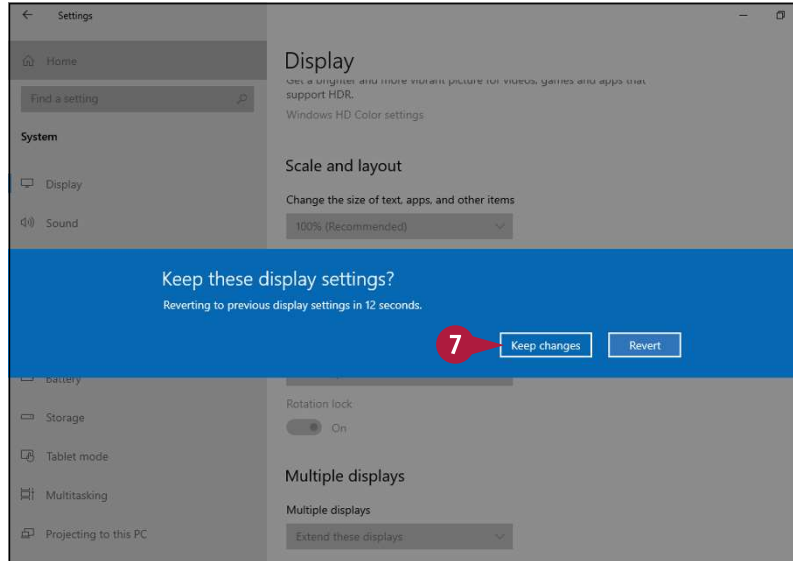
5 Click the **Multiple displays** dropdown.

6 Click **Extend these displays**.



Windows asks you to confirm the display changes.

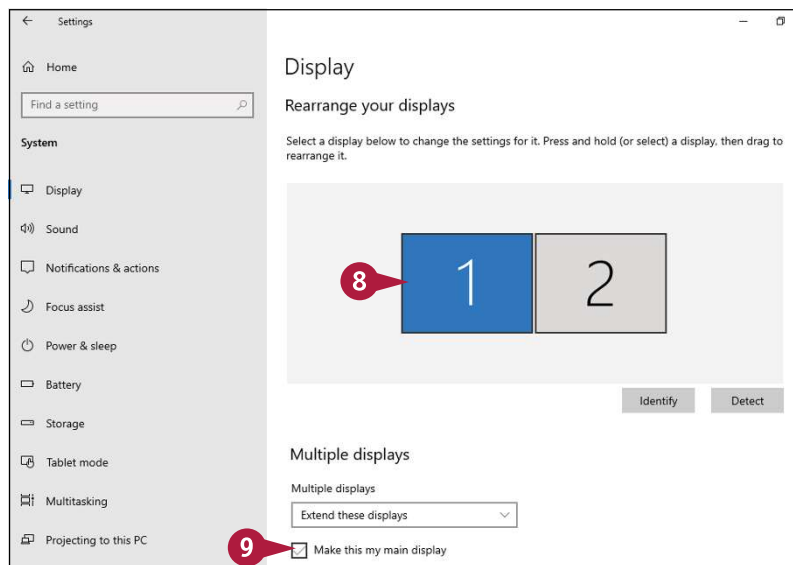
- 7 Click **Keep changes**.



- 8 Click the monitor that you want to set as the main display.

- 9 Click **Make this my main display** ( changes to .

Windows connects to the second monitor and uses the selected monitor as your main display.



## TIPS

### Why does my mouse pointer stop at the right edge of the left screen?

This means that you need to exchange the icons of the left and right monitors. To do that, click and drag the left monitor icon to the right of the other monitor icon (or vice versa).

### How do I configure Windows to stop using the external monitor?

Follow steps 2 to 4 in this section to open the Multiple Displays list and then click **Show only on 1**. You can also usually revert to using just the original PC screen by disconnecting the monitor from your computer.

# Customize the Taskbar's Notification Area

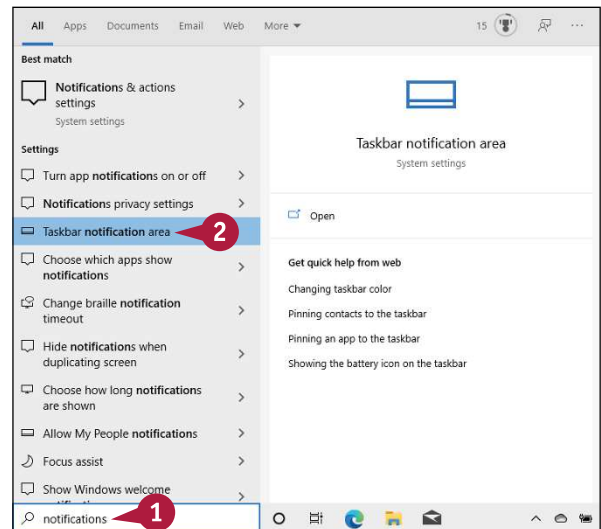
You can customize how Windows displays the taskbar's notification area icons to ensure a particular icon is always visible or to turn off an icon's notifications.

The notification area shows only a few icons by default: Microsoft OneDrive, Network, Volume, and Notifications, and notebook PCs also show the Power icon. You might want to customize the default arrangement. For example, many notification icons offer quick access to their programs' features when you right-click them. If there is an icon that you right-click frequently, you might want to configure the notification area to show the icon on the taskbar.

## Customize the Taskbar's Notification Area

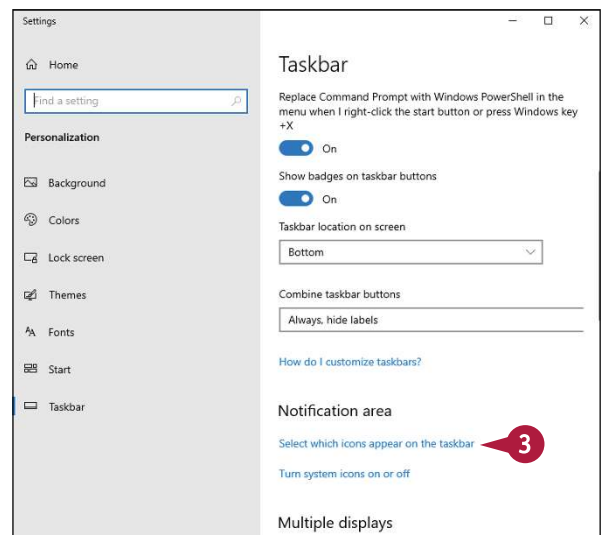
1 In the taskbar's Search box, type **notifications**.

2 Click **Taskbar notification area**.



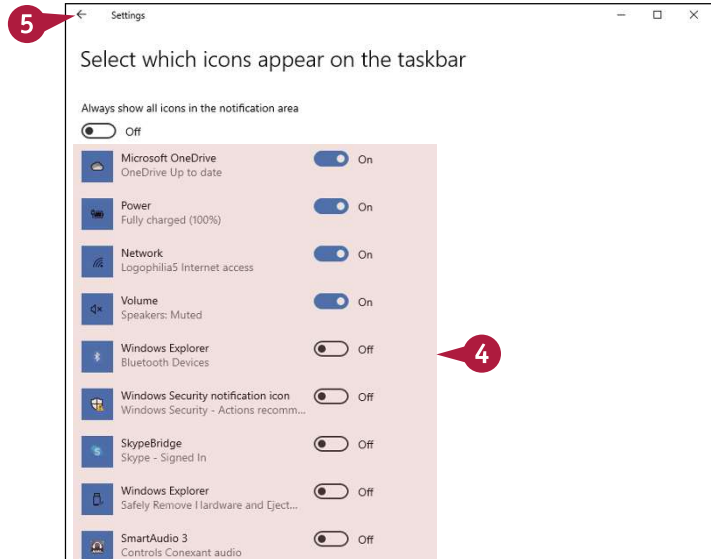
The Settings app displays the Notifications & Actions window.

3 Click **Select which icons appear on the taskbar**.



The Select Which Icons Appear on the Taskbar window appears.

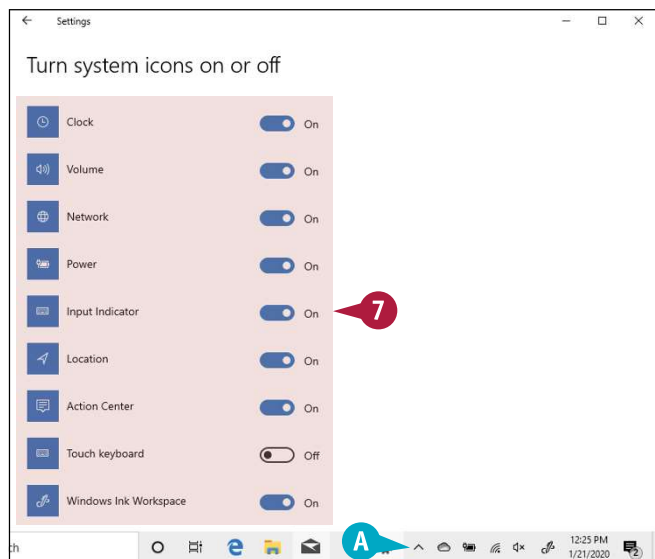
- 4 Click the switch to **On** for each icon you want to display in the notification area.
- 5 Click **Back** (←) to return to the Notifications & Actions window.



- 6 Click **Turn system icons on or off** (not shown).
- 7 Click the switch to **Off** for each system icon you want to prevent from appearing in the notification area.

Windows puts the new settings into effect.

- A You can click **Show hidden icons** (∧) to see your hidden icons.



**TIPS**

**Is there a faster way to show every icon on the taskbar?**

Yes. Follow steps 1 to 3 to open the Select Which Icons Appear on the Taskbar window. Click the **Always show all icons in the notification area** switch to **On**.

**Can I configure the taskbar to always appear on the screen?**

Yes. The default taskbar state is hidden, and you display it by moving the mouse pointer (↔) to the bottom of the screen. This gives you more desktop room, but if you would prefer not to perform this extra step to display the taskbar, right-click the taskbar, click **Taskbar settings**, and then click **Automatically hide the taskbar in desktop mode** (☑ changes to ☐). Click **OK**.

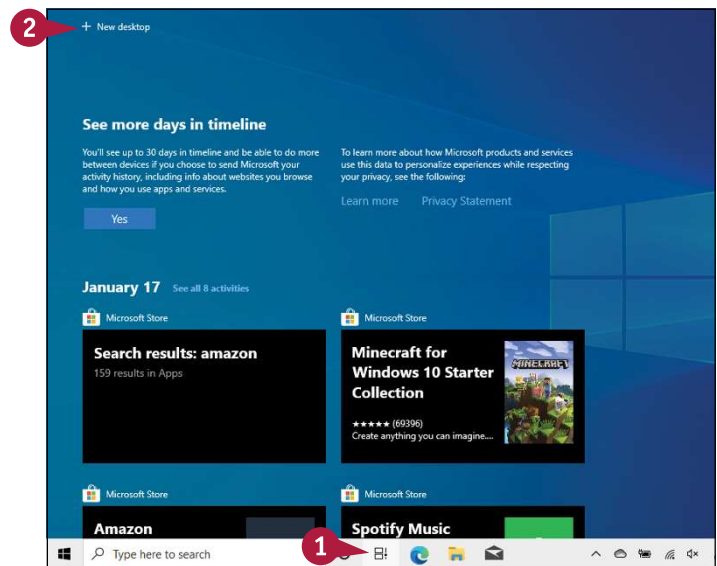
# Set Up Multiple Desktops

You can make your PC screen easier to manage and less cluttered by organizing your running programs into two or more desktops. Each desktop includes only the windows of the programs that you have assigned to that desktop. For example, you might have a work desktop that includes only a word processor, a spreadsheet, and Microsoft Edge for research; a social desktop that includes only Mail, People, and Calendar; and a media desktop that includes only Music, Photos, and Videos. You can quickly switch from one desktop to another.

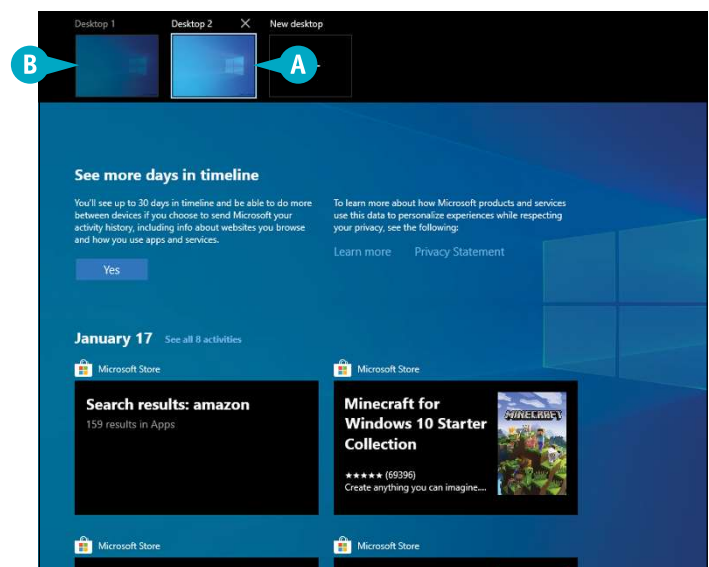
## Set Up Multiple Desktops

### Add a New Desktop

- 1 In the taskbar, click **Task view** (☰).
- 2 Click **New desktop**.



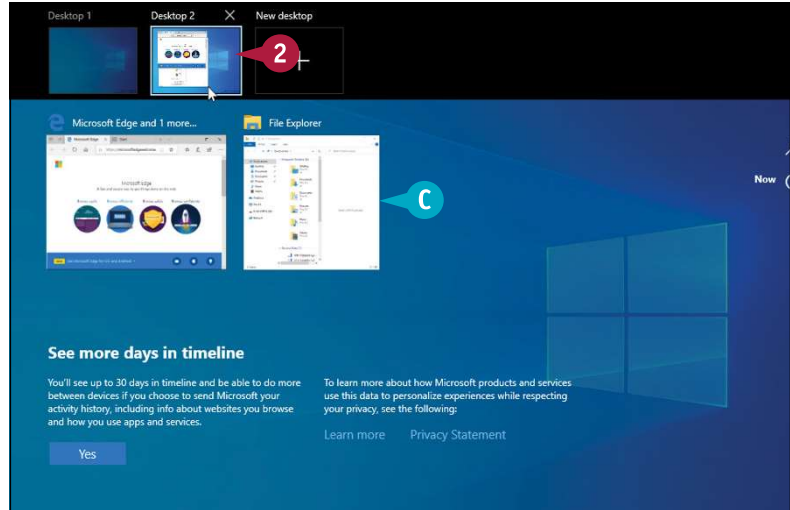
- A Windows creates a new desktop.
- B Your original desktop is shown as Desktop 1.



### Switch to Another Desktop

- 1 In the taskbar, click **Task view** (📌) (not shown).
- C You can position the mouse pointer (🖱) over the other desktop to see the programs running within that desktop.
- 2 Click the desktop you want to use.  
Windows switches to that desktop and displays its running programs.

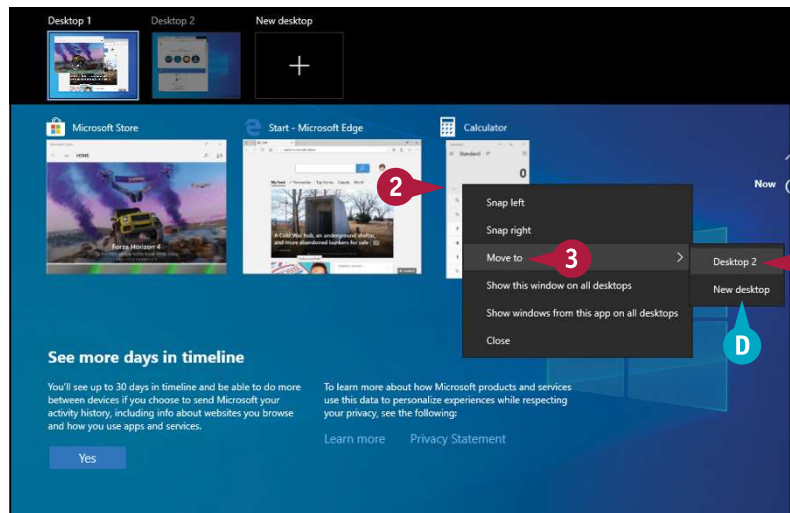
**Note:** Any new programs you launch will now appear only in the selected desktop.



### Move a Program to a Different Desktop

- 1 In the taskbar, click **Task view** (📌) (not shown).
- 2 Right-click the program you want to move.
- 3 Click **Move to**.
- 4 Click the desktop to which you want the program moved.
- D You can also click **New desktop** to move the program to a new desktop.

Windows moves the program to the selected desktop.



### TIPS

#### What shortcut methods can I use?

Press **Win** + **Tab** to open Task view. To switch between desktops, press and hold **Win** + **Ctrl** and then press **←** or **→** until you see the desktop you want, and then release all keys. You can also press **Win** + **Ctrl** + **D** to create a new desktop.

#### How do I close a desktop?

Click **Task view** (📌) to display the desktop thumbnails. Position the mouse pointer (🖱) over the desktop you want to close and then click **Close** (⌵). If the desktop contained running programs, they are assigned to your original desktop.