

Basics for *Windows XP* Desktop

To select a different theme

1. Open Display in Control Panel.
 2. On the **Themes** tab, under **Theme**, click a new theme.
- To open Display, click **Start**, click **Control Panel**, and then double-click **Display**.
 - Themes affect the overall look of your desktop, including the background, screen saver, icons, windows, mouse pointers, and sounds.
 - If more than one person uses a computer, each with his or her own user account, each person can choose a different theme.

To set or change a screen saver

1. Open DISPLAY in Control Panel.
 2. On the **Screen Saver** tab, under **Screen saver**, click a screen saver in the list.
- To open Display, click **Start**, click **Control Panel**, and then double-click **Display**.
 - After you select a screen saver, it will automatically start when your computer is idle for the number of minutes specified in **Wait**.
 - To clear the screen saver after it has started, move your mouse or press any key.
 - To view possible setting options for a particular screen saver, click **Settings** on the **Screen Saver** tab.
 - Click **Preview** to see how the selected screen saver will appear on your monitor. Move your mouse or press any key to end the preview.
 - Click **Related Topics** for information about having Windows turn off your monitor when you leave it idle for a period of time.

To use a picture as a desktop background

1. Open **My Pictures**.
 2. Click the picture you want to use as a desktop background.
 3. Under Picture Tasks, click Set as desktop background.
- To open My Pictures, click **Start**, and then click **My Pictures**.
 - You can also right-click the picture, and then click **Set as Desktop Background**.
 - If you want to change the way the picture is displayed on your desktop, right-click the desktop, and then click **Properties**. On the **Desktop** tab, in the **Position** box, select a display option.

Janet Benincosa

jhbeninc@access.k12.wv.us

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To put a shortcut on the desktop

1. Open My Computer.
 2. Double-click a drive or folder.
 3. Click the item you want, such as a file, program, folder, printer, or computer.
 4. On the **File** menu, click **Create Shortcut**.
 5. Resize the window so you can see the desktop.
 6. Drag the new shortcut to the desktop.
- To open My Computer, click **Start**, and then click **My Computer**.
 - You can also drag an item to the desktop with the right mouse button, and then click **Create Shortcut(s) Here**.
 - To change the shortcut's properties, right-click the shortcut, and then click **Properties**.
 - When you delete a shortcut to an item, the original item is not deleted. It still exists on your computer in its original location.

To change the name of a shortcut or folder

1. Right-click on it.
2. Click on RENAME.
3. Type the new name.