



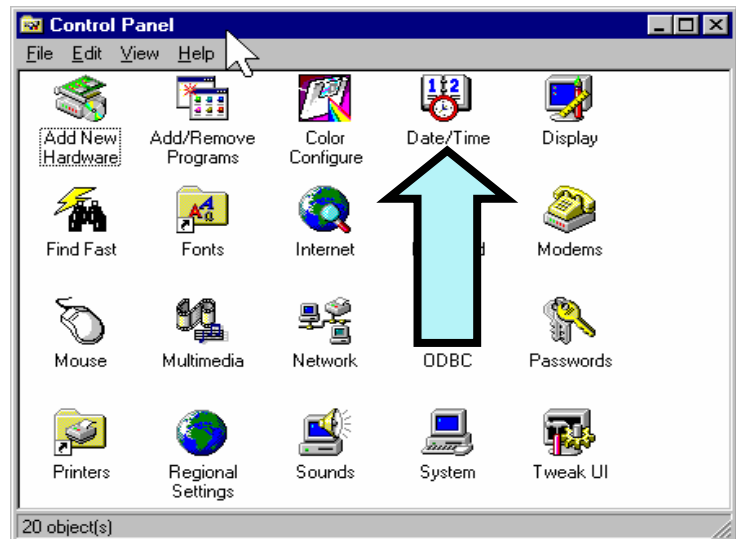
Managing your Windows interface is mostly done through the Control Panel.

NOTE: There are many settings tools in control panel that affect the performance of your system. Before changing any of these, be sure you are certain what affect they will have. Improper settings can cause Windows to operate improperly.

Let's try something easy – such as changing the date and calendar of Windows.

1. Click **Start**, and then point to **Settings**.
2. Click **Control Panel**.
3. Double-click the icon that represents the settings you want to change.

Managing Windows: Clock

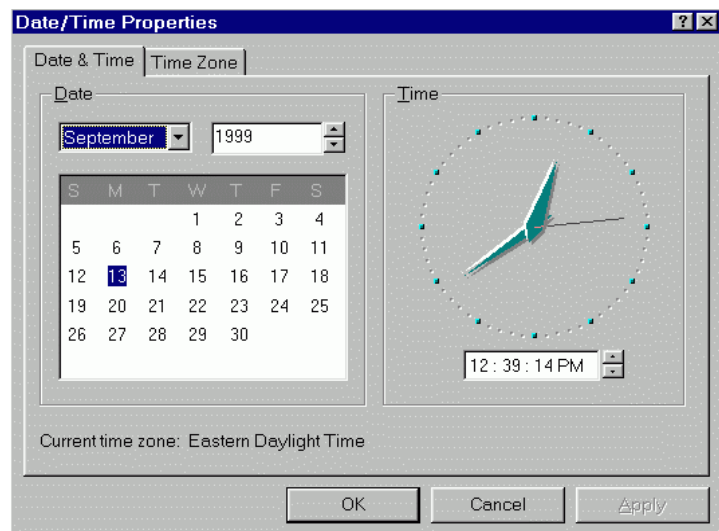


Change the month by using the DROP DOWN box...

Change the YEAR by using the up/down arrows...

Change the TIME by clicking the HOUR, MINUTES or AM/PM and using the up/down arrows...

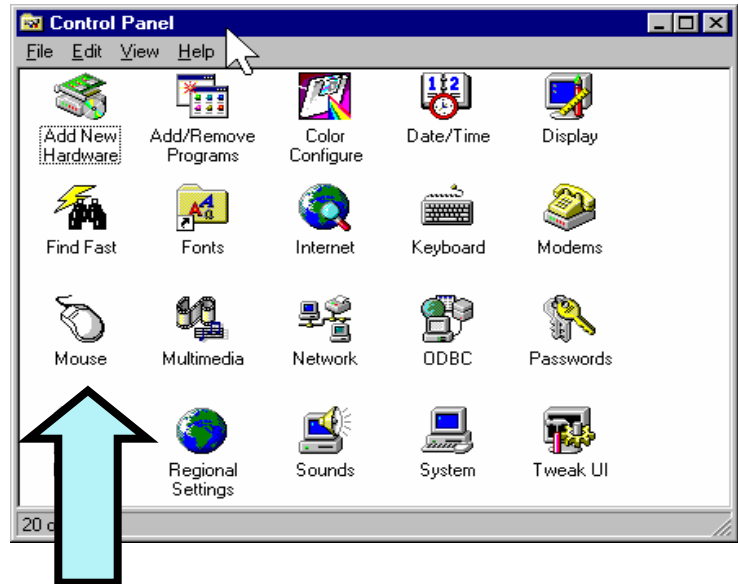
CLICK OK to set your changes.





Controlling your mouse can be done through the control panel, too. You can modify the speed, sensitivity and click-functions of the mouse to suit your particular preferences.

Managing Windows: Mouse



Let's try it:

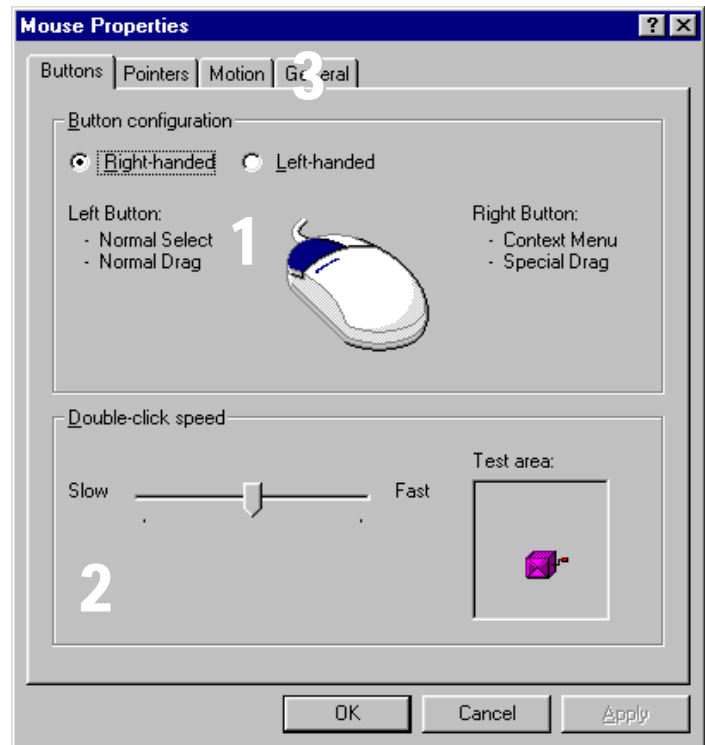
1. Double Click the MOUSE icon

You can change the mouse from left- to right-handed operation with the BUTTON configuration (1)

You can speed up or slow down the DOUBLE click speed if your mouse is sensitive (2)

Other options include changing the POINTER shape or speeding up/down the MOTION of the arrow.

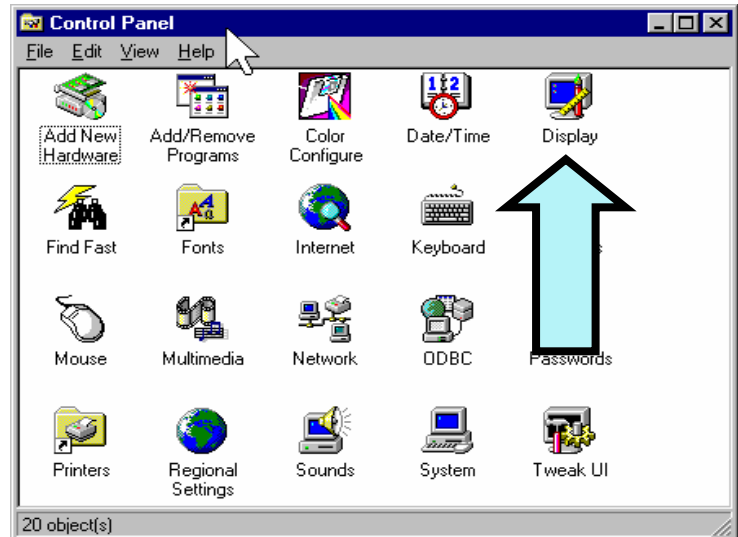
Explore these tabs (3) and set the preferences to your liking.





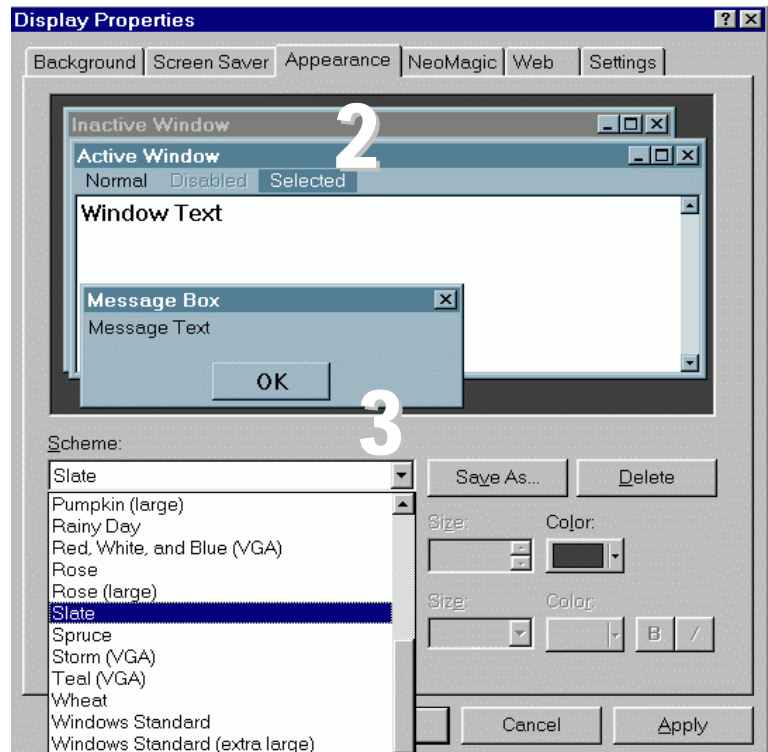
You can manage the color scheme, background and screen saver for Windows using the DISPLAY icon.

Managing Windows: Display



You can choose a custom color Scheme from the Appearance Tab (2) and the Scheme list (3)

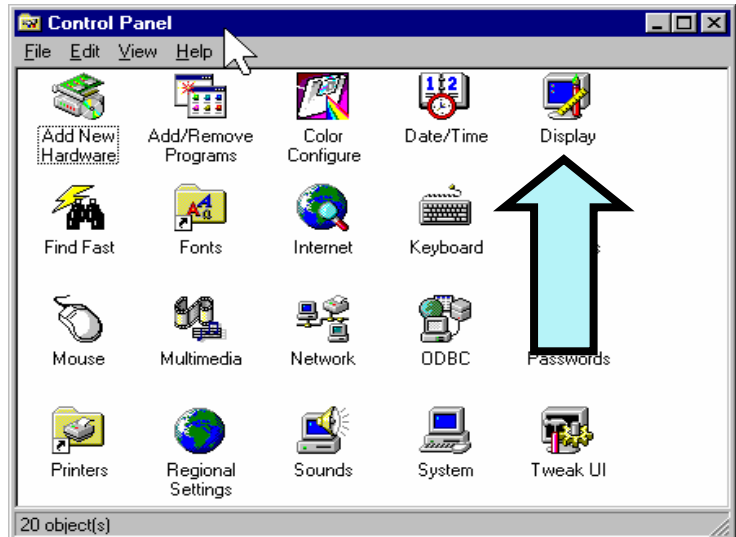
Remember to choose a scheme that is easy to look at all day and relatively easy to see on your laptop in bright light!





Your screen saver is a useful way to cover your screen contents when you are away from your office. It can also be used to setup an “away password” that prevents your system from being accessed without having to shut down/start up each time you step away from your desk.

Managing Windows: Screen Saver



You can setup your screen saver and customize its appearance in the SCREEN SAVER tab (4) ...

Choose a Screen Saver from the list (5) ...

Then customize the Wait interval (6) before the screen saver appears. Try not to set the time too low, since the screen saver could interrupt you every time you pause in your work - but not too long, either!

Should you set a Password for your Screen Saver?

If you are worried about someone accessing your computer when you are away from your desk, you can activate the Password protection feature. When the Windows Screen Saver starts, the password is turned on. When you return to your desk and wish to resume working, you will have to enter your password or the screen saver will NOT disappear! Be sure to use a password you can REMEMBER otherwise, you may have to REINSTALL WINDOWS if you forget it and that will cost lots of time and money!

