

NAVIGATING THE DESKTOP

When you boot your computer you are taken to the Desktop, just like you were in Windows 7 and Windows 8.1. The Windows 10 Desktop is where you can place shortcuts to both legacy programs and modern programs. Earlier editions of Windows did not allow the placement of modern programs on the Desktop. (Windows 8.1 modern app shortcuts could be placed on the Desktop only via a third-party commercial product called Modern Mix.)

Many other desktop improvements from Windows 8 are still here, but you won't have seen them if you've been using Windows 7 at the time you moved to Windows 10. The Task Manager (Windows + X, then T) was given an upgrade, so it's easier to see what's using your system resources and managing startup programs.

Navigating the Desktop (Windows Key + D)

Just like in earlier versions of Windows, you can drag individual tiles to any location using the familiar “drag and drop” routine of your left mouse button.

Adding Important System and User Shortcut File Icons to the Desktop

Microsoft (but not computer hardware manufacturers) has chosen to leave the Windows 10 **desktop** bare except for the *Recycle bin*, as it did with Windows 7 and 8.1. You may wish to add some of the system and user-file icons to the Desktop. Right-click on the desktop and select the *Personalize* menu. From there you can click on Themes, then *Desktop icons settings*. Icons that are readily available include: Computer, user's files, network, recycle bin, and control panel. After you have clicked on any of these icons, you can pin them to the Desktop by simply clicking on OK.

Pin any file or folder to the desktop via File Explorer

Also, just like in previous versions of Windows, it is easy to *send to: desktop (create shortcut)* any folder or file that you will find in File Explorer, aka Windows Explorer (**Windows key + E**). Just right-click on the target folder or file.

Pin Any Application to the Desktop

While in All apps from the Start Menu, you can select and left-drag and drop any application (legacy or modern) to the Desktop screen where it will automatically

become a shortcut icon. Legacy applications are those that were available for Windows 7 and earlier. Modern applications are those that were developed for Windows 8.1 or Windows 10 and are available only through the Microsoft Store. (Many of the apps that come pre-installed on Windows 10 are Modern apps.)

Customizing the looks of legacy tiles (shortcuts)

As far as visual customizations are concerned, you're basically stuck with whatever the logo is for modern apps, but most legacy apps that you have dragged to the Desktop (they are actually shortcuts) and even some modern apps that are moved to the desktop as shortcuts allow for a bit more customization. From the Desktop, right-click on the shortcut icon, click on *properties*, click on *change icon* if the option is available, and complete the steps from there.

WHAT TO DO WHEN A PROGRAM LOCKS UP

Close the program by pressing **Windows + X**.

Then press **T**. (Note that Task Manager has the T underlined.)

When the Task Manager appears, click on the application causing the trouble and then click **End task**.

HOW TO REMOVE MULTIPLE SHORTCUTS FROM THE DESKTOP IN ONE MOTION.

Click on each of the shortcut icons you wish to remove while holding down on the Control key. This action will highlight or select all that you have selected. Finally, press the Delete key on your keyboard. The deleted items will be sent to the Recycle Bin.

Note: Unfortunately, Tiles cannot be removed en masse from the Start Screen. Each must be removed individually.

HOW TO CHANGE THE DESKTOP'S BACKGROUND

The default desktop background or wallpaper in Windows 10 is impressive, but not all users want to keep the same desktop background forever, and many want to change the default desktop background to an image of their choice (including family photos).

When you right-click on the desktop and click the **Personalize** option, the *Background* link will open. From there, you can designate your desktop background as a single picture, solid color, or slideshow.

To set up a desktop slideshow or change the desktop background, follow the instructions below:

Tip: By default, Windows 10 syncs your current desktop background across all your PCs if you're using the same Microsoft account on all PCs. You can turn off this feature under Settings app to avoid having the same desktop background on all your PCs. (**Windows + I > Accounts > Synch your settings.**)

Method 1 Change Windows 10's desktop background

1. Right-click on the Desktop to reveal the context menu and then click the **Personalize** option to open Personalization section of Settings app.
2. On the right panel of the next screen, you can see the preview of the current desktop background. To change the wallpaper, under the Background drop-down menu, select the **Picture** option.
3. Click the **Browse** button under **Choose your picture** section to browse to the picture that you want to set as desktop background, select the picture, and then click **Choose picture** button to change the desktop background. That's it! The preview will now show the new desktop background.

Method 2: Another easy method to change wallpaper

1. Open File Explorer (Windows +E) and then navigate to the folder containing the picture that you want to set as your desktop background.
2. Right-click on the target picture and then click **Set as desktop background.**

Method 3: Set up a desktop slideshow

1. Right-click on the Desktop, click the Personalize option to open Personalization settings.
2. On the right panel, select the **Slideshow** option from the Background drop-down menu, and click the **Browse** button to choose a folder containing your favorite pictures. (All the slideshow pictures must reside in the same folder.)
3. To change slideshow interval time, select a time interval from *Change picture every* drop-down box.

HOW TO CHANGE YOUR COMPUTER'S THEME

Historically, Windows themes have been used to customize desktop backgrounds, icons, user interface colors, Windows sounds and mouse cursors. Right-click on

the Desktop, then click on Personalize. Select Themes from the left column and then Themes Settings in the right-column. From there you can choose from My Themes, Windows Default Themes, and High Contrast Themes. If you want more options, click on *Get more themes in the store*. You will be taken to the Windows Store where you will have hundreds of theme choices and dozens of pictures within each theme.

PLACE SHORTCUTS FOR SHUTDOWN, RESTART, AND SLEEP ON YOUR DESKTOP

Thanks to a series of shortcut tricks, you can affix Shutdown, Restart, and Sleep buttons to your Desktop for easy access. Just follow these steps.

To create a shortcut icon for Shutdown:

1. Right-click on an open area of the Desktop.
2. Go to New, then Shortcut.
3. Enter **shutdown /p** as the location of the item and press Next.
4. Now name the shortcut *Shutdown* and press Finish.
5. Right-click the shortcut that now appears on your Desktop and navigate to Properties.
6. Choose Change Icon in the Shortcut tab and then OK to leave the warning box.
7. Choose (click) an icon of your choice from the list.
8. Finally, click OK.

To create a shortcut icon for Restart:

Follow the instructions in the section immediately above, except have the script read **shutdown /r /t 0**. Now name the shortcut *Restart* and press Finish.

To create a shortcut icon for Sleep:

Follow the instructions above, except have the script read:

Rundll32.exe Powrprof.dll,SetSuspendState Sleep. Now name the shortcut *Sleep* and press Finish.