

Windows 11 – Important Settings

Saturday, 5/25/24

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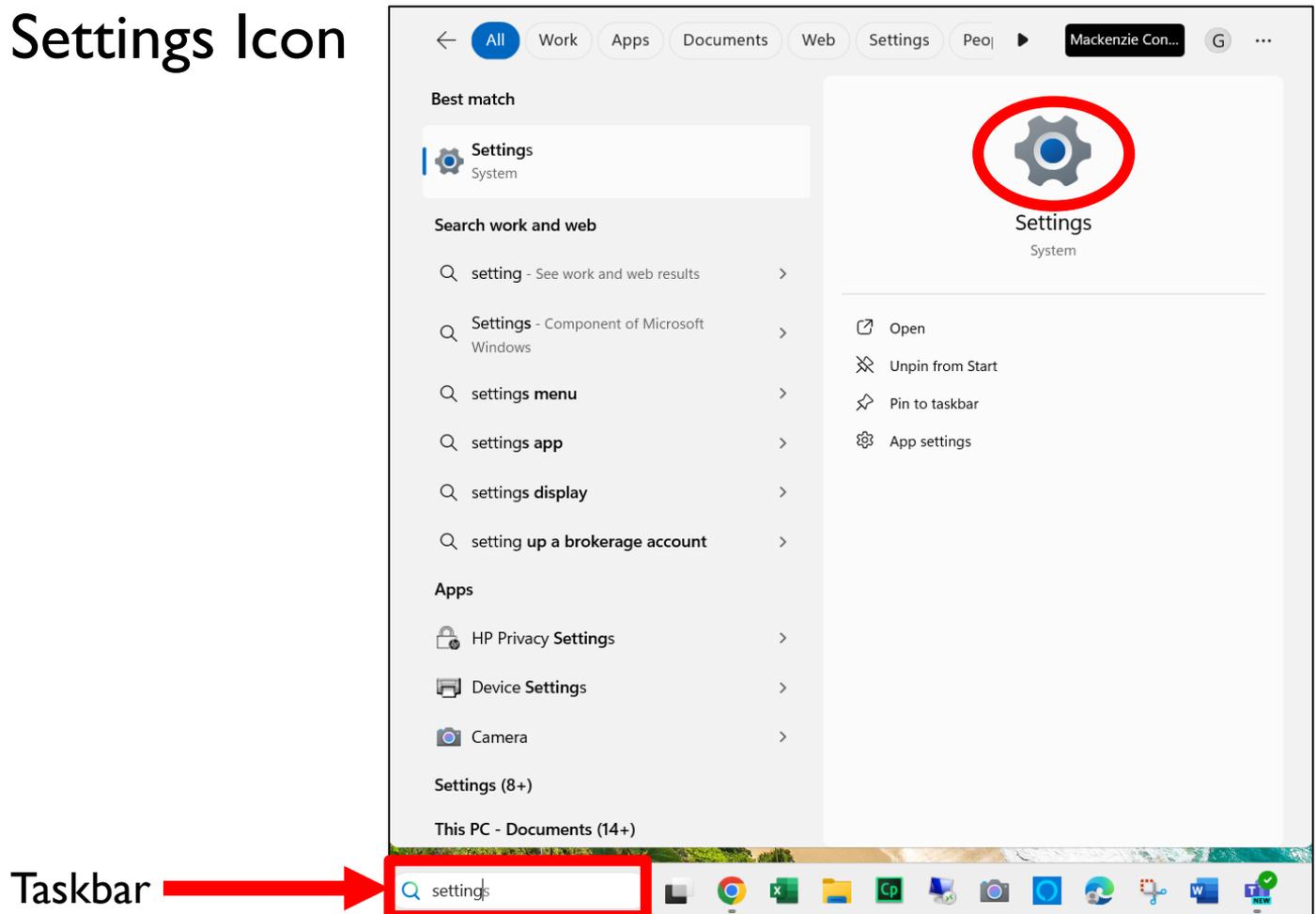
Agenda

- ▶ **Settings**
 - ▶ Searching for Settings
 - ▶ Finding a Setting
- ▶ **Personalization**
 - ▶ Background
 - ▶ Colors
 - ▶ Themes
 - ▶ Lock Screen
 - ▶ Taskbar
 - ▶ Start
- ▶ **Start Menu**
- ▶ **Accessibility**
 - ▶ Text Size
 - ▶ Mouse Pointer
 - ▶ Text Cursor
- ▶ **Important Info**
 - ▶ About
 - ▶ Windows Defender

Settings

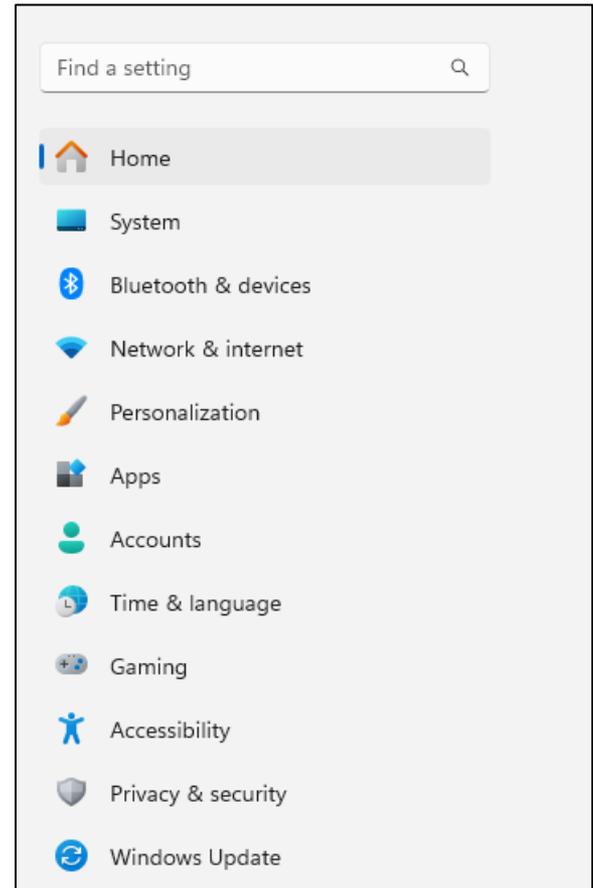
Search For Settings

- ▶ Search for “settings” from the Taskbar
- ▶ Click the Settings Icon



Finding a Setting

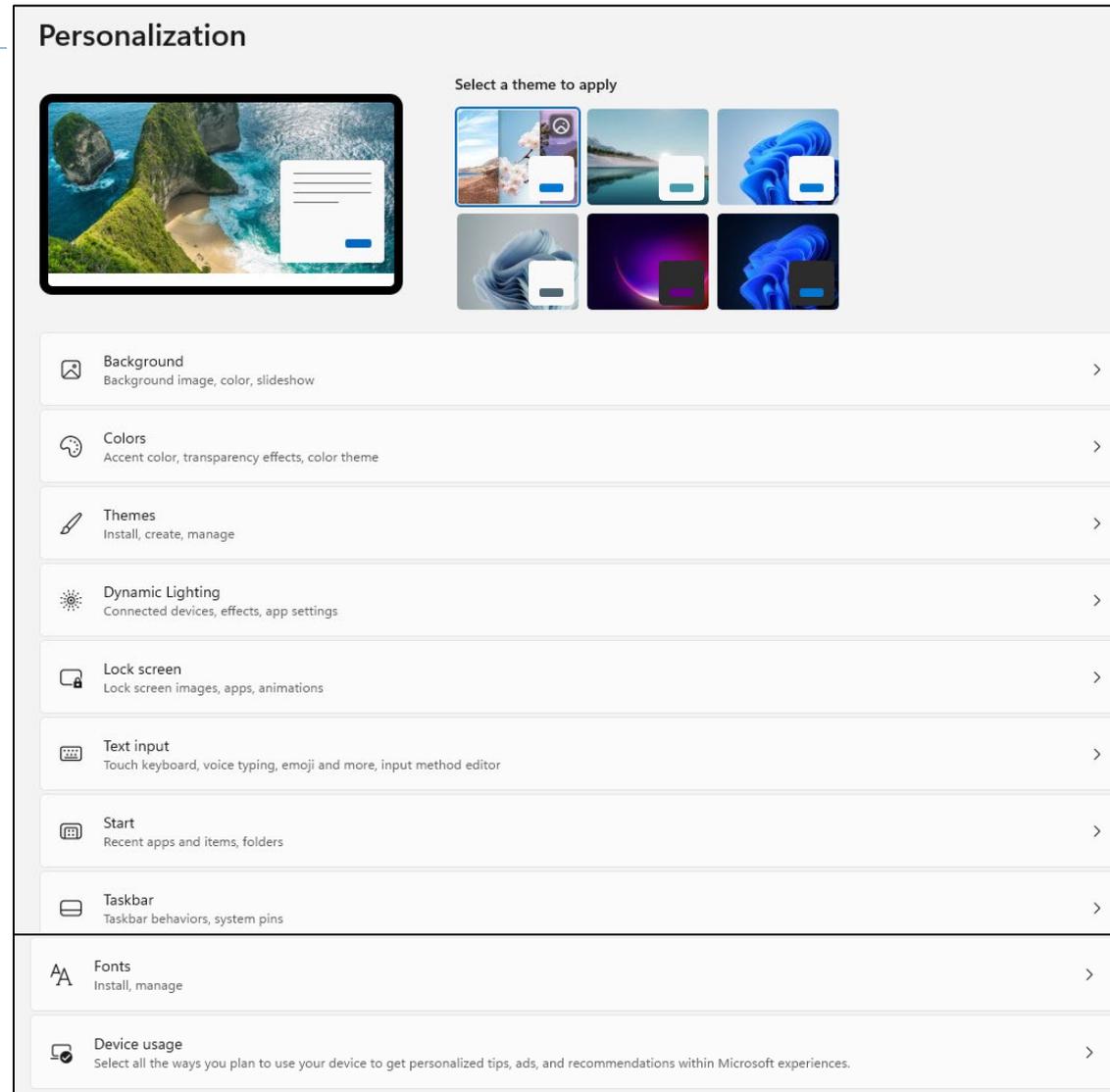
- ▶ Click ***Find a setting*** and enter the setting you are looking for.



Personalization

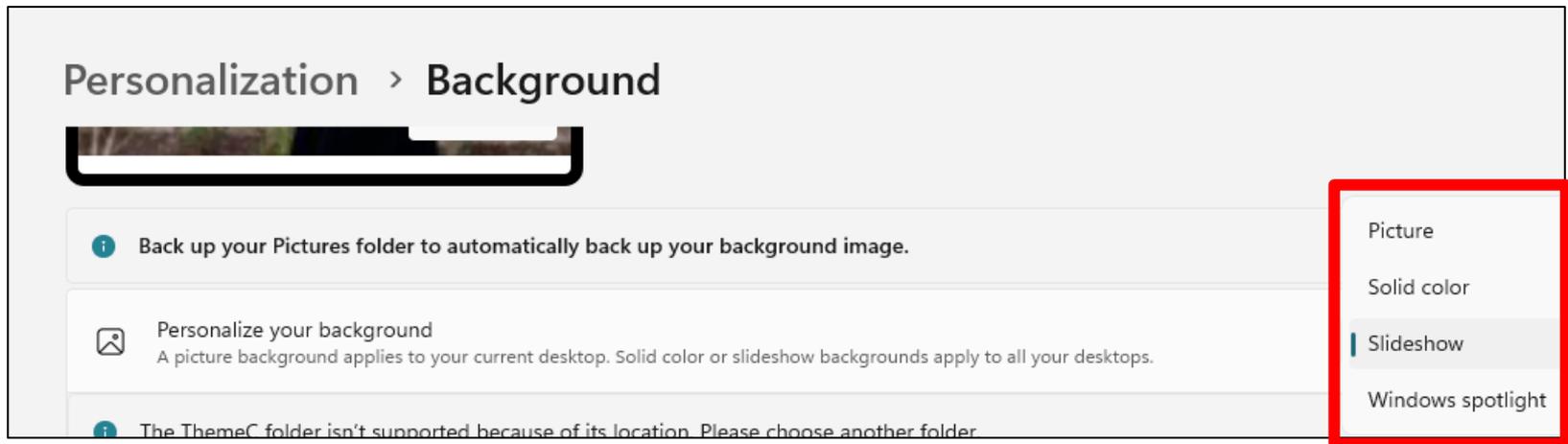
Personalization – Setting Up Your Own Preferences

- ▶ List of options to personalized your desktop



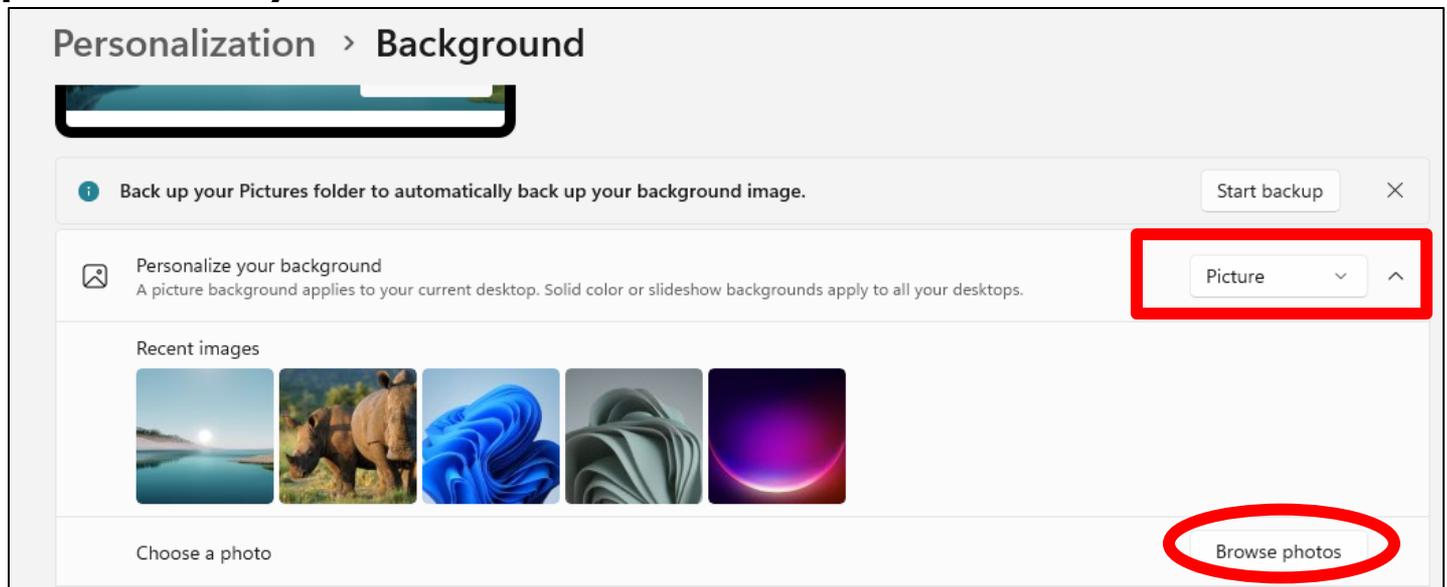
Personalization - Background

► Options for Desktop Background



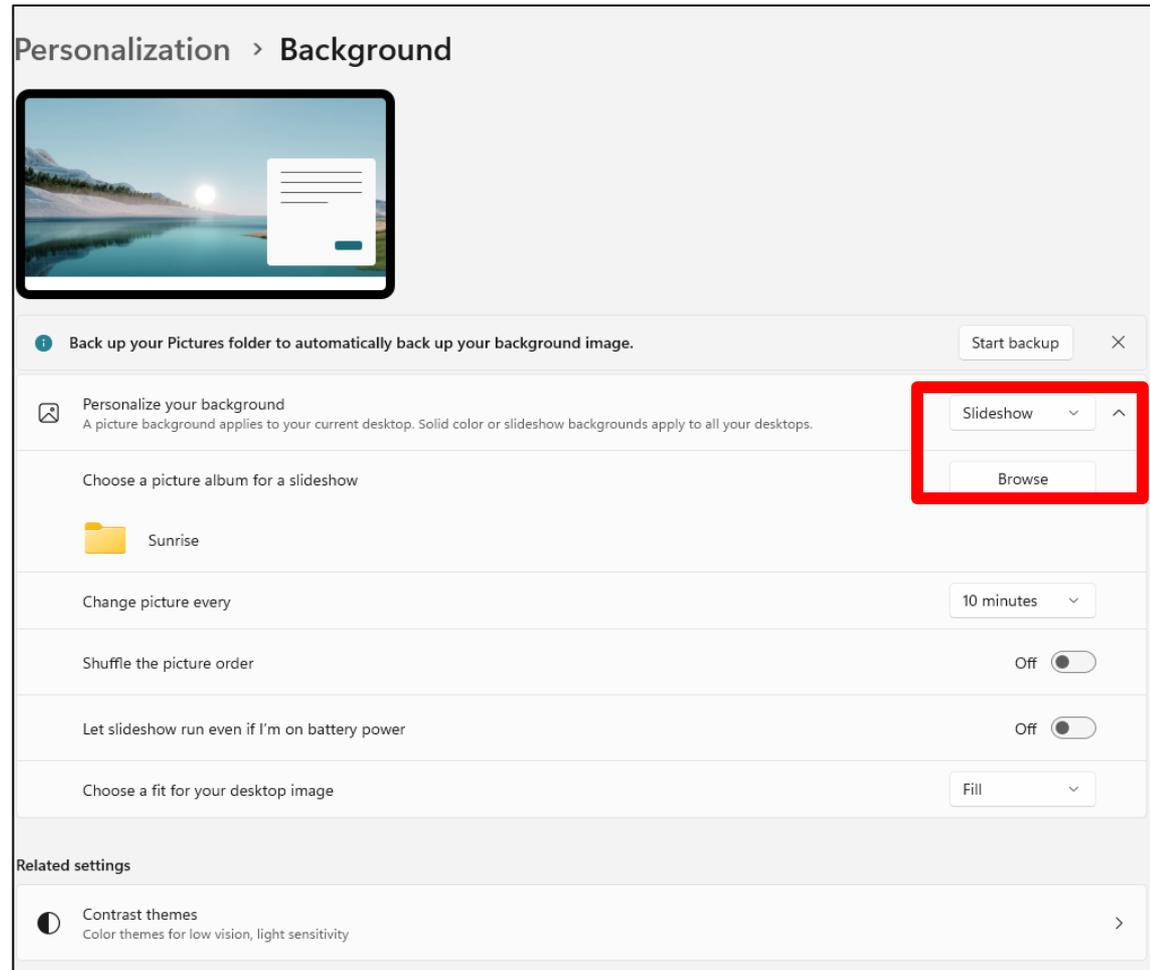
Background - Picture

- ▶ Select **Picture**
 - ▶ Chose a Recent Image
- or
- ▶ Click **Browse photos** to add a photo to your desktop



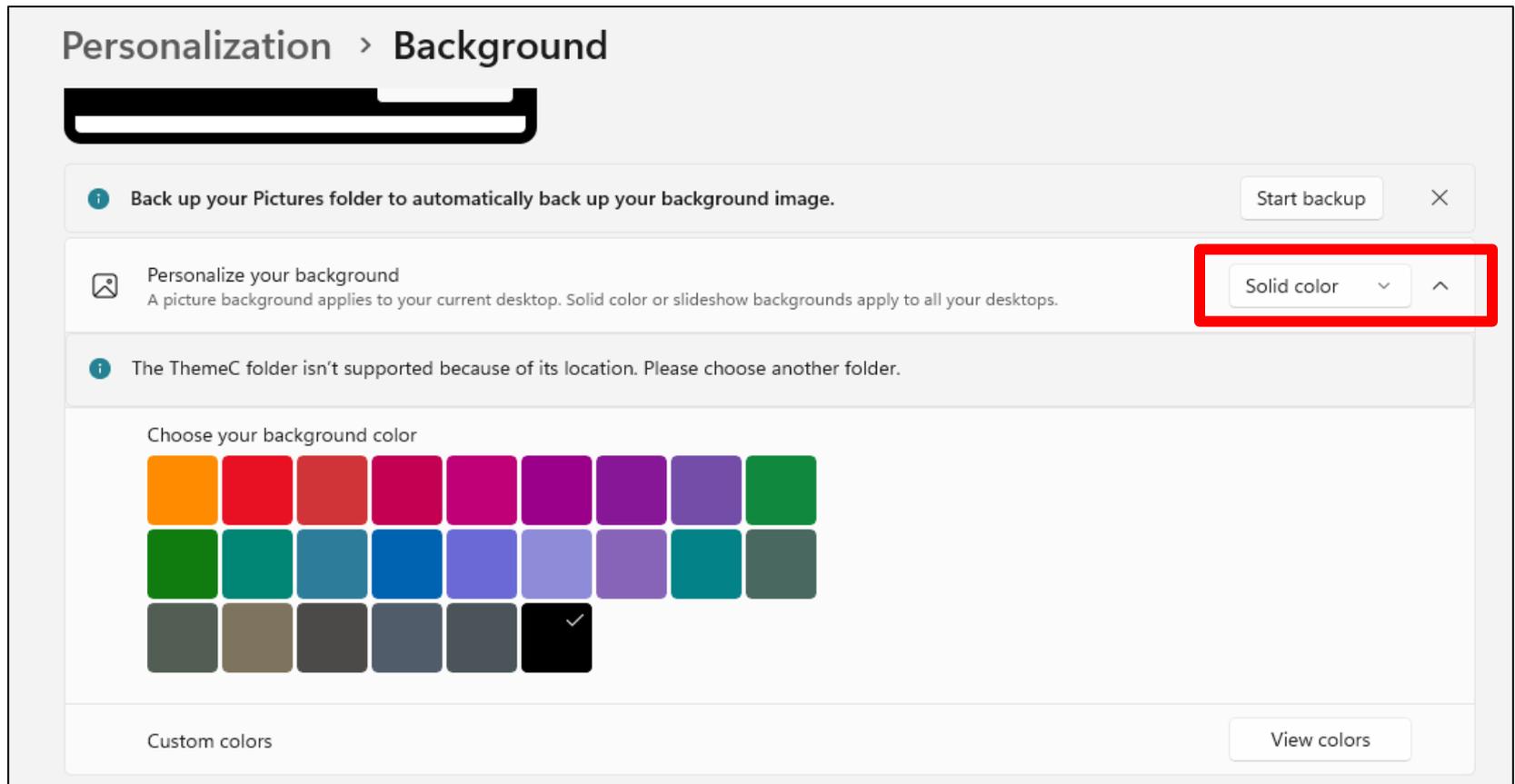
Background - Slideshow

- ▶ Select **Slideshow**
- ▶ Click on **Browse**
- ▶ Select the folder that contains your photos
- ▶ Select how often the pictures change



Background - Color

- ▶ Select **Solid Color**
- ▶ Choose a background color



Personalization > Background

Back up your Pictures folder to automatically back up your background image. Start backup ×

Personalize your background
A picture background applies to your current desktop. Solid color or slideshow backgrounds apply to all your desktops. Solid color ▾ ▴

The ThemeC folder isn't supported because of its location. Please choose another folder.

Choose your background color

Custom colors View colors

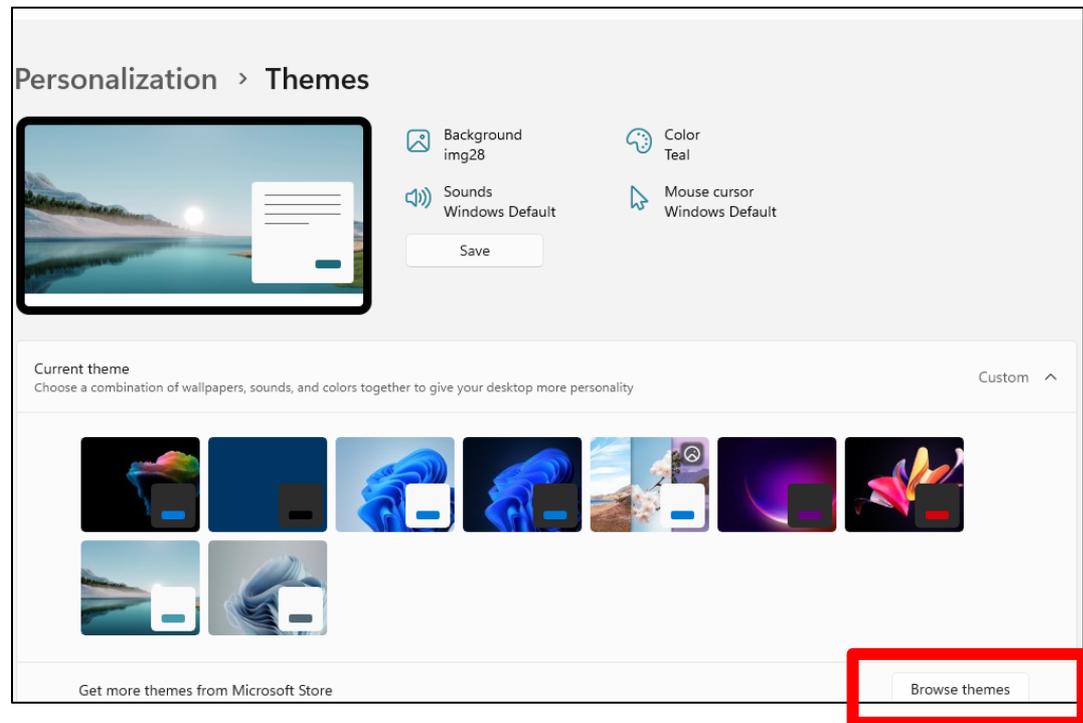
Personalization - Themes

▶ Click **Personalization – Themes**

▶ Select a **Current Theme**

or

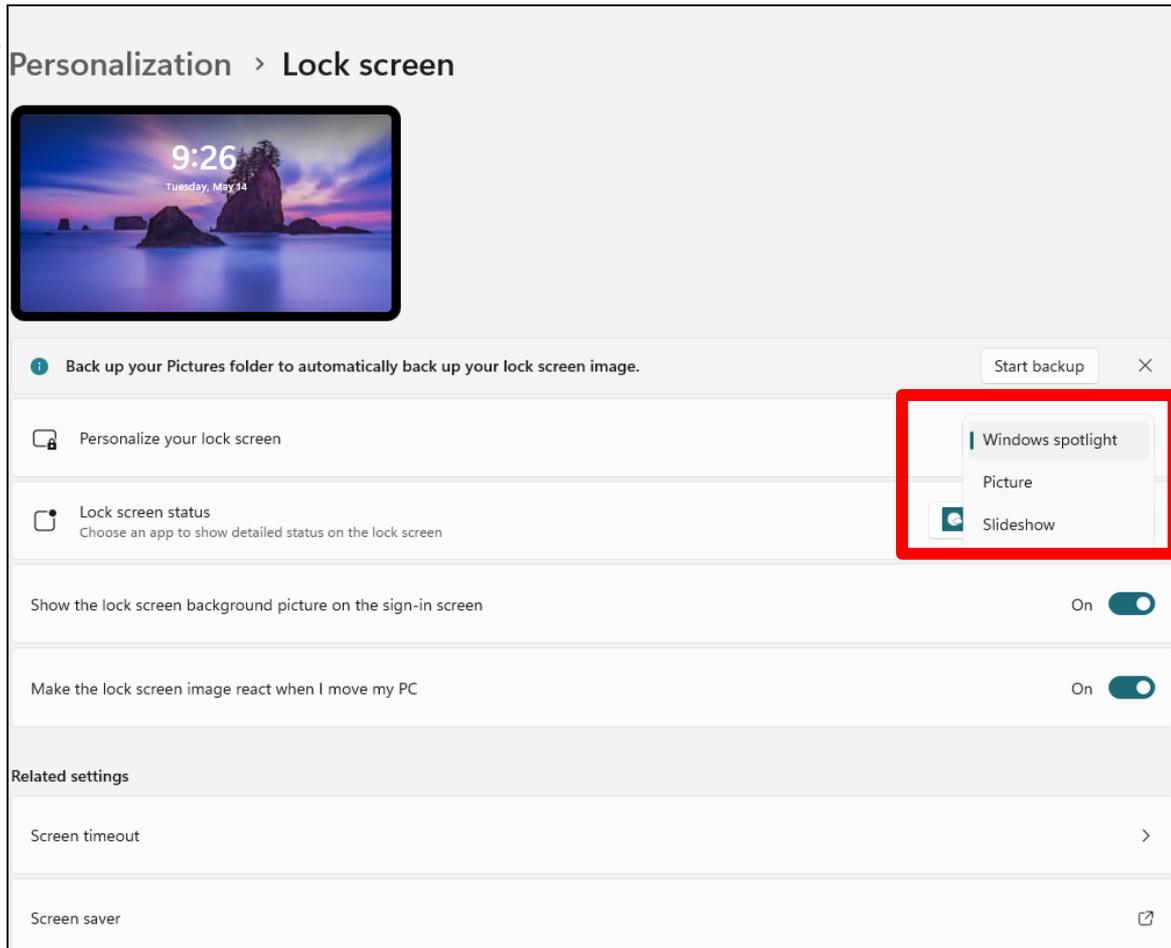
▶ Click **Browse themes**



Personalization - Lock Screen

- ▶ Choose your view when the screen is locked

Personalization > Lock screen



Back up your Pictures folder to automatically back up your lock screen image. Start backup X

Personalize your lock screen

Lock screen status
Choose an app to show detailed status on the lock screen

Show the lock screen background picture on the sign-in screen On

Make the lock screen image react when I move my PC On

Related settings

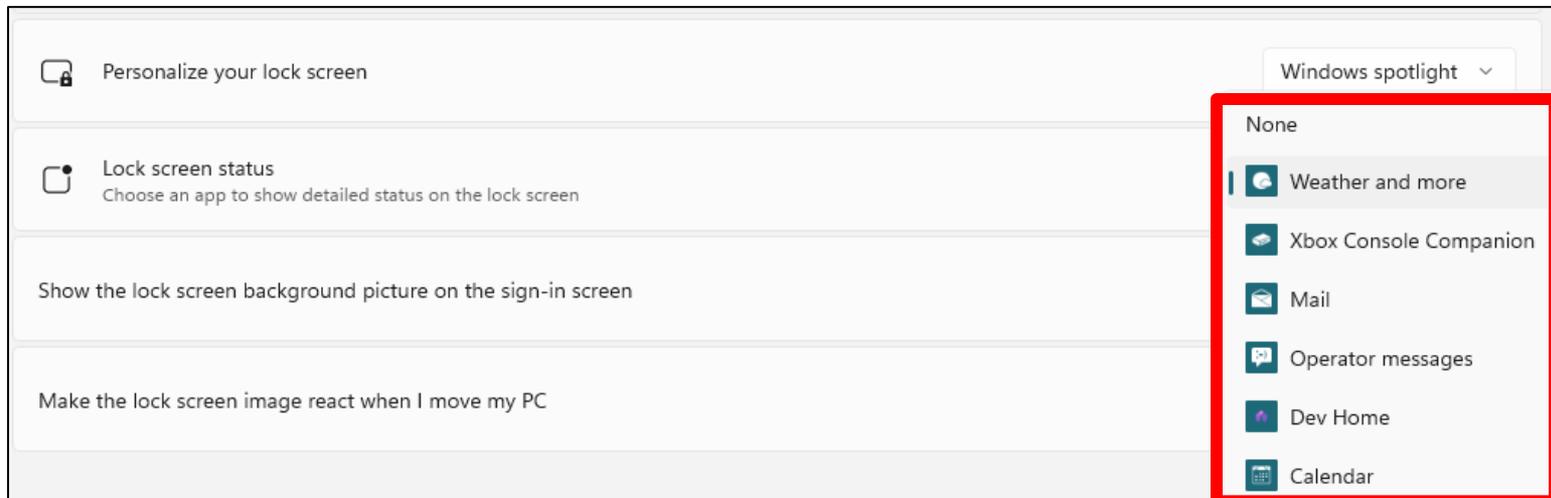
Screen timeout >

Screen saver ↗

Windows spotlight
Picture
Slideshow

Personalization - Lock Screen Status

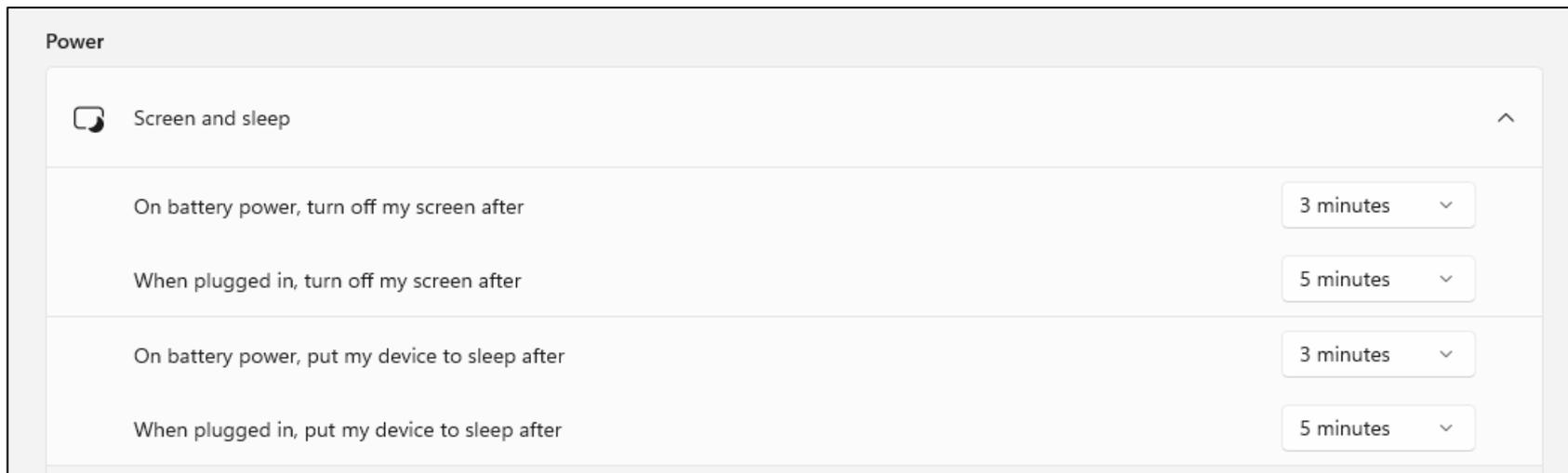
- ▶ Choose an application to show detailed status on the locked screen



Personalization - Screen Timeout - Power

- ▶ Select Personalization – Screen Timeout – Power

(Settings for a Laptop)



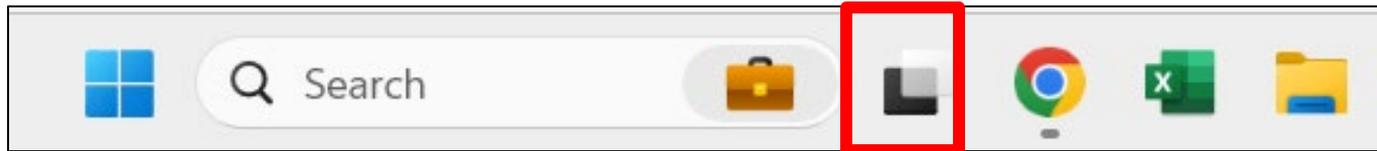
Personalization – Taskbar Items

- ▶ Search Box
- ▶ Copilot
- ▶ Task view
- ▶ Widgets



Personalization - Taskbar – Task View

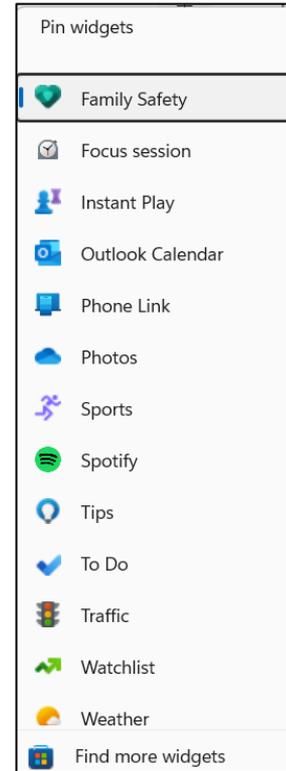
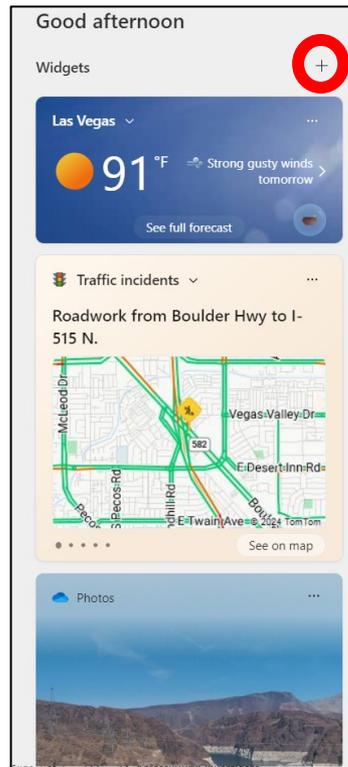
- ▶ Click the Task View icon from the Taskbar to view all open applications.



- ▶ Press the **Esc** Key to return to the application you last had opened or click on one of the opened application to switch.

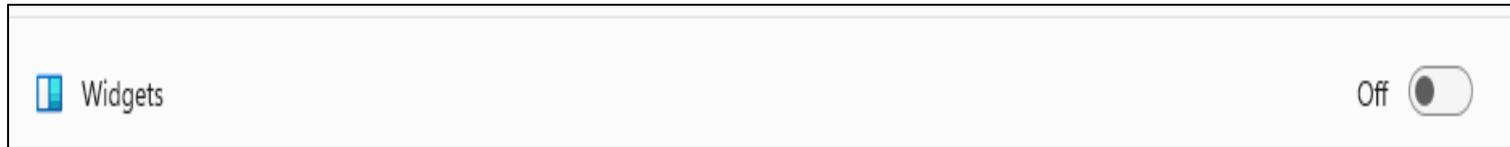
Personalization - Taskbar – Widgets On

- ▶ Click the Widgets icon in the lower left corner.
- ▶ Click the plus sign to edit the Widgets.
- ▶ Select a widget and click **Pin**.

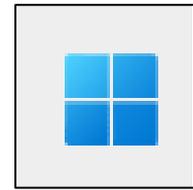


Personalization - Toolbar – Widgets Off

- ▶ If you don't want to view any widgets, you can turn this feature off.



Personalization – Start Menu



► Choose how the Start Menu appears

Personalization > Start

Layout



More pins Default More recommendations

↓ Show recently added apps On

☆ Show most used apps Off

☰ Show recently opened items in Start, Jump Lists, and File Explorer On

💡 Show recommendations for tips, shortcuts, new apps, and more On

🗉 Show account related notifications occasionally in Start
When off, required notifications are still shown On

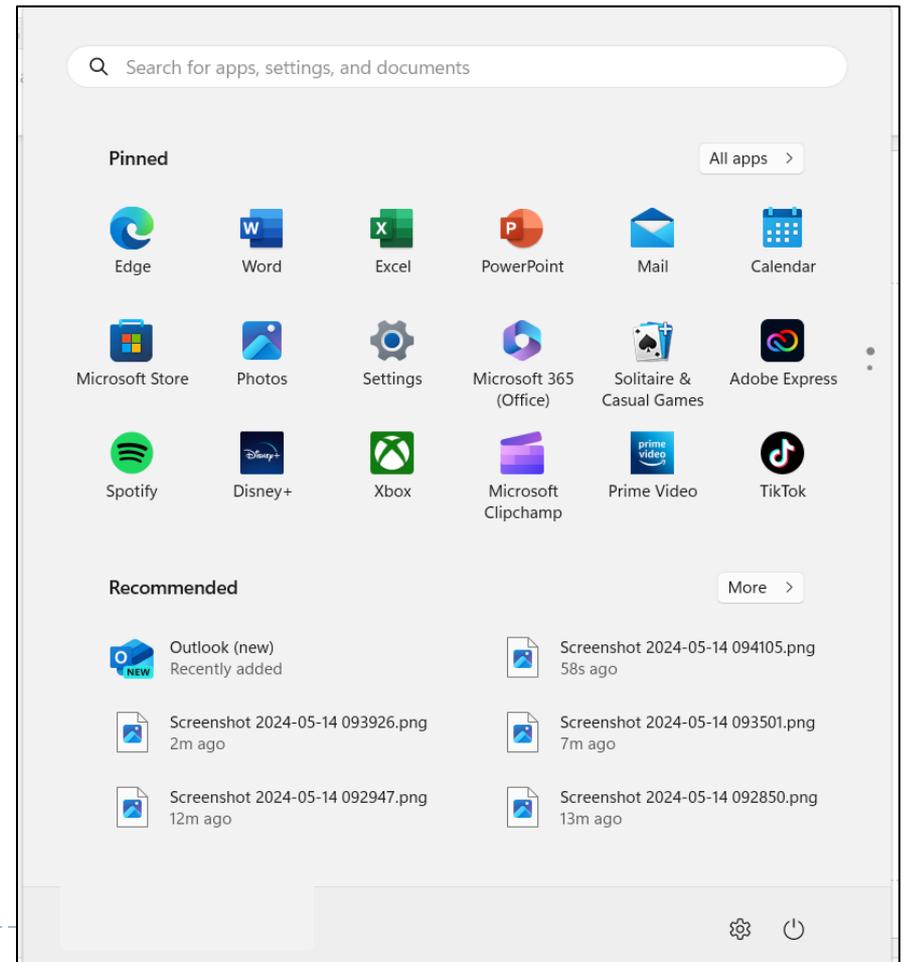
📁 Folders
These folders appear on Start next to the Power button >



Start Menu

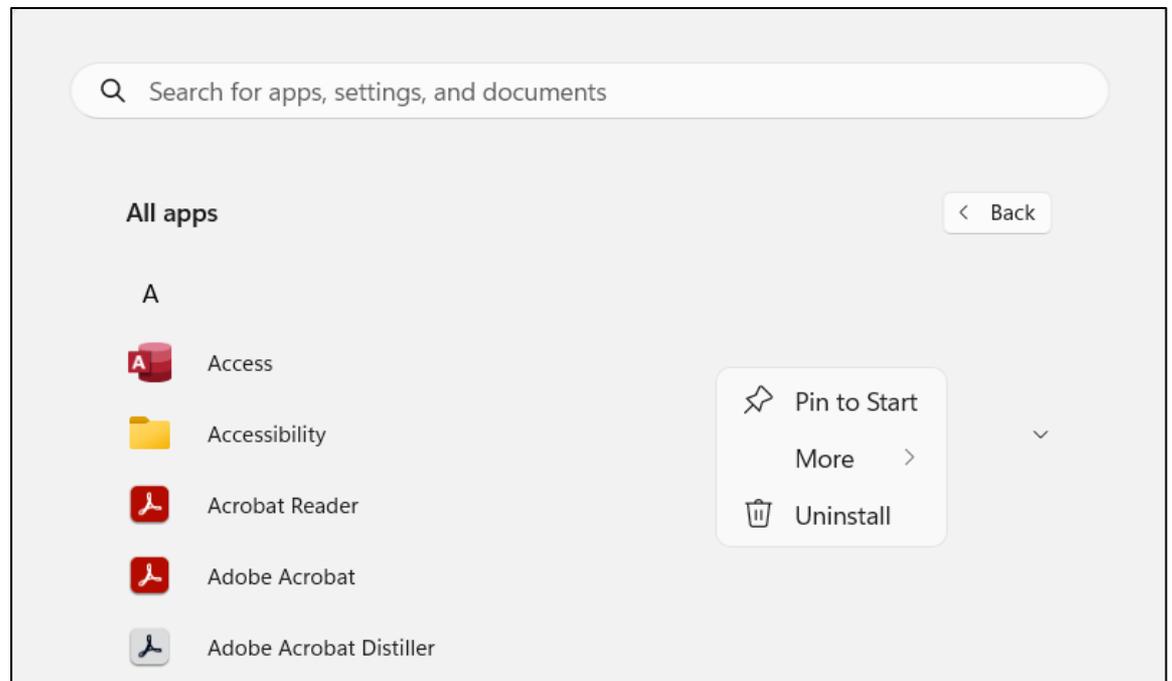
Start Menu

- ▶ Click Windows icon
- ▶ Icons appear similar to Smart Phone



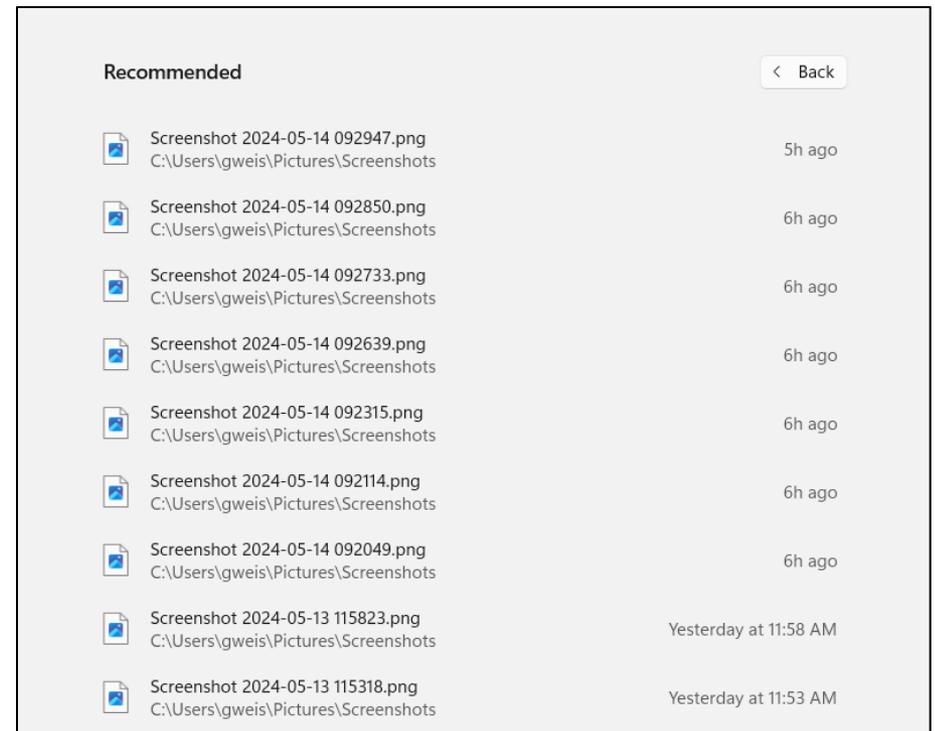
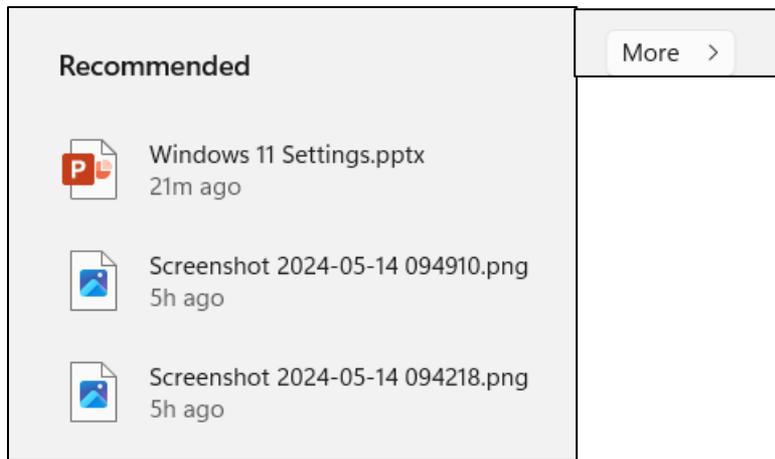
Start Menu – All Apps

- ▶ Click **All Apps** for a list of all applications on your computer
- ▶ Right-mouse click on an application to “**pin to start**” or “**unpin to start**”



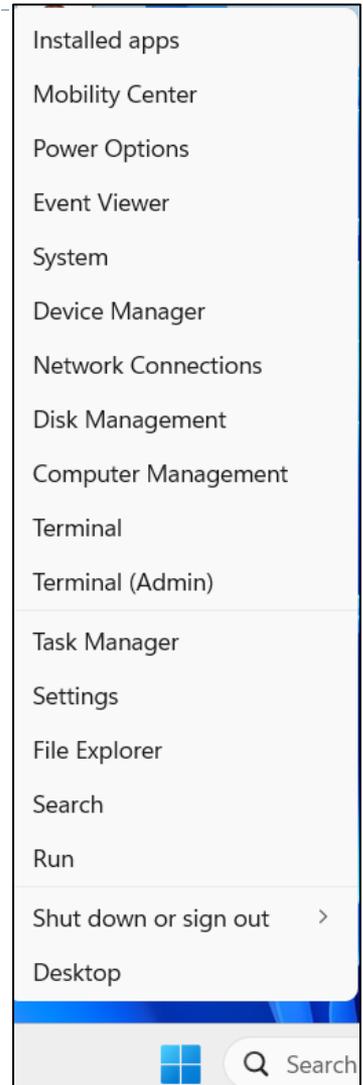
Start Menu – Recommended Files

- ▶ By default, lists the last 6 files you worked on
- ▶ Click **More** to view all files viewed



Start Menu - Options

- ▶ Right-mouse click on Windows icon for a list of specific settings.
 - ▶ **Settings** – to quickly go to the Home screen of settings
 - ▶ **Installed apps** – to see a list of all apps installed on your computer
 - ▶ **System** – to view your device specifications
 - ▶ **File Explorer** – File Manager
 - ▶ **Desktop** – If in an application, click to return to your desktop



Accessibility

Accessibility – Help with Vision

▶ Options to help with Vision

Vision

-  **Text size**
Text size that appears throughout Windows and your apps >
-  **Visual effects**
Scroll bars, transparency, animations, notification timeout >
-  **Mouse pointer and touch**
Mouse pointer color, size >
-  **Text cursor**
Appearance and thickness, text cursor indicator >
-  **Magnifier**
Magnifier reading, zoom increment >
-  **Color filters**
Colorblindness filters, grayscale, inverted >
-  **Contrast themes**
Color themes for low vision, light sensitivity >
-  **Narrator**
Voice, verbosity, keyboard, braille >

Accessibility – Text Size

- ▶ Move the slider to increase the text size

Accessibility > Text size

Text size preview

The size of these words will change as you adjust the slider. Changes you make here will apply to most of the text on your device.

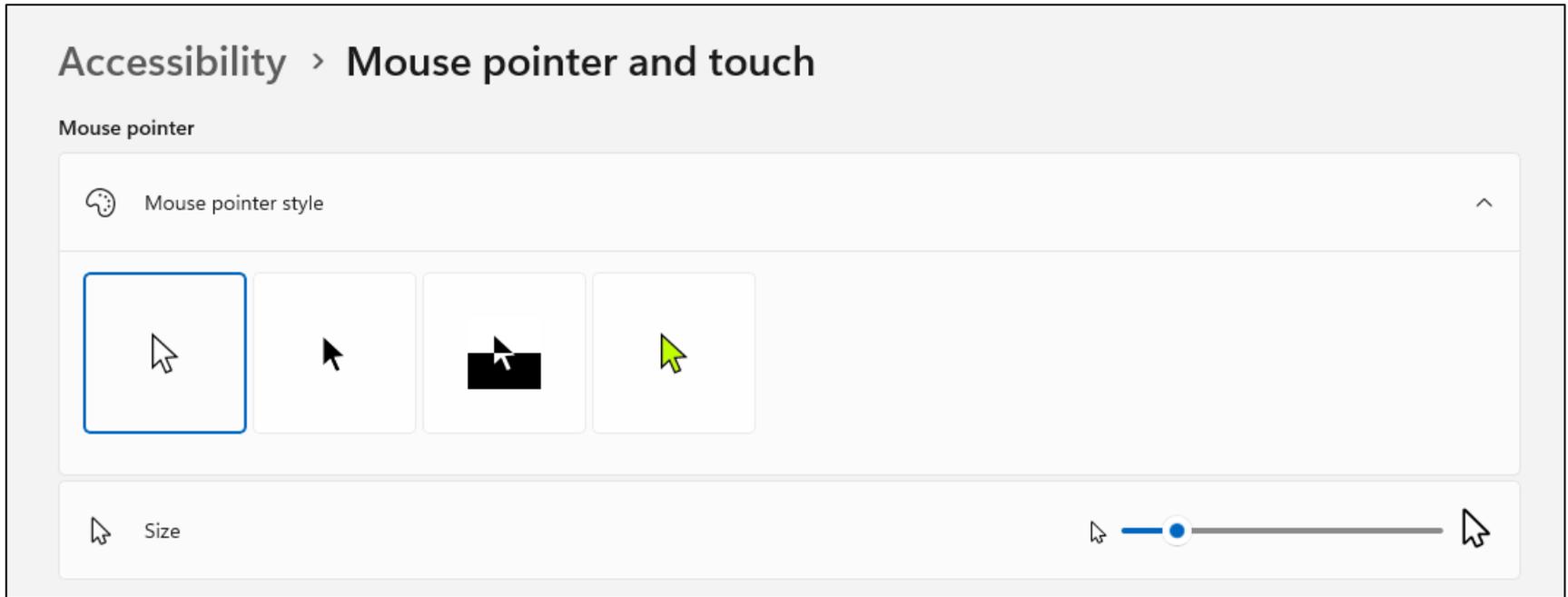
AA Text size

A  A

The image shows a screenshot of an accessibility settings menu. At the top, it says 'Accessibility > Text size'. Below that is a 'Text size preview' section with a paragraph of text. At the bottom, there is a control for adjusting text size, consisting of a slider with a blue dot, flanked by 'A' icons, and an 'Apply' button. A red rectangle highlights the slider control.

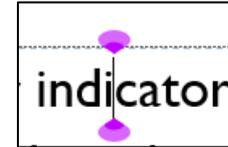
Accessibility – Mouse Pointer

- ▶ Select a mouse style
- ▶ Move the slider to change the size of the mouse



Accessibility – Text Cursor

- ▶ Turn cursor indicator ON
- ▶ Pick size and a color



Accessibility > Text cursor

Text cursor indicator preview

Use the text cursor indicator to make your text cursor stand out in a sea of text. Here's a preview of your changes.

Text cursor indicator On ^

Size

Recommended colors

+ Choose another color

A screenshot of the Windows Accessibility settings for the text cursor indicator. The settings are shown in a light gray panel. At the top, it says "Accessibility > Text cursor". Below that is a section titled "Text cursor indicator preview" with a sub-header "Text cursor indicator preview" and a paragraph: "Use the text cursor indicator to make your text cursor stand out in a sea of text. Here's a preview of your changes." Below the preview is a row of settings. The first is "Text cursor indicator" with a toggle switch set to "On" (indicated by a blue circle and a checkmark) and an upward arrow. This toggle is circled in red. Below that is a "Size" slider with a blue bar and a white knob. At the bottom is a "Recommended colors" section with seven color swatches: purple, green, yellow, orange, pink, blue, and cyan. The purple swatch is selected with a white border. Below the swatches is a plus sign in a box and the text "Choose another color".

Important Window Info

System & Windows Security

System - About

- ▶ Processor – CPU (Brains)
- ▶ RAM – Memory

System > About

DESKTOP-80A9HM3
HP ENVY x360 Convertible 15m-es0xxx Rename this PC

Device specifications Copy

Device name	DESKTOP-80A9HM3
Processor	11th Gen Intel(R) Core(TM) i7-1165G7 @ 2.80GHz 1.69 GHz
Installed RAM	16.0 GB (15.8 GB usable)
Device ID	842E191D-FBAF-4700-A877-69D69FB20722
Product ID	00325-96787-66912-AAOEM
System type	64-bit operating system, x64-based processor
Pen and touch	Pen and touch support with 10 touch points

Related links [Domain or workgroup](#) [System protection](#) [Advanced system settings](#)

Windows specifications Copy

Edition	Windows 11 Home
Version	23H2
Installed on	2/24/2023
OS build	22631.3447
Experience	Windows Feature Experience Pack 1000.22688.1000.0

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System

- Storage space, drives, configuration files
- Nearby sharing**
Discoverability, received files location
- Multitasking**
Snap windows, desktops, task switching
- For developers**
These settings are intended for development use only
- Activation**
Activation state, subscriptions, product key
- Troubleshoot**
Recommended troubleshooters, preferences, history
- Recovery**
Reset, advanced startup, go back
- Projecting to this PC**
Permissions, pairing PIN, discoverability
- Remote Desktop**
Remote Desktop users, connection permissions
- System Components**
Manage system components that are preinstalled on Windows
- Clipboard**
Cut and copy history, sync, clear
- Optional features**
Extra functionality for your device
- About**
Device specifications, rename PC, Windows specifications

Windows Security

- ▶ In Settings, click **Privacy & Security**
- ▶ Click **Windows Security**
- ▶ Make sure all protection areas have a green check
- ▶ If you install any third-party anti-virus software, Virus & threat Protection will be “unchecked”

