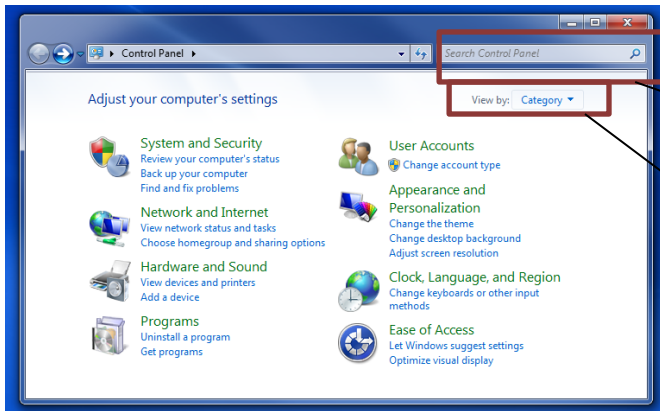


# Windows 7 Control Panel

Take control of your computer by using the Control Panel. Access it by going to the Start Menu and clicking Control Panel.



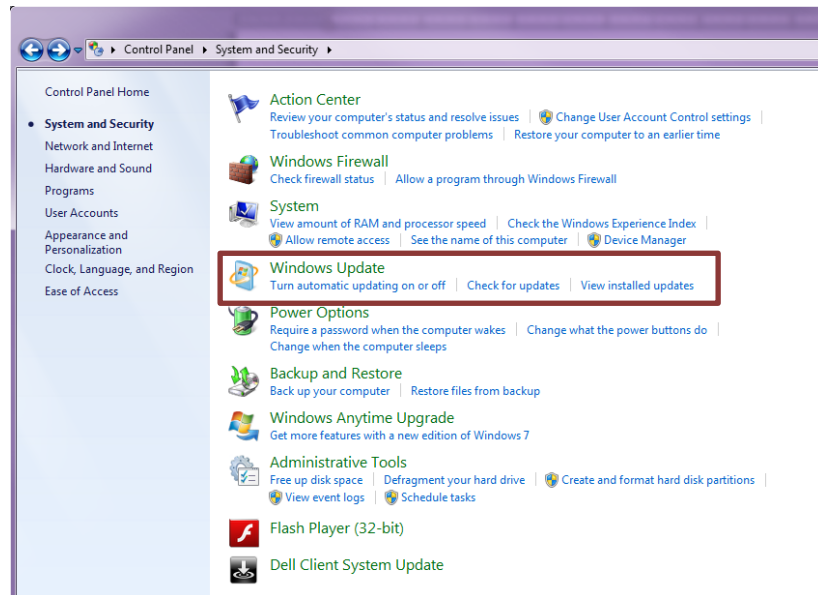
Know what you're looking for but don't know where to find it? Use the Search bar and type in what you're looking for (sound, backup, clock, etc).

You can also change your view (default view is by category; you can also view by large or small icons.)

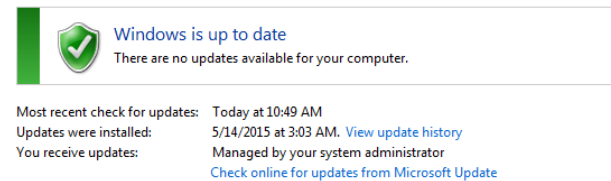
Both green text and blue text will link out to menus. Green text will take you to the full menu for that topic and blue text will take you to a specific activity.

## System and Security

Windows Update: go here to check for updates to your computer. (These are typically set to download automatically.)

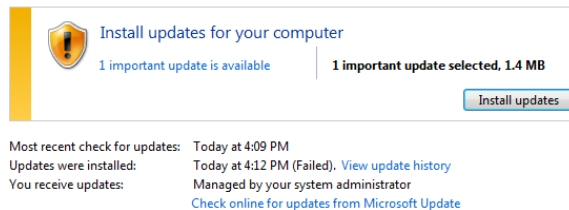


### Windows Update



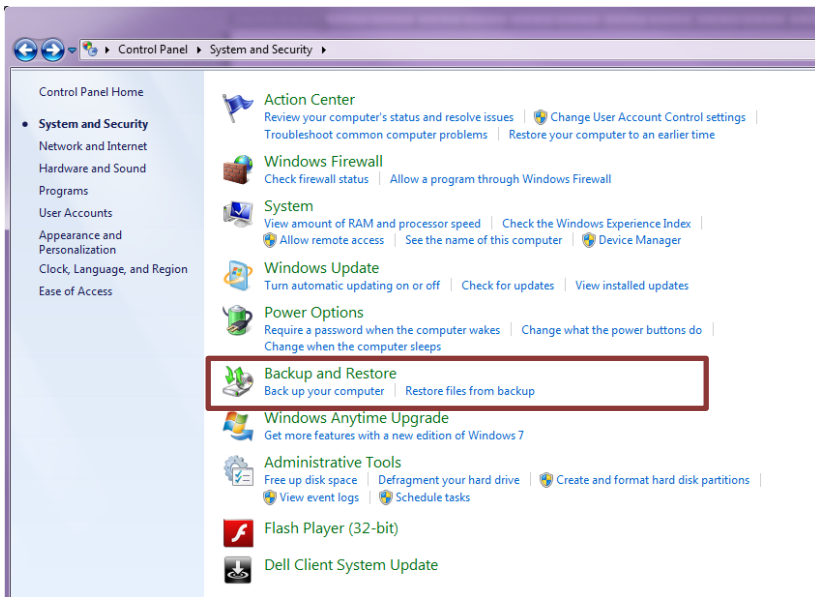
If your computer is up to date, you'll get a message like this.

### Windows Update

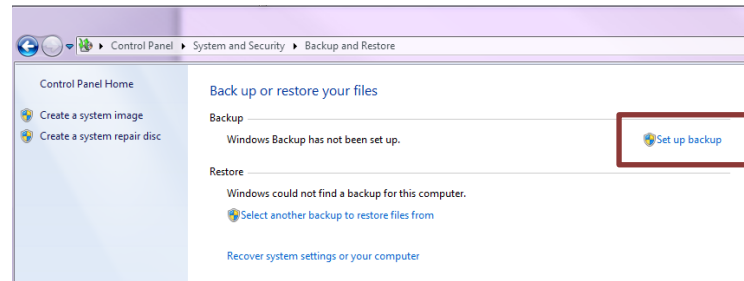


If you have updates ready to install, click Install updates.

## Backup and Restore



Come here to back up your computer. Backing up means saving a copy of your files in case something happens to your computer. Windows recommends saving your backup on an external hard drive.

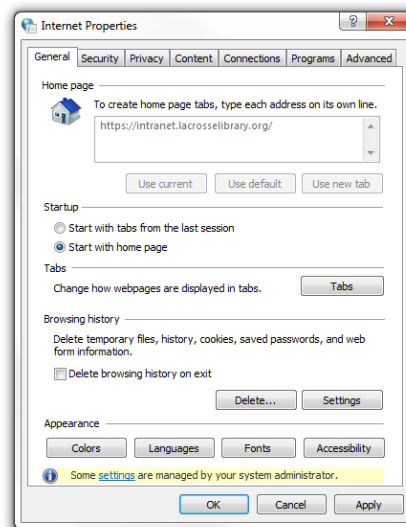
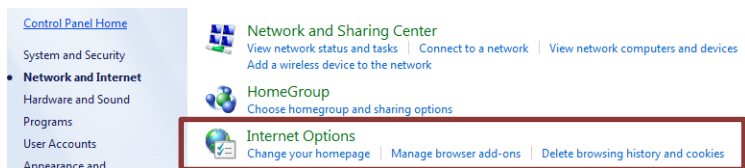


If you're ready to create a backup, click on Set up backup. It'll walk you through the process.

This is also where you would come to restore your files from a previous backup.

## Network and Internet

Click on Network and Internet on the Control Panel screen.

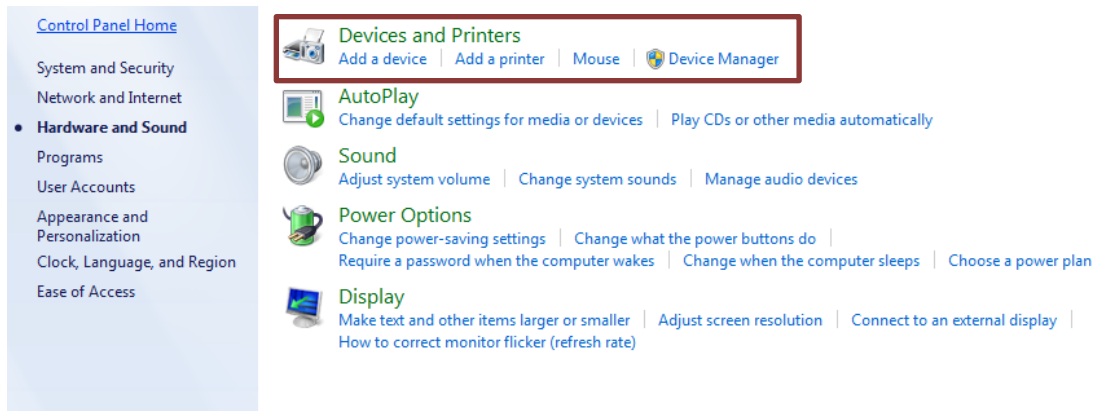


Click on Internet Options to change your homepage and delete your browsing history.

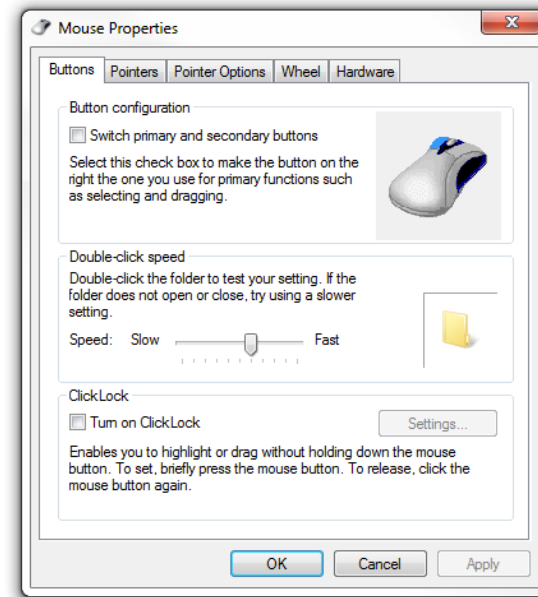
From this window, click on the Privacy tab to change privacy settings, including the pop-up blocker.

## Hardware and Sound

Click on Hardware and Sound from the Control Panel screen.

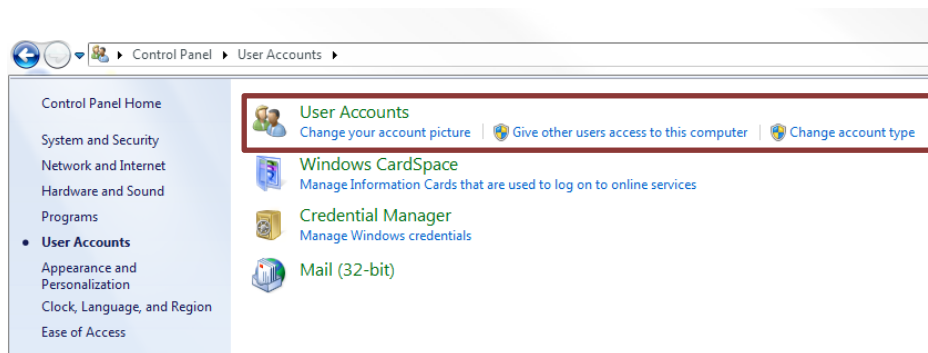


Click Mouse to change double-click speed and pointer speed.

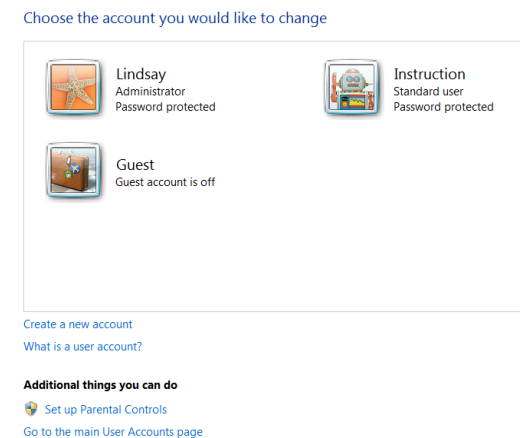


## User Accounts

Click on User Accounts from the Control Panel screen.



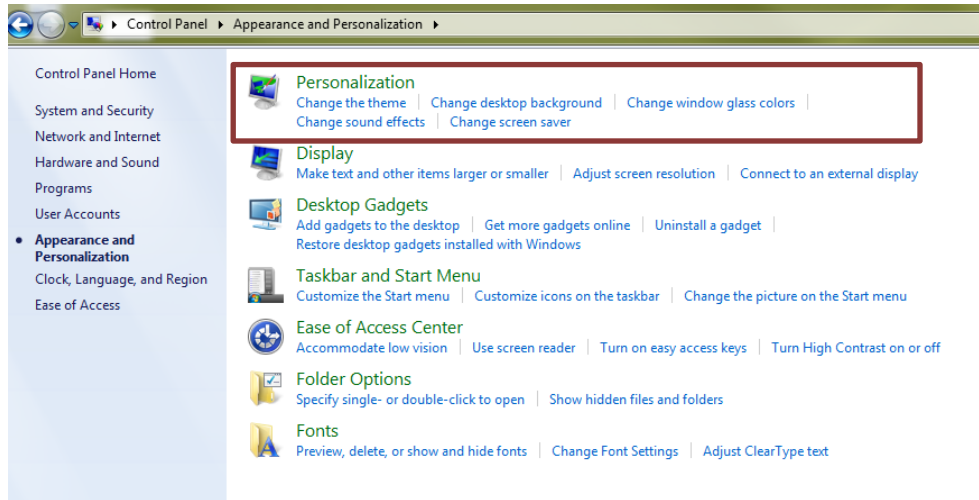
Click to change your account picture, add or remove accounts, or set up Parental Controls (set time limits, game permissions, and access to programs on the computer).



## Appearance and Personalization

Click on Appearance and Personalization from the Control Panel screen.

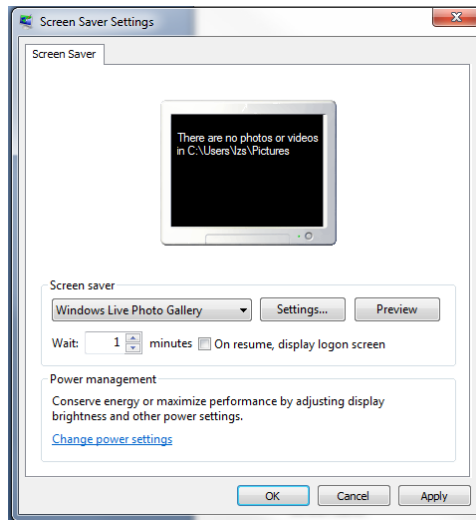
### Personalization



Click Personalization to change your theme (backgrounds, sounds, and window “glass” colors); change your desktop background, change your sound effects, or change your screen saver.

(Tip: you can also right click on your desktop and choose Personalize to get here.)

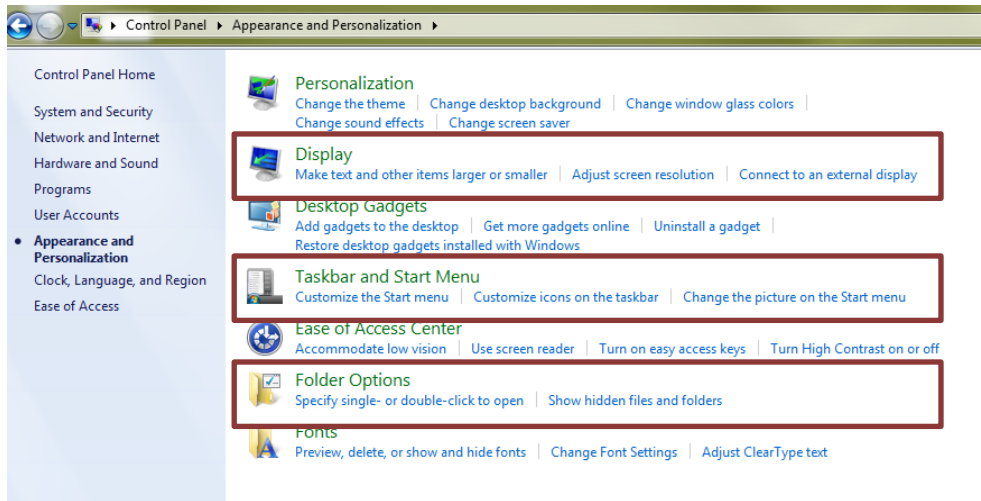
### Change Screen Saver



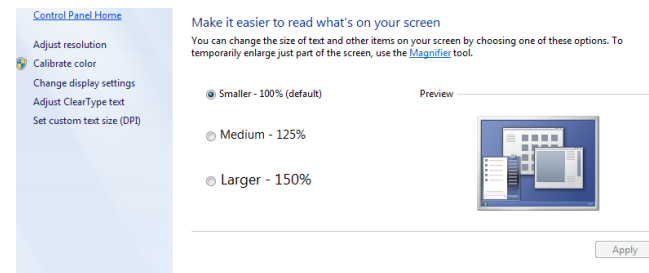
Click Change screen saver to open up this window. You can choose from preset screen savers or choose Windows Live Photo Gallery to use your own photos. It will automatically pull from your Pictures library. If you’d like to change which folder to pull pictures from, click Settings and then Browse.

You can also change how long the computer waits to start the screen saver, the slide show speed, and whether it should shuffle the photos.

## Display

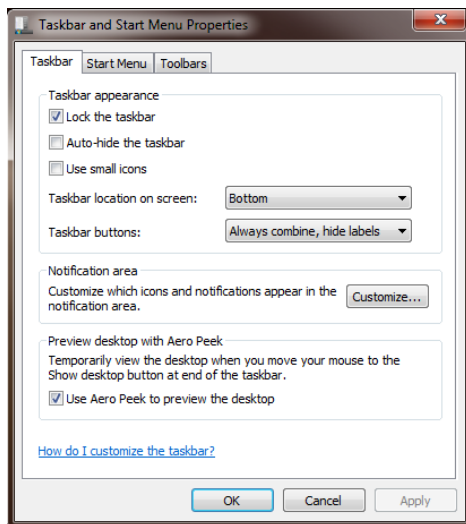


Click on Display to make your text and icons larger or smaller:



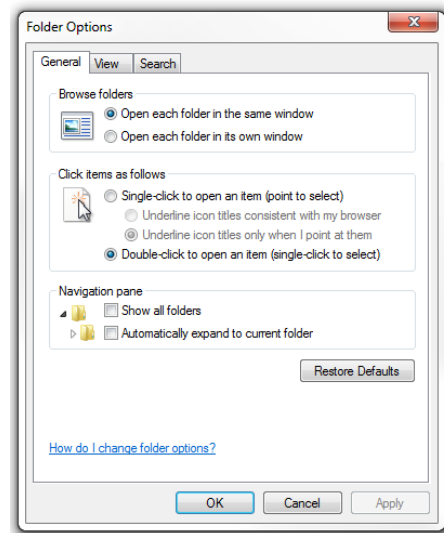
Choose your setting and click Apply.

## Taskbar and Start Menu



Under Taskbar, change where your taskbar is located on your screen.

Under Start Menu, choose whether to display recently opened items and programs. You can also customize your Start Menu here.

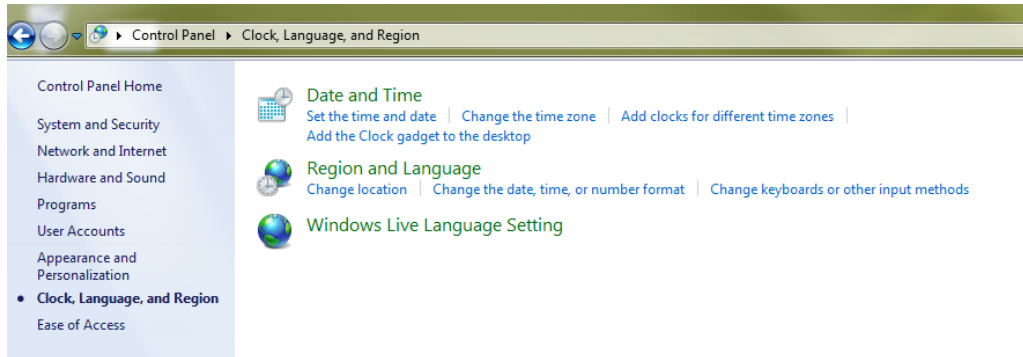


## Folder Options

If you don't like double-clicking, you can set the computer to open items with just single clicks.

## Clock, Language, and Region

Click on Clock, Language, and Region from the Control Panel screen.

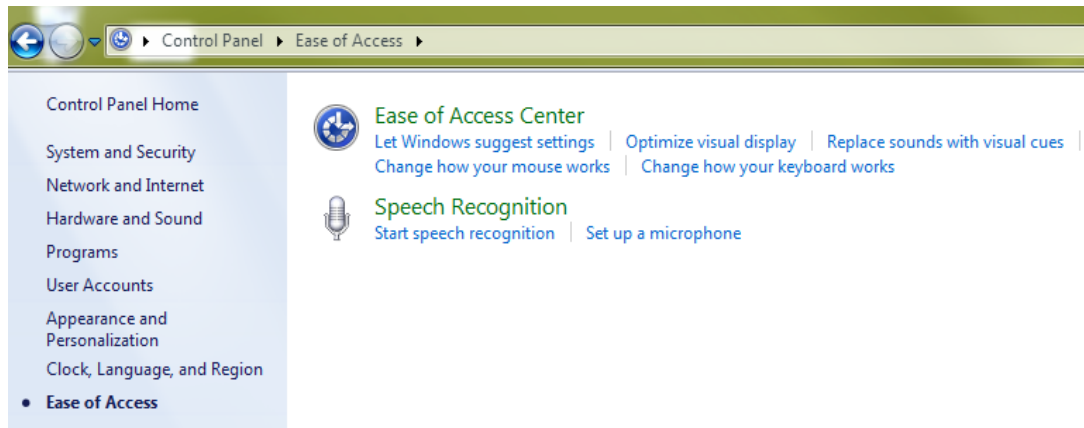


You can set the time and date, change your time zone, and add additional clocks.

You can also change the date, time, and number format that your computer uses.

## Ease of Access

Click on Ease of Access from the Control Panel screen.



Come here to make your computer easier to use.

Click Optimize visual display to make the computer screen easier to see, including turning on screen narration or the magnifier.

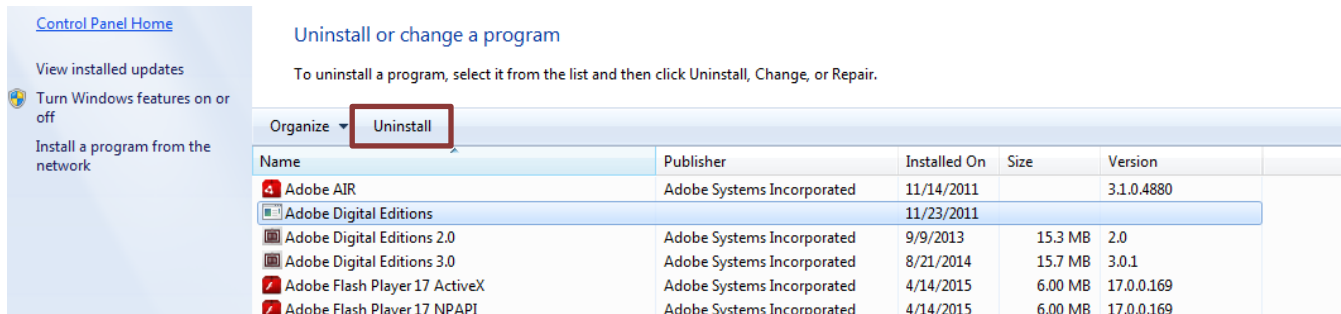
Click Change how your mouse works to alter how your cursor looks.

Click on Speech Recognition to set up your computer to recognize spoken commands. Speech recognition needs a microphone.

## Uninstall a Program

Click on Uninstall a program on the Control Panel screen (underneath Programs).

Be careful what you uninstall. If you're not sure what something is, look it up on the internet.



If you're sure you're ready to uninstall a piece of software, click on it and click on Uninstall. A window will pop up asking you to confirm.