

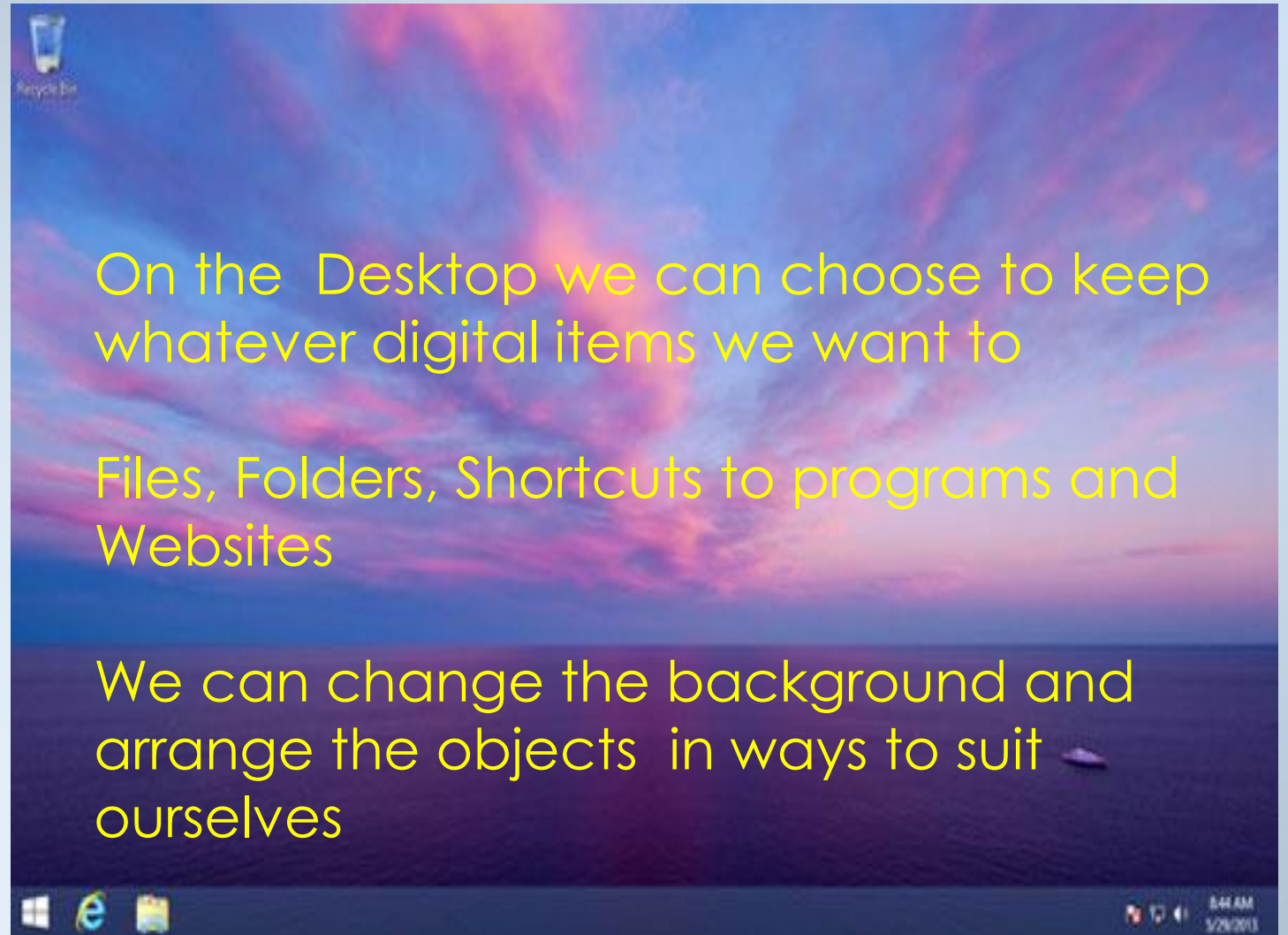


## **The Desktop**

What can I do with it

## What's it for?

- When you get a new computer the desktop is pretty empty.
- It gets filled up over time when you add new stuff such as software, files folders, links to web pages etc.
- Its not compulsory to add items to it.
- But it has a number of uses
- Up until Windows 8 it was the main way of running your software, now we have the start screen for Apps so its less important than it was.
- But it's still a handy place to keep your most commonly used digital things.



## Think of it as a workspace

- The Start Screen may be OK for accessing all of your Apps
- The Desktop is where you put things that you use on a regular basis
- The most common use is for 'Shortcuts'
- It can also be used to store files and folders but its often better to use a shortcut rather than the actual file or folder.
- You can control its appearance



# What is a shortcut?

## It starts with an icon

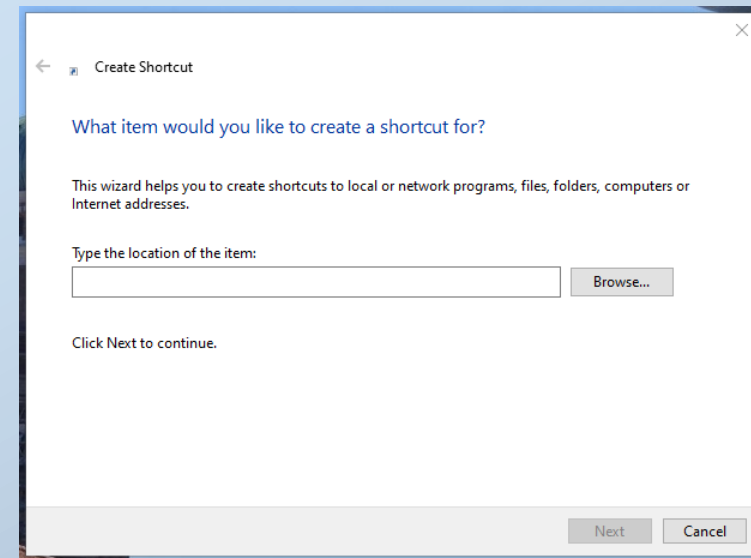
- Its an object referred to as an icon that we click to make something happen
- The icon is a small image with text that you double



Click Me

## It's easy to create a shortcut

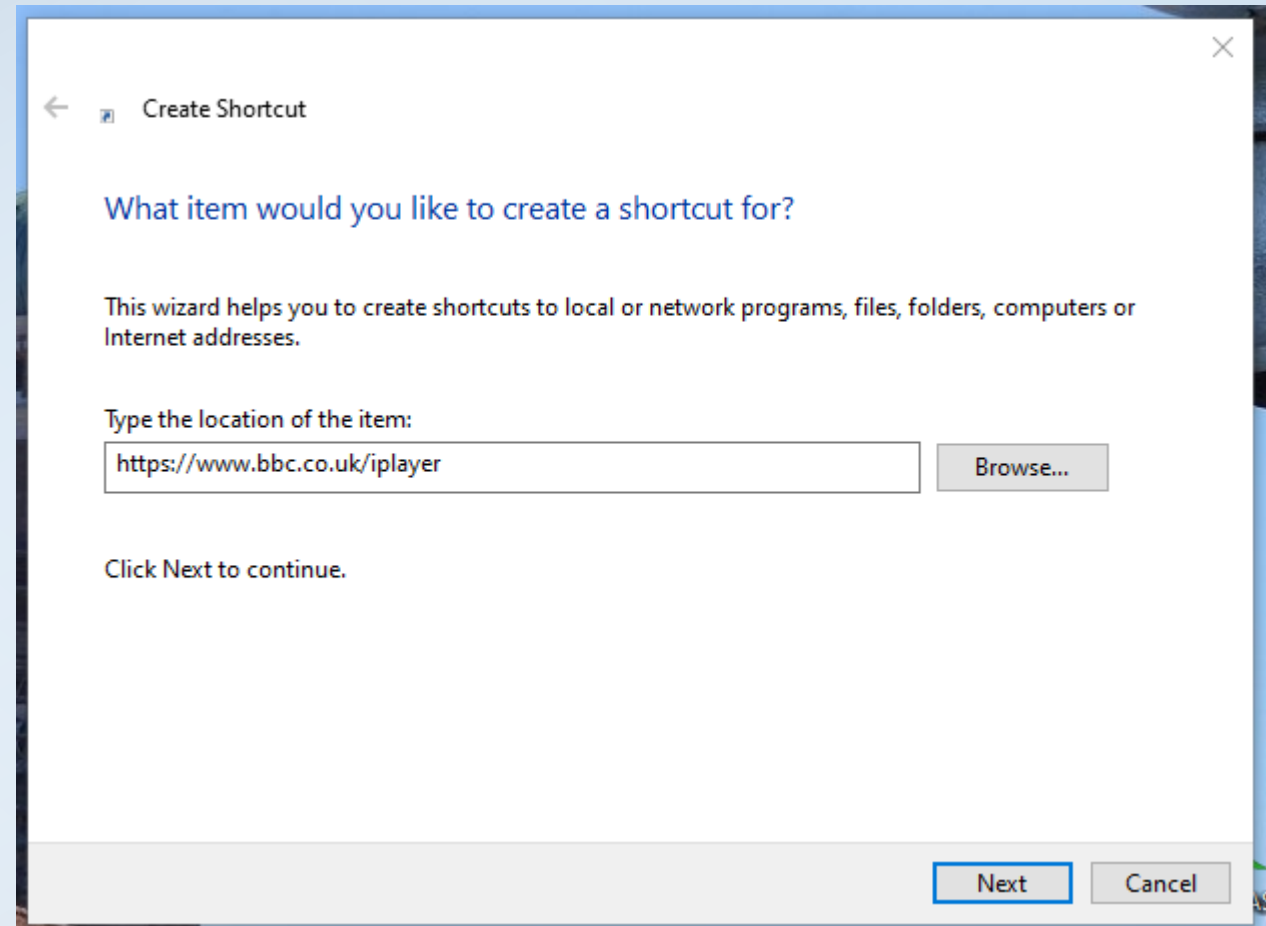
- Right Click the Desktop
- Select 'Shortcut' from the list
- You see this box



## Lets create a shortcut to BBC IPlayer

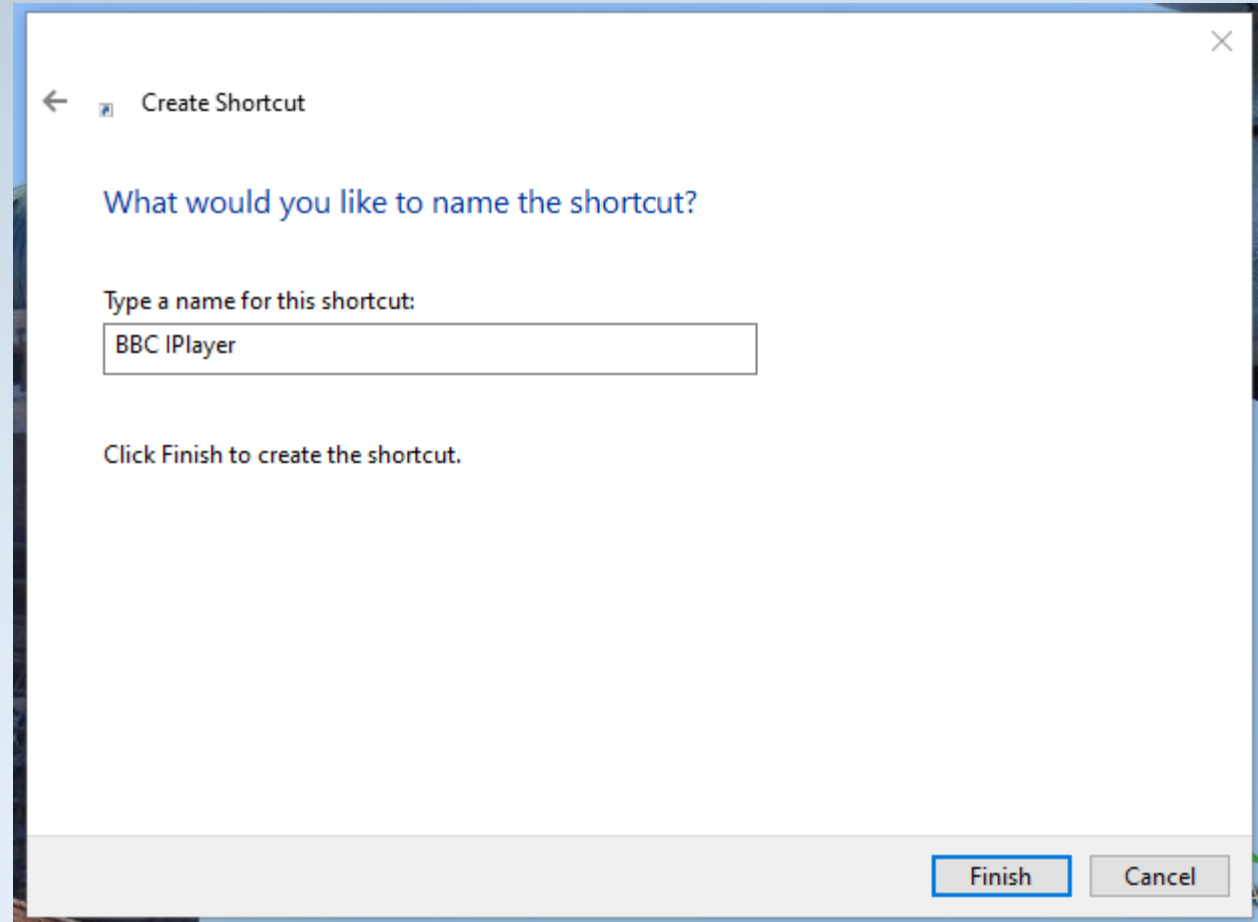
- Open your browser
- Search for BBC iPlayer
- Select the option from the list.
- You will see that the search bar has the name of the website
- <https://www.bbc.co.uk/iplayer>
- Copy and Paste it into the box shown on the left
- 

- Paste the name of the website into the shortcut box as shown below – Click on ‘Next’



## What Next

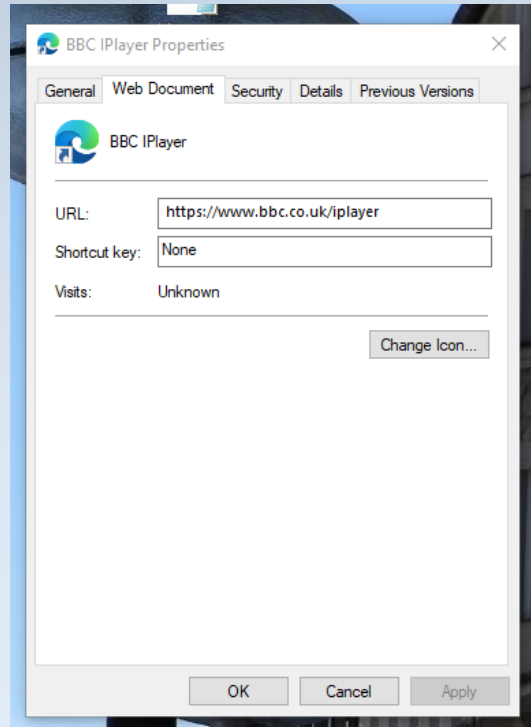
- Just give the shortcut a name, I named it BBC IPlayer
- Then click 'Finish'
- The icon shown to the bottomright appears on the Desktop
- The icon design is the default 'Edge' icon but you can change its appearance.
- If you use Chrome it will have a different image
- 



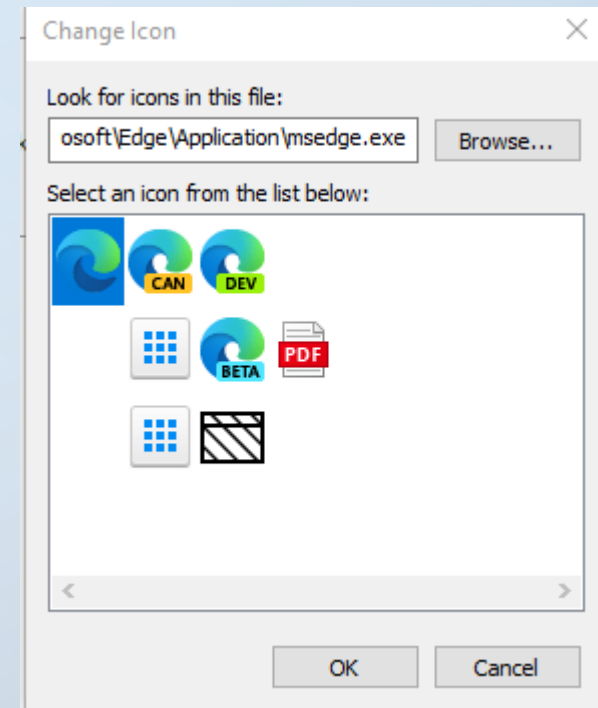
It should look a bit like this  
Your picture may be different.

## You can change the icon design

- Right Click the icon on the Desktop
- Choose Properties
- The first image shows the Web Document Tab
- You will see a button 'Change Icon'
- Before you get carried away selecting icons you need to know a bit about them.



This is what you see when you click the button



# About Icons

- Windows has a wide selection of icons
- Different groups are stored in different 'hard to find' folders
- You can also download icons from the internet for your own collection.
- Some are Free and others are Paid For
- Wherever they are, the previous slide showed an icon folder and a browse option to search other folders

***Don't worry to much about the % signs in the names to the right  
Its just windows way of 'HIDING' folders from sight***

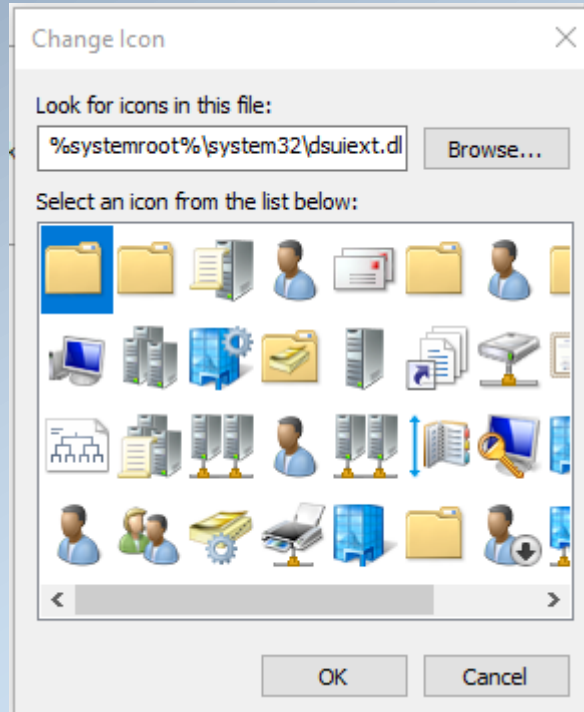
- Here are some common Windows Icon Folders
- %systemroot%\system32\imageres.dll
- %systemroot%\system32\shell32.dll
- %systemroot%\system32\pifmgr.dll
- %systemroot%\explorer.exe
- %systemroot%\system32\accessibilitycpl.dll
- %systemroot%\system32\ddores.dll
- %systemroot%\system32\mmcndmgr.dll
- %systemroot%\system32\wmploc.dll
- %systemroot%\system32\dsuie xt.dll

The best approach for a beginner is to copy and paste the filename path such as:

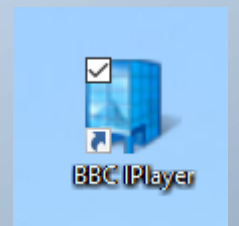
%systemroot%\system32\dsuie xt.dll



# How does that actually work?



- Here I have pasted the path of the previous example into the search box
- DO NOT CLICK BROWSE
- Then just press the enter key and you will be presented with the icons in the file as shown in the box to the left.
- Just Double Click your preferred icon
- I chose this one, click Apply and OK



If icons do not show on your Desktop just make sure that they are switched on

Right Click the Desktop

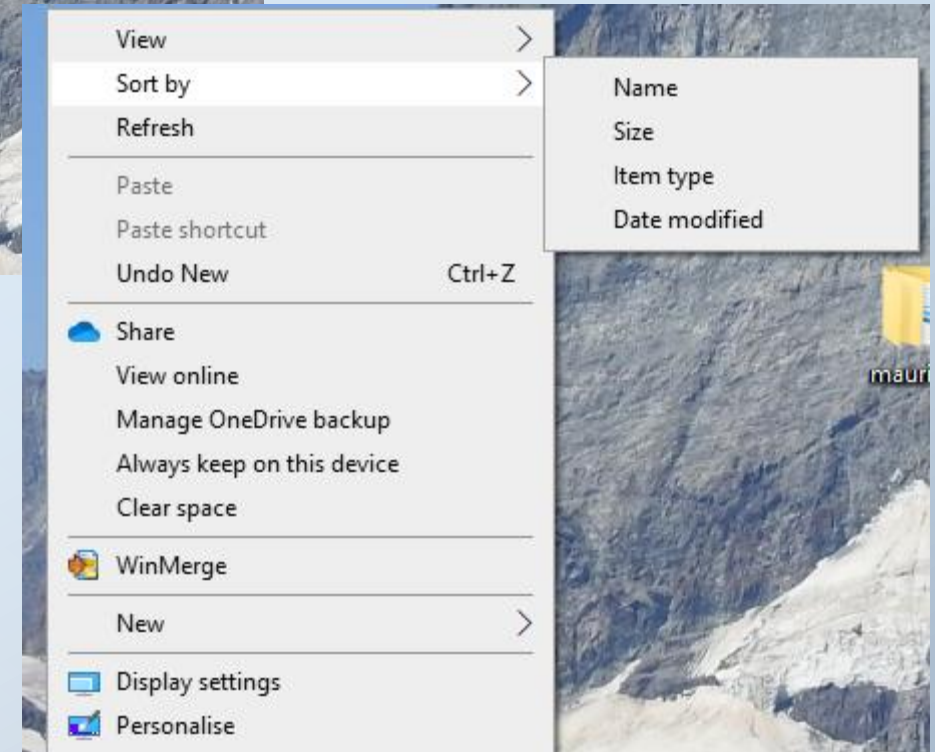
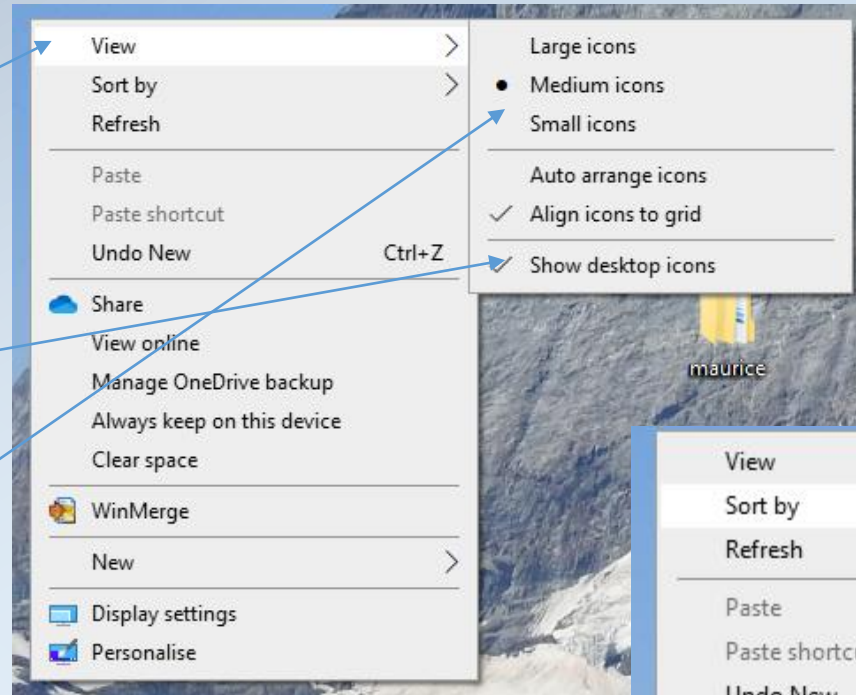
Select 'View'

Ensure that the 'Show Desktop Icons' has a Tick

If not, click on it

You can also set the size of the icons, their order and alignment

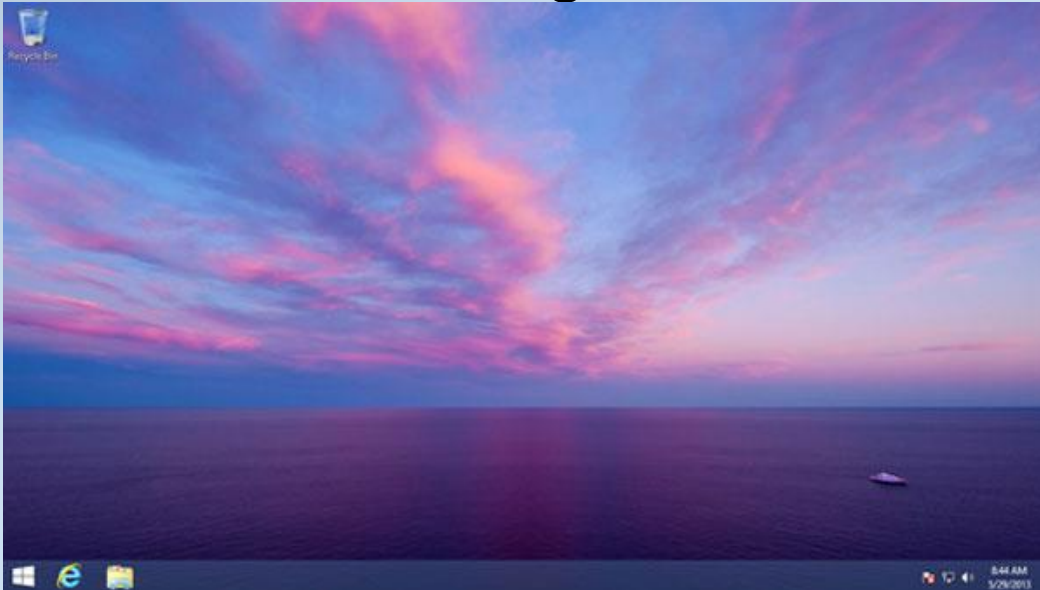
Just experiment with the different options



Try choosing Sort By

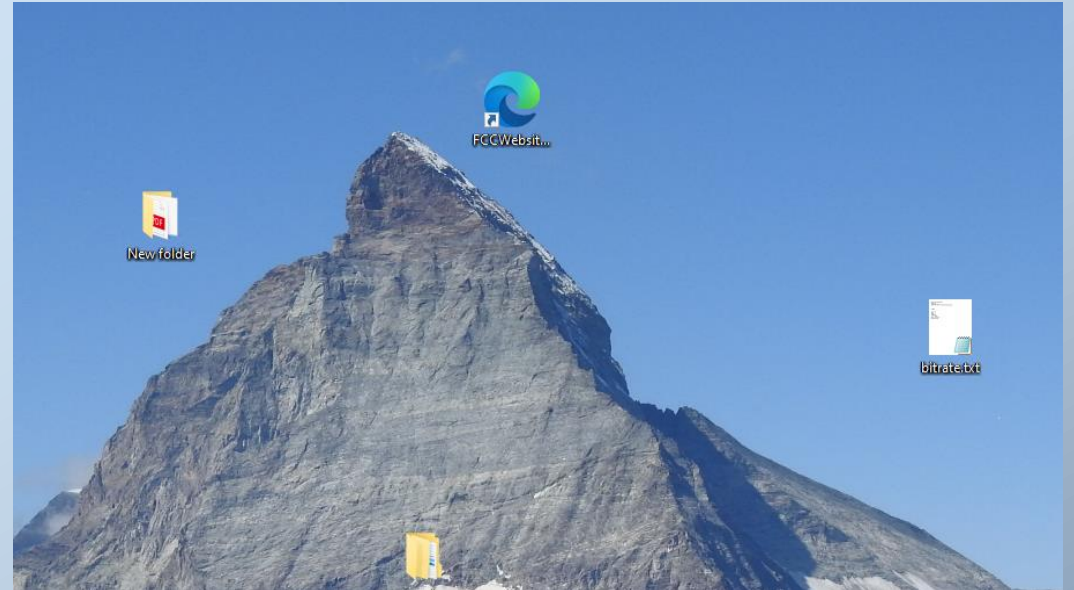
# What else can I do?

- You could change the background image to one of your own
- From something like this



- To something like this

It's really easy



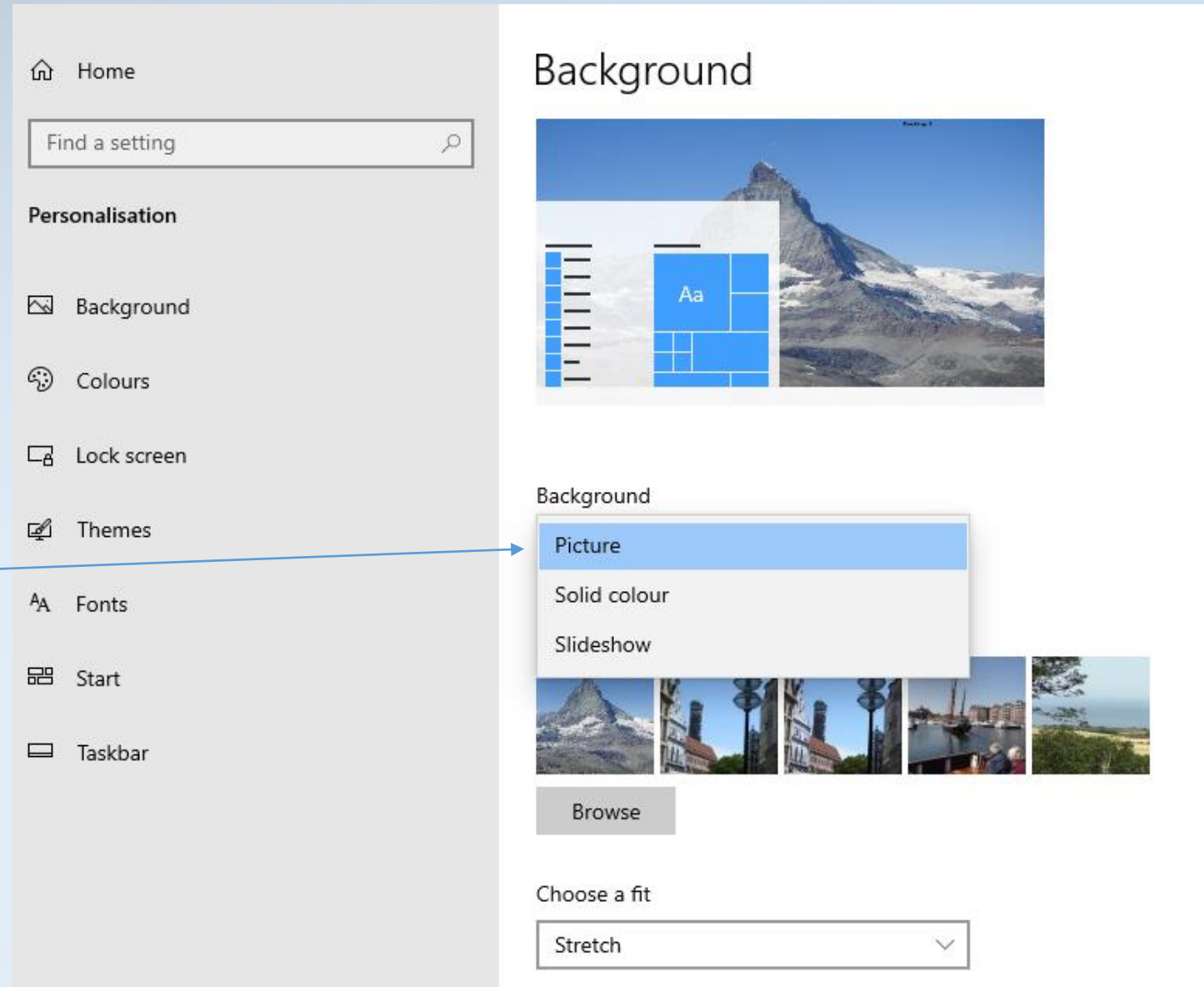
## Just take care

A busy background makes it more difficult to see the icons

## Right Click the Desktop

Choose **Personalise** to see the settings page on the right

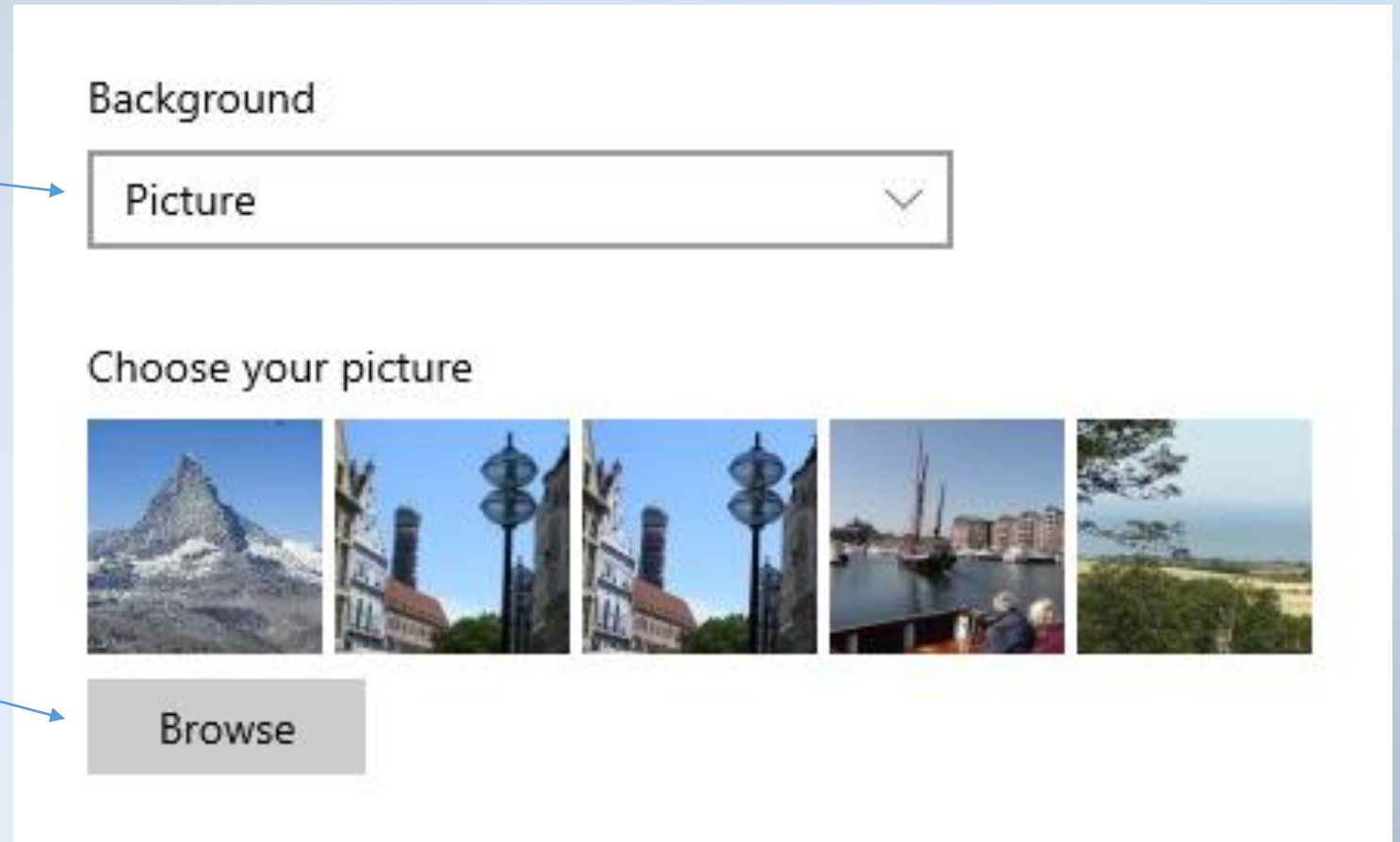
Under **Background** choose a picture, a solid colour or a slide show



The image shows a Windows Settings window. On the left is a navigation pane with a 'Home' icon and a search box labeled 'Find a setting'. Below the search box is a 'Personalisation' section with several options: 'Background', 'Colours', 'Lock screen', 'Themes', 'Fonts', 'Start', and 'Taskbar'. A blue arrow points from the 'Background' option in the navigation pane to the right-hand pane. The right-hand pane is titled 'Background' and shows a preview of a mountain landscape. Below the preview is a dropdown menu with three options: 'Picture', 'Solid colour', and 'Slideshow'. The 'Picture' option is selected and highlighted in blue. Below the dropdown menu are several small thumbnail images of different backgrounds. A 'Browse' button is located below the thumbnails. At the bottom of the pane, there is a 'Choose a fit' dropdown menu with 'Stretch' selected.

## If you just want a picture

- Select **Picture** Option
- Either choose from the Pictures shown
- OR
- Click **Browse** to select an image from your computer
- Just by selecting the image the desktop changes automatically



## What's this about stretch?

Click on the **Stretch** Option and you will be show some other options.

They control how the image is displayed.

Stretch fills the screen with a single image stretching to fit.

Experiment with some of the other options.

Change picture every

30 minutes 

Shuffle

Fill

Fit

**Stretch**

Tile

Centre

Span

## Here's another option- Downloading

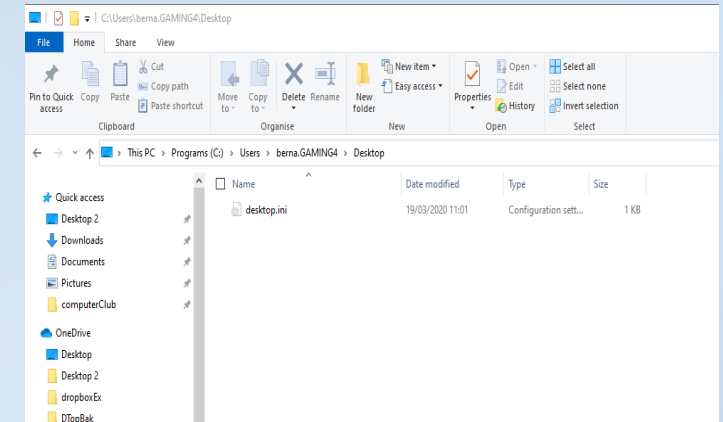
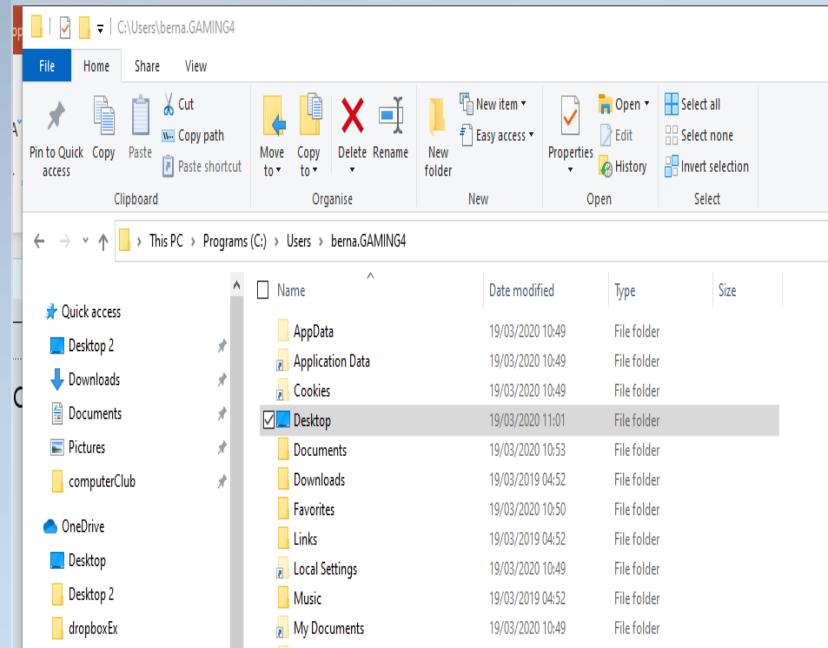
When you download something from the internet, by default it goes into the 'Downloads' folder

You don't need to do that.

Lets say that you want to download this tutorial

When asked where to save it, you could choose 'Desktop'

Use it, and when you have finished with it move it to your training folder



In the image above you can see [Windows File Explorer](#)  
In the main pane you can see a list of folders in my [Users Folder](#)  
One of these folders is named [Desktop](#)  
It doesn't have a beige icon next to its name, instead it has a [blue screen icon](#), but its still a folder  
The second image shows the contents of the [desktop folder](#)  
As you can see its empty at the moment  
Just try downloading this tutorial again and saving it into your Desktop folder  
Then Double Click to Open it up

Take a look at our  
Video Tutorials if you  
need a little more  
help.

<https://fornhamcomputerclub.com/fornham%20computer%20club/windows-videos/>



**Tutorial**