

# Make Windows 10 your own



Personalizing your device is easy with Windows 10.

## Change your desktop background picture

Make it yours with pictures of the faces and places you love.

1. Swipe from the right edge of the screen to reveal the **ACTION CENTER**.
  - Click the **ACTION CENTER** icon on the taskbar.
2. Select **All settings**, and then select **Personalization**.
3. Select **Browse**, then select **Pictures** to access the images in your Picture folder.
4. Select the picture you would like to use as your desktop background, then select **Choose picture**.
5. Select **close** to return to the desktop.

## Pin an app to the taskbar

Find the apps you want to use quickly and easily by pinning them to the taskbar.

1. In the Start menu, press and hold the tile you want to pin to the taskbar.
  - Right-click the tile and then click **Pin to taskbar**.
2. Select the **ellipsis** icon, and then select **More options**.
3. Select **Pin to taskbar**.

## Change your account picture

Change your account picture to personalize your sign-in.

1. Swipe from the right edge of the screen to reveal the **ACTION CENTER**.
  - Click the **ACTION CENTER** icon on the taskbar.
1. Select **All settings**.
2. Select **Accounts**, and then select **Your account**.
3. Select **Browse**, then select **Pictures** to access the images in your Picture folder.
4. Select the picture you would like to use as your desktop background, then select **Choose picture**.
5. Select **close** to return to the desktop.

## Change the size of a tile

Size tiles up and down to create a menu that reflects you.

1. From the Start menu, press and hold the **Photo** tile.
  - Right-click the **Photo** tile and click the size of your choice.
2. Select the **ellipsis** icon.
3. Select **Resize**, then select the tile size of your choice. This may be **small**, **medium**, **wide**, or **large**.

## Add a tile to the Start menu

Add the tiles you want for convenient access.

1. From the Start menu, select **All apps**, then scroll to the app of your choice.
2. Select and drag the app into the group you wish to place it in.
  - Right-click the app and select **Pin to start**. Then drag the app in the menu to the group of your choice.

## Move a tile into an existing group or new group

Create your own mosaic with the tiles you love to use.

1. Select and drag any tile into another group or empty space on the menu.
2. If a text box appears above the tile, you have created a new group.
3. Select the **text box** above this new group, and type in the name (if any) you would like for this group.

## Change your Lock screen background picture or set up a slide show

See the images you love without unlocking your device.

1. Swipe from the right edge of the screen to reveal the **ACTION CENTER**.
  - Click the **ACTION CENTER** icon on the taskbar.
2. Select **All settings**, and then select **Personalization**.
3. Select **Lock screen**.
4. Select the **Background** drop-down menu, and then select **Picture** from the choices shown.
5. Select the image you would like to use.
6. If you would like to set up a slide show, select **Slide show** from the **Background** drop-down menu.
7. Select the **Picture** folder. Your slide show will now rotate through all images in the **Picture** folder.

## Additional resources

- Check out [microsoftstore.com](http://microsoftstore.com) to find information about new devices, software, and find your nearest neighborhood Microsoft Store.
- Check out [windows.com](http://windows.com) to learn more about Windows 10.
- Sign up for a Microsoft account today to get connected to the things you care about at [windows.com/microsoftaccount](http://windows.com/microsoftaccount)
- Choose the right device for you at [windows.com/newpc](http://windows.com/newpc). Answer a few quick questions and find a device that best suits your needs.
- Learn more about security in Windows 10 at [windows.com/security](http://windows.com/security)
- Discover the Windows 10 Compatibility Center. Get device drivers, software downloads, and updates from [windows.com/compatibility](http://windows.com/compatibility)
- Visit [support.microsoft.com](http://support.microsoft.com) for help with Windows 10 or other Microsoft products.
- Visit the Holland America Line blog for news and updates about Holland America. [hollandamericablog.com](http://hollandamericablog.com)