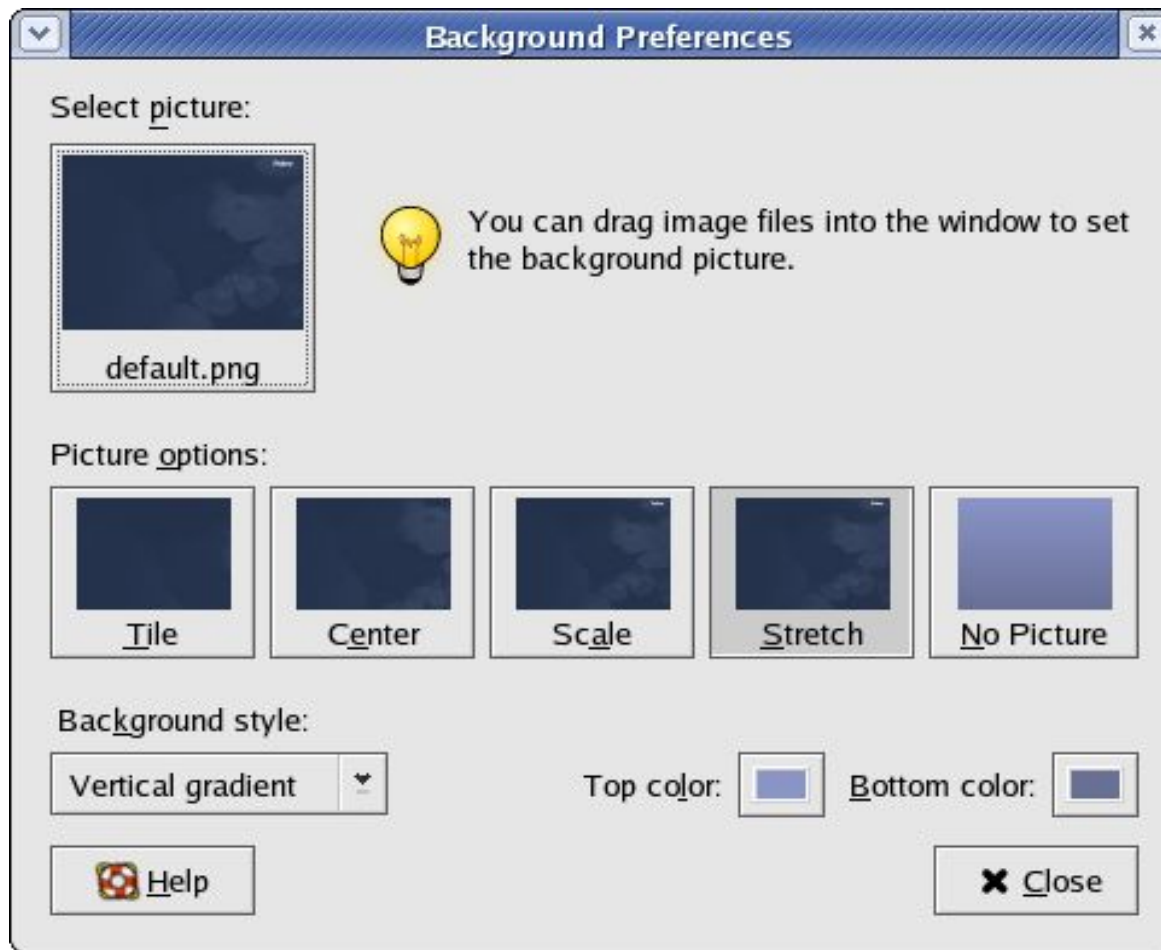# Chapter 2
Using the Desktop

We Shall be Covering …

- Basic Desktop customisation

- Running applications

- Configuring the Panel

- Creating launchers

- Setting the date and time
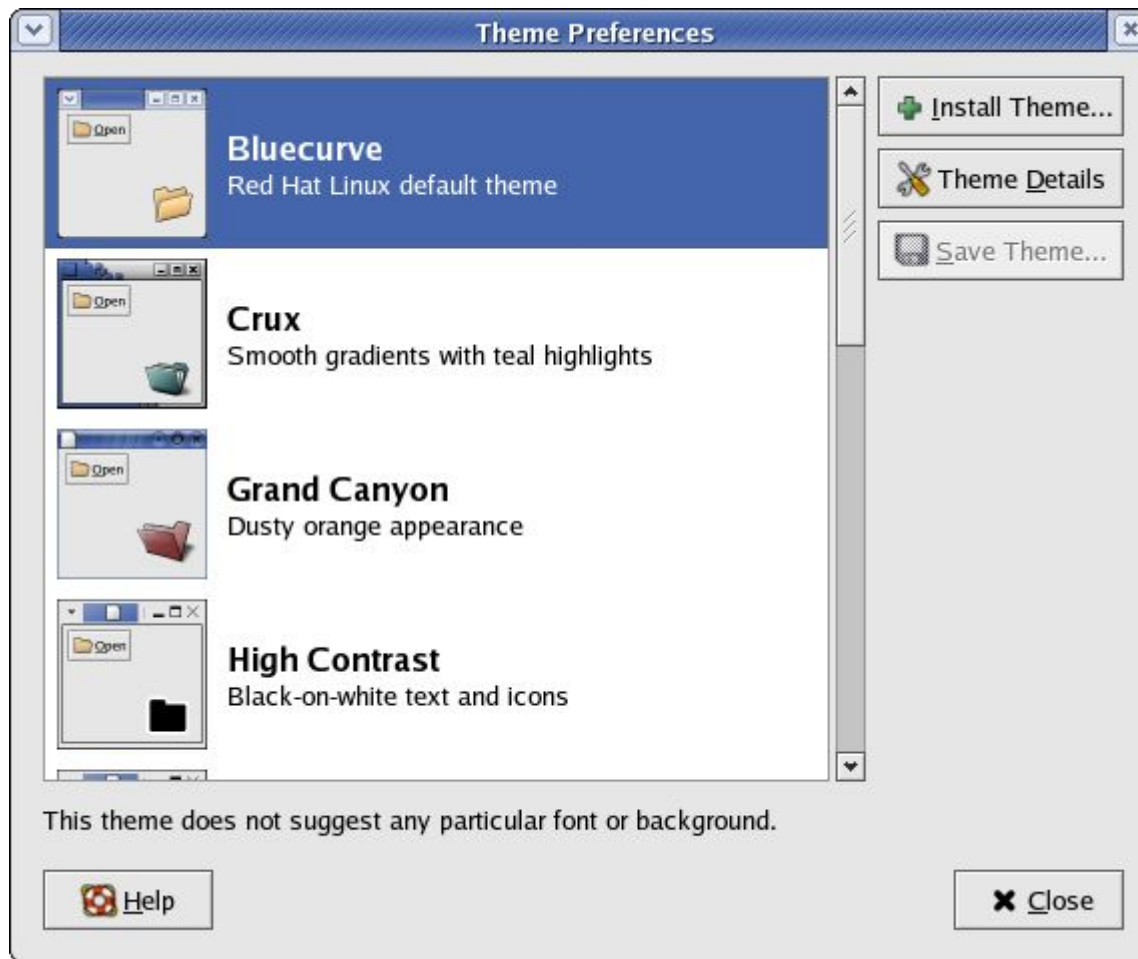
Desktop Customisation

- To invoke:

  Main Menu --> Preferences

- Background

- Theme

- Fonts

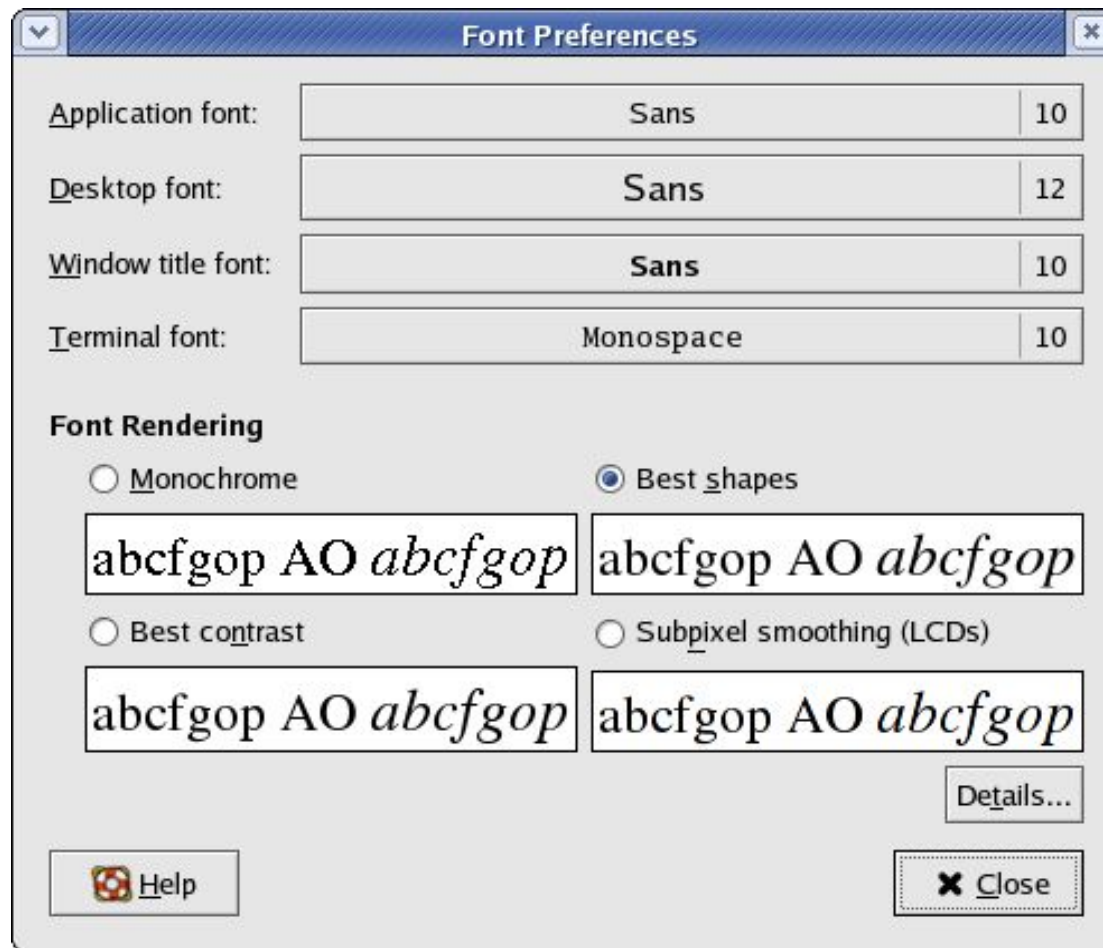- Menu and toolbars

Desktop Background

- Main Menu --> Preferences --> Background

- Click on "Select picture"

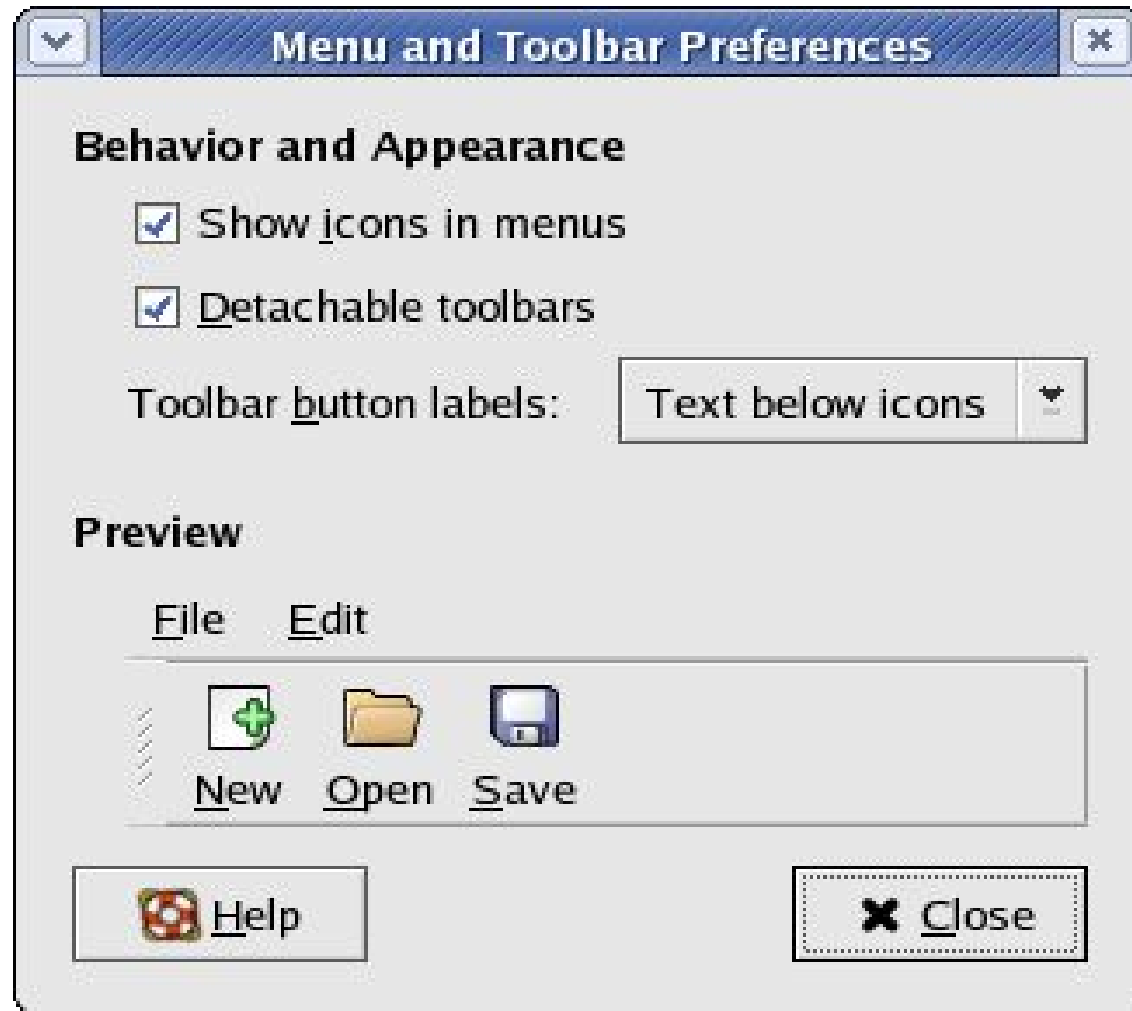- Choose image

Desktop Theme

- Main Menu --> Preferences --> Theme
- Click on desired theme

Desktop Fonts

- Main Menu --> Preferences --> Font

- For each category to change, click on the space listing the font
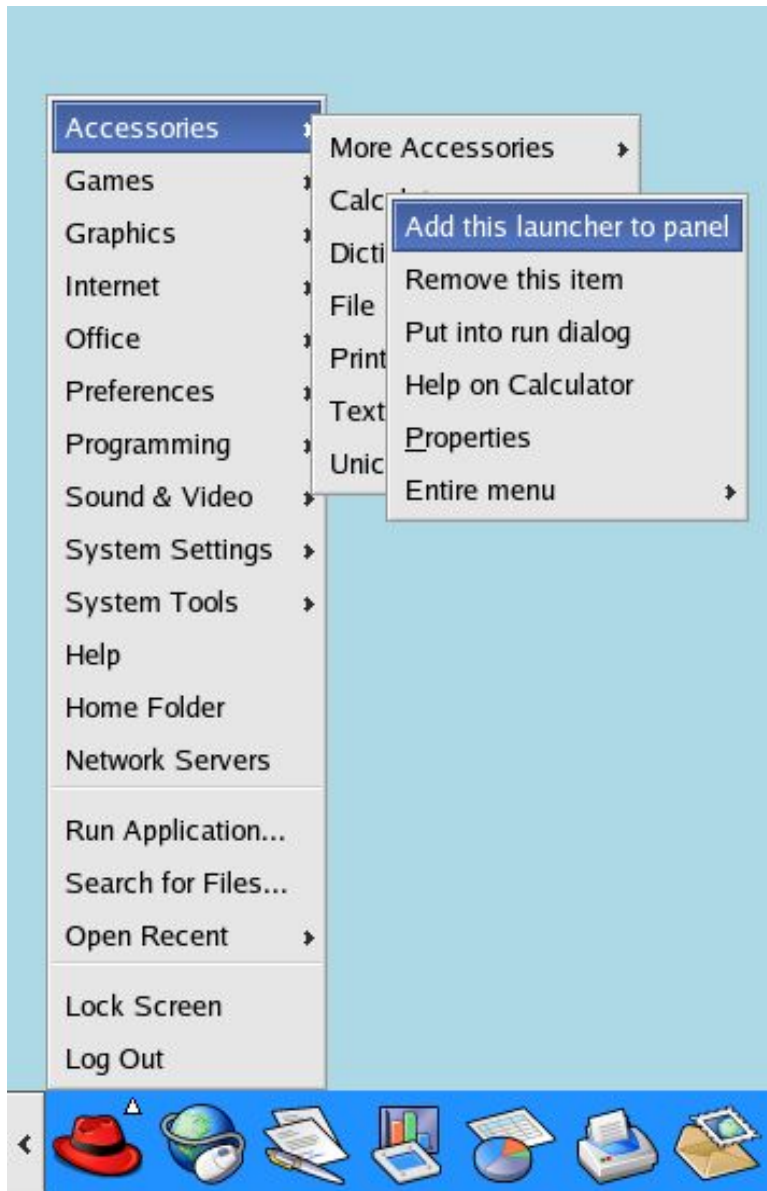
Desktop Menu and Toolbars

- Main Menu --> Preferences --> Menu & Toolbars

Running Applications

Applications can be run from:

- Main Menu
  - Open Main Menu, select application

- Panel
  - Place application icon on Panel (if not already there)
  - Click on application icon

- Desktop proper
  - Place application icon on Desktop (if not already there)
  - Double click on application icon on Desktop

Add Application to Panel

- Open Main Menu
- **Right**-click on selected item
- Click on selection "Add this launcher to panel"

Add Application to Desktop

- Open Main Menu

- Add application to Panel

- Drag application icon on Panel to Desktop

Drag application icon
to Desktop

Place Applet on Panel

- Move mouse to empty space on Panel

- Right-click on mouse

- Select "Add to Panel"

- From sub-menu select applet to place. e.g. to add "sticky notes" applet,

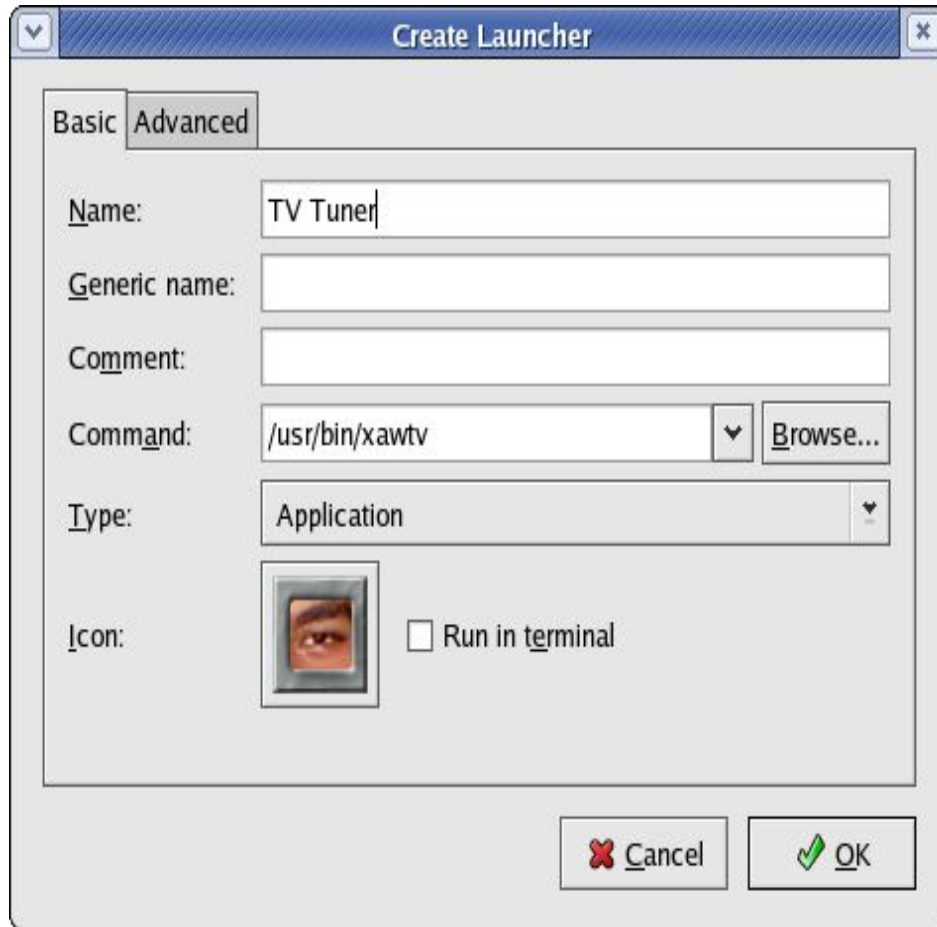Add to Panel --> Accessories --> Sticky Notes

- To remove, applet, right-click on it, select "Remove from Panel"
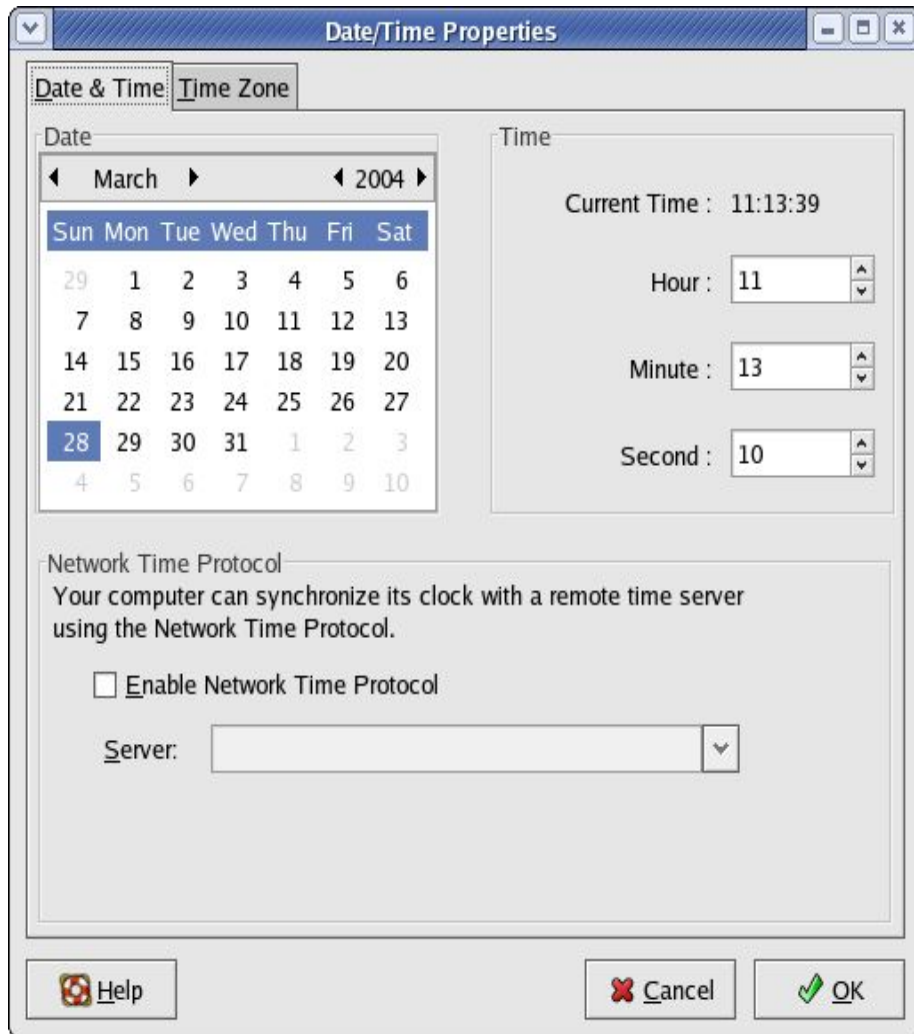
Configuring the Panel

- Right-click on Panel
- Select Properties
- General properties
- Background properties

Creating a Launcher

- Right-click on empty area on Desktop

- Select the item "Create Launcher"

- Enter the Name and the Command to run (you will need to know the name and location of the program to run)

- Select an icon for it by clicking on the icon button (optional)

Date and Time

- Important to set correct date and time

- Main Menu

    --> System Settings

    --> Date & Time

    or right-click on clock (time) applet display on Panel and select Adjust Date & Time

- Appearance of desktop clock can be changed

End of Chapter 2