

Desktop Settings

Dteq allows employees to set their desktop up with personalised settings as long as they fit within appropriate, non-discriminatory or vulgar images for the workplace. Each week you will prepare your computer working with the following procedure.

Workspace setup

Ensure your workspace is set up to maximise health and safety and reduce risks:

- chair height & backrest
- footrests (as required)
- mouse & keyboard close
- document holder

Check connections

Safely ensure all cables are properly connected including power, USB peripherals and Ethernet cable.

Start-up

Start the computer & log on to your user account.

Changing the Desktop

Set up your desktop for personal use.

Desktop:

Change the desktop background (or wallpaper) by using images from the internet. ***Make sure they are appropriate.***

Screensaver:

Change the Screensaver

Change the wait to 15 minutes

Make sure the password protect checkbox is ***not*** checked

Colour Scheme:

Change the window colour settings.

Create Shortcuts

If they are not already there, create shortcut icons on the desktop for:

- Microsoft Word
- Microsoft PowerPoint
- Adobe Photoshop

Pin Icons

Pin the following to your taskbar:

- Microsoft Word
- PowerPoint
- Chrome
- Firefox (optional)