Vista – Customizing the Start Menu

Pin a Program Icon to the Start Menu

Create a shortcut to a program by pinning it to the Start Menu.

1. Click on the **Start Button** to open the start menu. Then right click on the icon for the program that you would like to pin. A menu opens to the right. Click on **Pin to Start Menu**.

2. The program appears on the Start Menu.
3. To unpin the program, right click on the program. When the menu appears, click **Unpin from Start Menu**.

4. You can also remove a program from the start menu by right clicking on the program, and choosing **Remove from this list**.
Changing User Account Picture

1. To change the User Account picture, first click on **Control Panel**.

2. In the control panel, click **User Accounts**.
3. Under User Accounts, click **Change your Account Picture**.

4. You are given the choice of approximately 12 pictures to choose from. Click on one of the photos. Then click **Change Picture**.
5. The photo you have chosen appears now as your user account picture.