

Taskbar at the bottom of the screen

Q. My taskbar is 3 rows in depth. I want it only one row. It also has date and day of week. I only want the time.

A. Rightclick the taskbar and if there is a check beside Lock Taskbar, click it to remove to unlock taskbar.

1. Place the mouse cursor at the very top edge of the 3 rows of taskbar until it becomes a double arrow.

2. Click the mouse button, hold it down and drag down on the taskbar until it becomes 1 row instead of 3.

3. Let go the mouse button.

4. Rightclick the 1 row taskbar and click Lock Taskbar, so it cannot be changed accidentally.

You should now see only 1 row and at the very right end the time without the date and day. Place the cursor on the time and the day and date will appear.

If you cannot see your taskbar at the bottom, it is probably because you have at some time rightclicked the toolbar and clicked Properties and put a check in the Auto Hide Toolbar. Uncheck the Hide....and it'll appear again. If you prefer to leave it hidden and pull it up when you need it, just place your cursor at the very bottom of the page, slide it all the way down until it becomes a double arrow, then click, and drag it up while holding down the mouse button.

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