

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.

Revised 6/22/2009 JMM