

## **Taskbar in Windows**

**(The strip that resides by default at the bottom of your screen....unless you've moved it to the side or top of your screen)**

### **Taskbar Hiding**

1. Click the Start...Settings...Taskbar & Start Menu
2. Click Auto Hide to place a check in its box.
2. Click Apply and the OK button to close the Taskbar

The taskbar will move down out of sight. To access the taskbar again, move your cursor down to the edge of the screen. The taskbar will pop up, when you move the cursor, the taskbar will disappear again.



### **CHANGE THE TASKBAR POSITION**

If you don't like where Windows puts your taskbar by default--at the bottom of your screen--you can move it somewhere else by following these steps:

1. Place the cursor on a portion of the taskbar not used by a program.
2. Click and holding down the mouse button, drag the taskbar to the new location. You can drag it left, right, or to the top of your screen.
3. Release the mouse button and the taskbar will remain where you placed it.

You can move the taskbar back again by repeating this procedure.

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### **Place a program shortcut icon onto the taskbar**

In Windows 98,ME or XP, first create a shortcut icon on the desktop for that program by clicking START...Programs, locate the program in the list that opens the program. Rightclick it. Select SEND TO: and then Desktop. An icon will be placed on the desktop that will start the program. Click this desktop icon and drag it into the Quick Launch window(The area next to the START button). Of course, you can also remove any items by dragging their icons onto the desktop or to the trash.

### **CHANGE THE SIZE OF THE LAUNCH TASKBAR:**

Place the cursor on the vertical bar at the end of the Quick Launch area. The cursor changes to a sideways arrow, allowing you to increase or decrease the size of the Quick Launch area. If you frequently work with several open programs, you may want to adjust the size of the Quick Launch area so there will be enough space across the bottom of the screen for the icons of your running applications.



### **ENLARGE BUTTONS ON TASKBAR**

Win98

Rightclick on the desktop and select PROPERTIES.

At the Display screen select APPEARANCES.

Scroll up to CAPTION BUTTONS.

Increase the size to about 24 or even larger if preferred.

Click APPLY and OK.

Note: In order to reach Apply you may have to click and drag the taskbar down out of sight.

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Taskbar and Icons

Question: When I drag an icon from the desktop down to the taskbar, it won't stay. What am I doing wrong?

Answer: Rightclick the tasbar in a blank area and remove the check beside LOCK TASKBAR. Rightclick the tasbar again and click Toolbars and place a check beside LAUNCH. Now you'll be able to drag them down and have them stay. When all finished dragging and dropping icons, rightclick on the taskbar and select LOCK TASBAR again. They'll stay until you unlock the taskbar and remove them.

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To restore your toolbar, follow these steps:

Move your mouse to the last-known location of the toolbar.  
Left-click the mouse as soon as the double arrow appears.  
A broken line appears, move it up and release.  
Viola -- your toolbar is back.

This technique will change your toolbar to any desired size.

If, for some reason, you want to hide the toolbar or taskbar, right-click on it and select Properties. In the Taskbar Properties dialog that appears, choose the Taskbar Options tab and select the "Auto hide" option. On the other hand, if you want to make sure your Taskbar is always within view, check "Always on top."

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Taskbar Launch Area

( on the left end of the taskbar to the right of the START button)

The icons to the immediate right of the START button are in the LAUNCH BAR. This is one of the toolbars one may select to use. Right click the taskbar and click Toolbars. Click to select Quick Launch. You will then see several icons just to the right of the START button.

On XP one must first rightclick in a blank area of the launch bar and CLICK to remove the check beside LOCK TASKBAR.

You can rightclick and delete any icon in the LAUNCH area. Or you can drag any new icons from the desktop down into the launch area for frequent use.

NOTE1: After making changes to the taskbar, rightclick the taskbar again and select LOCK TASKBAR so that it cannot be inadvertently changed.

**NOTE2: Win 7 taskbar drop down menu listing is a little different, but also has the Launch toolbar, lock toolbar and the startup (notification) area on the right end.**

Revised 11/6/2009 JMM