

## WINDOWS TASKBAR

Q. The taskbar on my computer is now on the left side. I don't know how it got there. How do I move it back to the bottom of the screen?

A. Using the method below you can place that [\*taskbar\*](#) anywhere on the screen page you want it to be, top, bottom, right, left, middle,etc. The choice is yours.

1. Rightclick on a blank area of that taskbar. You'll get a drop down menu. IF the LOCK TASKBAR has a check by it, click it to unlock the taskbar.
2. Click the blank area of the taskbar again and this time hold down the mouse button while dragging the taskbar down towards the bottom of the screen. I've found clicking near the startup tray seems to move it more easily...not sure why, but it works better for me.
3. When you get it where you want it, release the mouse button.
4. Now, again rightclick in a blank area of the toolbar and select LOCK TASKBAR.

Revised 6/11/2009 JMM