Customize the Start Menu

It is possible to add or remove items that appear on the right side of the Start Menu, such as Computer, Control Panel, and Pictures. Items that appear as links or menus can also be changed.

Pin Items to the Start Menu

One of the ways to create shortcuts to frequently used programs is to pin them to the Start menu. To do this:

✦ Click **Start** on the **Taskbar** (see illustration at right).
✦ The **Start Menu** will appear (see illustration below).

![Start Menu Illustration](image)

✦ Click **All Programs** in the **Start Menu**.
✦ A list of programs will display on the **left side** of the **Start Menu**.
✦ Click the **Microsoft Office** folder.
✦ A list of **Microsoft Office** programs will display.
✦ Right-click on any program in the **Microsoft Office** list such as **Word** or **Excel**.
✦ Choose **Pin to Start Menu** from the shortcut menu list that appears.
✦ The item will appear above the line on the left-hand side of the **Start Menu**.

**NOTE:** Other programs can also be pinned to the Start Menu by selecting that program from the All Programs list.
Remove Pinned Items from the Start Menu
† Click Start on the Taskbar (see illustration at right).
† Right-click on the program icon for the program that is to be removed.
† Choose Unpin from Start menu.

Move the Start Button and Taskbar
The Start button is located on the Taskbar. Although it is not possible to remove the Start button from the Taskbar, it is possible to move the Start button along with the Taskbar to a different location.
† Right-click an empty space on the Taskbar.
† A shortcut menu of commands will appear (see illustration below).

† Click the Lock the Taskbar link to remove the check mark.
† Click an empty space on the Taskbar.
† Hold down the mouse button.
† Drag the Taskbar to one of the four edges of the desktop.
† When the Taskbar is in the desired location, release the mouse button.
† Right-click the Taskbar and then click Lock the Taskbar.
† Locking the Taskbar prevents it from being moved or resized accidentally.

Add Recent Items to Start Menu
† Right-click the Start button on the Taskbar (see illustration at right).
† Choose Properties from the list of options
† The Taskbar and Start Menu Properties dialog box will display (see illustration on next page).
† Make sure that the Start Menu tab is selected.
† Click the Store and Display Recently Opened Items in the Start Menu and Taskbar check box under Privacy.
† Click the Customize button.
† The Customize Start Menu dialog box will appear (see illustration on next page).
† Scroll through the list of options to locate the Recent Items check box.
† Click the check box for Recent Items.
† Click OK twice to exit both dialog boxes.

Clear Recently Opened Files or Programs from Start Menu
When a file or program is cleared from the Start menu it is not deleted from the computer.
† Right-click the Start button on the Taskbar.
Choose Properties from the list of options.
Make sure that the Start Menu tab is selected.
Click the Store and Display Recently Opened Items in the Start Menu and the Taskbar check box to remove the check mark.
Click OK.

Adjust Number of Shortcuts for Frequently Used Programs
Right-click the Start button on the Taskbar.
Choose Properties from the list of options.
The Taskbar and Start Menu Properties dialog box will display (see illustration above left).
Make sure that the Start Menu tab is selected.
Click the Customize button.
The Customize Start Menu dialog box will appear (see illustration above right).
In the Number of Recent Programs to Display box, enter the number of programs to display on the Start Menu.
Click OK twice to close both dialog boxes.

Customize Right Pane of Start Menu
It is possible to add or remove items that appear on the right side of the Start menu, such as Computer, Control Panel, and Pictures. Some items on the Start menu can be changed so that they appear as links or menus.
- Right-click the Start button on the Taskbar.
- Choose Properties from the list of options.
- The Taskbar and Start Menu Properties dialog box will display.
- Make sure that the Start Menu tab is selected.
- Click the Customize button.
- The Customize Start Menu dialog box will appear.
- Select the Options in the list that are to be changed.
- Click OK twice to exit both dialog boxes.

Restore Start Menu Default Settings
With Windows 7, it is possible to restore the Start Menu to the original default settings.
- Right-click the Start button on the Taskbar.
- Choose Properties from the list of options.
- The Taskbar and Start Menu Properties dialog box will display.
- Make sure that the Start Menu tab is selected.
- Click the Customize button.
- The Customize Start Menu dialog box will appear.
- Click the Use Default Settings button on the bottom left side of the dialog box.
- Click OK to exit the dialog box.
- Click OK again to exit the Properties window.