

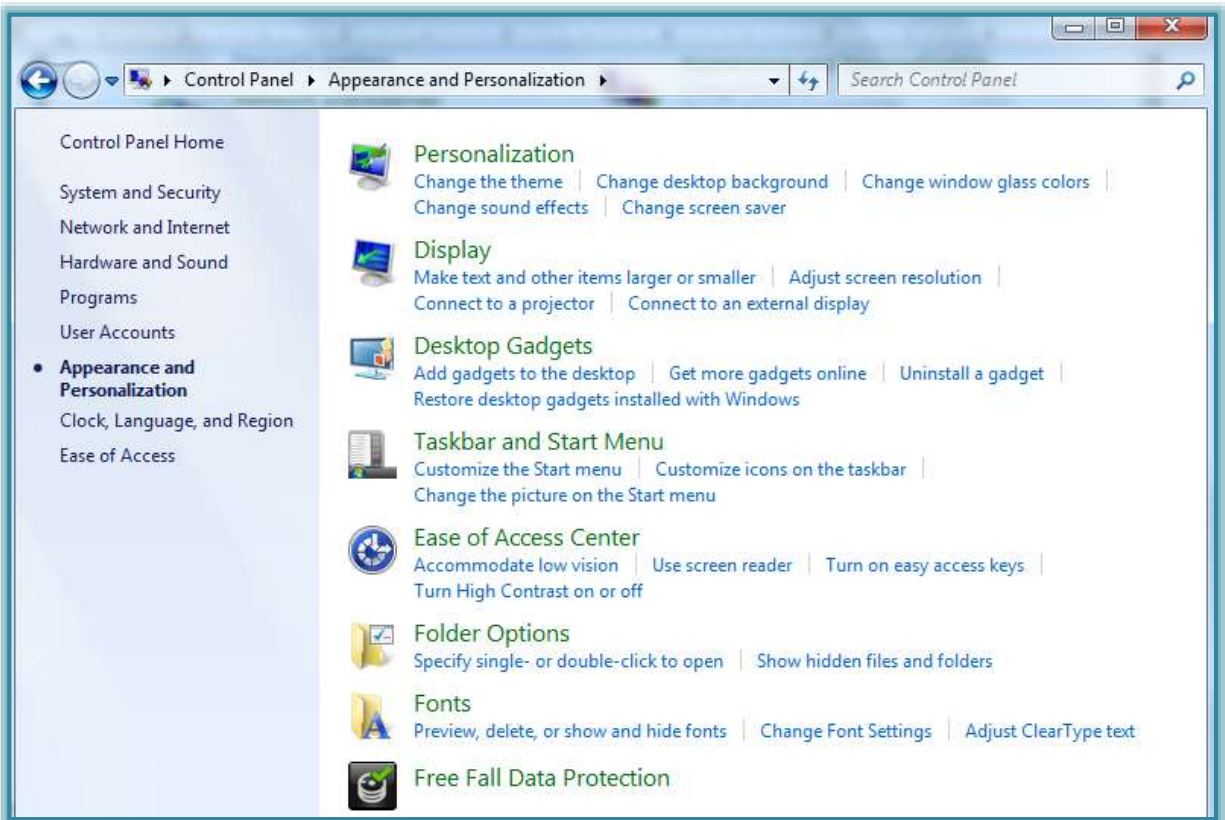
Taskbar and Start Menu Options

This area is used to make changes as to how items appear on the **Taskbar** or the **Start Menu**.

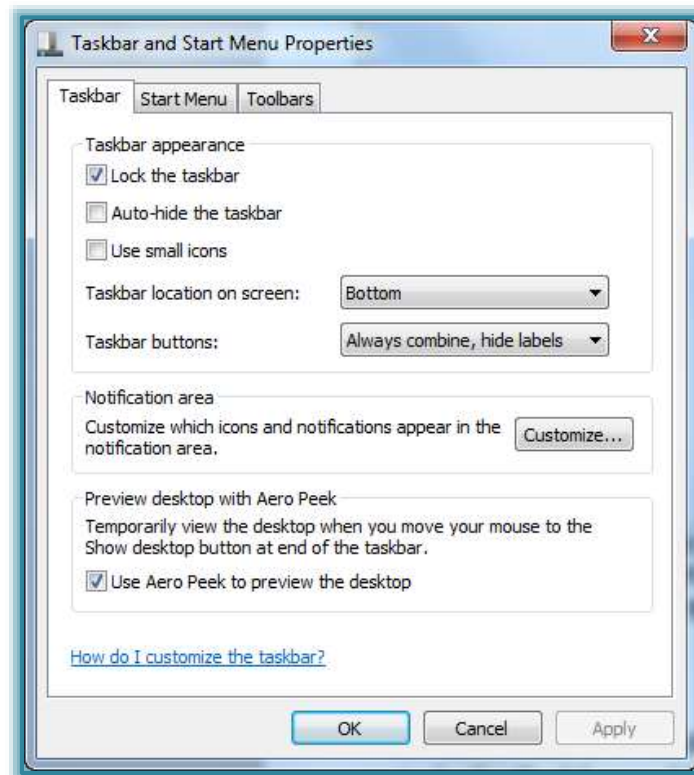
- † Click the **Start Button**.
- † Click **Control Panel**.
- † The **Control Panel** window will display (see illustration below).



- † In **Category View**, click the **Appearance and Personalization** category.
- † The **Appearance and Personalization** window will display (see illustration below).



- † Click **Taskbar and Start Menu**.
- † The **Taskbar and Start Menu Properties** dialog box will display (see illustration below).
or
- † Click the **Start Button**.
- † In the **Search** box, input **Taskbar** or **Start Menu**.
- † A list of items matching the word or phrase will appear in the left pane of the **Start Menu**.
- † Click **Taskbar and Start Menu**.
- † The **Taskbar and Start Menu Properties** dialog box will display (see illustration below).



Taskbar

Auto Hide the Taskbar

- † To **Auto Hide** the **Taskbar**:
 - ✦ In the **Taskbar and Start Menu Properties** dialog box, click the **Auto Hide the Taskbar** check box to select this item.
 - ✦ Click the **Apply** button. The **Taskbar** disappears.
 - ✦ To display the **Taskbar**, move the mouse down over the bottom of the **Desktop**. The **Taskbar** will appear.
- † To undo **Auto Hide**, complete the following steps:
 - ✦ Click the **Auto Hide Taskbar** check box to deselect this item.
 - ✦ Click the **Apply** button. The **Taskbar** reappears.

Use Small Icons on Taskbar

- † In the **Taskbar and Start Menu Properties** dialog box, click the **Use Small Icons** check box.
- † Click the **Apply** button.
- † The icons will appear as **Small Icons**.

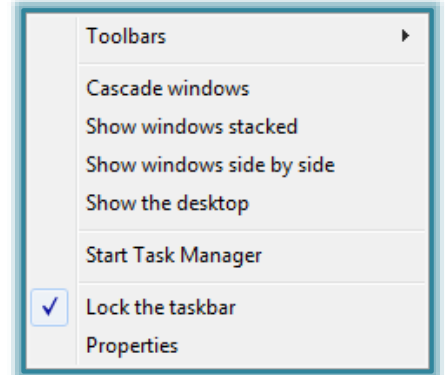
Change Display Location

- † In the **Taskbar and Start Menu Properties** dialog box, click the **Taskbar Location on Screen** list arrow.
- † Choose from one of the four options: Bottom Left, Right, and Top.
- † Click the **Apply** button.
- † The **Taskbar** will move to the specified location.
- † To exit from the dialog box, click **OK**.

Shortcut Menu of Commands

This menu contains commands for working with Windows and the Taskbar, such as accessing Windows toolbars, options for displaying one or more windows, or locking the Taskbar.

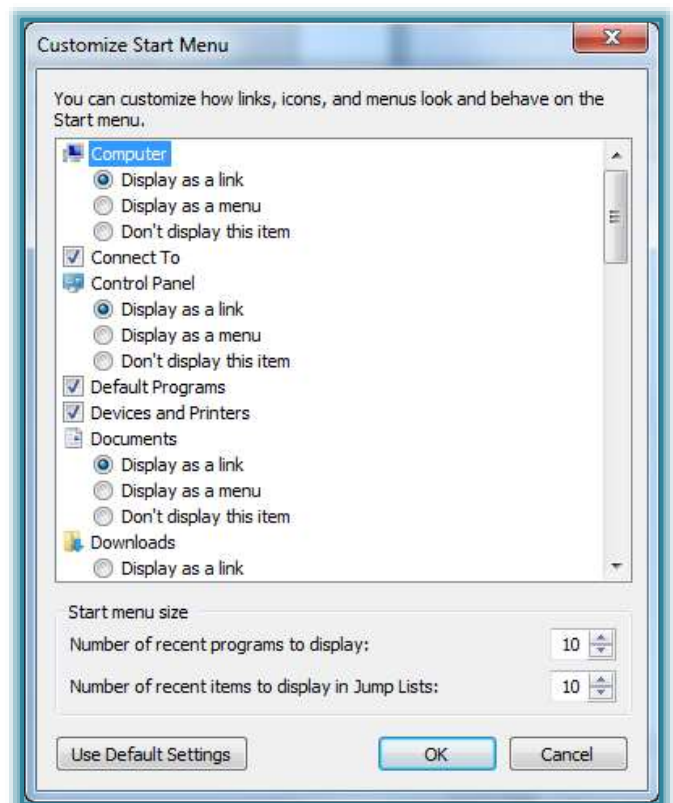
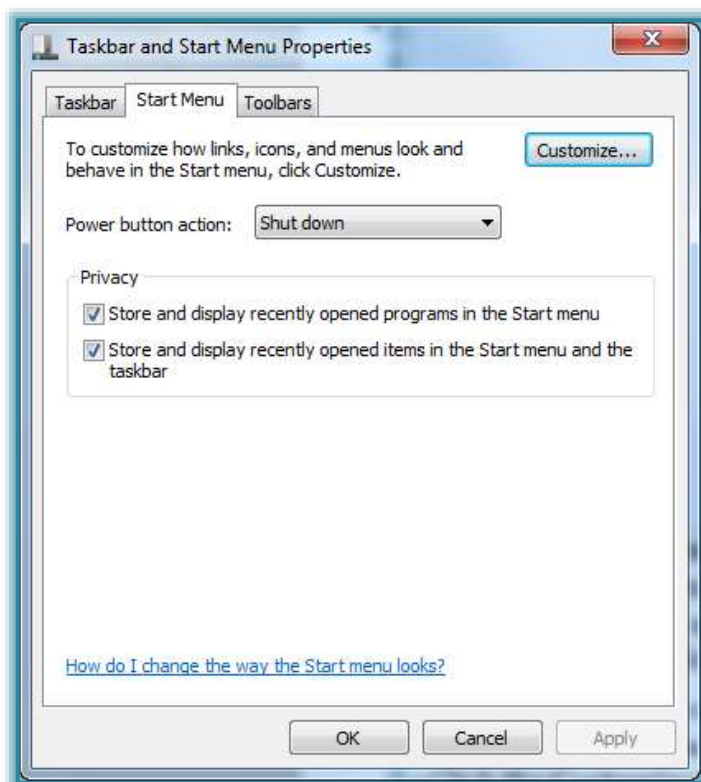
- † **Right-click** on the **Taskbar**.
- † The shortcut menu will appear (see illustration at right).
- † Select a command from the list that appears, such as Cascade Windows, Show Windows Side-by-Side, Show Desktop, or Lock the Taskbar.



Start Menu

Add Recent Items to Start Menu

- † Click the **Start Menu** tab in the **Taskbar and Start Menu Properties** dialog box (see illustration below left).



- † 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 above right).

- † 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.

- † Click the **Start Menu** tab in the **Taskbar and Start Menu Properties** dialog box.
- † Click the **Store and Display Recently Opened Items in the Start Menu and the Taskbar** check box to remove the check mark.
- † Click the **Apply** button.
- † The changes will be applied to the **Start Menu**.
- † To exit from the dialog box, click **OK**.

Adjust Number of Shortcuts for Frequently Used Programs

- † Click the **Start Menu** tab in the **Taskbar and Start Menu Properties** dialog box.
- † Click the **Customize** button (see illustration below).
- † The **Customize Start Menu** dialog box will appear (see illustration below).
- † In the **Number of Recent Programs to Display** box, enter the number of programs to display on the **Start Menu**.
- † Click **OK** to close the dialog box and return to the **Taskbar and Start Menu Properties** dialog box.
- † Click the **Apply** button.
- † The changes will be applied to the **Start Menu**.
- † To exit from the dialog box, click **OK**.

Customize Right Pane of Start Menu

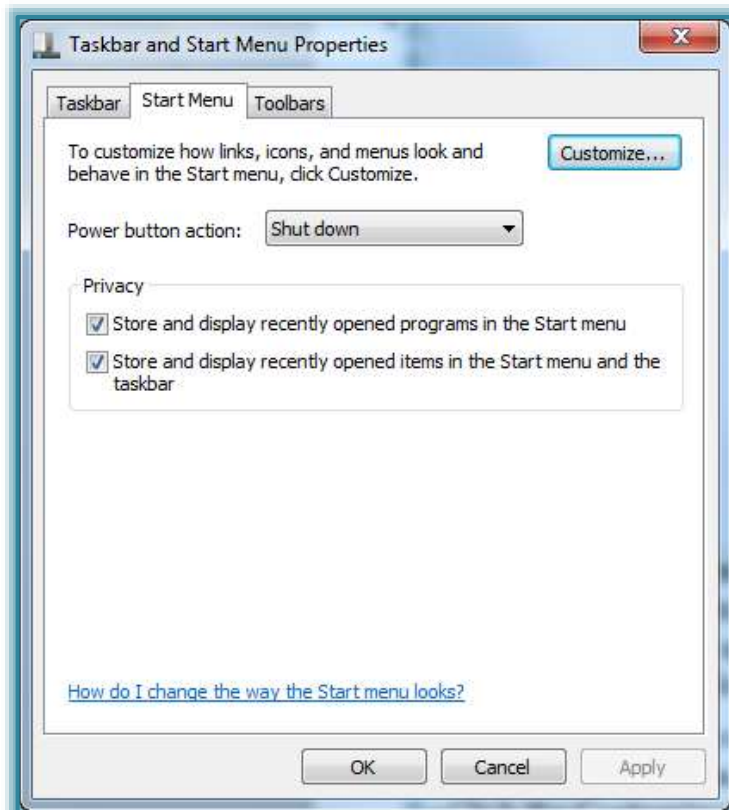
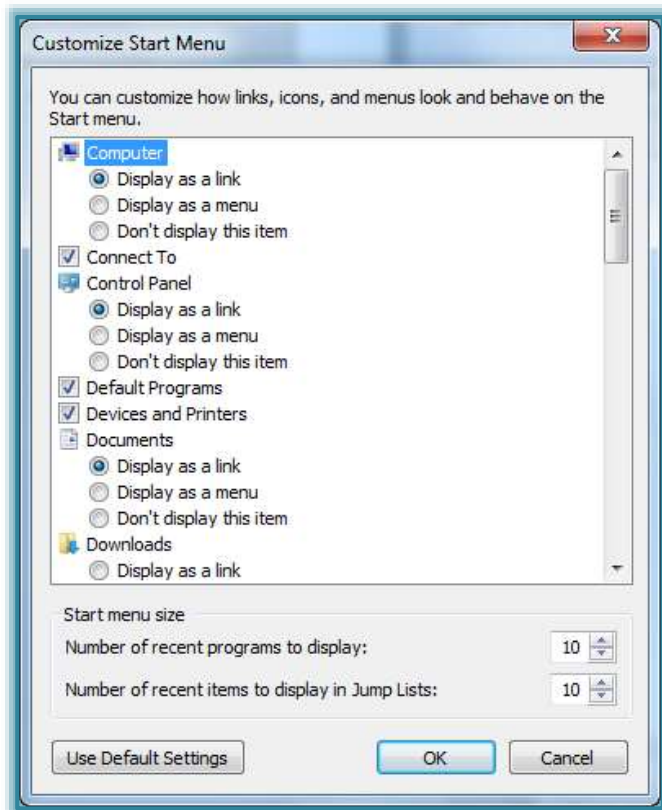
It is possible to add or remove items that appear on the right side of the Start menu, such as Computer, Control Panel, and Pictures. Some items on the Start menu can be changed so that they appear as links or menus.

- † Click the **Start Menu** tab in the **Taskbar and Start Menu Properties** dialog box.
- † Click the **Customize** button.
- † The **Customize Start Menu** dialog box will appear (see illustration on previous page).
- † Select the **Options** in the list that are to be changed.
- † Click **OK** to exit the dialog box and return to the **Taskbar and Start Menu Properties** dialog box.
- † Click the **Apply** button.
- † The changes will be applied to the **Start Menu**.
- † To exit from the dialog box, click **OK**.

Restore Start Menu Default Settings

With Windows 7, it is possible to restore the Start Menu to the original default settings.

- † Click the **Start Menu** tab in the **Taskbar and Start Menu Properties** dialog box.
- † Click the **Customize** button.
- † The **Customize Start Menu** dialog box will appear (see illustration on next page).
- † Click the **Use Default Settings** button on the bottom left side of the dialog box.
- † Click **OK** to exit the dialog box and return to the **Taskbar and Start Menu Properties** dialog box.
- † Click the **Apply** button.
- † The changes will be applied to the **Start Menu**.
- † To exit from the dialog box, click **OK**.



Power Button Action

This option allows you to determine which power option will appear on the **Start Menu**.

- † Click the **Start Menu** tab in the **Taskbar and Start Menu Properties** dialog box.
- † Select a **Power Button Action** from the appropriate list (see illustration above right).
- † Click the **Apply** button.
- † The changes will be applied to the **Start Menu**.
- † To exit from the dialog box, click **OK**.