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 and Start Menu Properties dialog box](image)

**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.

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