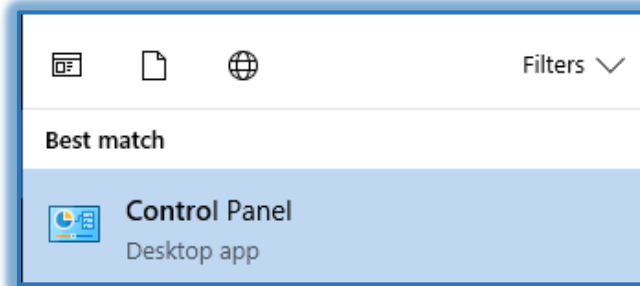


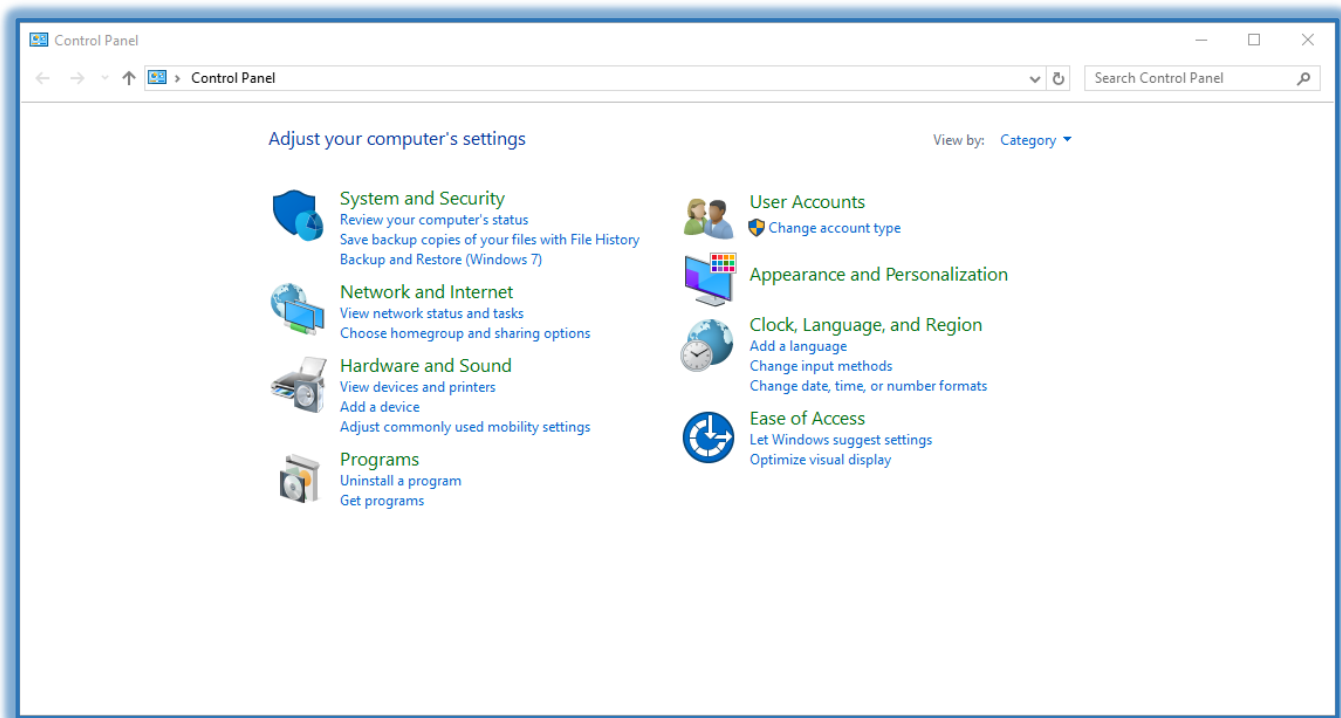
Control Panel-Taskbar and Navigation Options

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

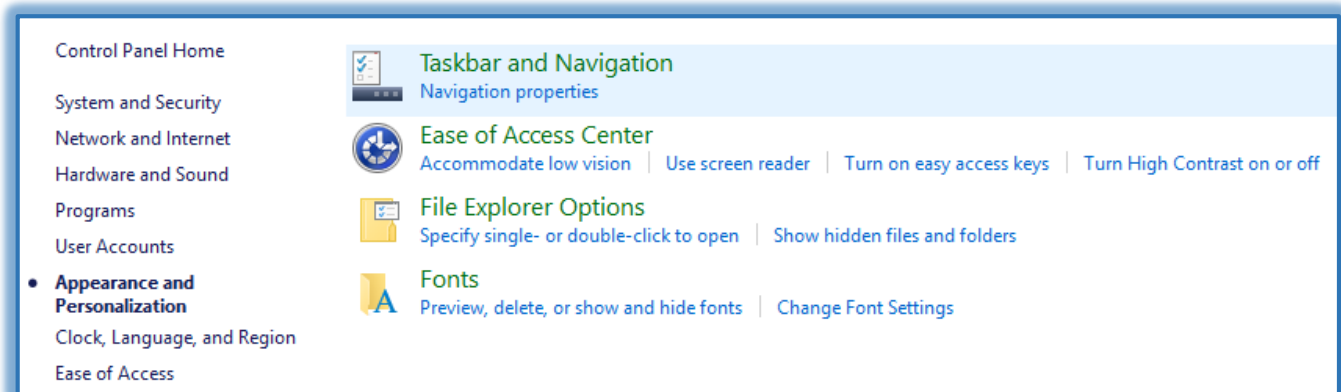
- + In the **Search** box to the right of the **Start Button** input **Control Panel**.
- + Click the **Control Panel** link at the top of the **Start Menu**.



- + The **Control Panel** window will display.



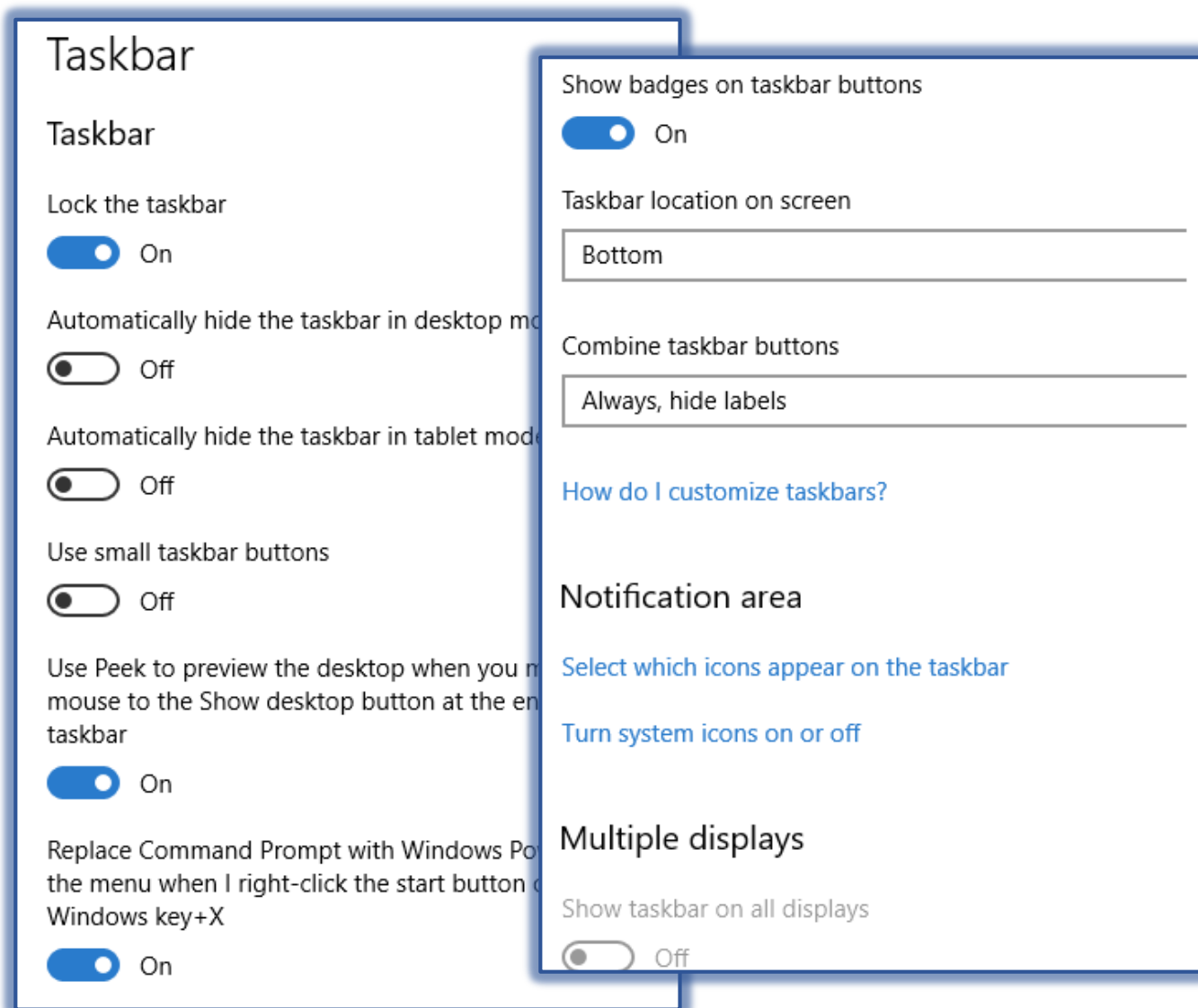
- + Click the **Appearance and Personalization** link.



- ✦ The **Appearance and Personalization** window will display.
- ✦ Click **Taskbar and Navigation**.
- ✦ The **Taskbar and Start Menu Properties** dialog box will display.

Taskbar

- ✦ Click the **Taskbar** link in the left frame of the window.
- ✦ The **Taskbar** window will display.



- ✦ Select either **On** or **Off** for any of the following options.
 - ✦ Lock the taskbar
 - ✦ Automatically hide the taskbar in Table Mode
 - ✦ Use small taskbar buttons
 - ✦ Use Peek to preview the desktop when our move your mouse
 - ✦ Replace Command prompt with Windows Power Shell
 - ✦ Show badges on Taskbar buttons
- ✦ Select the location for the Taskbar on the screen. The options are Left, Right, Bottom, or Top
- ✦ Specify whether or not to combine Taskbar buttons. The options are:

- ✦ Always, hide labels
- ✦ When Taskbar is full
- ✦ Never
- ✦ Under **Notifications**:
 - ✦ Select which icons appear on the taskbar – A list of icons will display.
 - ✦ Turn system icons on or off – A list of icons will display.
- ✦ Under **Multiple Displays**: select whether or not to **Show Taskbar on all displays**.
- ✦ If **On** is selected, select from the following two items.
 - ✦ Show Taskbar buttons on
 - ✦ Combine buttons on other Taskbars