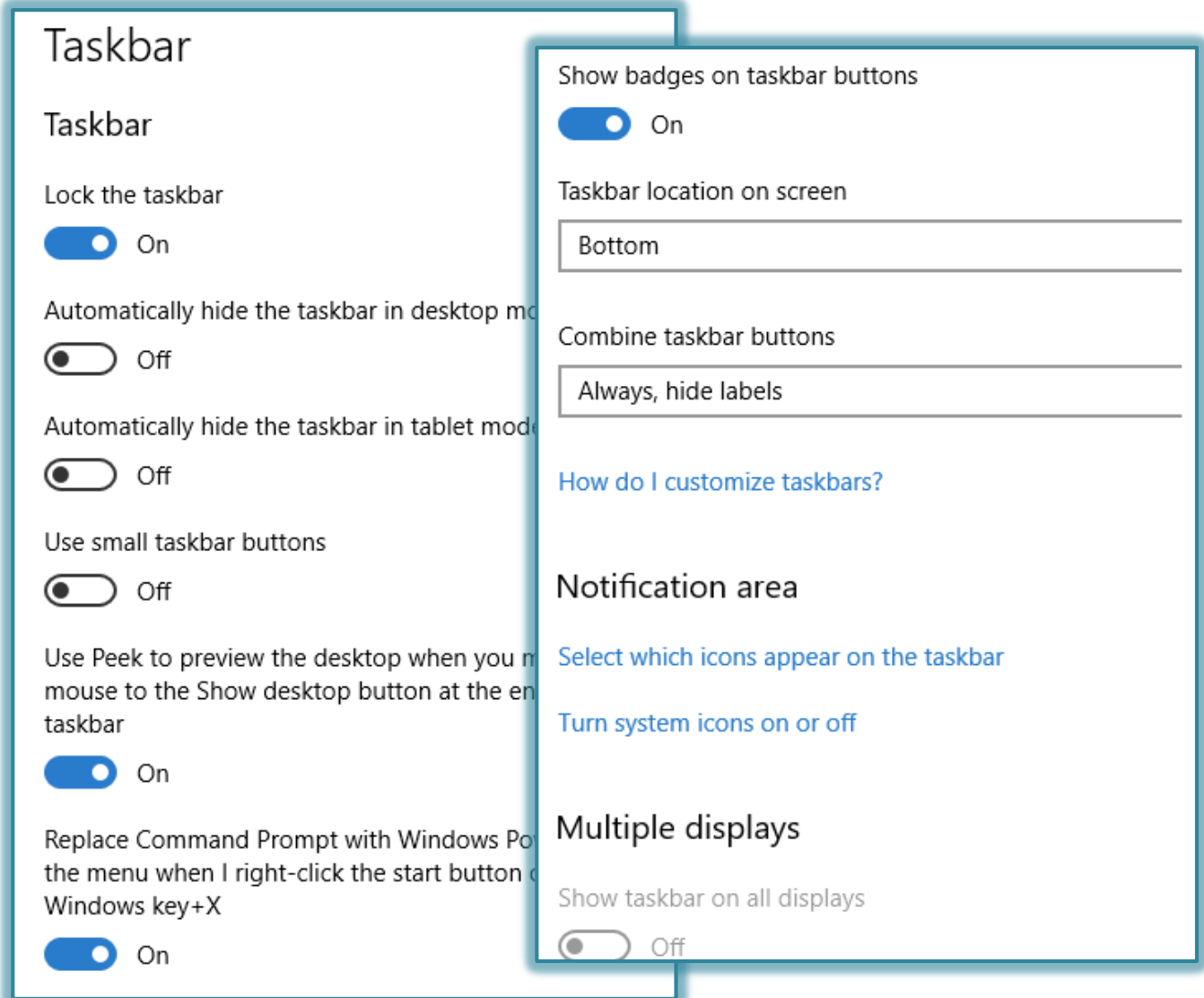


Personalization-Taskbar

- ✦ Right-click on the **Desktop**.
- ✦ Select **Personalize** from the list.
- ✦ Click the **Taskbar** link.
- ✦ 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