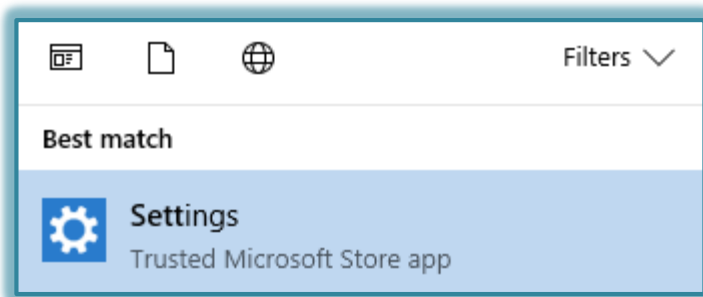


## Taskbar and Start Menu Options

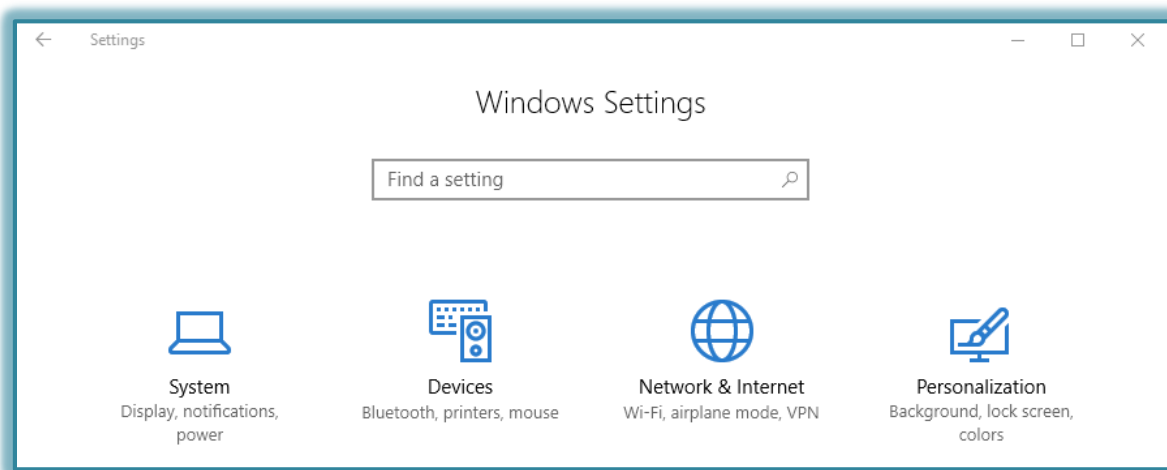
### Taskbar and Navigation Options

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 **Settings**.
- † Click the **Settings** link at the top of the **Start Menu**.

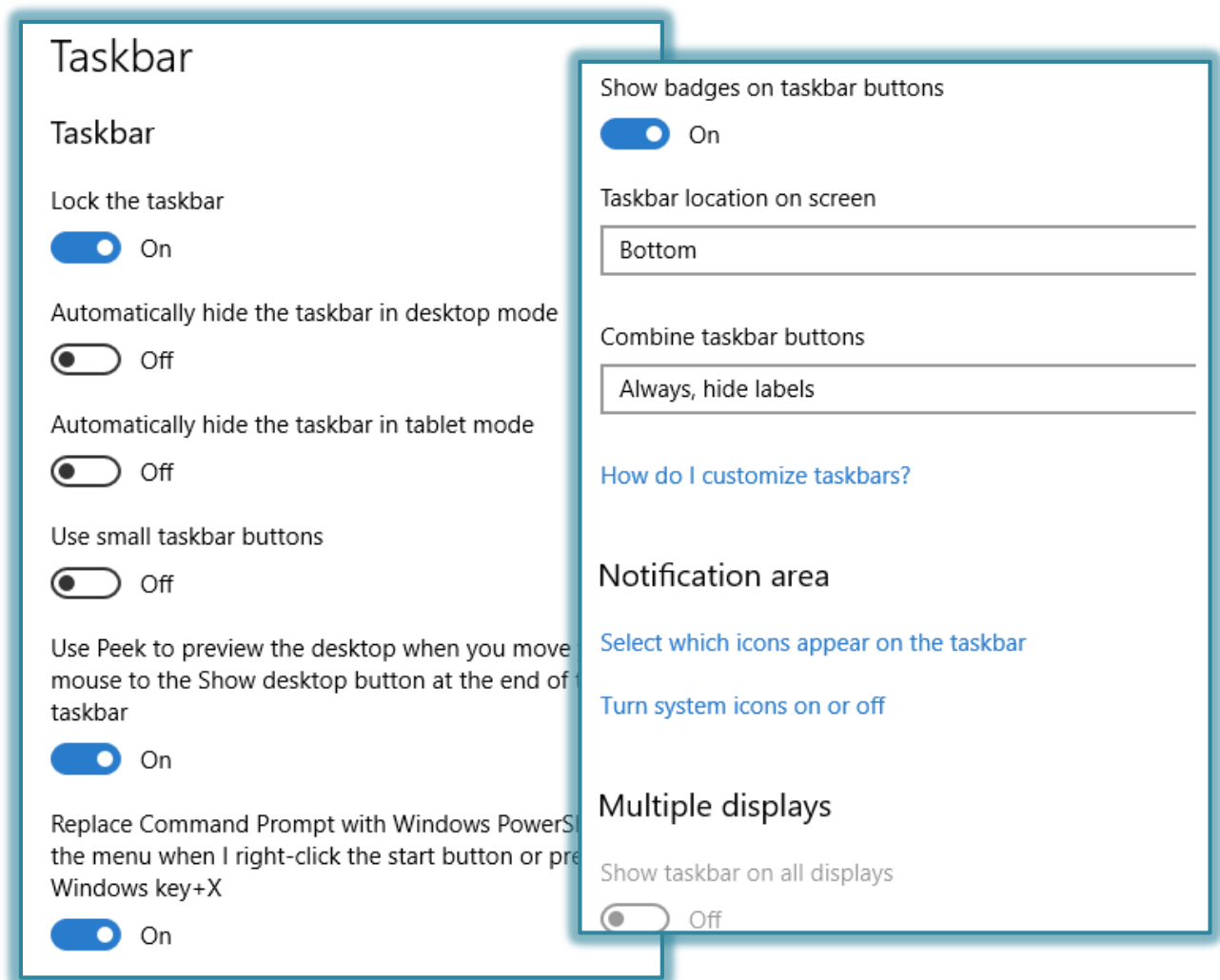


- † The **Settings** window will display.
- † Click the **Personalization** link.
- † The **Appearance and Personalization** window will display.



### Taskbar

- † Click the **Taskbar** link in the **Navigation Pane** in the left frame of the window.
- † The **Taskbar** window will display (see illustration on next page).
- † 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 you 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