January 17, 2006

Setting my Taskbar options and Start Menu options for my preferences

a. Right Click on the taskbar at the bottom of the screen and select "Properties" to bring up the following window. Lock the taskbar locks the settings that are selected.

b. I like to Auto-hide the taskbar so it disappears when my cursor is not on it at the bottom of the screen.

c. I like the taskbar to popup in front of all windows when I put the cursor at the bottom of the screen.

d. I check Group similar taskbar buttons but have forgotten what that does.

e. I use the Quick Launch area at the left end of the taskbar extensively for the programs that I use a lot of the time.

f. Show the clock is an obvious item.

g. I dislike my Icons to disappear behind a left arrow just because I use some more than others so I uncheck that item.

askbar and Start Menu Properties ?	×
Taskbar Start Menu	
Taskbar appearance	
 Lock the taskbar Auto-hide the taskbar Keep the taskbar on top of other windows Group similar taskbar buttons Show Quick Launch Notification area 	
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 Show the clock You can keep the notification area uncluttered by hiding icons that you have not clicked recently. Hide inactive icons 	
OK Cancel Apply	

Selecting the Start Menu Tab and then Customize brings up the following windows.

raskuar and start menu Properties	?	×
Taskbar Start Menu		
Image: Second secon		
Start menu Select this menu style for easy access to the Internet, e-mail, and your favorite programs. Classic Start menu Custom	iize	
Select this option to use the menu style from earlier versions of Windows.		
	Арру	
Customize Start Menu	?	×
Gieneral Advanced Select an icon size for programs C Large icons	s	
General Advanced Select an icon size for programs Image: Cons Image: Cons Programs The Start menu contains shortcuts to the programs you use most of Clearing the list of shortcuts does not delete the programs. Number of programs on Start menu: 10	s ften.	
General Advanced Select an icon size for programs Image: Cons Image: Cons Programs The Start menu contains shortcuts to the programs you use most of Clearing the list of shortcuts does not delete the programs. Number of programs on Start menu: 10 - Clear List	s ften.	
General Advanced Select an icon size for programs Image: Cons Image: Cons Programs The Start menu contains shortcuts to the programs you use most of Clearing the list of shortcuts does not delete the programs. Number of programs on Start menu: Image: Clear List Show on Start menu Image: Internet: Image: Image	s ften.	

h. I like my icons in the start menu to be small so when I select "Start" they all fit in a smaller place.

i. I set the Number of programs on the Start menu to 10. Ten programs recently used pop up in the bottom left of the window after selecting "Start".

Select the Advanced tab for the following:

Customize Start Menu ? 🗙
General Advanced
Start menu settings Open submenus when I pause on them with my mouse Highlight newly installed programs
Start menu items:
 Control Panel Display as a link Display as a menu Don't display this item Enable dragging and dropping Favorites menu Help and Support
Recent documents Select this option to provide quick access to the documents you opened most recently. Clearing this list does not delete the documents. List my most recently opened documents Clear List
OK Cancel

j. I select the boxes shown above as well as the following items in the scroll-down section of the Start menu items.

Control Panel – Display as a link

Enable dragging and dropping Favorites menu Help and Support My Computer – Display as a link My Music – Don't display this item My Network Places My Pictures - Display as a link Network Connections – Display as a connect to menu Printers and Faxes Run Command Set Program access and defaults System Administrative Tools – Display on All Programs menu and Start menu

Click OK to save the settings. Note that all of the above items under j. affect what appears when you click on Start in the lower left of your screen. You can select or deselect any item to suit individual menu items.