

CUSTOMIZING WINDOWS

Taskbar and Start Menu Options

- ❖ To **Auto Hide** the Taskbar:
 - Click **Start** on the **Taskbar**.
 - Click **Control Panel** from the list of choices.
 - Choose **Appearance and Themes** (first item in the list), if necessary.
 - This display may not be active on your computer.
 - You might be able to see the icons that are available for making changes to the Windows program.
 - If so, go directly to the next step.
 - Select **Taskbar and Start Menu**.
 - Click the **Auto Hide Taskbar** check box to select this item.
 - Click the **OK** button. The dialog box closes and 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 **Start** on the **Taskbar**.
 - Click **Control Panel** from the list of choices.
 - Choose **Appearance and Themes** (first item in the list), if necessary.
 - This display may not be active on your computer.
 - You might be able to see the icons that are available for making changes to the Windows program.
 - If so, go directly to the next step.
 - Select **Taskbar and Start Menu**.
 - Click the **Auto Hide Taskbar** check box to deselect this item.
 - Click the **OK** button. The dialog box closes and the Taskbar reappears.

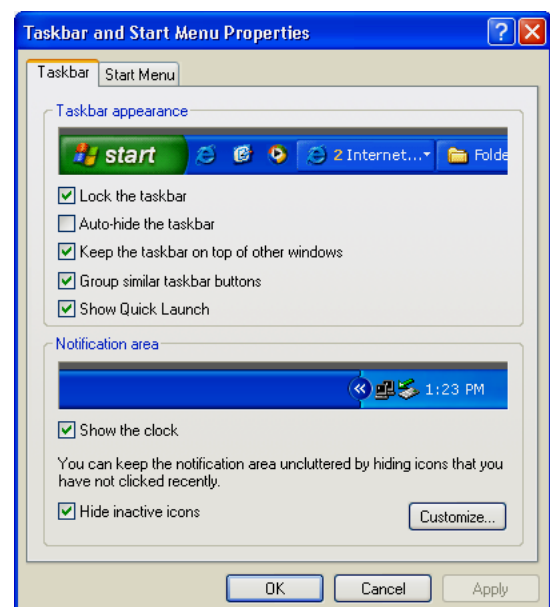
Displaying the Quick Launch Toolbar

- ❖ Click **Start** on the **Taskbar**.
- ❖ Click **Control Panel** from the list of choices.
- ❖ Choose **Appearance and Themes**, if necessary.
- ❖ Select **Taskbar and Start Menu**.
- ❖ Click the **Show Quick Launch** check box to select this item.
- ❖ Click the **OK** button. The dialog box closes and the Quick Launch Toolbar appears.

Changing the Taskbar

The Taskbar may be changed to suit individual work styles. To change the Taskbar complete the following steps:

- ❖ Right-click the **Taskbar**.
- ❖ Click **Properties** to select the **Taskbar and Start Menu Properties** dialog box.



- ❖ Click the **Taskbar** tab, if necessary.
- ❖ The following options are available:

Option	Description
Lock the Taskbar	When this option is chosen, it prevents the taskbar from being moved to another location on the desktop. It also, prevents the taskbar from being resized.
Auto Hide the Taskbar	This action causes the Taskbar to disappear from the screen. To have it appear, move the Mouse Pointer toward the former location. The Taskbar should appear when the mouse pointer gets close to the location.
Keep Taskbar on Top of Other Windows	This action is used to make the Taskbar appear on top of any Window. The Taskbar will always be visible.
Group Similar Taskbar Buttons	When more than one document is open in the same program and then each item is minimized so that it appears as a button on the taskbar, all the buttons for that program are grouped together on the taskbar. The button displays the name of both the document and the program in which it was created. If the name of the document is too long for the button, Windows fades the last letters on the right side of the button to indicate that there is more text. Point at the button to see the name of the document and the name of the program in which it was created.
Show Quick Launch	Choose this action to display the Quick Launch toolbar on the Taskbar
Hide Inactive Icons	When icons haven't been used for a specified period of time, they are hidden from view. This helps to save clutter on the desktop.
Show Clock	To cause the current time to display on the taskbar, choose this option.

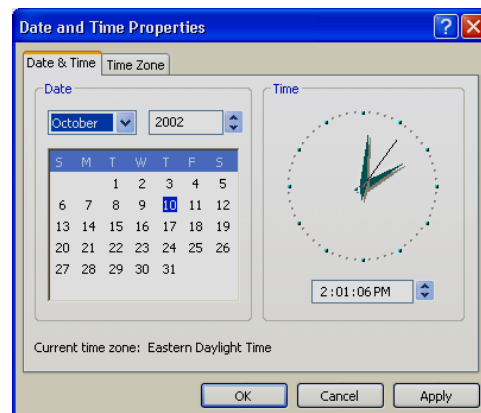
- ❖ When all the options have been selected, click **OK**.

Changing the Date and Time

The date and time that is displayed on the Taskbar is determined by the clock settings on the computer. If the time and date are not correct, it is possible to adjust them. To do this,

- ❖ Click the **Start** button.
- ❖ Click on **Control Panel**.

- ❖ Click the **Date, Time, Language, and Regional Settings** link, if necessary.
 - This link may not appear depending on the setup of the computer.
 - If it does not appear, go to the next step.
- ❖ Click the **Date and Time** link.
- ❖ The **Date and Time Properties** dialog box will appear.
- ❖ To select a different month click the drop-down arrow next to the current month and choose a new month.
- ❖ To change the year, click the spinner arrow next to the year box until the desired date appears.
- ❖ Once the month and year have been selected, click a new date in the selected month to change the system date.
- ❖ When all the changes have been made, click **Apply** to make the changes
- ❖ Click the **OK** button to exit the dialog box.
- ❖ Click the **Cancel** button to close the dialog box without making any changes.



Note:

If the clock is displayed on the Taskbar, it is also possible to right-click the clock and then choose **Adjust Date and Time** from the shortcut menu.

Modifying Mouse Settings

- ❖ Click the **Start** button.
- ❖ Select **Control Panel** from the list of choices.
- ❖ Click **Appearance and Themes**.
 - This link may not appear depending on the setup of the computer.
 - If it does not appear, go to the next step.
- ❖ Double-click the **Mouse** icon.
- ❖ Select the option to change from the list below:
 - **Buttons** - This option is used to change what happens when a button is clicked. For instance, it is possible to change the left and right mouse buttons
 - **Pointers** - To change the appearance of the pointers that are used for different tasks, click this tab.
 - **Pointer Options** - This option is used to change speed and so forth of the mouse pointers.
 - **Wheel** - To change how the mouse acts when the scroll wheel is used, click this tab.
 - **Hardware** - To change the properties of the installed mouse, click this tab.
- ❖ When all the desired changes have been made, click **OK**.

