

Use this documentation to become more familiar with your Taskbar and all it can do.

## REARRANGE ICONS ON YOUR TASKBAR:

1. To move an icon on your taskbar, click and drag to the left or to the right. Release your mouse when the icon is where you want it to be.

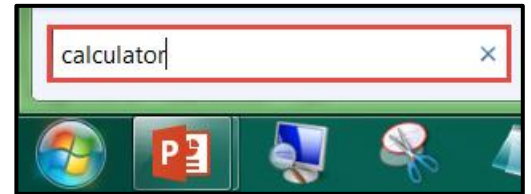


## ADD ICONS TO TASKBAR

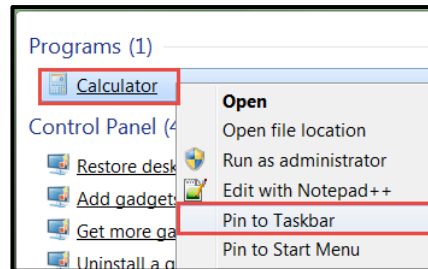
1. To add an icon to your taskbar, click the **Start** button.



2. In the **Search Programs and Files** text field, type in the name of the application you want to have as an icon on your Taskbar.

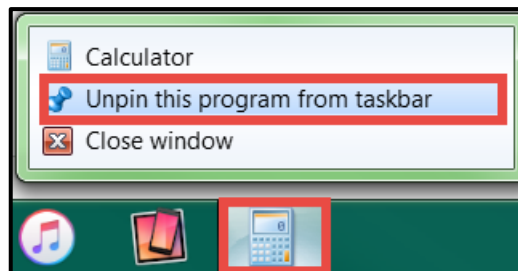


3. Right-click on the search result and select **Pin to Taskbar**.




## DELETE ICONS FROM TASKBAR

1. Right-click on the icon you want to remove from your Taskbar and select **Unpin this program from taskbar**.



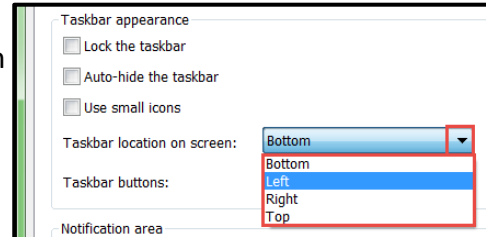
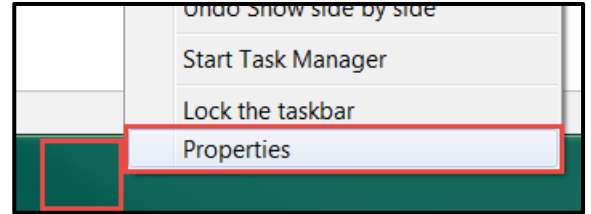
## CHANGE THE HEIGHT/SIZE OF TASKBAR

1. Hover your mouse at the top of the Taskbar until it turns into a double-headed arrow.  At that time, click and drag your mouse UPWARD to increase the height/size of your taskbar.



## MOVE LOCATION OF TASKBAR

1. Right-click on an empty part of the Taskbar and select **Properties**.
2. From the **Taskbar location on screen** drop-down list, choose Left, Right, or Top.



## SYSTEM TRAY

Located in the bottom right corner of your monitor, the **System Tray** contains small icons for system functions such as the clock, printer, volume, wireless connectivity, etc...



## SHOW DESKTOP BUTTON

1. To minimize ALL your open windows in one fell swoop, click the **Show Desktop** button located to the right of the **System Tray**.

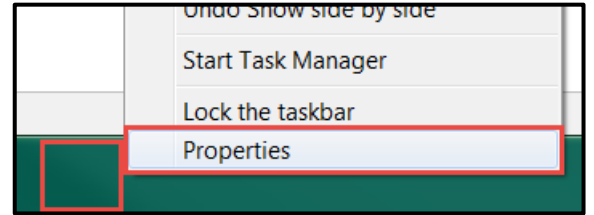


TIP: Click the **Show Desktop** button once again to restore all your windows.

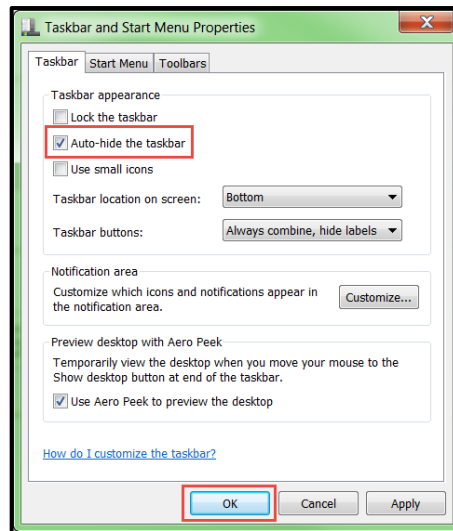
## AUTO-HIDE YOUR TASKBAR

Auto-hide is a feature that allows you to minimize the Taskbar while it is not in use. This can be handy on a computer that has a small monitor, or ideal for a laptop screen. The following steps outline how to turn on the Auto-hide feature.

1. Right-click on an empty part of the Taskbar and select **Properties**.



2. Place a checkmark in **Auto-hide the taskbar**.



3. Click **OK**.

Notice how your taskbar disappears, until you hover your mouse over it.