

Customize the Taskbar

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Taskbar

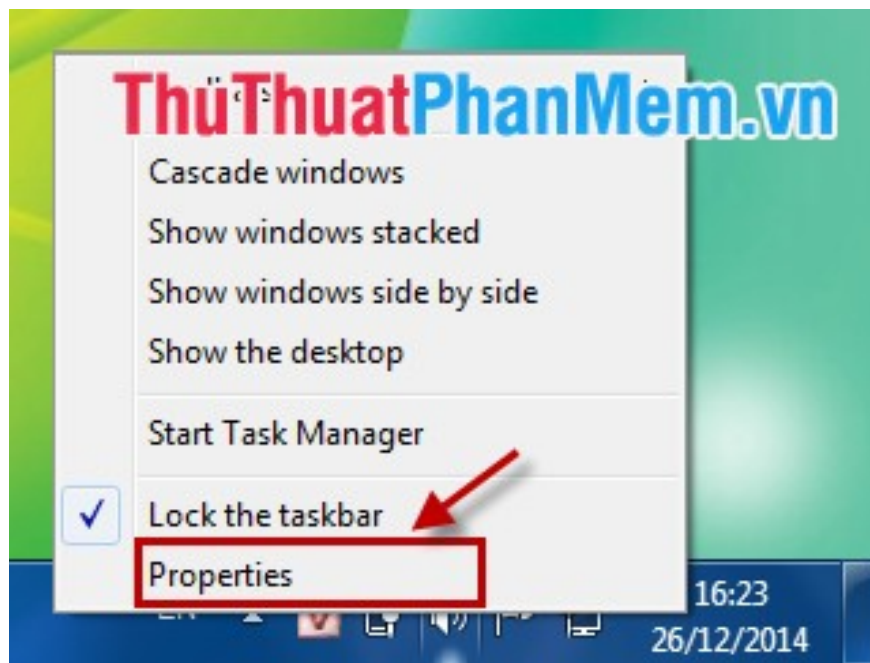


You can move the Taskbar position to the right, left and above the desktop. In addition, you can pin applications and programs you want to the Taskbar or hide the Taskbar.

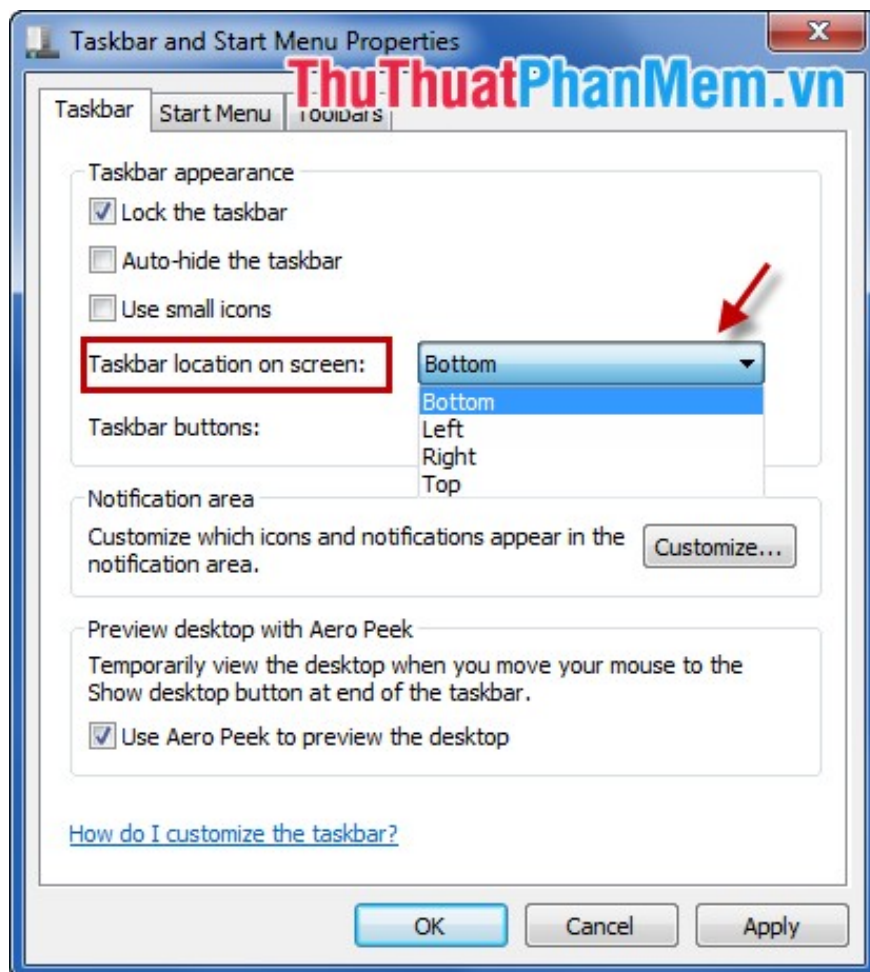
The basic customization on the Taskbar

1. Move the taskbar position.

Step 1: Right-click the Taskbar and select **Properties** .



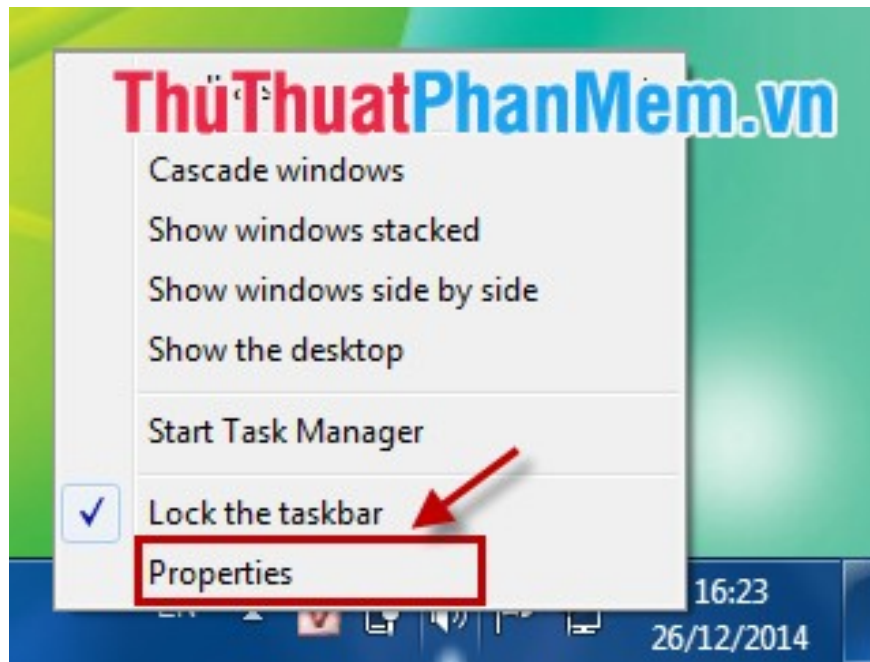
Step 2: In the **Taskbar and Start Menu Properties** , select the location you want to move the Taskbar at the **Taskbar location on screen** .



Then you click **OK** to save changes, the Taskbar will display at the location you choose.

2. Hide / unhide the Taskbar.

Step 1: Right-click the Taskbar and select **Properties** .



Step 2: In the dialog box **Taskbar and Start Menu Properties** , to hide the Taskbar, tick the box before *Auto-hide the taskbar* and then click **OK** to save changes.



To display the Taskbar, move the mouse to the location of the Taskbar and right-click and select **Properties** . Uncheck the *Auto-hide the taskbar check box* and click **OK** .



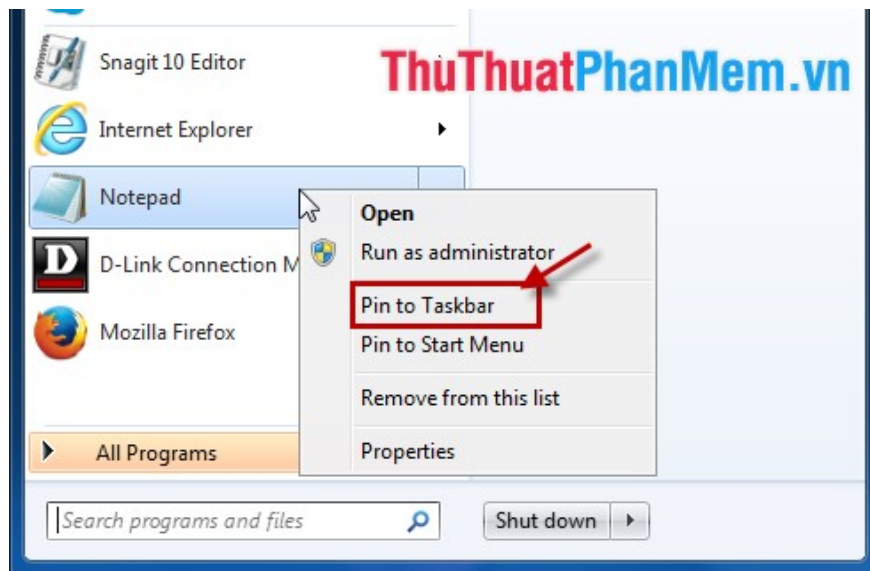
3. Pin applications and programs to the Taskbar.

Method 1: Open the application, the program you want to pin to the Taskbar, right-click the application's icon in the Taskbar and select **Pin this program to taskbar** .



Method 2: From the desktop screen of the computer, press and hold the application icon on the desktop and drag down the Taskbar.

Method 3: Select **Start Menu** and navigate to the application, the program you want to pin to the Taskbar, then right-click and select **Pin to Taskbar** .



4. Unpin apps and programs from the Taskbar.

To remove the pinned application from the Taskbar, right-click the application in the Taskbar and select **Unpin this program from taskbar** .



Hopefully the article will help you better understand the Taskbar and you can install and edit the Taskbar as you like.

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