

Some tips to customize Taskbar on Windows 10 effectively

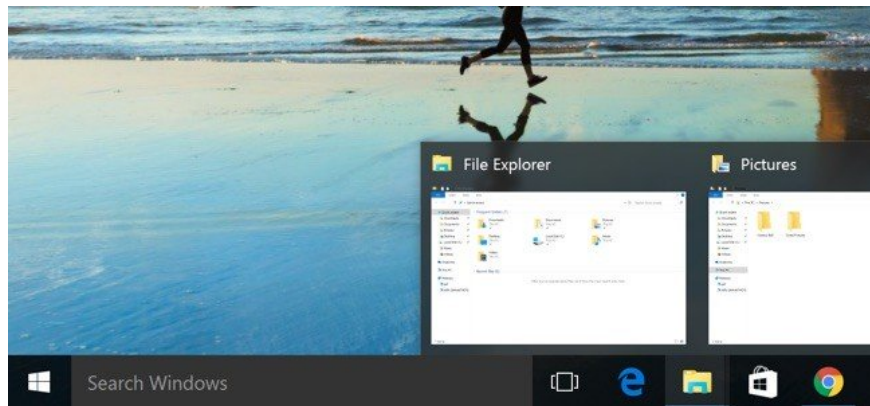
The Taskbar bar is one of the most used features in Windows 10 as well as other Windows versions. To better understand the Taskbar and how to customize the Taskbar in Windows 10, please refer to the following article of Network Administrator.

Windows 10 is loved by many users because of the new additions that Microsoft has added to this version. The Taskbar bar is one of the most used features in Windows 10 as well as other Windows versions.

In the article below, Network Administrator will introduce and guide you through some tips to customize the Taskbar in necessary cases.

Readers can see some other tips on Windows 10:

1. 7 ways to do, customize your Windows 10 "as fast as the wind"
2. Instructions for dividing hard drives right in Windows 10
3. 2 ways to disable automatic Update (update) on Windows 10

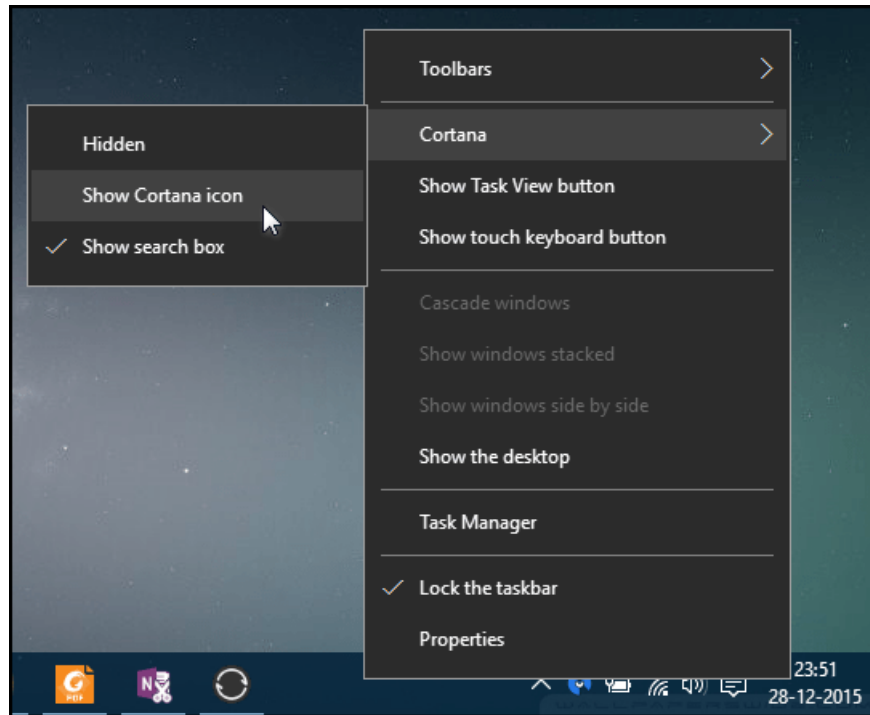


1. Configure or remove Cortana

Cortana - digital assistant is one of the most prominent features of **Windows 10** operating system. However, this is a feature that occupies the most space on the **Taskbar** of the new **Windows** version.

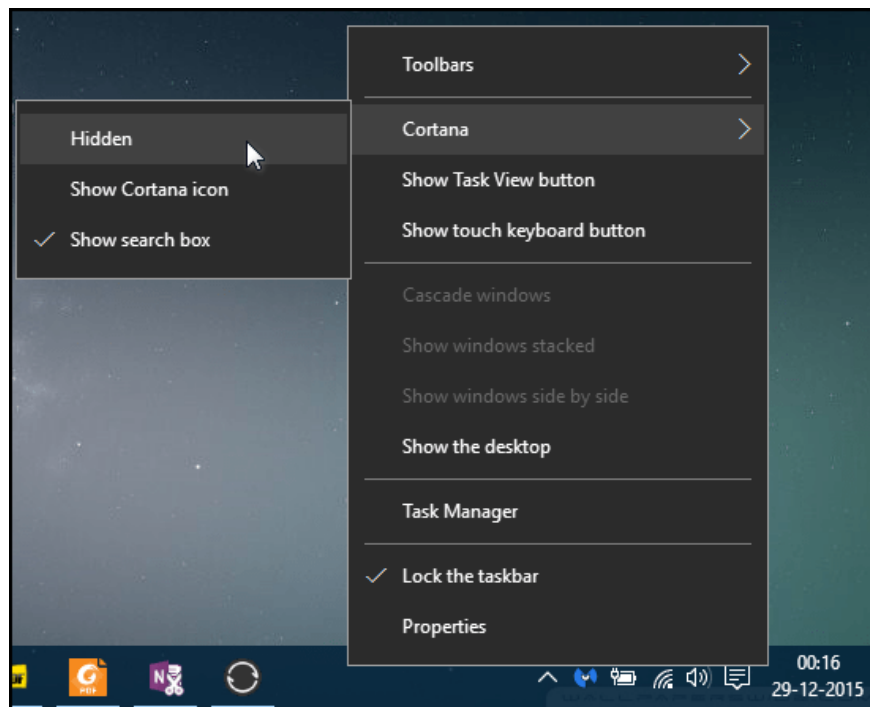
Don't worry, you can reset the configuration or completely remove **Cortana** .

To reset **Cortana** configuration, on the **Taskbar**, right-click and select **Cortana => Show Cortana icon** (showing Cortana icon), this search box will disappear, replaced by a circular **Cortana** icon.

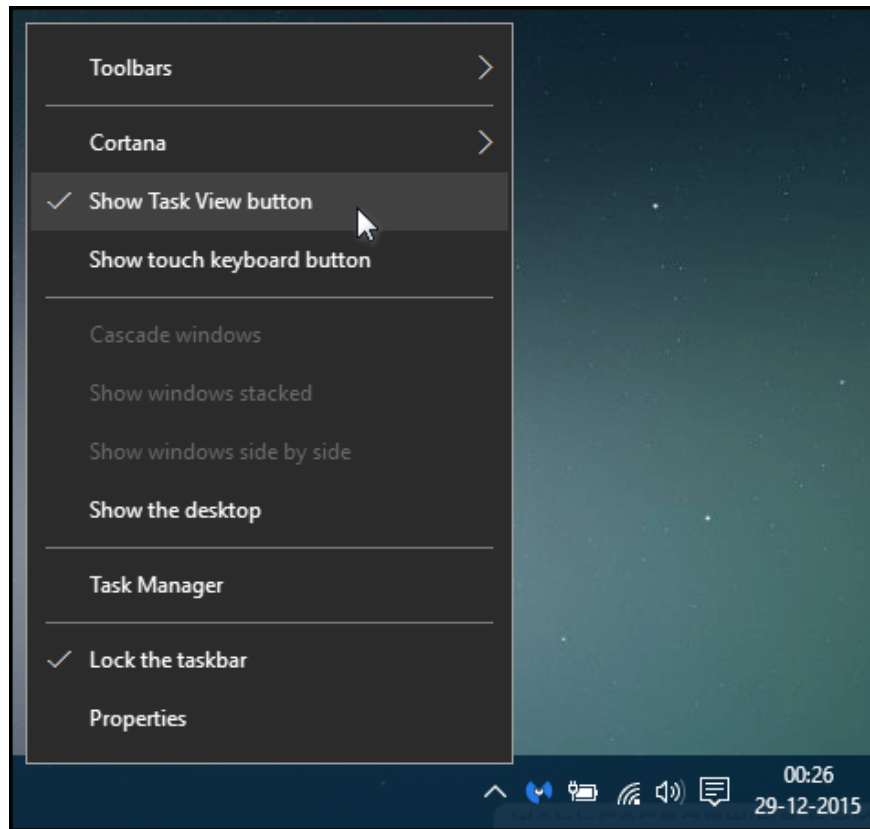


If you want to reactivate **Cortana** , just click on this icon.

To remove **Cortana** completely from the **Taskbar** , select **Cortana** => **Hidden**. This does not make **Cortana** disappear but only hide the icon in the **Taskbar** .



2. Remove Task View



Task View on the **Taskbar** bar to view running tasks in the system. When you click on it, you will see all the files, windows and **Desktop** screens open.

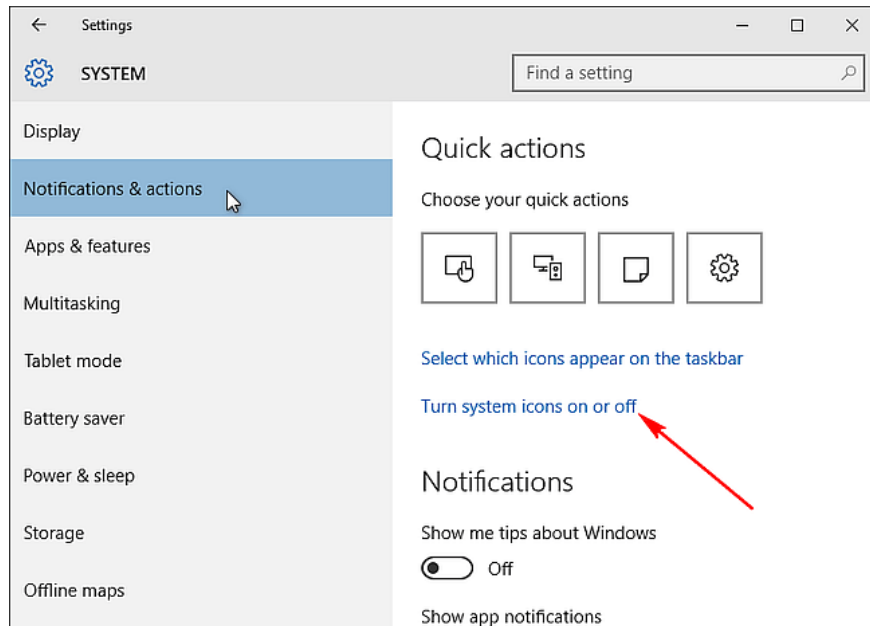
However, if there is no need to use the Virtual Screen **Task View feature** in **Windows 10** , you can delete this button icon in the **Taskbar** for more space.

First, right-click on the **TaskView** icon or at a certain point in the **Taskbar** , then uncheck the **Show Task View button** . In addition, you can also use the **Windows + Tab** keyboard shortcut to quickly use the **Task View** feature in **Windows 10** .

3. Hide the icons in the System Tray system

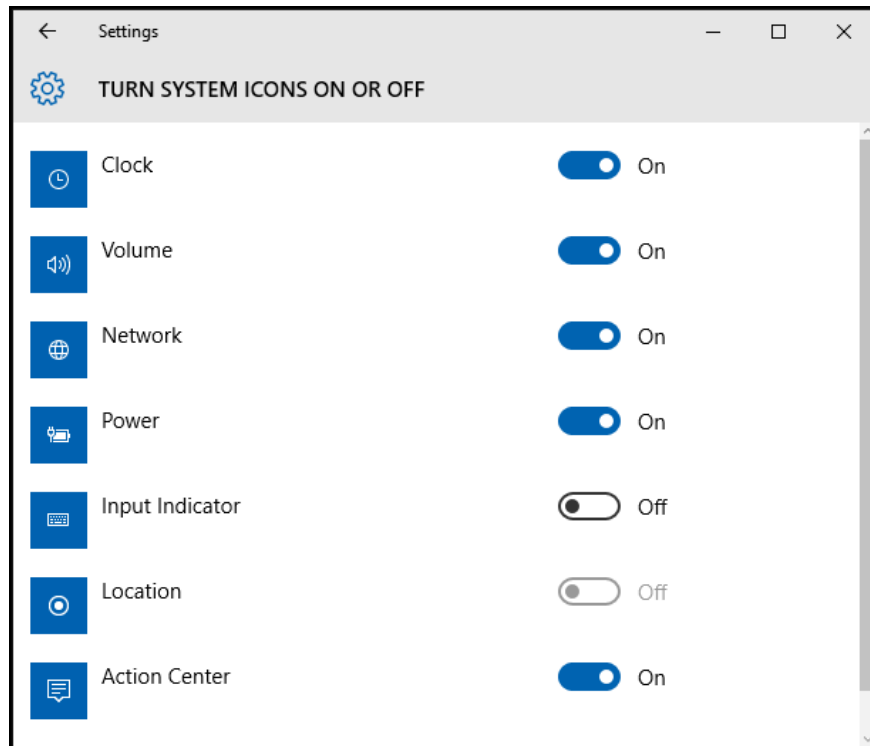
Icons like clock, volume control, network icon, battery . are displayed on **Windows 10** operating system. In case if you don't want these icons to appear in the **Taskbar** , you can hide these icons.

To hide icons, first go to **Settings** (or you can press **Win + I** keys), select **System** , then select **Notification & actions**.



On the right-hand side of the window, select **Turn system icons on or off**.

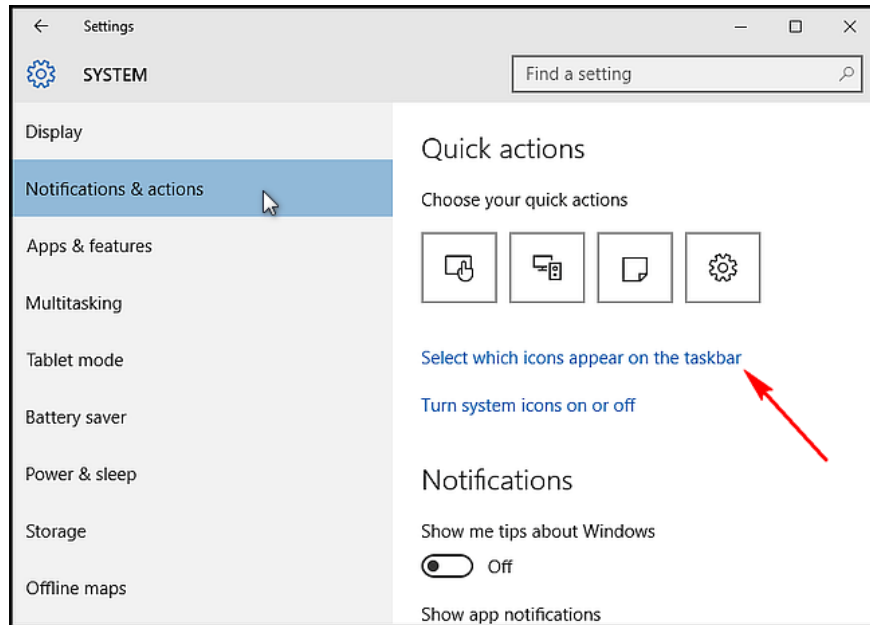
On the screen you will see a list of icons in **ON** mode. Your task is to switch the icons mode from **ON** to **OFF**.



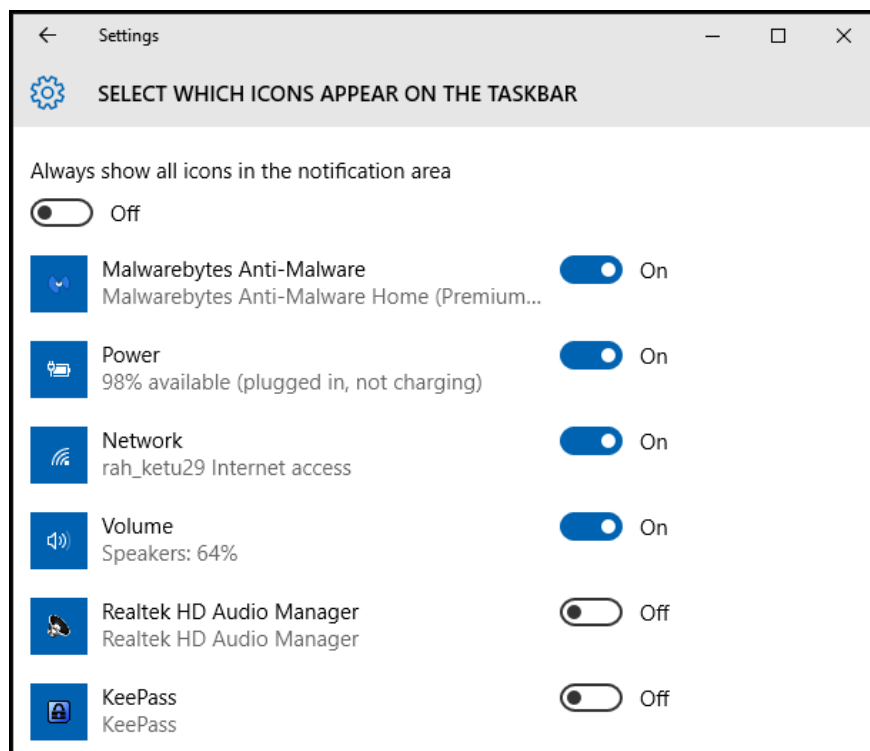
4. Hide the application icon in the System Tray system

Application icons in the **System** system are sometimes not needed, so you can hide them to free up more space on the **Taskbar** .

First, open **Settings** (press **Win + I** key combination) , select **System** , then select **Notifications & actions**. From the right window select the **Select** link **which icons appear on the taskbar** (Select the icon that appears on the taskbar).



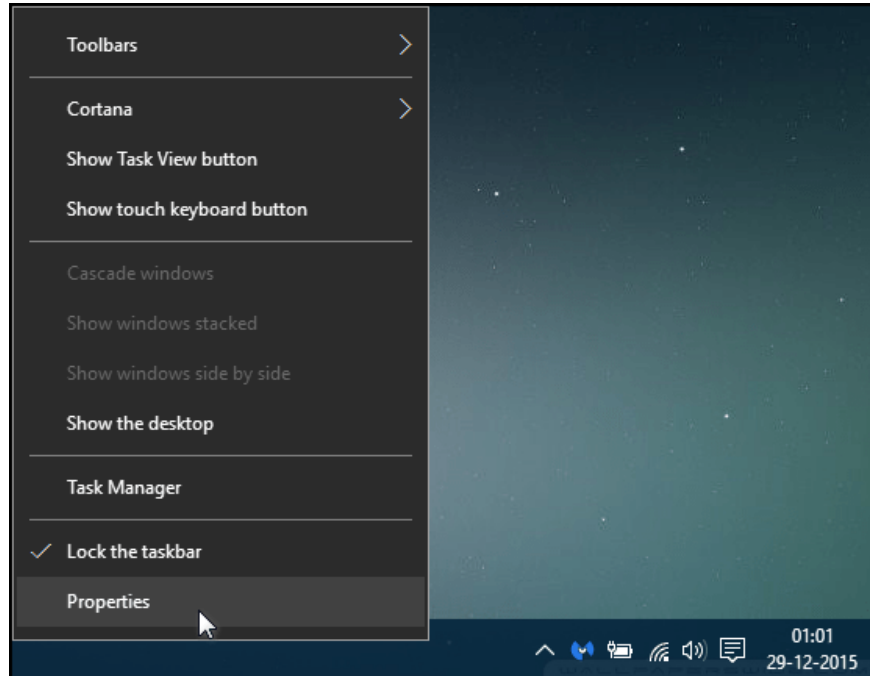
From this window you can hide the icons you don't want to see.



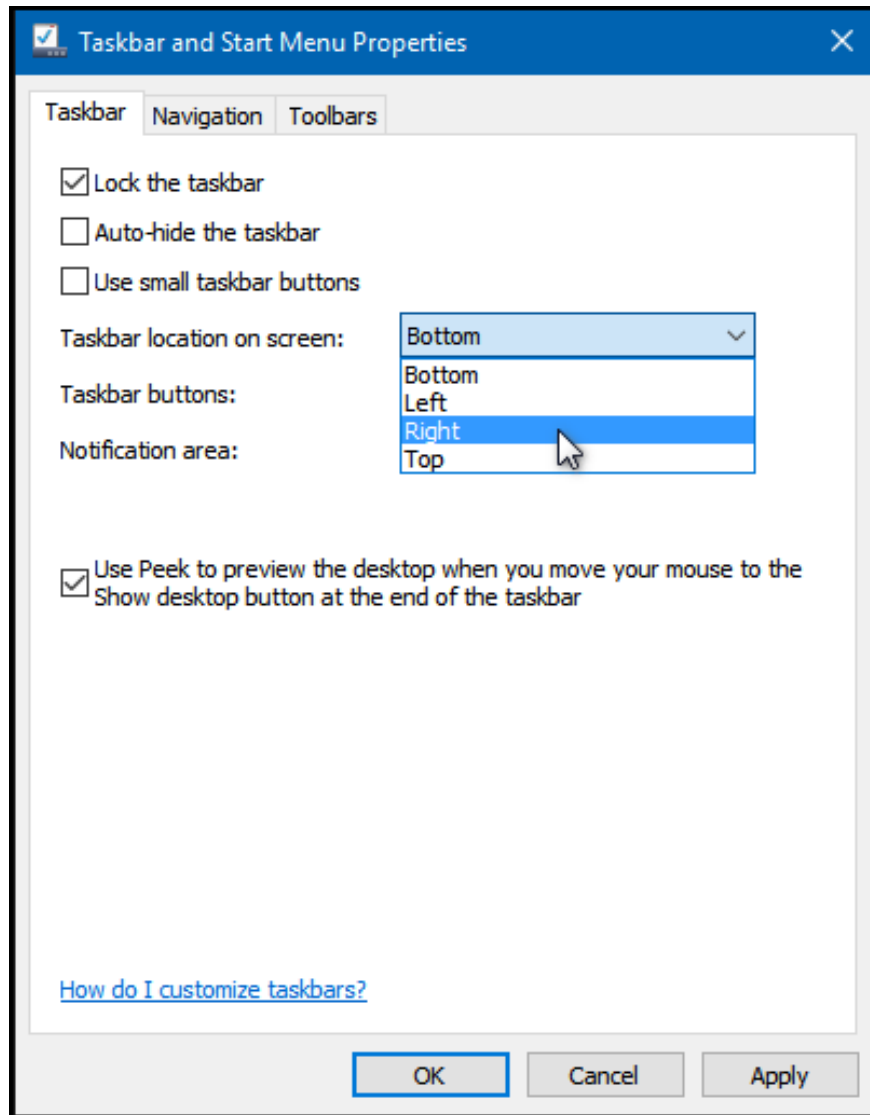
5. Move the Taskbar to the left or right of the screen

The default location of the **Taskbar** in **Windows 10** is at the bottom of the screen. However, if you are using a small screen tablet or **Netbook** , you can move **Taskbar** to the left or right to have more space for other applications.

To change the default location of the **Taskbar** , right-click any blank area on the **Taskbar** and then select **Properties**.



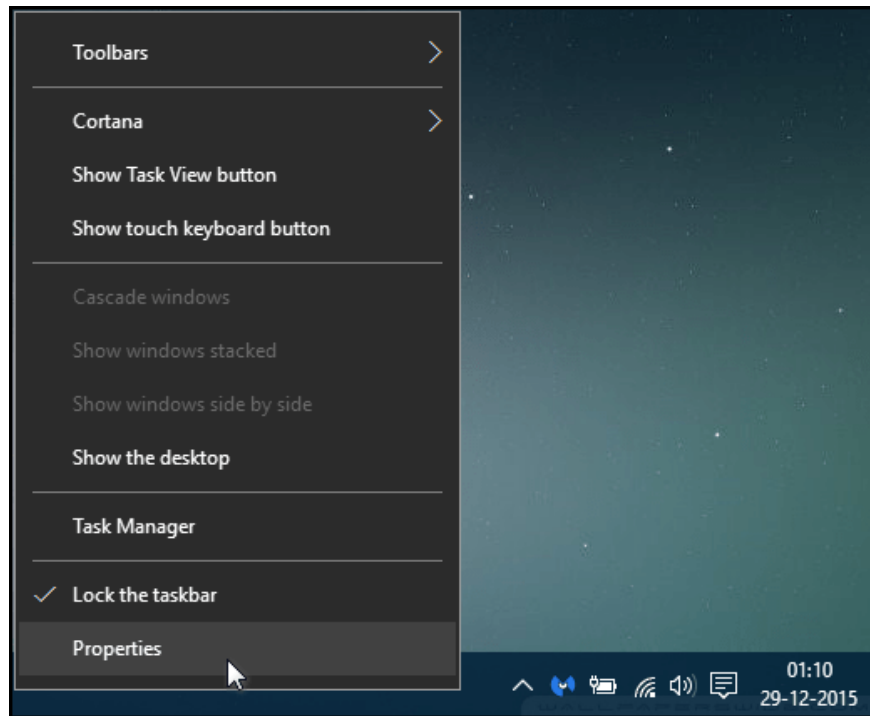
Under the **Taskbar** tab, next to **Taskbar location on screen** , select left or right, and then click **Apply**.



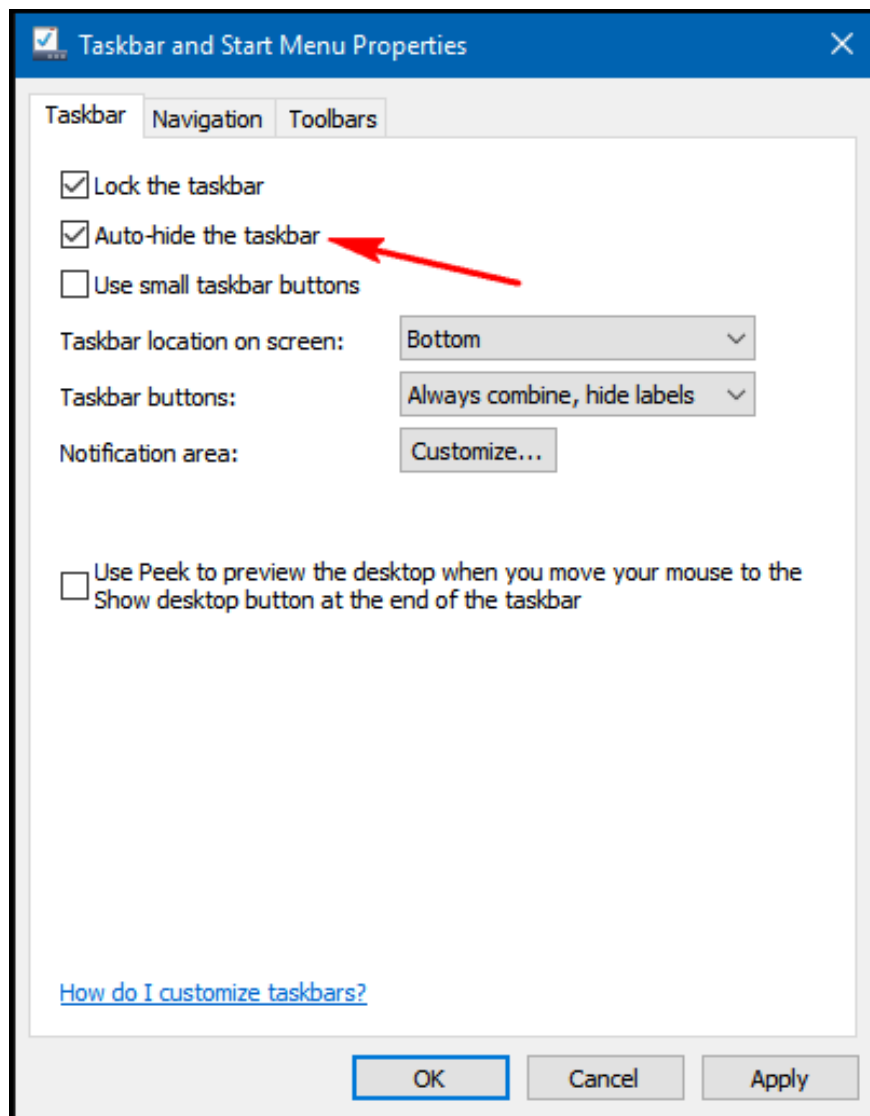
6. Automatically hide Taskbar

You can configure the **Taskbar** to automatically hide when not in use.

To hide the **Taskbar** automatically, move the mouse pointer to the bottom or fixed position of the **Taskbar** on the screen, right-click on any empty area in the **Taskbar** and select **Properties** .



Under the **Taskbar** tab , check the **Auto-hide the taskbar** option and then click **Apply** .



7. Use small icons to display many other icons on the screen

If you're using a tablet or netbook running Windows 10 and you don't have enough free space on the Taskbar. In that case you can configure Windows 10 to display buttons or small icons in the Taskbar for more space for other icons.

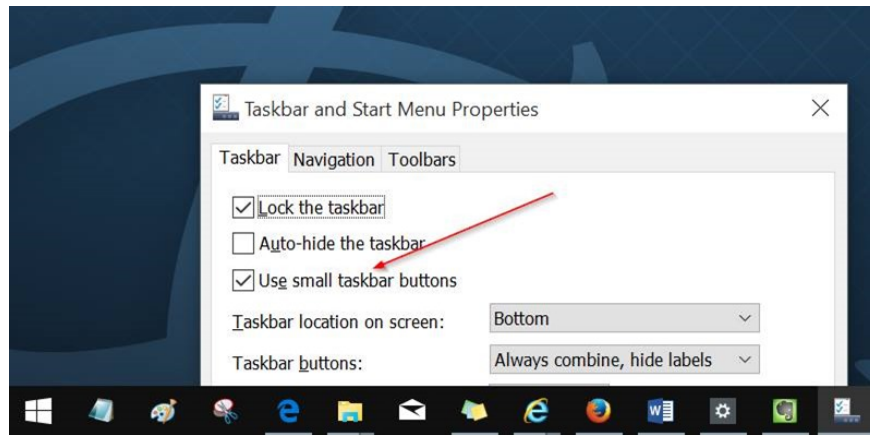
To do this, follow the steps below:

Step 1:

Right-click any space on the Taskbar, then click **Properties** to open the Taskbar and Start Menu Properties window.

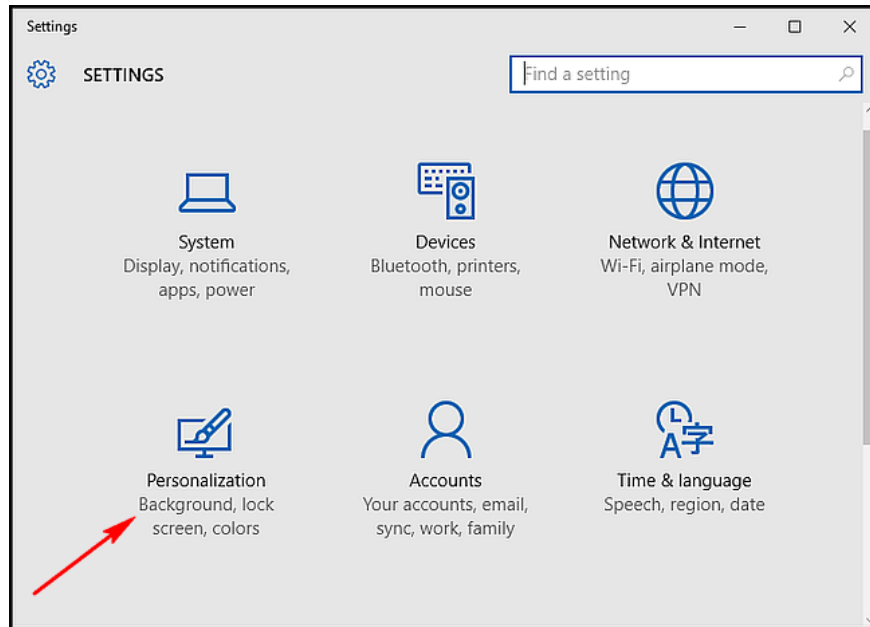
Step 2:

Here you type and select **Use small taskbar buttons** and click **Apply** to finish.

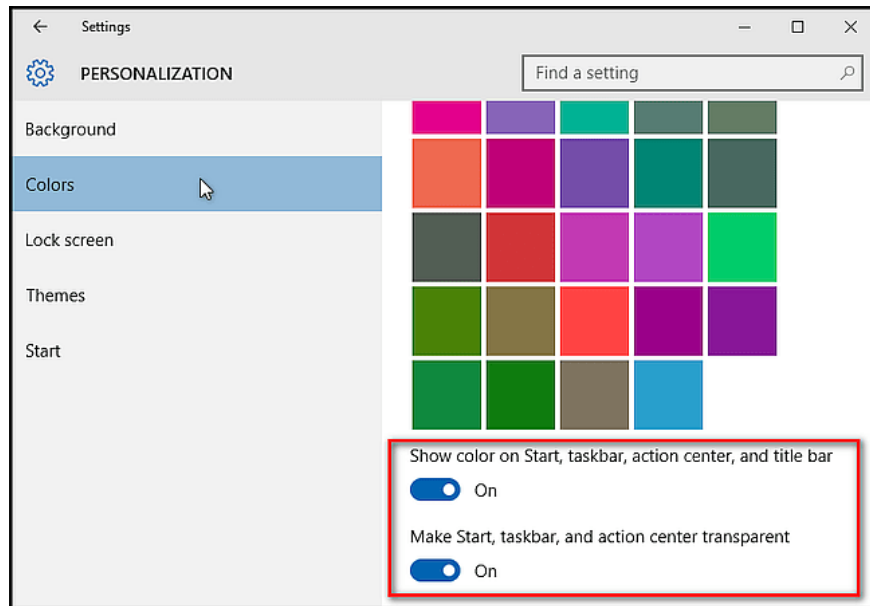


8. Change color and make transparent Taskbar

Unlike previous **Windows** versions, **Windows 10** does not automatically change the **Taskbar** color to match the window border color. To change the color of the **Taskbar** , open **Settings**, then click **Personalization** .



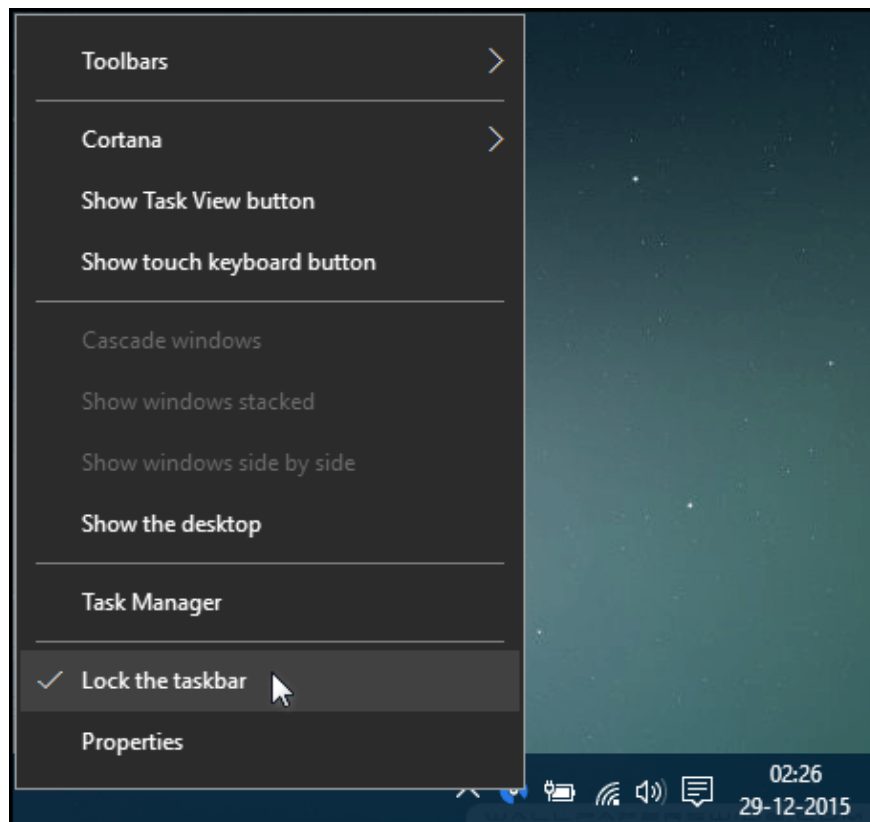
Under **Personalization** , click on **Colors** from the left pane. In the right-hand window, the **Show color on Start option, taskbar, and action center** are in **OFF** mode, you just need to switch to **ON** mode and select a color you want above the **Show color on Start option. , taskbar, and action center**.



To make **Taskbar** transparent, switch **Make Start** option , **taskbar**, and **action center transparent** to **ON** mode.

9. Change Taskbar size (Resize Taskbar)

If you want to create more space on the **Taskbar** , you can resize **Taskbar** . To increase the **Taskbar** height, right-click any empty area on the **Taskbar** and uncheck the **Lock taskbar** option .



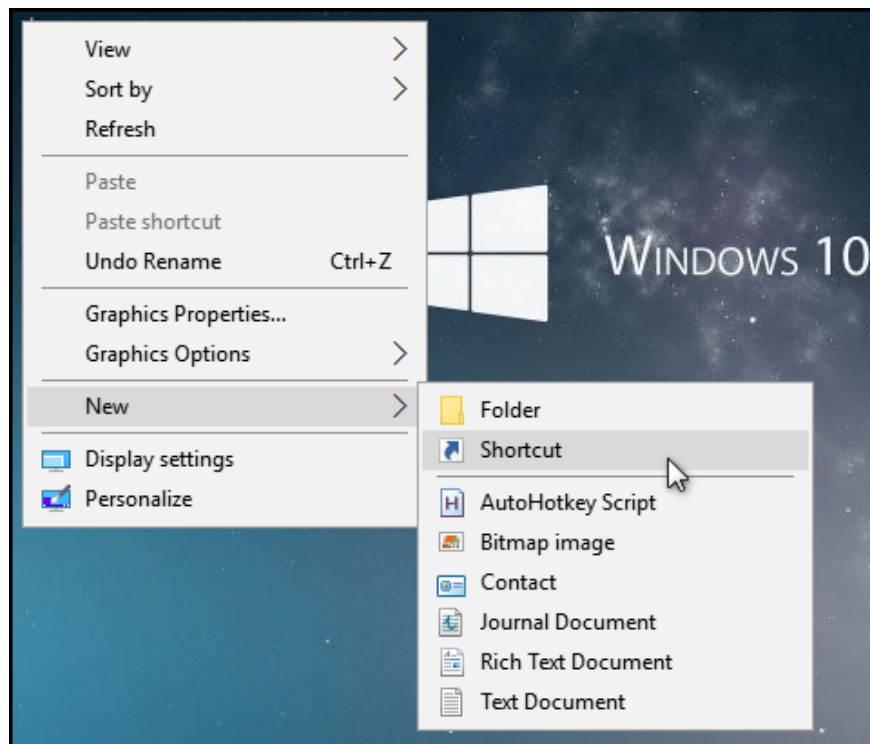
Place your mouse pointer on the top edge of the **Taskbar** until the mouse pointer turns into a double-headed arrow, then drag up to the top of the screen to increase the height.

Then **Lock the taskbar** again by right-clicking any empty area of the **Taskbar** and ticking the **Lock the taskbar option** .

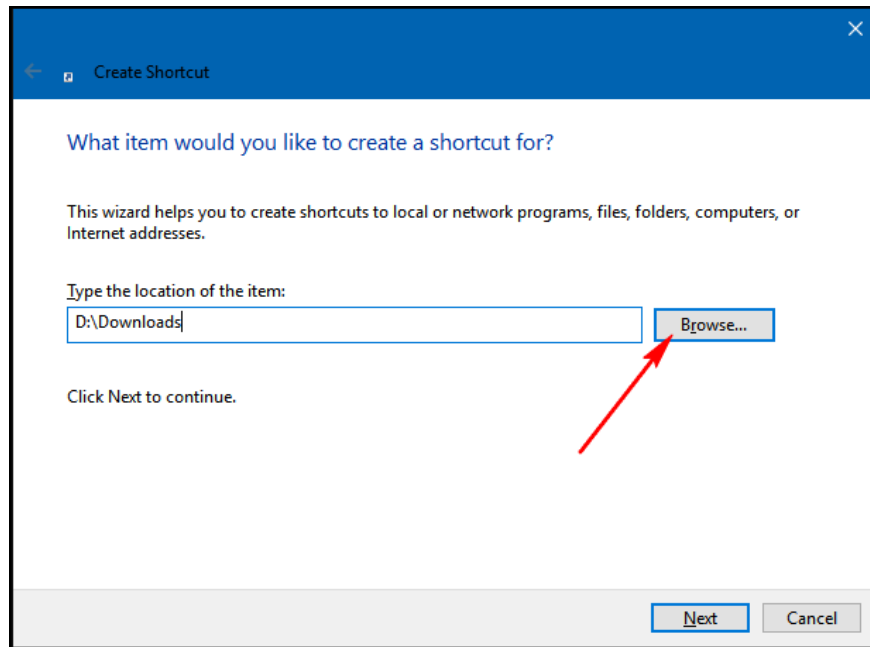
10. Pin any folder to the Taskbar

Although **Windows 10** does not allow you to write any folder in the **Taskbar**. However, you can pin any folder on the **Taskbar** without having to install any other apps.

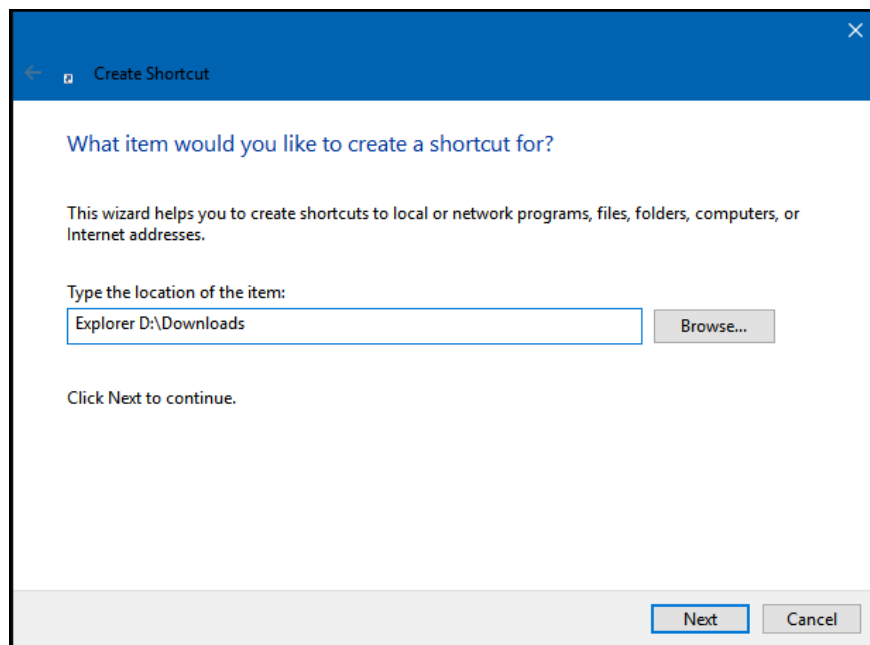
On the **Desktop** , right-click, select **New => Shortcut** , to create a **shortcut**.



Click **Browse** to find the folder you want to pin in the **Taskbar**. Select the folder you pinned then click **OK**. Note, do not click on **Next**.

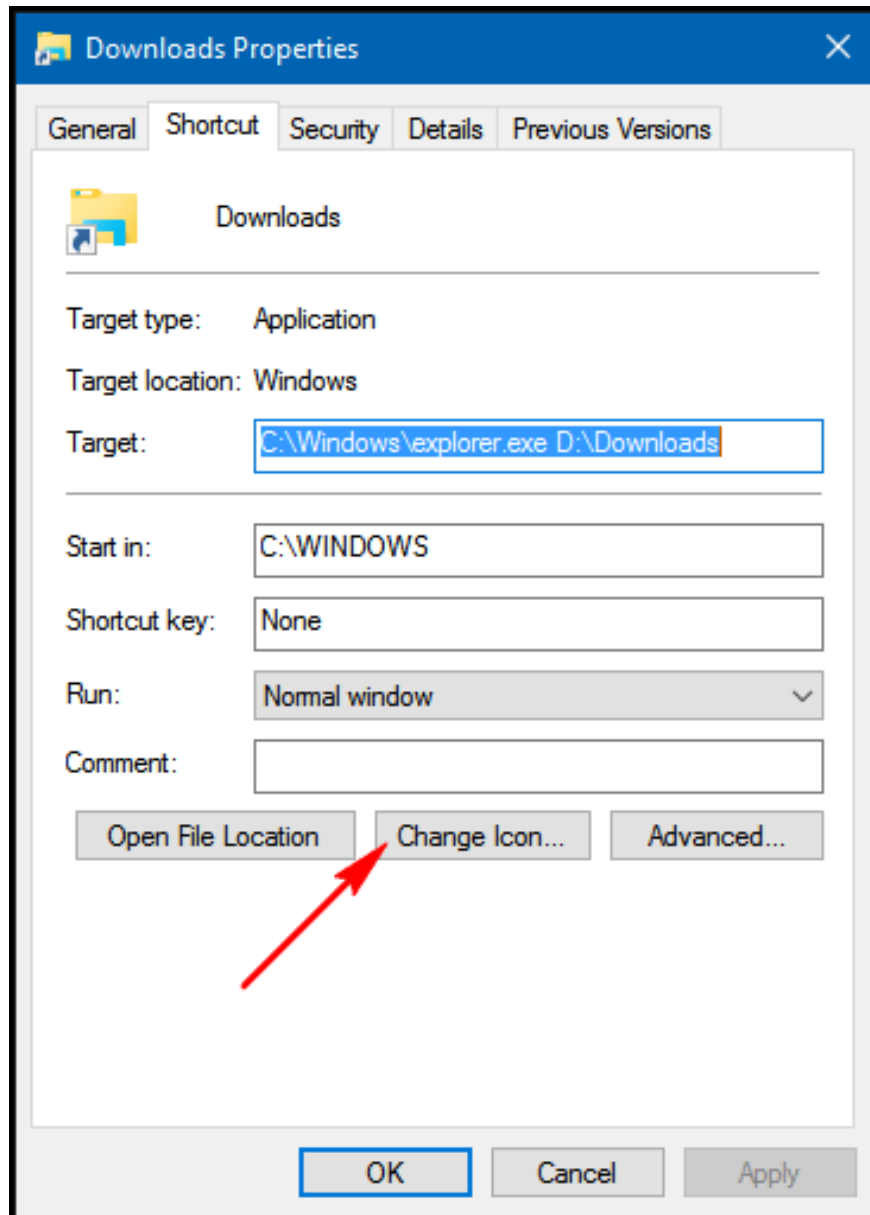


Next, add **Explorer** to create a path for the folder, or just add the path of the folder you want. Once done, click on **Next**.



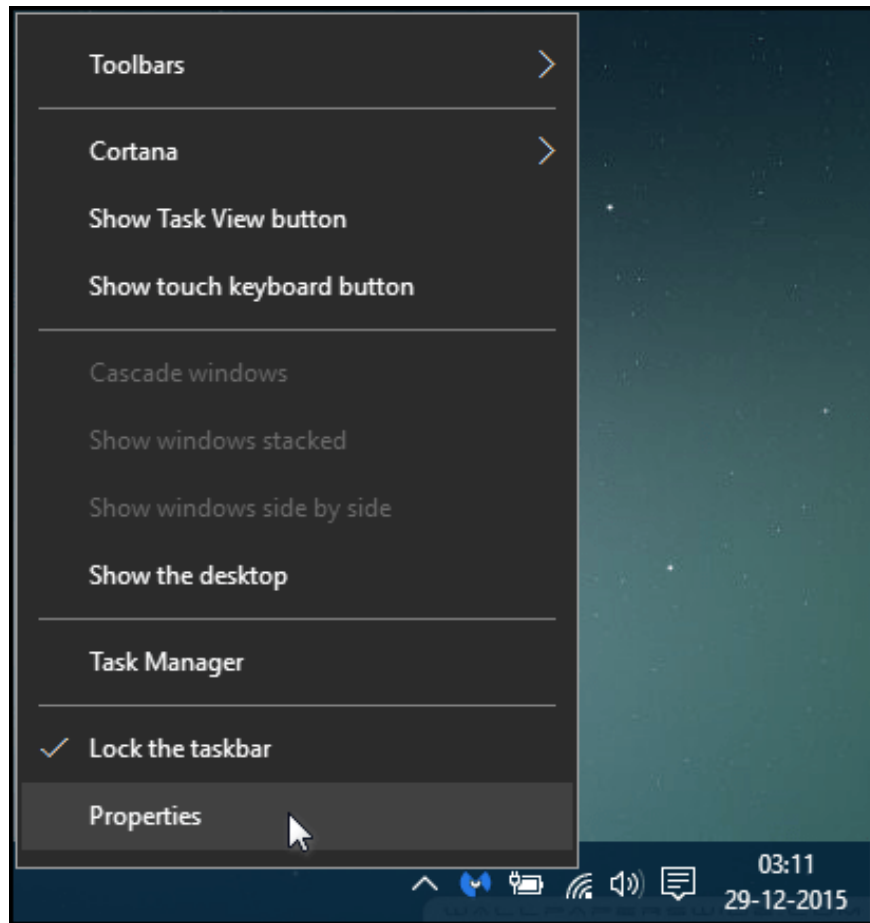
On the screen, enter a name for the shortcut, then click **Finish** to create a shortcut for the folders on your computer.

Finally, drag and drop the shortcut you just created onto the **Taskbar**. If you want, you can change the default icon for the folder before pinning it to the **Taskbar**. Right-click on the shortcut, select **Properties**, select **Shortcut**, then click **Change Icon**. Select an icon, and click **Apply**.

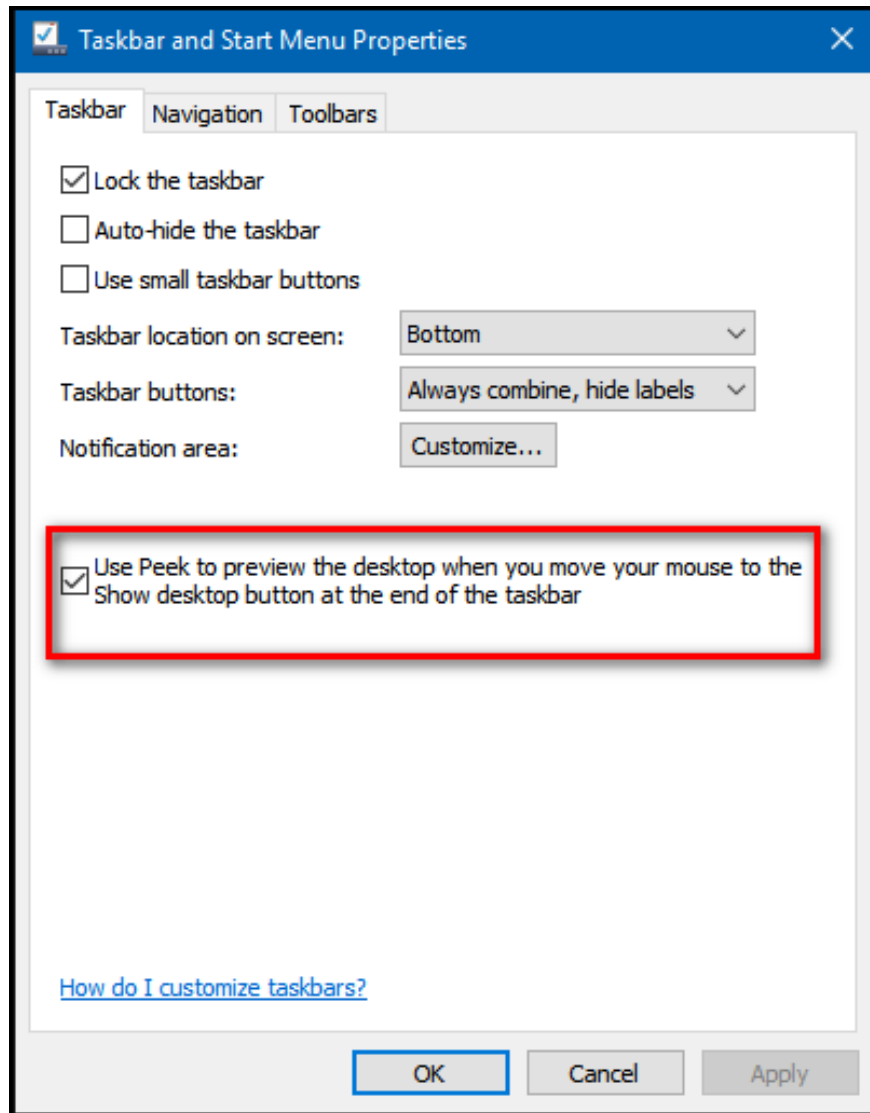


11. Activate or hide the Peek feature

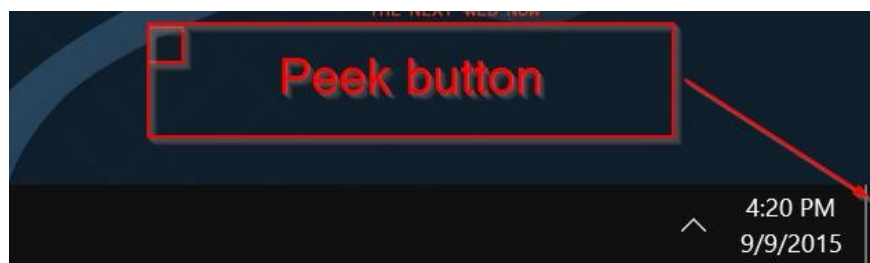
Peek feature was introduced on **Windows 7** , this feature allows users to quickly see through all open applications on the computer. You can use this feature in **Windows 10** by right-clicking any space in the **Taskbar** and selecting **Properties** .



At the **Taskbar** tab, check the box " Use peek to preview the desktop when you move your mouse to the Show desktop button at the end of the taskbar".



If you don't like using this feature, you can remove the Peek button that appears on the right side of the Taskbar. However, before hiding the Peek button you should turn this feature off. To turn off the Peek feature, follow the steps below:



Step 1:

Right-click any space on the Taskbar, then click **Properties** to open the Taskbar and Start Menu Properties window.

Step 2:

In this window, in the Taskbar, leave the option *'Use peek to preview the desktop when you move your mouse to the Show desktop button at the end of the taskbar'* .

To remove the Peek button in the Taskbar, follow the steps below:

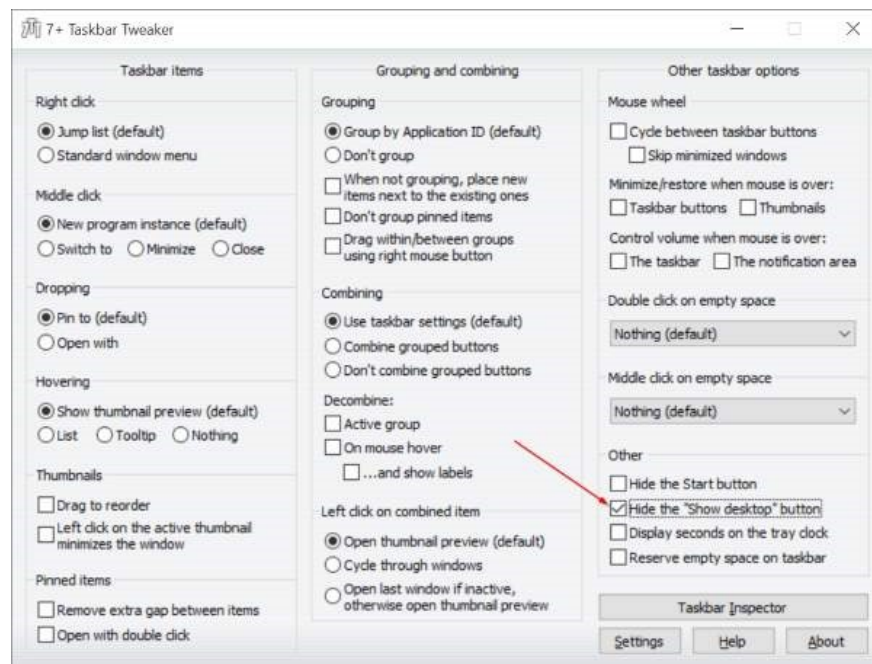
Step 1:

Download 7+ Taskbar Tweaker for Windows 10 to your device and install.

Download 7+ Taskbar Tweaker For Windows 10 and install it here.

Step 2:

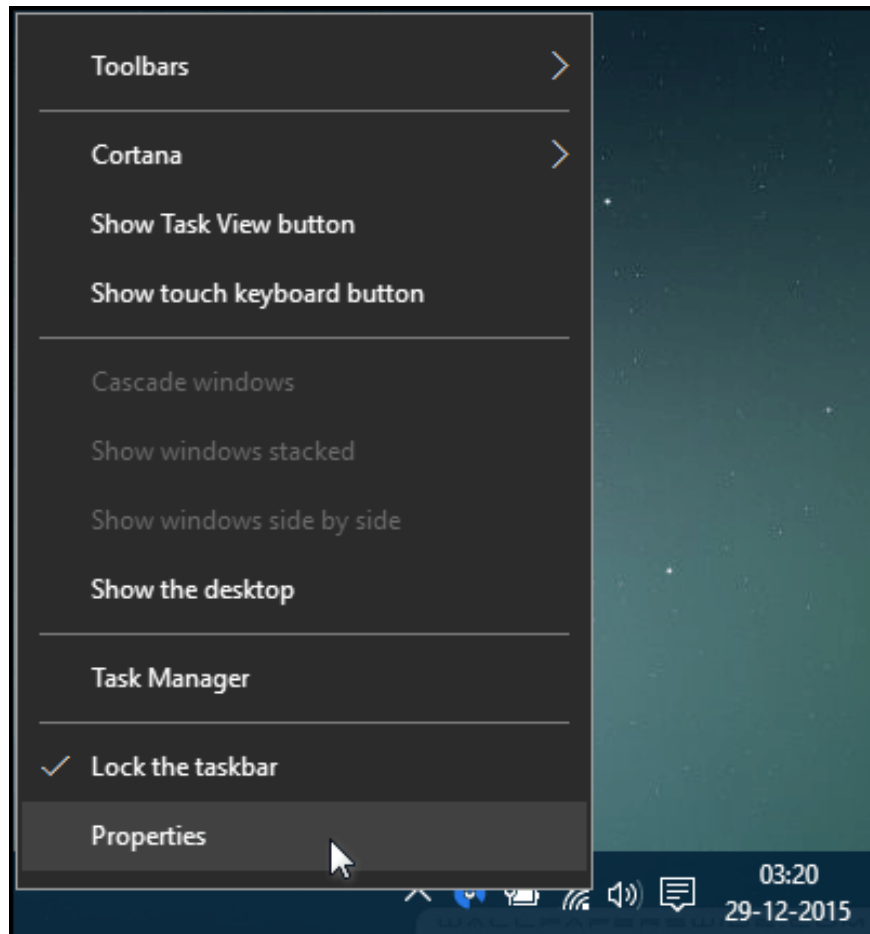
Next open the tool and check the option **Hide the show desktop button** is complete.



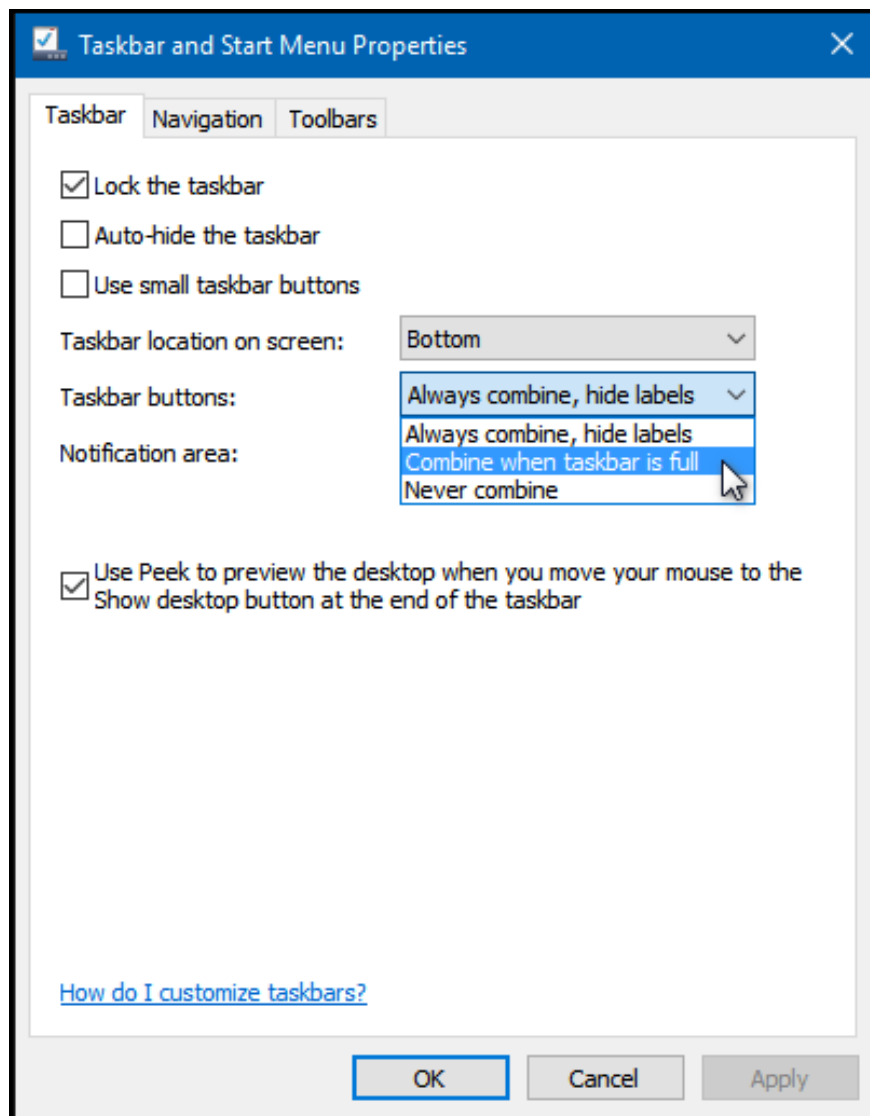
12. Display the running application on the Taskbar (Taskbar Labels)

By default, **Windows** does not display the applications icon on the **Taskbar** . Although this saves space on the Taskbar, new users may find it difficult to recognize the taskbar icons.

To display running applications on the **Taskbar** , right-click any empty area in the **Taskbar** and select **Properties**.



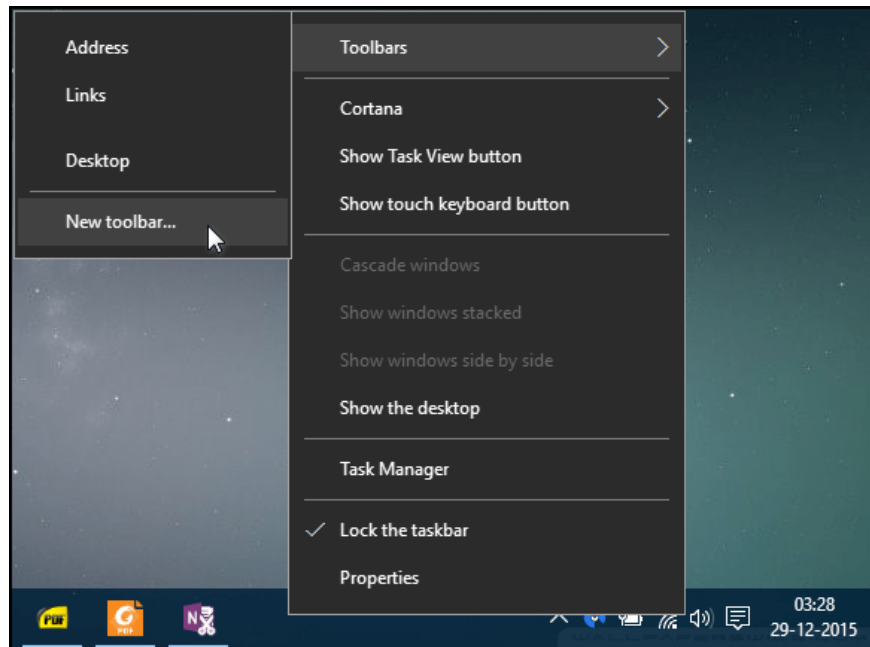
Under the **Taskbar** tab , next to the **Taskbar** buttons, select the **Combine when taskbar is full** option or the **Never combine** option , then click **Apply**.



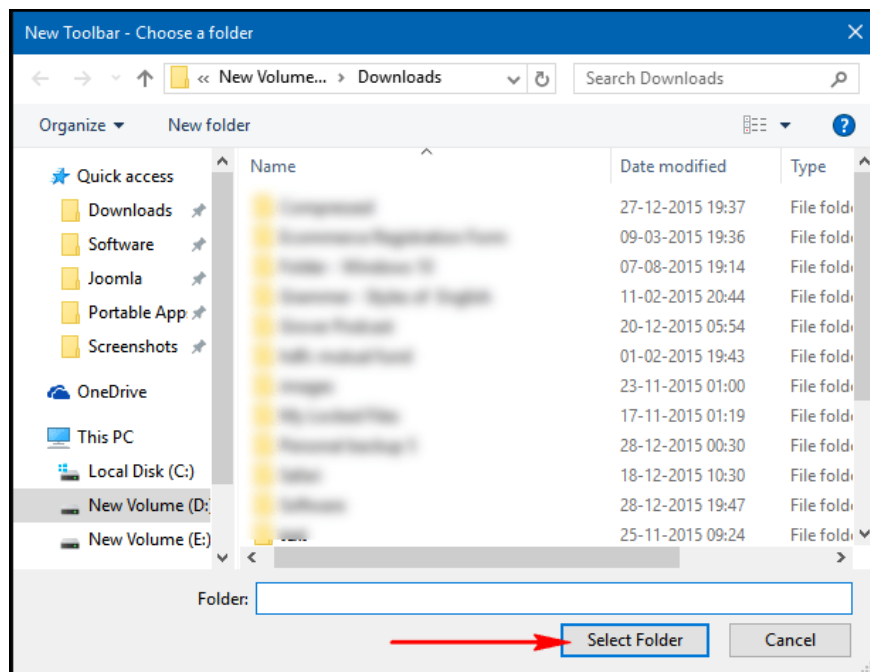
13. Add Toolbar to the Taskbar

You can use the **Toolbar** feature to create a new toolbar in the **Taskbar** bar to quickly access folders and files in your computer.

To create a new toolbar, right-click anywhere on the **Taskbar** and then select **New Toolbar**.

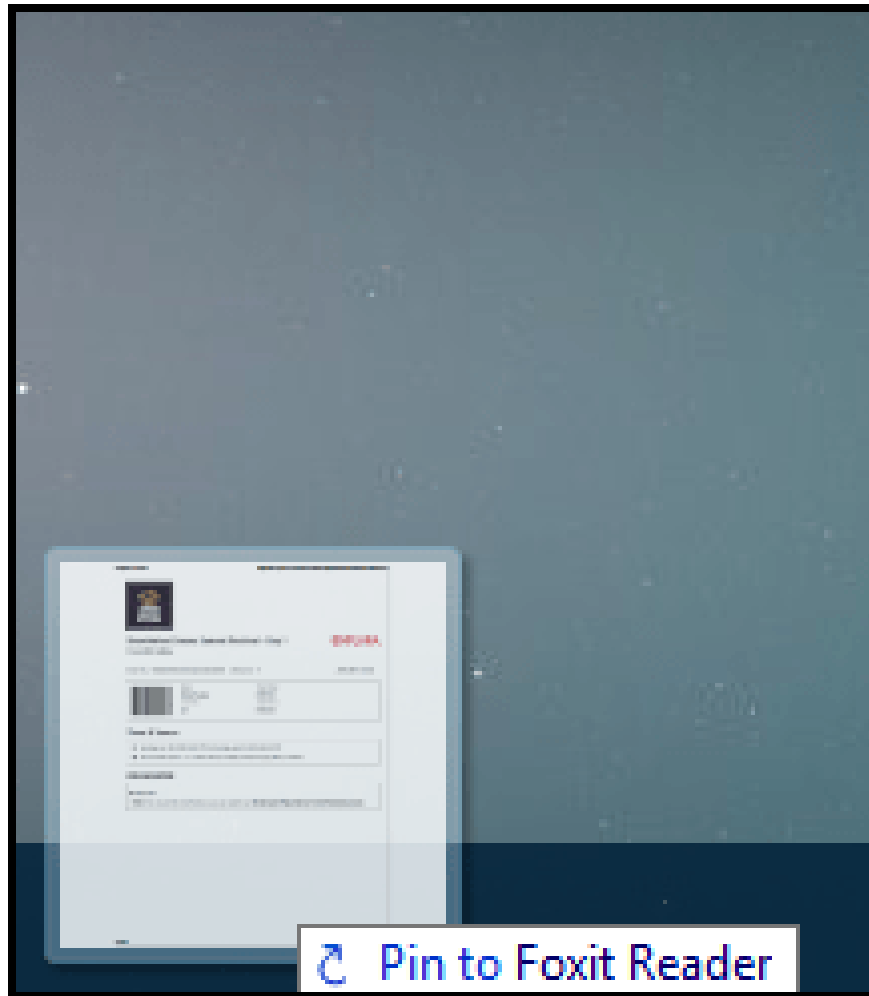


Find the location where you saved the folders, then click **Select Folder** to select the **Toolbar** .

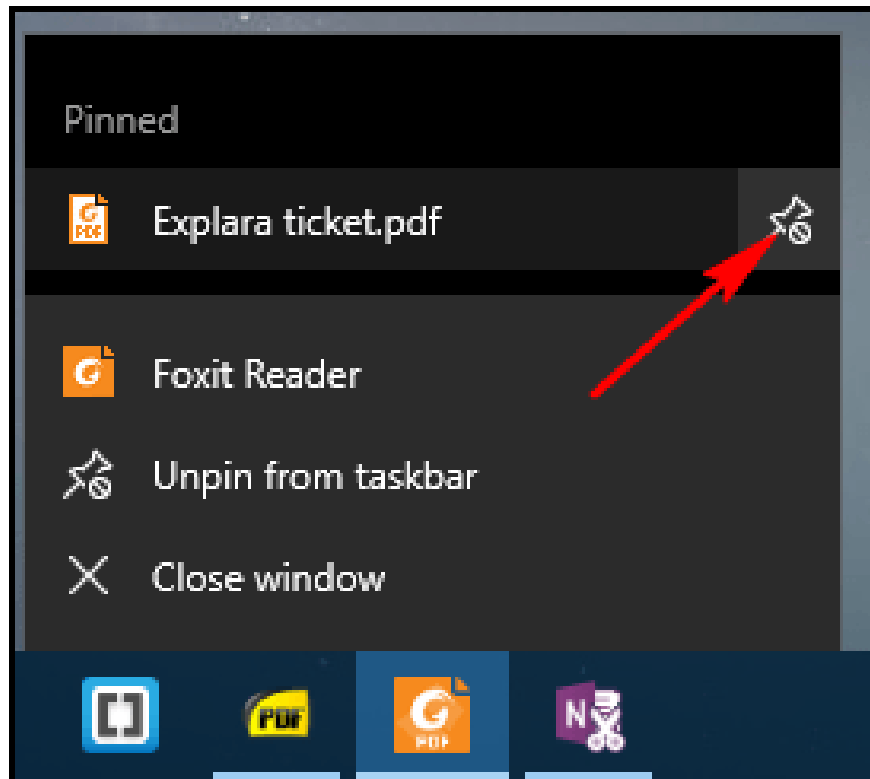


14. Pin a File or Folder to Jump Lists

Jump Lists is one of **Windows'** extremely effective secret weapons. With previous versions of **Windows**, the **Start Menu** displays a list of recently used files that help users access them with just one click. However, this list only links to a certain file type, and it only displays the 10 most recently used files, quickly moving the items from the list.



To pin a document, simply drag the document icon to the **Taskbar**. If there is a file that is frequently accessed, you can click the pushpin icon next to the file name whenever you hover over it in the **Jump List** to pin it to a fixed list. Pinned files will appear above the **Jump List** and are not removed.

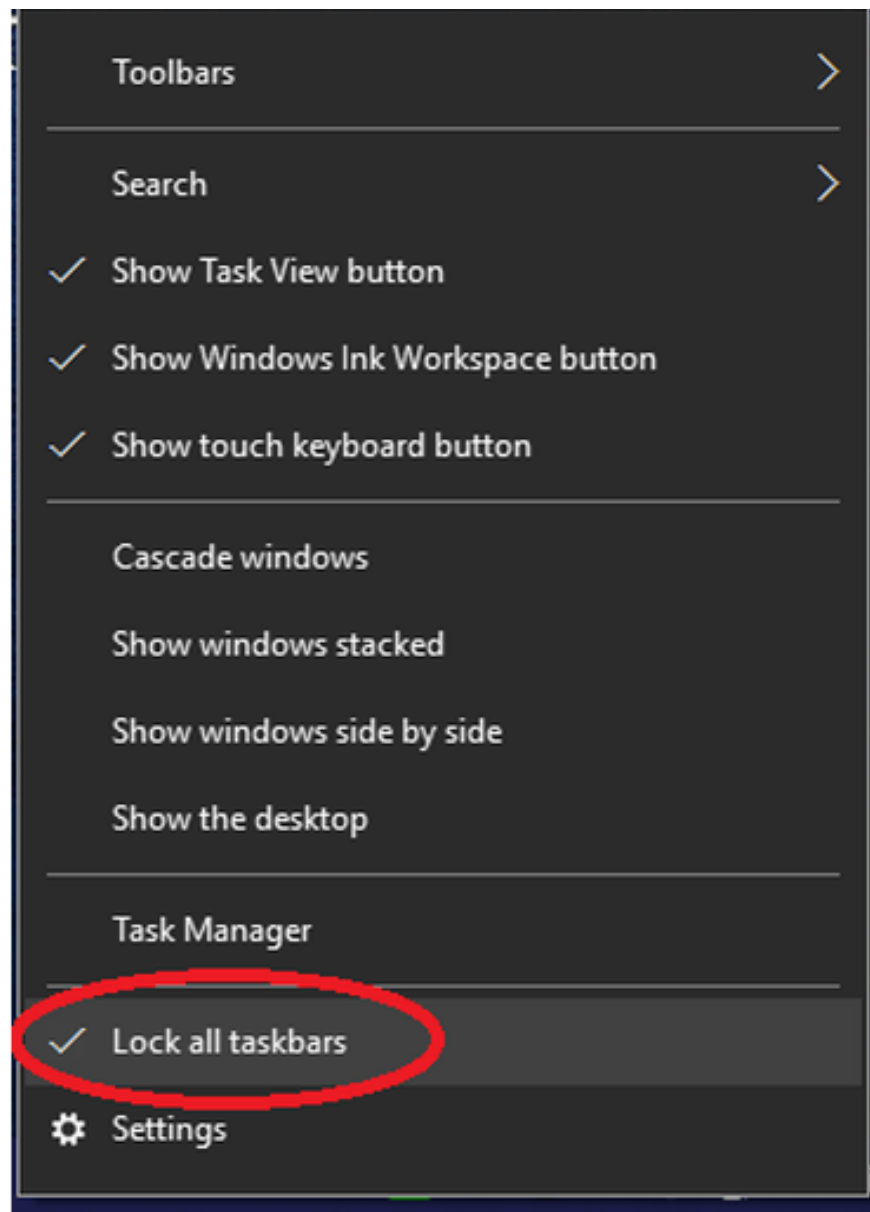


To remove a news item from the **Jump List** , select it in the list, click the pushpin icon and select "**Unpin from this list**".

Similarly, if you drag a folder from **File Explorer** to the **Taskbar** , that folder will be pinned to the **File Explorer Jump list** for quick access.

15. Lock Taskbar

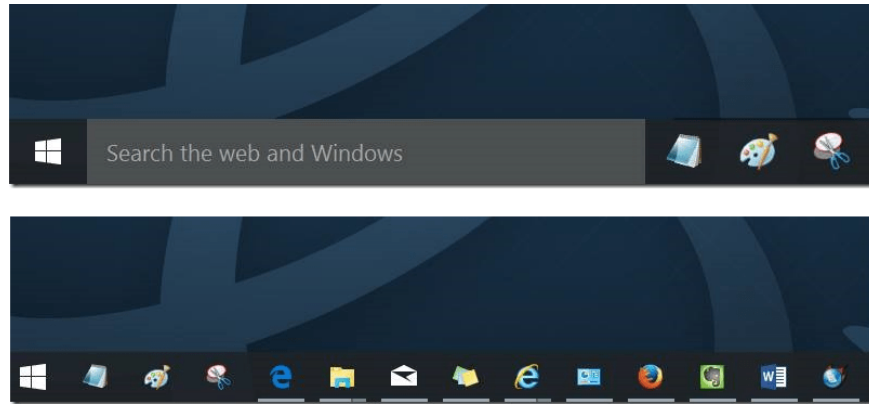
If you don't want to resize or move the Taskbar, you can customize to "lock" Taskbar in a single location. To "lock" the Taskbar, all you need is to right-click on the Taskbar and select **Lock all taskbars** on the Popup Menu.



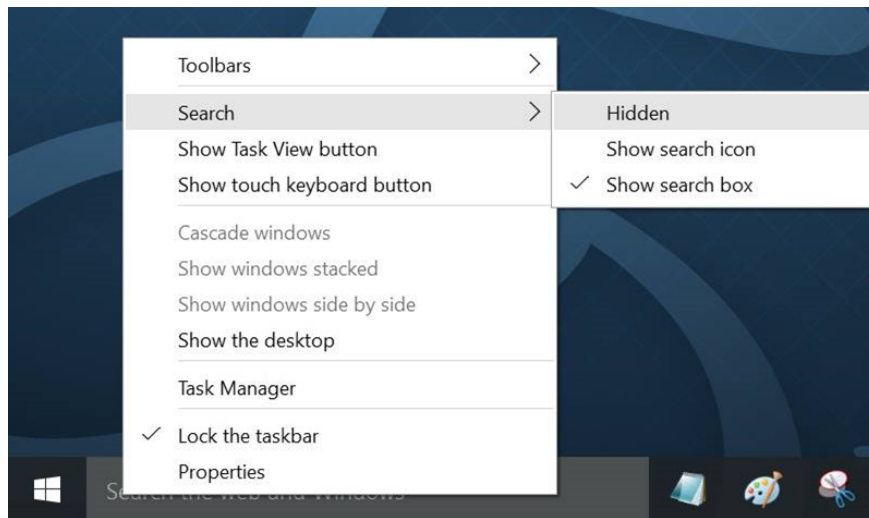
16. Add or remove Search frames

It is undeniable that the Search box on Taskbar is extremely useful for users in case if they want to quickly search for applications, install on the computer, . However, the limitation is that the Search frame takes up space. significantly on the Taskbar.

So you can "free up" the space that the Search frame occupies and make room for other application icons by using the Search frame icon or to completely hide it. In addition, you can still use the Search box on the Start Menu to search for programs and applications installed on your computer.

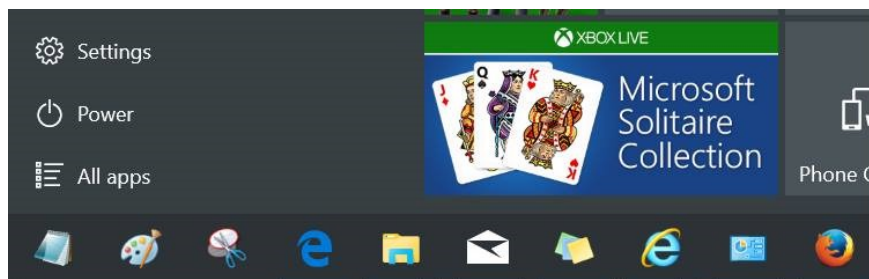


To do this, right-click on the Taskbar, then click **Search** and then select **Show search icon** . You can also set the Search frame to hide completely on the Taskbar by clicking **Hidden**.



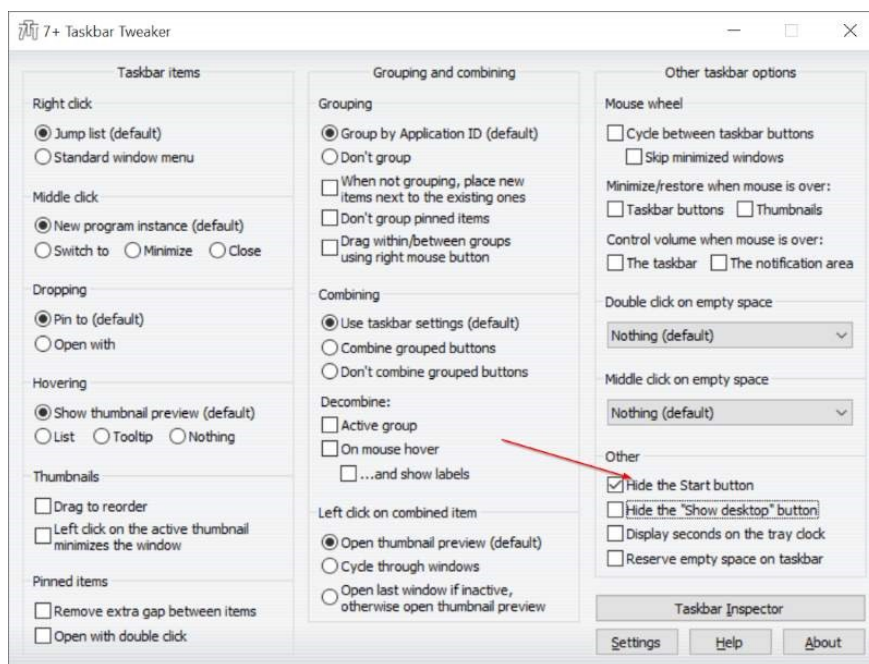
17. Hide the Start button on the Taskbar

The Start button is on the left side of the Taskbar. The purpose when integrating the Start button is to assist users to open the Start Menu by pressing the Windows key. Suppose for some reason that you want to hide this Start button, you can use the free tool 7+ Taskbar Tweaker For Windows 10.



Download 7+ Taskbar Tweaker For Windows 10 and install it here.

After downloading the tool and installing, open the tool and check the option **Hide the Start button** to hide the Start button.



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Good luck!

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