

Managing Your Task Bar

Have you ever wanted to change the appearance or location of your task bar but didn't know how to do it? It's really pretty easy, here's how.

Right Click on an empty section of the task bar. A pop-up menu opens allowing you to choose:

- Including hot links to several different tool bars on your task bar - click on "Toolbars"
- Whether you have a visible search icon or box or not - click on "Search"
- Whether to show or hide several task bar items including Cortana, the task view button, People, Windows Ink, and a touch keyboard option.
- Various ways to present open windows on your monitor screen
- A quick way to open the task manager
- The option to lock your task bar in place

"Taskbar Settings" gives you a multitude of additional options to customize your task bar.

Moving your task bar to a new location

To change the location of your task bar it needs to be "Unlocked". To check the lock status of your task bar:

Right Click on an empty section of the task bar > Verify there is NO check mark next to the "Lock all Taskbars" option. If there is a check mark here, left click on the "Lock all Taskbars" option to remove the check mark. Your task bar is now unlocked.

The task bar can reside on the top, the bottom, or either side of your display. To move the task bar to a different location you can **either** go to "Taskbar Settings" and use the "Taskbar Location on Screen" box **or** you can move it on-the-fly with your mouse. To move the task bar on-the-fly place the mouse cursor in an empty section of the task bar. Click and hold down the left mouse button and while continuing to hold down the left mouse button drag the cursor to the new location. As you approach the new location with your cursor you'll notice the task bar snap to the new location. Release the left mouse button and you're done.

