

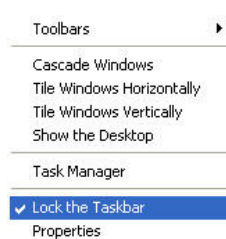
## Tuesday TechTip:

**What is blue, can be different sizes, and has lots of hidden functionality?** Sometimes referred to as the Start Bar, the blue bar that usually resides at the bottom of the screen on your computer by default is called the Windows Task Bar. Today, we we're going to show you how you can move it all around and shake it all about just like the hokey-pokey!

### **A Map of the Windows Task Bar**





1. **Start button:** Access the Windows XP Start menu for items such as Programs, Control Panel, Printer, etc.
2. **Taskbar:** A collection of items used to launch and monitor applications.
  - **Unlock the Taskbar:** Unlocking the Taskbar allows you to rearrange the location of the bar, add additional toolbars, add items to your quick launch bar, etc.



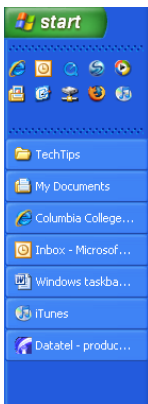
#### To unlock the Taskbar:


1. Right click (🖱️) anywhere on an empty area of the blue Taskbar (not on the Window Tabs).
  2. Left click (🖱️) to uncheck **Lock the Taskbar**.
3. **Quick launch bar:** Provides direct access to your programs, files or folders with just one click via a visible icon.
    - **Adding icons to the Quick Launch Bar:** Simply drag the icon of the program/file/folder over the quick launch bar and drop it (release the mouse button).
    - **Resize the Quick Launch Bar:** Click the resizing handle (noted on the screenshot above in red rectangles) and drag to the desired size. **NOTE:** The resizing handles are only available when the Taskbar is unlocked.




4. **Window Tabs:** Used to switch between any open windows, such as a document, an internet search, or Outlook inbox, etc. Any window you have open is displayed on the taskbar via a window tab.
5. **Notification Area:** Also known as the system tray contains icons of some (not all) programs running on your computer, as well as the system time and date. Typical programs that run in your system tray may include anti-virus software (Symantec ), firewalls, any instant messengers (Communicator , MSN, Yahoo, ICQ), etc.

### **View Multiple Window Tabs More Effectively**

Try changing the location of your Taskbar to the left hand side of the screen. If you often have many windows open at once, this may be a more effective layout for your screen as a larger section of each window is listed, as well as more quick launch icons can be displayed.



*Resize the Taskbar:* Place your mouse on the top of the Taskbar until you see a double arrow (). Click and hold the arrow while resizing as desired.

In the example to the left, it is easy to see all open windows, as well as quickly access my I:\ drive () , My Documents () , Internet Explorer () and other programs from the quick launch bar.

*Relocate the Taskbar:* After unlocking the Taskbar, left click anywhere in the blue portion of the Taskbar (but not on the Window Tabs) and drag to either the left hand side of the screen or the top of the screen. This changes the location of the taskbar.

### **Always keep the Taskbar locked!**

Be sure to lock the Taskbar when you are not editing it. Locking the taskbar will help prevent any accidental edits during your daily computing activities.

1. To lock the Taskbar:
  - a. Right click anywhere on an empty area of the blue Taskbar (not on the Window Tabs).
  - b. Left click to check **Lock the Taskbar**.

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