

CUSTOMIZE THE TASKBAR

Just as in older versions of Windows, you can customize the Taskbar in Windows 10 in the following ways:

- Lock the taskbar so that other users can't change it.
- Set the taskbar to auto-hide.
- Set the taskbar to use small buttons.
- Change the taskbar's location on the screen from the bottom to the top, or to the left or right sides of the screen.
- Set how taskbar buttons appear (either always combined with the labels hidden, or combined only when the taskbar is full, or never combined).
- Set whether to use the Peek feature to preview the desktop when you move your mouse to the Show Desktop button at the extreme right end of the taskbar.

To customize the taskbar, follow these steps:

- 1) Click *Settings*. (Windows + I).
- 2) Click *Personalization*.
- 3) Click *Taskbar*.
- 4) Set how you want the taskbar to behave by checking the available settings.
- 5) Close the Taskbar dialogue screen.

An alternative way to access the Taskbar screen: Right-click on the *Taskbar* and then click on *Taskbar Settings*.