

## Customize the Taskbar's Location and Appearance

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 of the screen. (no longer available in Windows 11)
- 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 format, follow these steps:

1. Right-click on the Taskbar.
2. Click on Taskbar Settings.
3. Set how you want the taskbar to behave by checkmarking the available settings.
4. Close the Taskbar dialogue screen.

An alternative approach:

Go to Settings (Windows + I) > Personalization.> Taskbar.