Taskbar

What is the 'taskbar'?

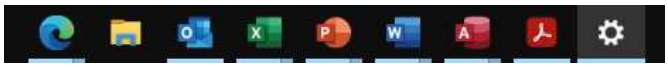
The taskbar contains the start button, shortcuts to programs, bars representing open windows/files/software and the system tray. It can normally be found running along the bottom of the screen.

How are programs displayed in the taskbar?

Open programs are displayed as bars in the centre section of the taskbar.

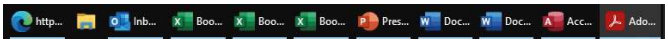
There are three options for displaying program icons in the taskbar depending on how they are combined.

1. **Always Hide** - ONE bar will show for each open window. Titles will not be displayed, only the icon.



2. **When the taskbar is full** - Each window has its own labelled icon. When the taskbar becomes full and no more can fit. They will be combined and grouped by the software application.

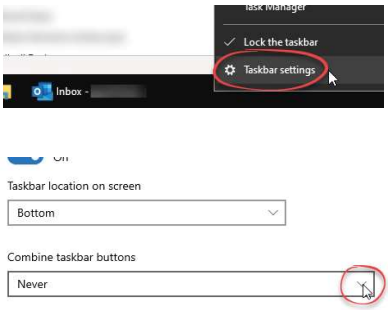
3. **Never** - Each open window will have its own bar in the taskbar. Should you have two Word documents open each will show as an individual bar. The window on display will be shaded slightly greyer in the taskbar.



The more windows you have open the smaller the icons will become. Eventually, if there is no space left in the taskbar to display them, they will be split over 2 or more rows. Use the arrows that appear at the right hand side to move between the rows.

How do I change this setting?

1. Right click in any blank space in the taskbar.
2. Click 'Taskbar Settings'.
3. Scroll to the 'Combine taskbar buttons' option.
4. Click the drop down menu and choose an option.
5. Close the 'Settings' window.



For help and assistance call the ICT Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk

Created by ICT@Key. Copyright © August 2021, all rights reserved.
Key is a name used by Key Housing Association Ltd, a charity registered in Scotland, charity number SC006652.