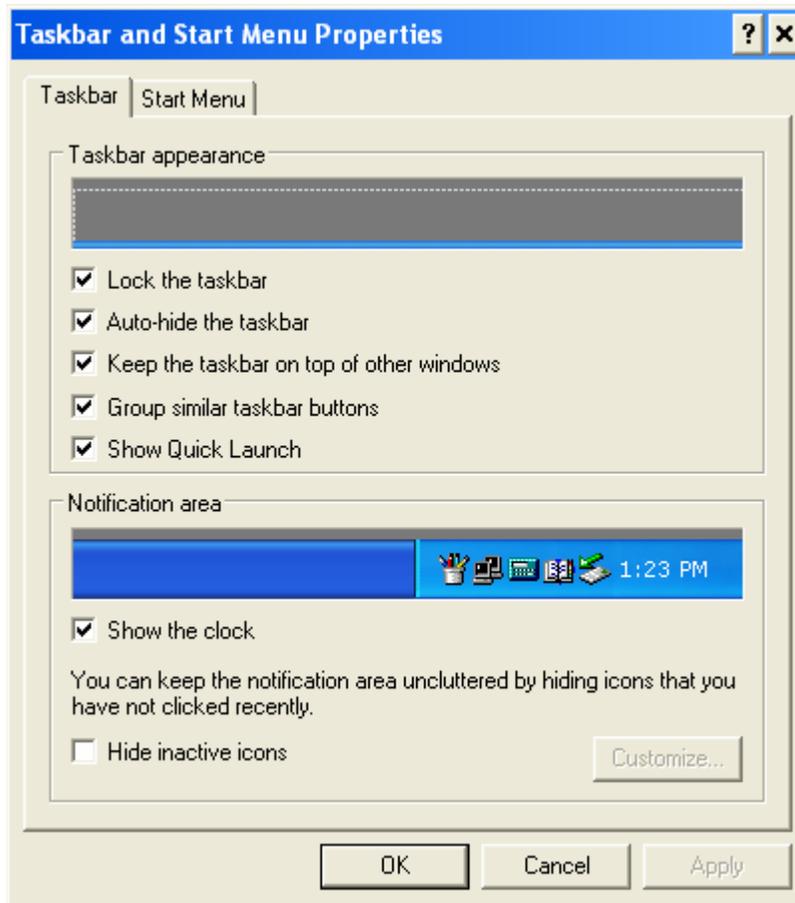


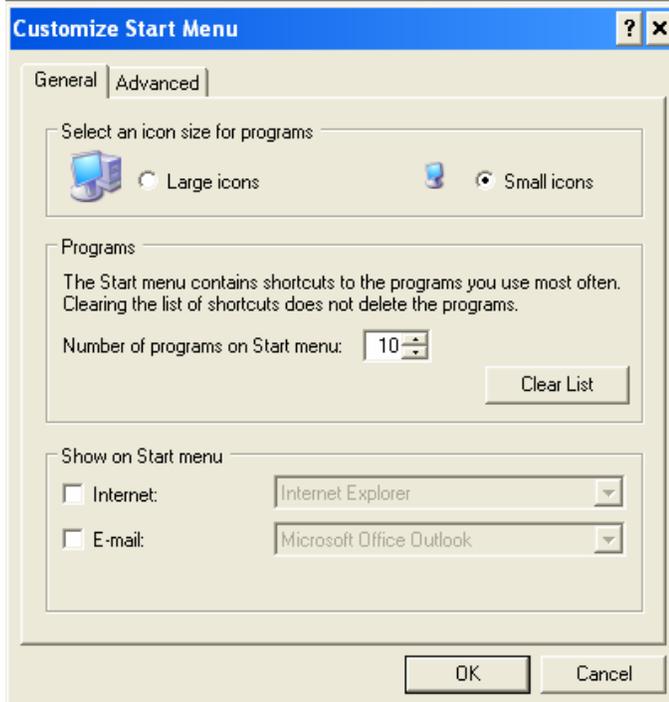
January 17, 2006

*Setting my Taskbar options and Start Menu options for my preferences*

- a. Right Click on the taskbar at the bottom of the screen and select “Properties” to bring up the following window. Lock the taskbar locks the settings that are selected.
- b. I like to Auto-hide the taskbar so it disappears when my cursor is not on it at the bottom of the screen.
- c. I like the taskbar to popup in front of all windows when I put the cursor at the bottom of the screen.
- d. I check Group similar taskbar buttons but have forgotten what that does.
- e. I use the Quick Launch area at the left end of the taskbar extensively for the programs that I use a lot of the time.
- f. Show the clock is an obvious item.
- g. I dislike my Icons to disappear behind a left arrow just because I use some more than others so I uncheck that item.



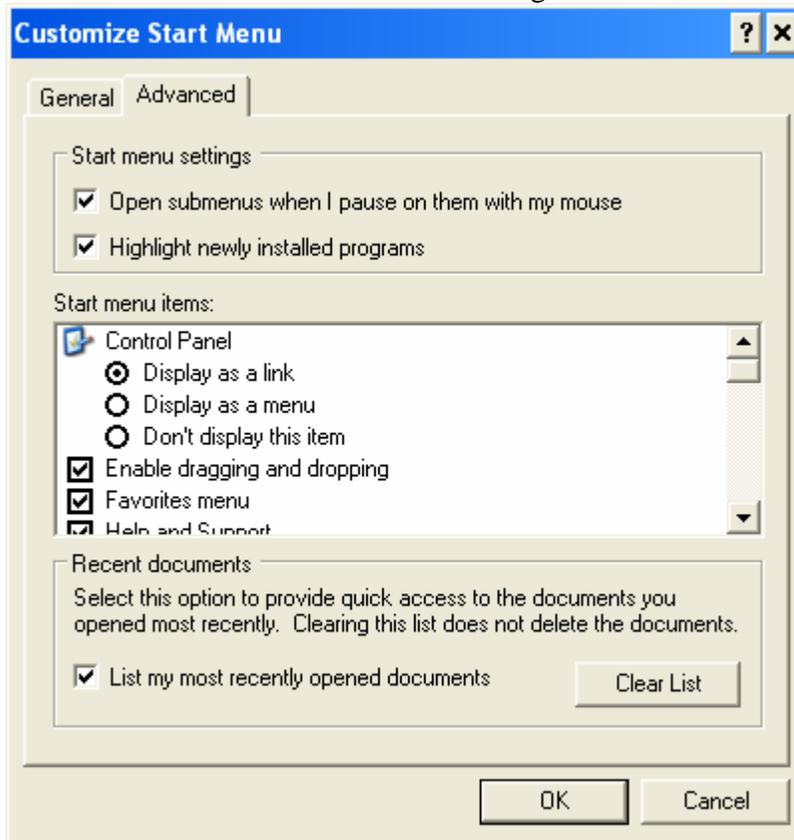
Selecting the Start Menu Tab and then Customize brings up the following windows.



h. I like my icons in the start menu to be small so when I select “Start” they all fit in a smaller place.

i. I set the Number of programs on the Start menu to 10. Ten programs recently used pop up in the bottom left of the window after selecting “Start”.

Select the Advanced tab for the following:



j. I select the boxes shown above as well as the following items in the scroll-down section of the Start menu items.

Control Panel – Display as a link

Enable dragging and dropping

Favorites menu

Help and Support

My Computer – Display as a link

My Music – Don't display this item

My Network Places

My Pictures - - Display as a link

Network Connections – Display as a connect to menu

Printers and Faxes

Run Command

Set Program access and defaults

System Administrative Tools – Display on All Programs menu and Start menu

Click OK to save the settings. Note that all of the above items under j. affect what appears when you click on Start in the lower left of your screen. You can select or deselect any item to suit individual menu items.