

# THE TASKBAR: A TOOL FOR UNLOCKING THE SECRETS OF WINDOWS 10

## Part 2 of 2

*The Taskbar, the information-rich bar that typically appears at the bottom of most desktops, can become a launchpad to virtually every place you will want to go as you master Windows 10. This presentation will provide a host of step-by-step strategies for unlocking the operating system's secrets.*

### 11. Pin Internet Explorer to the Taskbar

1. Click on the Start Menu.
2. Click on the **W** folder.
3. Find and click on Windows Accessories.
4. Right-click on Windows Explorer.
5. Click on *More*, then on *Pin to Taskbar*.
6. You may wish to reposition the Internet Explorer icon so that it is in close proximity to the Edge browser. (Any Taskbar icon can be dragged and dropped to another position on the Taskbar.)

### 12. Add an Internet Address Bar (Search) to the Taskbar

Windows 10 provides you with a quick tool to open websites directly from your taskbar. For this, you need to pin the address bar to the taskbar and the default browser is automatically launched whenever you fill the URL of website and hit Enter key. It can also be used as a search bar.

To place the Address Bar on the Taskbar:

Right-click on the Taskbar.

Click on Toolbars, then Address.

### 13. Customize the Links Bar to Show Your Favorite Websites

You can customize the Links bar in Windows provided you add, remove, or rearrange shortcuts to your Favorites and Folders of Favorites from within **Internet Explorer**. (Internet Explorer is the only browser that will work with the Links Bar.

Customizing the Links bar gives you one-click access to your favorite folders and webpages. To manage the Links Bar:

1. Right-click on the Windows Taskbar. Click on Toolbars, and then click Links to select it (a checkmark will be displayed beside it).
2. You will now see "Links" added just to the left of the system tray (Action Center) on the taskbar.
3. To add a website shortcut to the Links bar:
  - a. Access the target website from within **Internet Explorer**.
  - b. Click on the Favorites tab on the Menu bar.
  - c. Click the Add to Favorites Bar.
4. To remove a shortcut from the Links bar: Right-click the shortcut in the Links bar, and then click Delete
5. To rearrange how your Favorites show on the Links bar: on the Links bar, drag a shortcut to a new location.

#### **14. Add a Favorite Website to the Taskbar**

Follow these steps to place a favorite website on the Taskbar:

1. Open your Edge browser.
2. Click on the plus + sign at the top of the site.
3. In the *Search the Web* box, type the target website.
4. Once you have accessed the website from within the Edge browser, click on the menu tab (3 horizontal dots) in the upper right corner of the browser window.
5. Click on *Pin this page to the taskbar*.
6. Your favorite website will now appear on the taskbar.

#### **15. Add a Favorite Website to Your App List**

Follow these steps to place a favorite website on the Apps list:

1. Open your Edge browser.
2. In the *Search the Web* box, type the target website.
3. Once you have accessed the website from within the Edge browser, click on the menu tab (3 horizontal dots) in the upper right corner of the browser window.
4. Click on *Open with Internet Explorer*.
5. After the Website arrives in Internet Explorer, click on the cog wheel in the upper right corner of the IE browser window.
6. Click on *Add site to Apps*.
7. The website will appear in the Apps menu (tap the Windows key to verify)

## **16. Show Important Application Icons (anti-virus and anti-malware programs) on the Taskbar**

You can easily tweak which application icons appear in the Taskbar's systray.

1. Right-click any open area on the Taskbar and then click "Taskbar Settings."
2. On the taskbar settings page, scroll down toward the bottom and click the "Select which icons appear on the taskbar" link.
3. You'll see a list of application icons. Toggle each one on or off to suit your needs. As you toggle them, the representative icons will either appear or disappear from the system tray.

## **17. Show Important System Icons (clock, volume, network, etc.) on the Taskbar**

You can easily tweak which system icons appear in the Taskbar's systray.

1. Right-click any open area on the Taskbar and then click "Taskbar Settings."
2. On the taskbar settings page, scroll down toward the bottom and click the "Turn system icons on or off" link.
3. You'll see a list of system icons. Toggle each one on or off to suit your needs. As you toggle them, the representative icons will either appear or disappear from the system tray.

## **18. Determine which Quick Actions you want to have access to via the Action Center (Windows + A).**

The Action Center (located in the far right corner of the Taskbar) gives access to frequently used settings called Quick Actions (of which there are 14). You can easily collapse the settings tiles down to one row of four tiles using the Collapse caret. To change which four Quick Actions appear when you do this, you can go to Settings (Windows + I) >. System > Notifications & actions.

## **19. Show the Touch Keyboard Button on the Systray (for touch screens)**

1. To place the Touch Keyboard Button on the Taskbar's Systray:
2. Right-click on a blank area of the Taskbar.
3. Click on Show Touch Keyboard Button.

## 20. Add a Splash of Color to the Taskbar

Live Tiles bring the Start Menu to life, but it might not feel personalized to your tastes until you've given it a fresh coat of paint. By default, the Start Menu is set to ignore the color you chose when you set up your Windows 10 user account, so the first priority is to amend that option.

To do so, navigate to **Settings > Personalization > Colors**. First, turn off the *Automatically pick an accent color from my background*. Now, scroll down to the toggle switch marked *Show color on Start, taskbar and action center* and make sure that it's set to On. You'll then be able to select from a variety of different swatches.

You can also opt to make Start, taskbar and action center transparent with the appropriate toggle switch. These options cater to form, rather than function, so feel free to mix and match as you please until you find a setup that works for you.