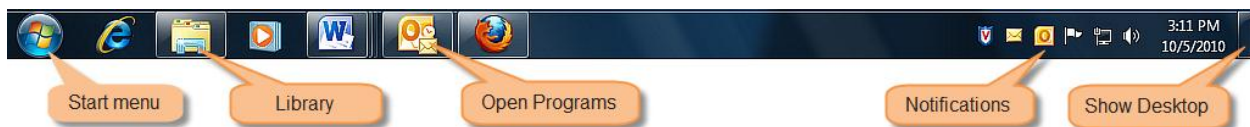


Taskbar

The new Windows 7 **Taskbar** is still the same familiar place for switching between applications/windows. But now it's larger, more flexible, and more functional. In Windows 7 the user can position or "pin" favorite programs anywhere on the taskbar. Now the user can rearrange the programs/windows by clicking and dragging. Finally, there are new ways to preview windows. The **Taskbar** is made up of the following elements:

1. The Start menu is at the left end of the taskbar.
2. Open Programs and Windows
3. System tray (notification area)
4. The Show Desktop button at the right end.

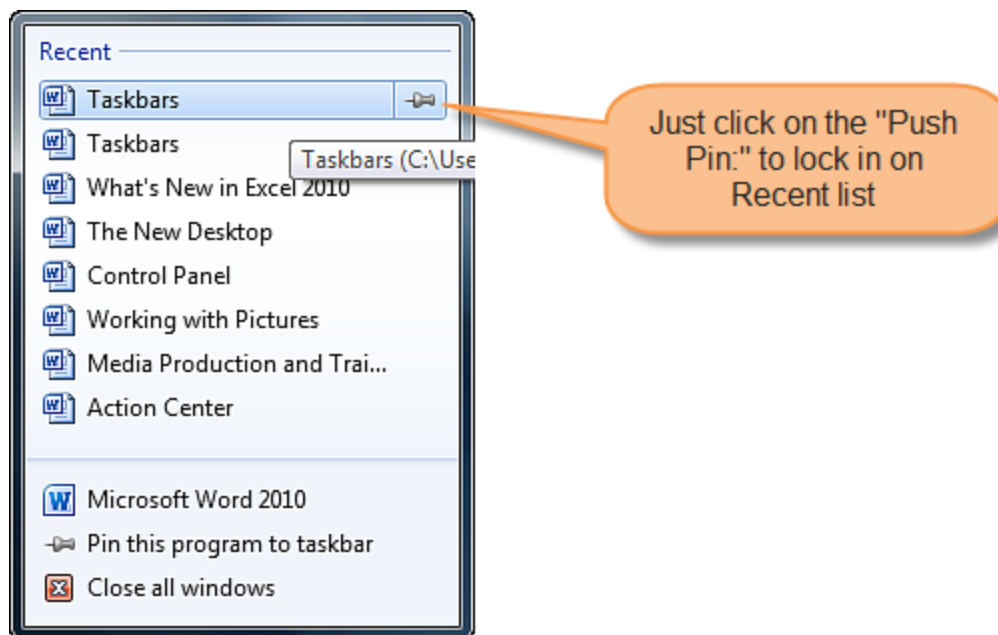
A typical DePaul taskbar looks like the following:



The **Taskbar** is an application launcher as every time the user opens a program; its icon will appear on the **Taskbar**. When you exit the program, its icon will disappear. If it is a frequently used program you can place it on the **Taskbar** by using the "pin" icon. Just right click on the program and click on "Pin to this program to taskbar". Likewise you can remove it by "Unpin this Program from taskbar". When the user right-clicks, there is a "**Jump List**" of recently used documents, click to open as shown below:



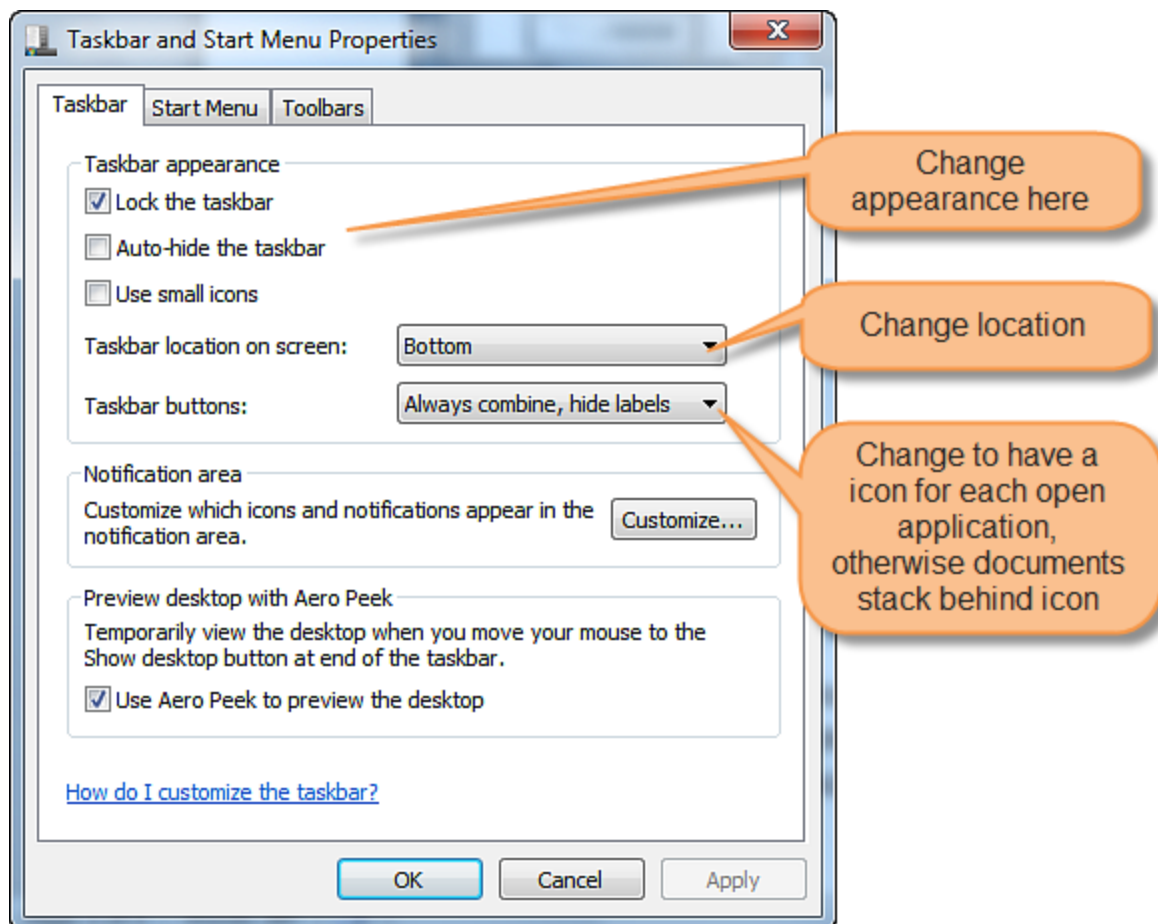
Windows 7 builds “**Jump Lists**” automatically, tracking the documents that you open. A user can also install files manually into a program’s “**Jump List**”. The user can drag the document from an Explorer window to the taskbar, a tooltip will appear asking “Pin to Microsoft Word” (or whatever program the user created the file with.) If the file is already in the “**Jump List**” just slide over it, a “pin” will appear and click on the “pin” as shown below:



In Windows 7, the **Taskbar** does more than display open applications. If the user hovers over the application without clicking, a thumbnail image of the windows themselves is displayed. The user can get a full screen preview of the window by moving their mouse over one of the miniatures. If you click on the preview this window opens up. Also displayed is the red x in the corner in which the user can close the application.



The user can also modify the location or even auto-hide the **Taskbar**. Using a right click on the **Start menu** button, clicking on Properties and then clicking the Taskbar tab, a user is presented with customization choices as shown below:



With the new look and feel of the taskbar, its expanded functionality takes some time to get used to. Overall, it presents a much quicker and cleaner way of accessing and working with applications.