


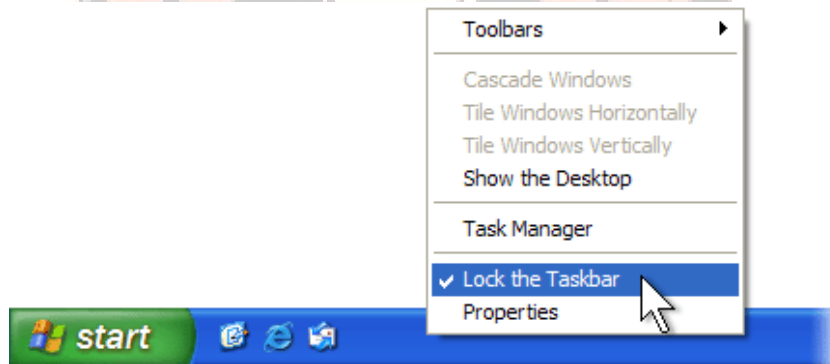
# Move Your Taskbar to a New Spot

By default, the Microsoft Windows XP taskbar, which shows buttons for each of your open windows, sits at the bottom of your screen. That's fine if you don't open many windows. If you have more than six or seven windows open at a time, however, the taskbar can become extremely crowded. To make more room for windows, move your taskbar to the right or left side of the screen, where it will be displayed vertically, giving you room for more than a dozen windows.

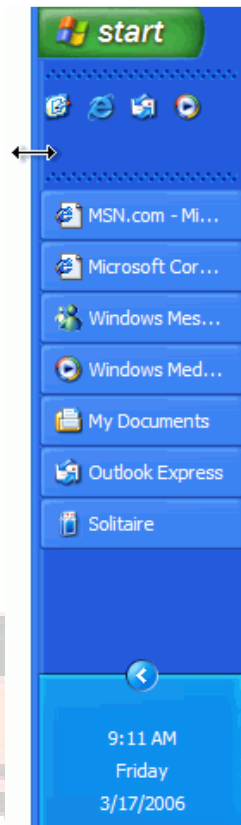
 **Tip:** If you have a widescreen monitor, placing your taskbar on the right or left side of the screen can make much more efficient use of screen space.

## To move your taskbar

1. Right-click your taskbar. If there is a check mark beside **Lock the Taskbar** on the shortcut menu, click **Lock the Taskbar** to unlock it.



2. Drag your taskbar to the left, right, or top of your screen. To drag the taskbar, click and hold the mouse button over the taskbar. Then, while holding down the mouse button, drag the taskbar to its new location. When the taskbar is in place, release the mouse button.
3. Move the pointer over an edge of the taskbar until the pointer changes to a double-headed arrow. Click the mouse button, and drag the edge of the taskbar to widen it. When you can read the window titles, release the mouse button.



4. Finally, to prevent your taskbar from being accidentally moved, right-click your taskbar and click **Lock the Taskbar** on the shortcut menu.

