

"TASKBAR TOOLBARS" AS A REPLACEMENT FOR THE "START BUTTON" IN WINDOWS 8/8.1

by Francis Chao
fchao2@yahoo.com



Web location for this
presentation:

<http://aztcs.org>

Click on

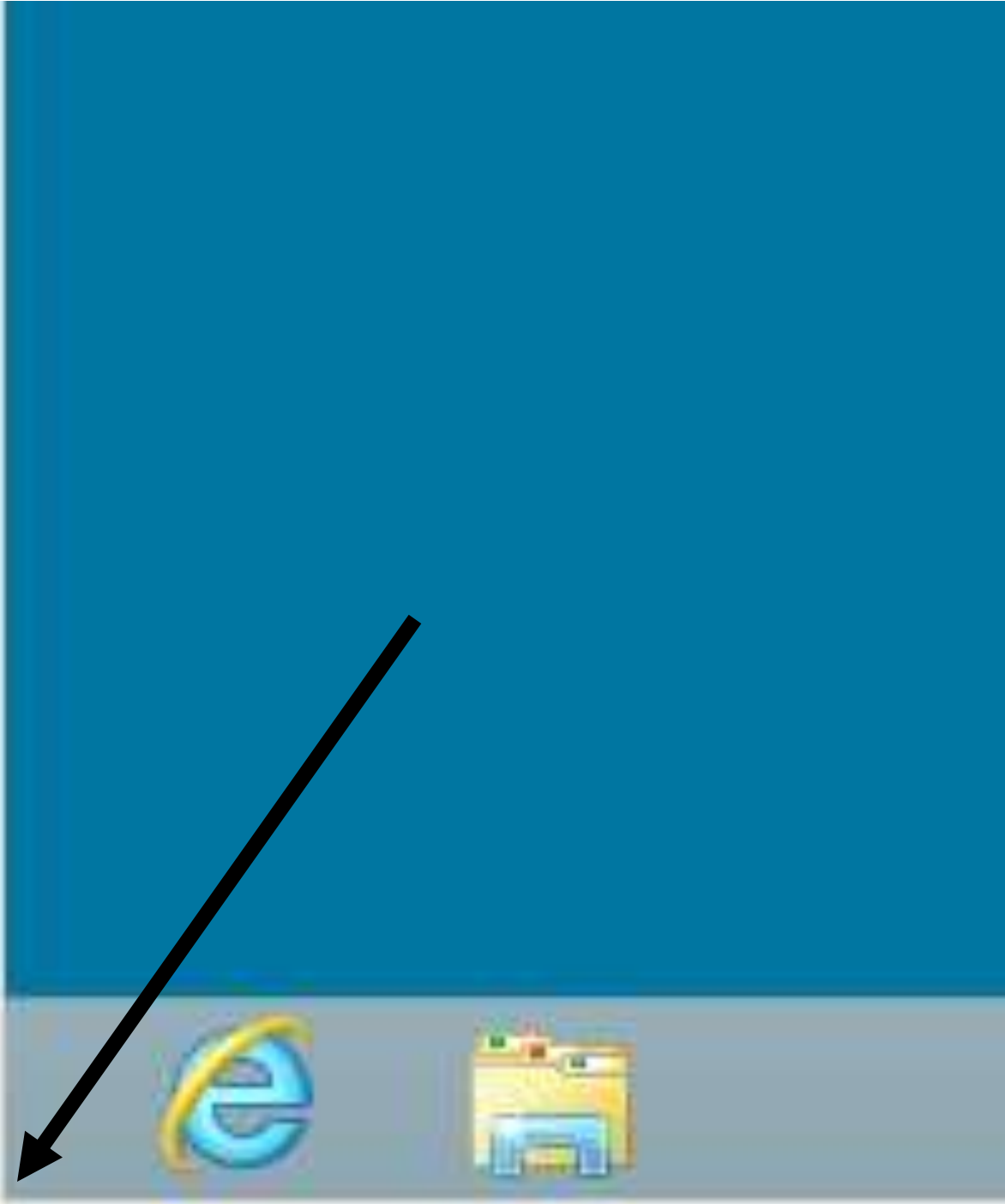
“Meeting Notes”

SUMMARY

In Windows 8 and 8.1, you can create three custom pop-up toolbars for the "Taskbar" that completely bring back all the menu selections that were provided by the "Start Menu" of the "Start Button" in "Windows XP" and "Windows 7".

Big Step 500: Use Taskbar-based "Toolbars"

- Step 501: Hover the mouse cursor over the lower left-hand corner of the monitor screen until a thumbnail pops up.





Big Step 500: Use Taskbar-based "Toolbars" (continued)

- Step 502: Then use the RIGHT mouse button to click once.

Big Step 500: Use Taskbar-based "Toolbars" (continued)

- Step 503: The "Power User's Context Menu" will be displayed:

- Programs and Features
- Power Options
- Event Viewer
- System
- Device Manager
- Disk Management
- Computer Management
- Command Prompt
- Command Prompt (Admin)

- Task Manager
- Control Panel
- File Explorer
- Search
- Run

- Desktop

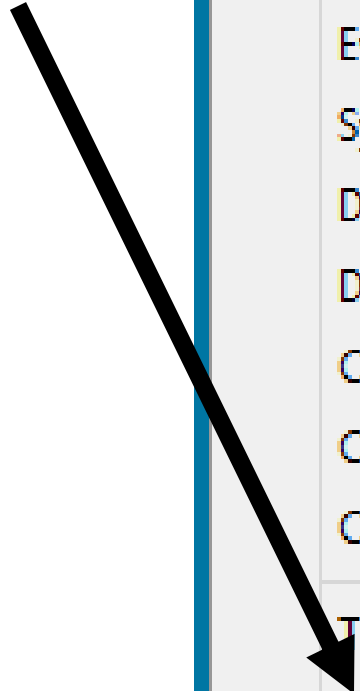
Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 504: Click on "Control Panel":

- Programs and Features
- Power Options
- Event Viewer
- System
- Device Manager
- Disk Management
- Computer Management
- Command Prompt
- Command Prompt (Admin)

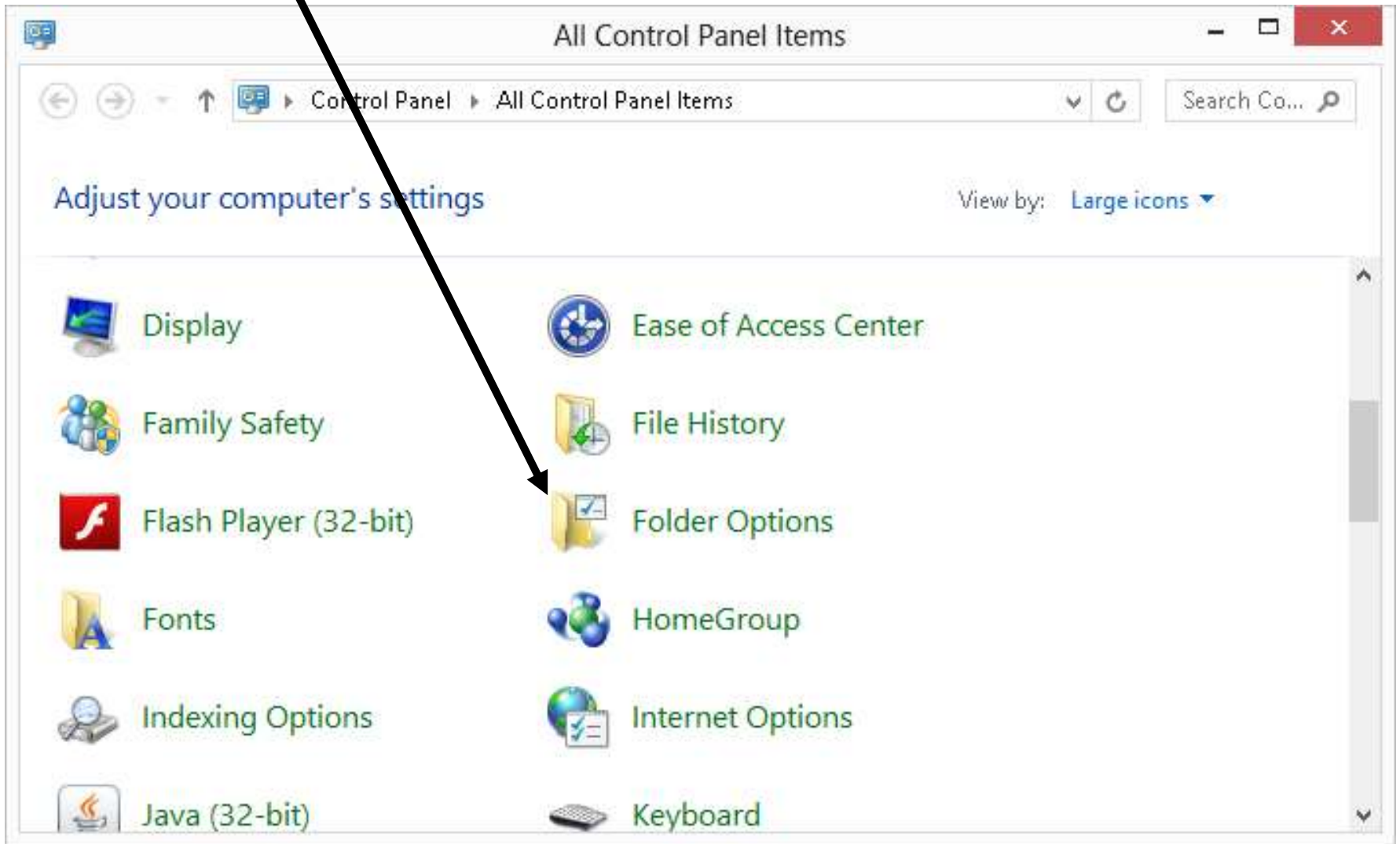
- Task Manager
- Control Panel
- File Explorer
- Search
- Run

- Desktop



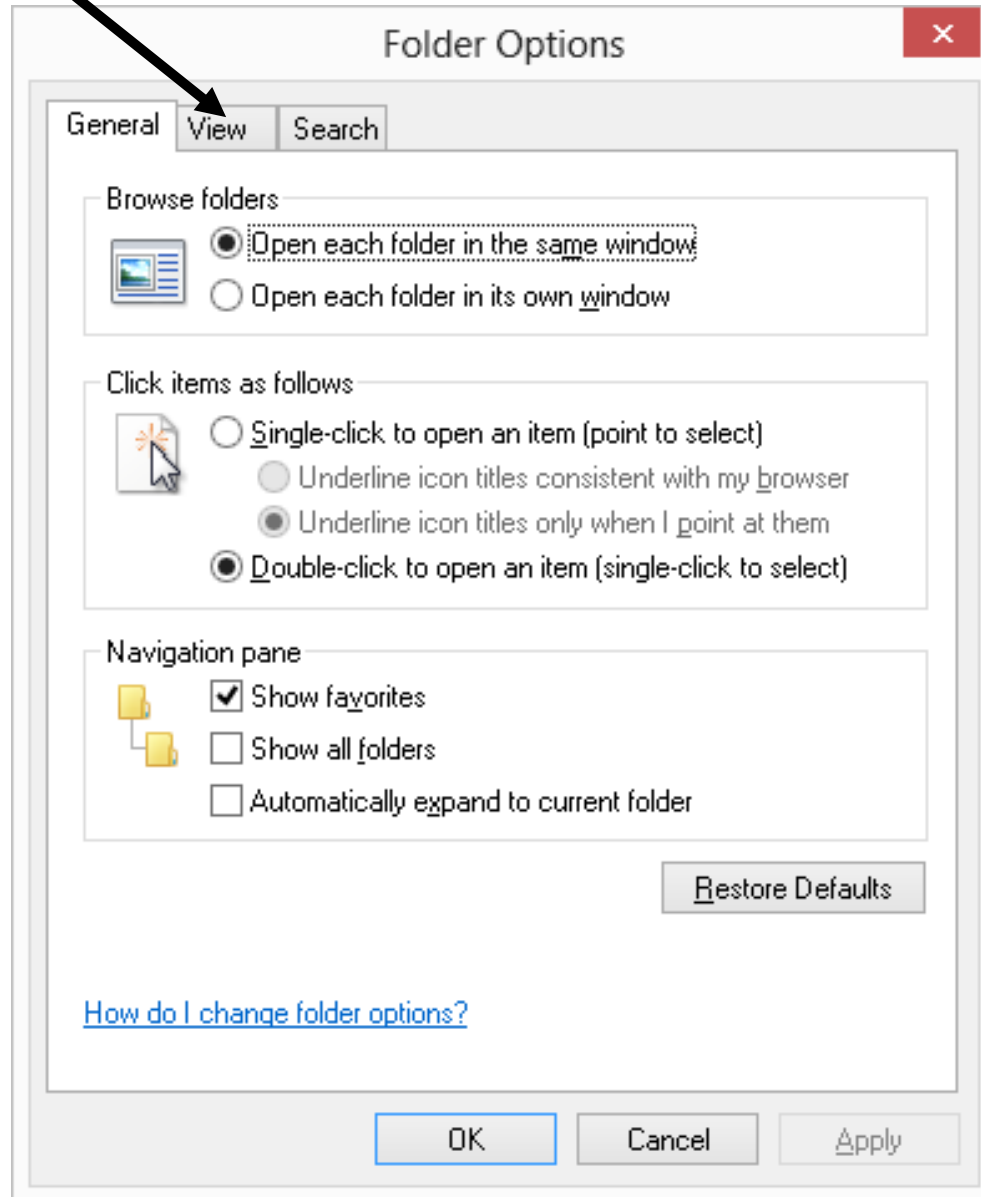
Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 505: Double-click on "Folder
Options":**



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 506: Click on the "View" tab
of the "Folder Options" box:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 507: If you find a checkmark for "Hide extensions for known file types", remove the checkmark and then click on the "Apply" button:

Folder Options



General View Search

Folder views



You can apply the view (such as Details or Icons) that you are using for this folder to all folders of this type.

Apply to Folders

Reset Folders

Advanced settings:

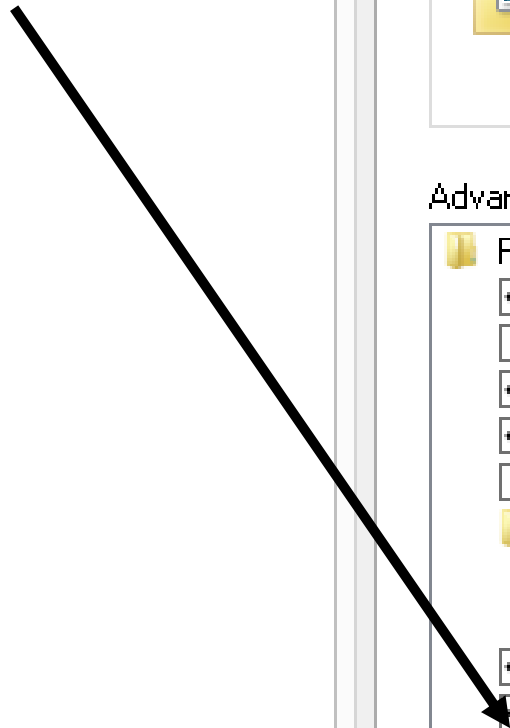
- Files and Folders
 - Always show icons, never thumbnails
 - Always show menus
 - Display file icon on thumbnails
 - Display file size information in folder tips
 - Display the full path in the title bar
- Hidden files and folders
 - Don't show hidden files, folders, or drives
 - Show hidden files, folders, and drives
- Hide empty drives in the Computer folder
- Hide extensions for known file types
- Hide folder merge conflicts

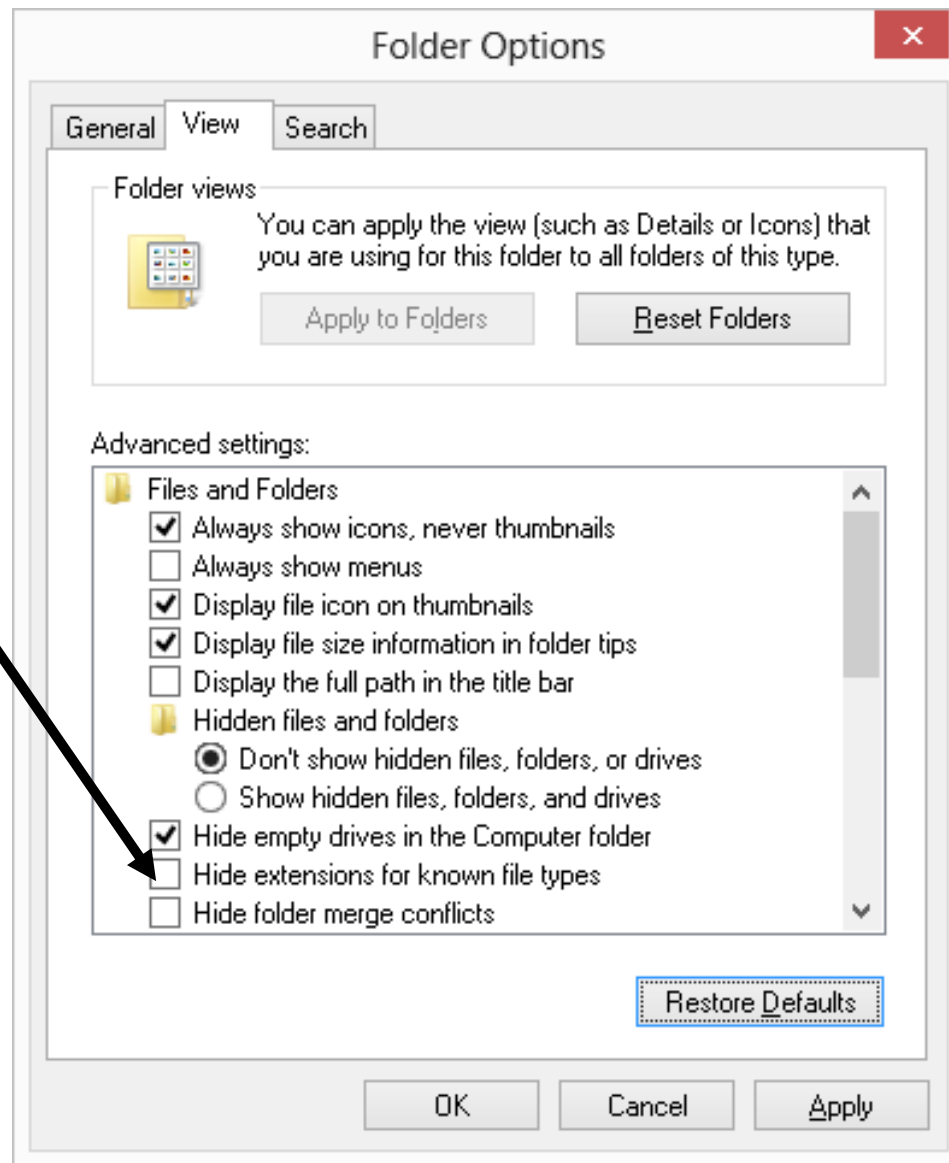
Restore Defaults

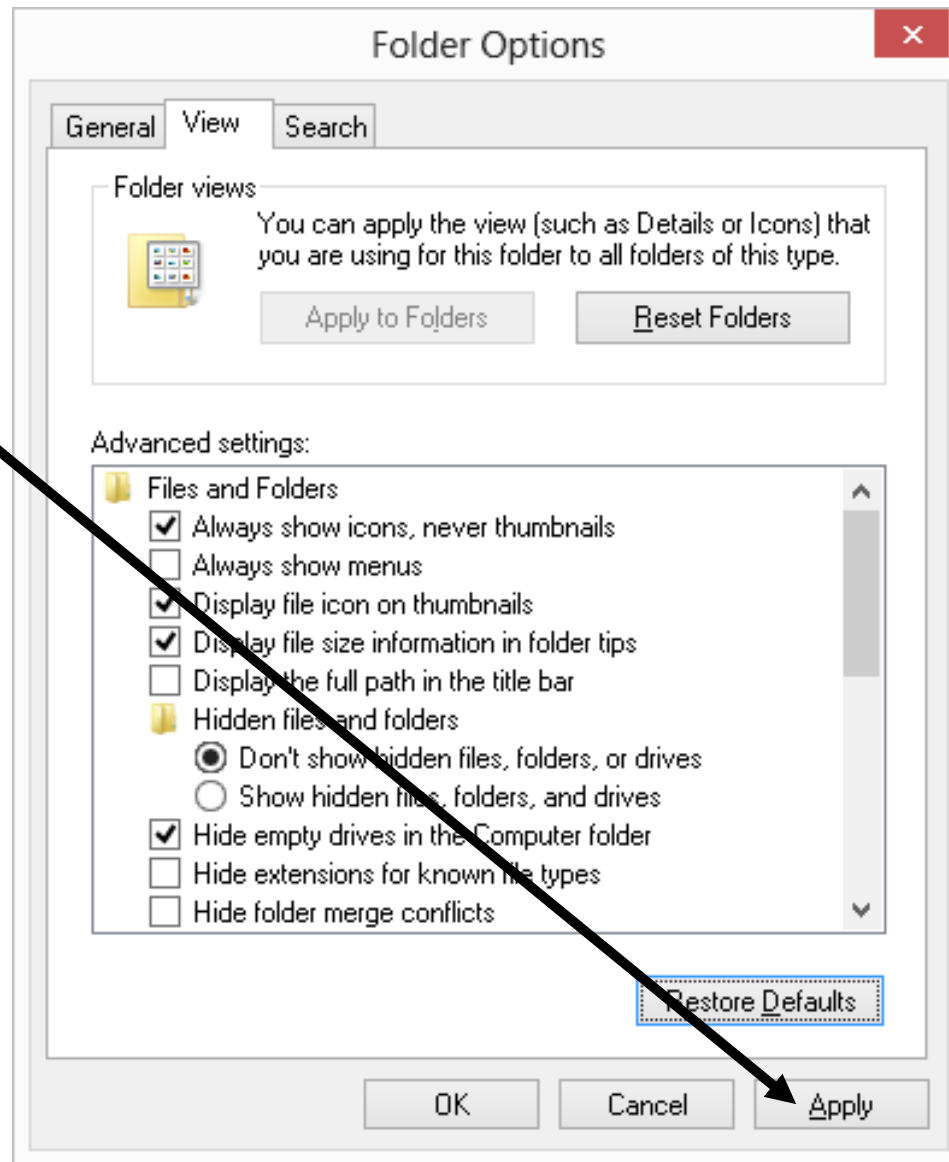
OK

Cancel

Apply







Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 508: Select the "Show hidden files, folders, and drives" radio option button, if it is not already selected:

Folder Options



General View Search

Folder views



You can apply the view (such as Details or Icons) that you are using for this folder to all folders of this type.

Apply to Folders

Reset Folders

Advanced settings:

- Files and Folders
 - Always show icons, never thumbnails
 - Always show menus
 - Display file icon on thumbnails
 - Display file size information in folder tips
 - Display the full path in the title bar
- Hidden files and folders
 - Don't show hidden files, folders, or drives
 - Show hidden files, folders, and drives
- Hide empty drives in the Computer folder
- Hide extensions for known file types
- Hide folder merge conflicts

Restore Defaults

OK

Cancel

Apply

Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 509: Click on the "Apply"
button:**

Folder Options



General

View

Search

Folder views



You can apply the view (such as Details or Icons) that you are using for this folder to all folders of this type.

Apply to Folders

Reset Folders

Advanced settings:

Files and Folders

- Always show icons, never thumbnails
- Always show menus
- Display file icon on thumbnails
- Display file size information in folder tips
- Display the full path in the title bar

Hidden files and folders

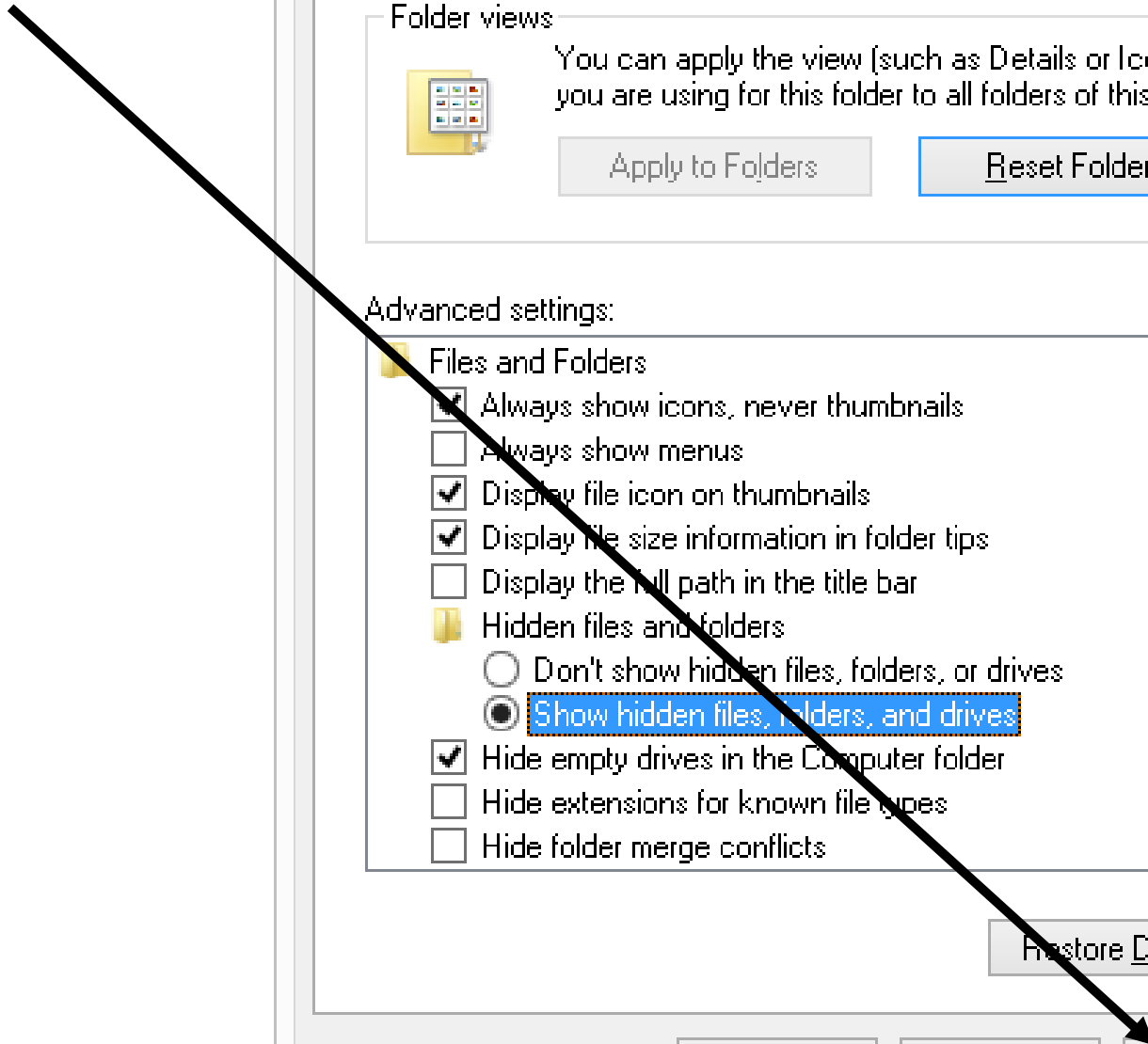
- Don't show hidden files, folders, or drives
- Show hidden files, folders, and drives
- Hide empty drives in the Computer folder
- Hide extensions for known file types
- Hide folder merge conflicts

Restore Defaults

OK

Cancel

Apply



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 510: Click on the "OK" button:

Folder Options



General View Search

Folder views



You can apply the view (such as Details or Icons) that you are using for this folder to all folders of this type.

Apply to Folders

Reset Folders

Advanced settings:

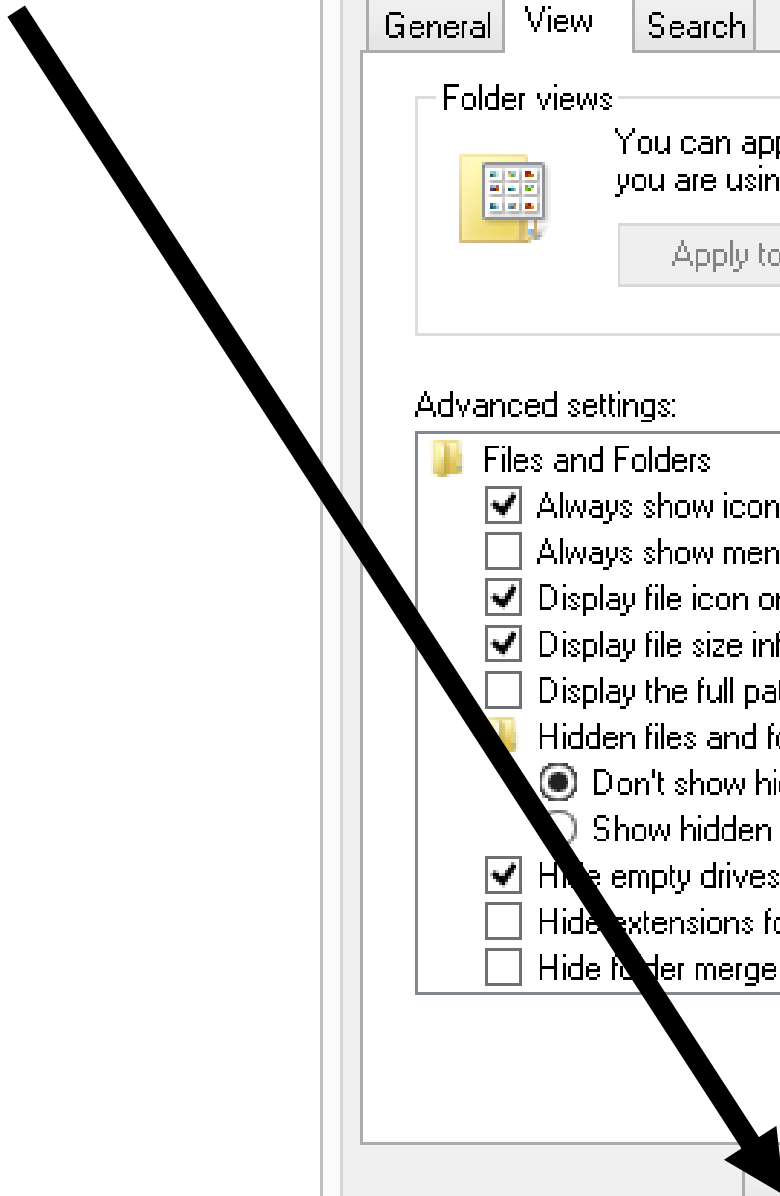
- Files and Folders
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 - Always show menus
 - Display file icon on thumbnails
 - Display file size information in folder tips
 - Display the full path in the title bar
- Hidden files and folders
 - Don't show hidden files, folders, or drives
 - Show hidden files, folders, and drives
- Hide empty drives in the Computer folder
- Hide extensions for known file types
- Hide folder merge conflicts

Restore Defaults

OK

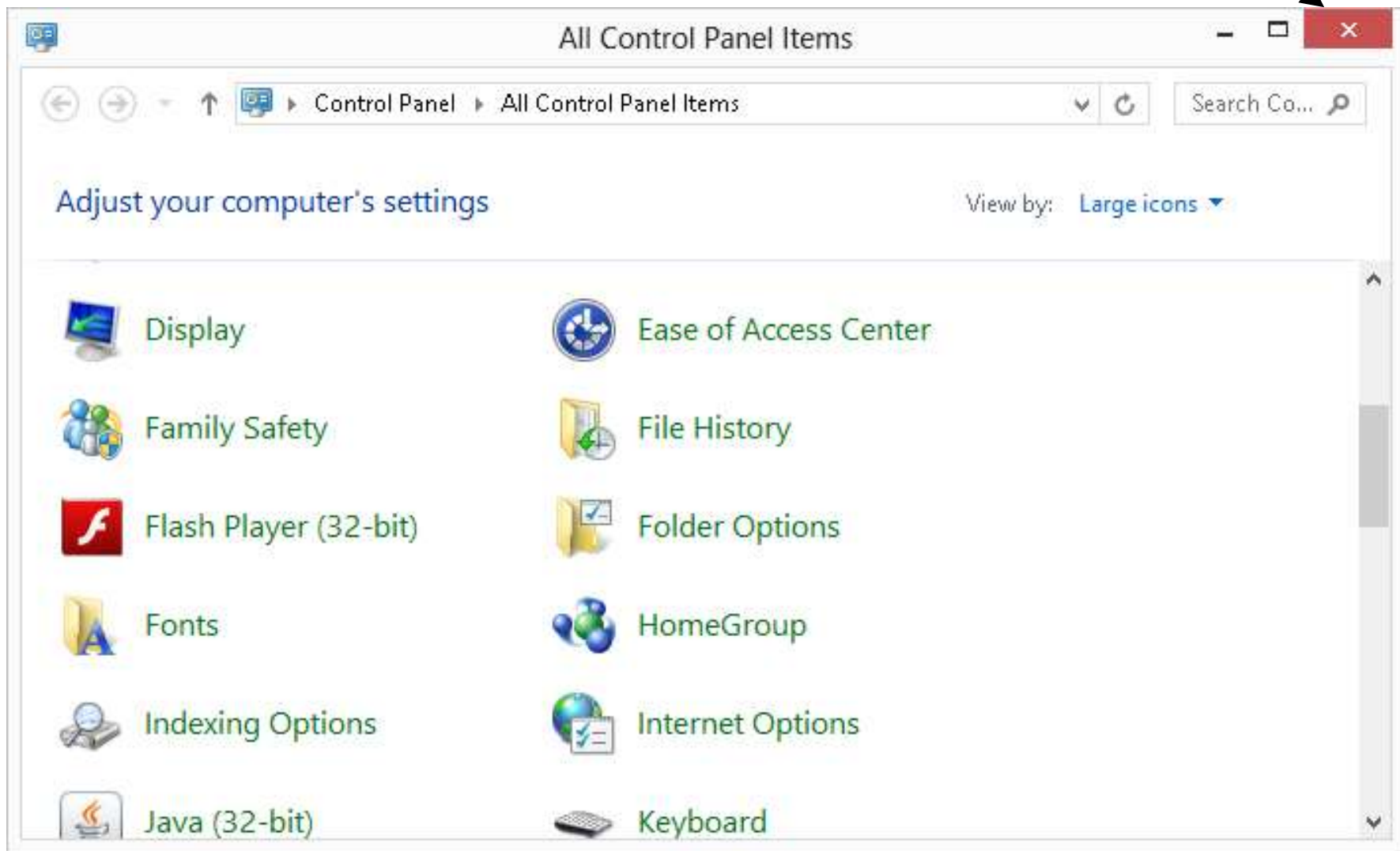
Cancel

Apply



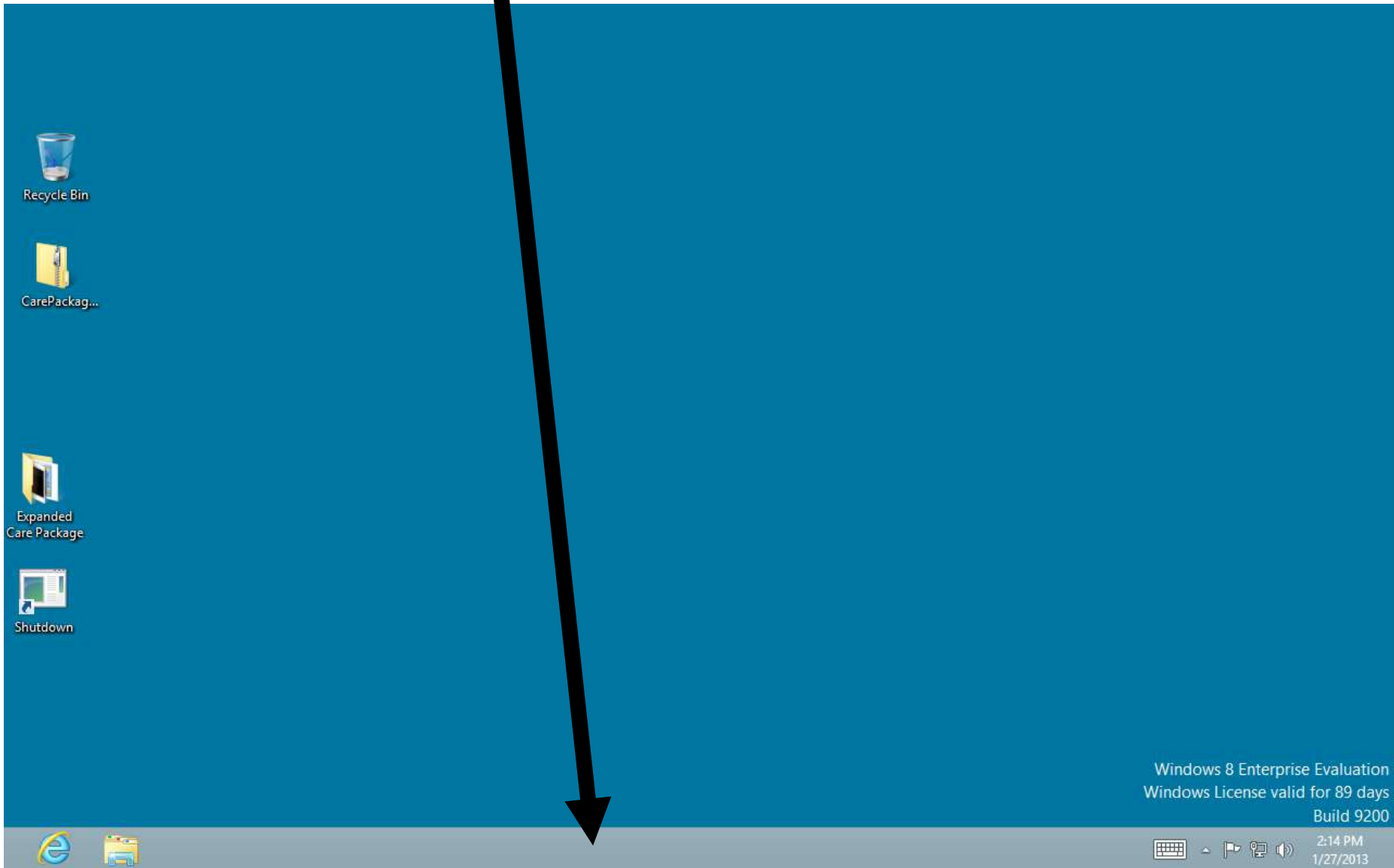
Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 511: Close the "Control Panel" window by clicking on the "X" button in the upper-right corner:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 512: Use the RIGHT mouse
button to click on the Taskbar:**



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 513: A pop-up context menu
will be displayed:



Recycle Bin



CarePackag...



Expanded
Care Package



Shutdown

Toolbars ▸

- Cascade windows
- Show windows stacked
- Show windows side by side
- Show the desktop

Task Manager

Lock the taskbar

Properties

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1/27/2013

Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 514: Click on "Toolbars":



- Toolbars ▶

- Cascade windows
- Show windows stacked
- Show windows side by side
- Show the desktop

- Task Manager

- Lock the taskbar
- Properties

Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 515: A second pop-up
context menu will be displayed:**

- Address
- Links
- Touch Keyboard
- Desktop

- New toolbar...

- Toolbars** ▶
- Cascade windows
- Show windows stacked
- Show windows side by side
- Show the desktop

- Task Manager

- Lock the taskbar
- Properties

Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 516: Click on "New toolbar..":

- Address
- Links
- Touch Keyboard
- Desktop

- New toolbar...



- Toolbars ▶

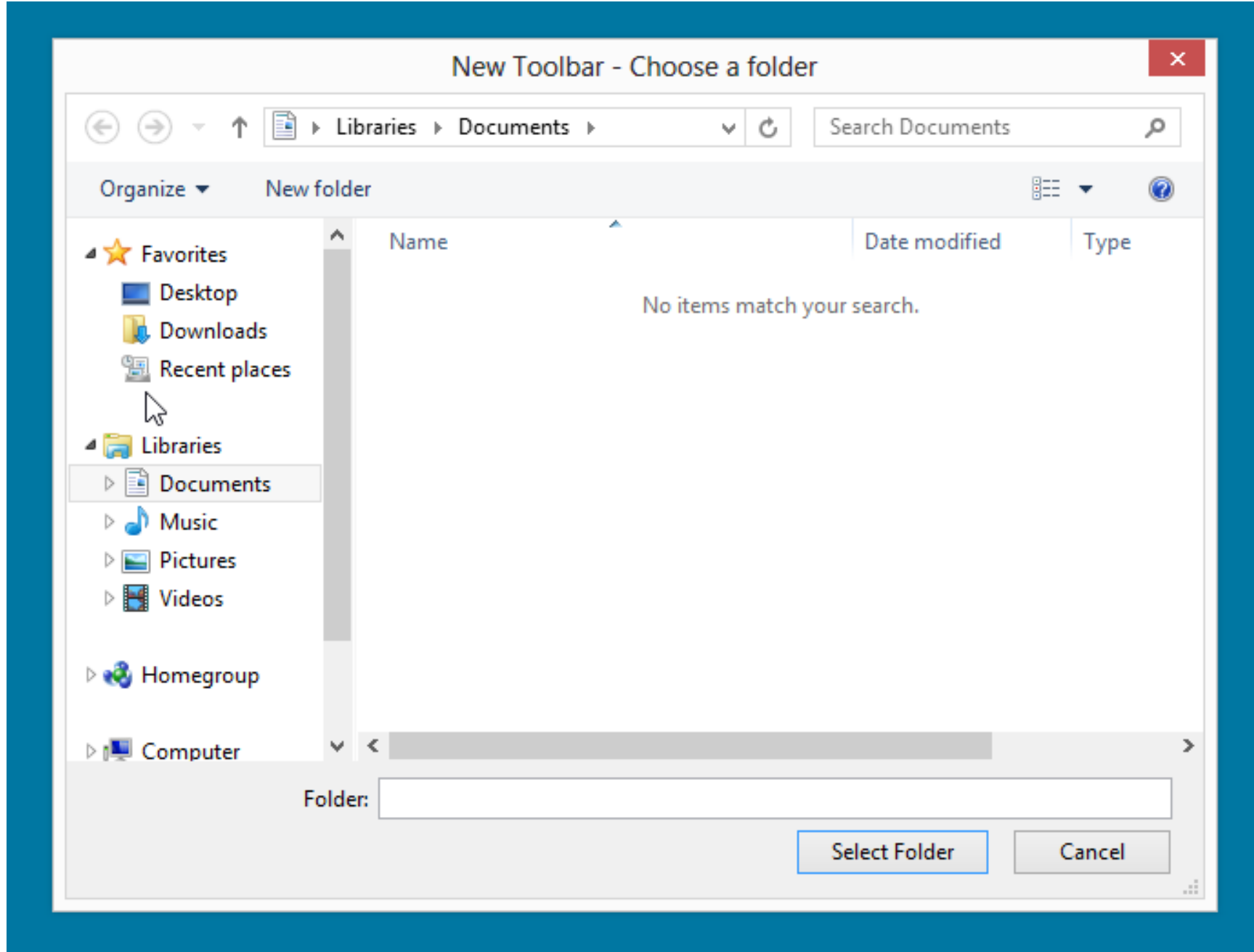
- Cascade windows
- Show windows stacked
- Show windows side by side
- Show the desktop

- Task Manager

- Lock the taskbar
- Properties

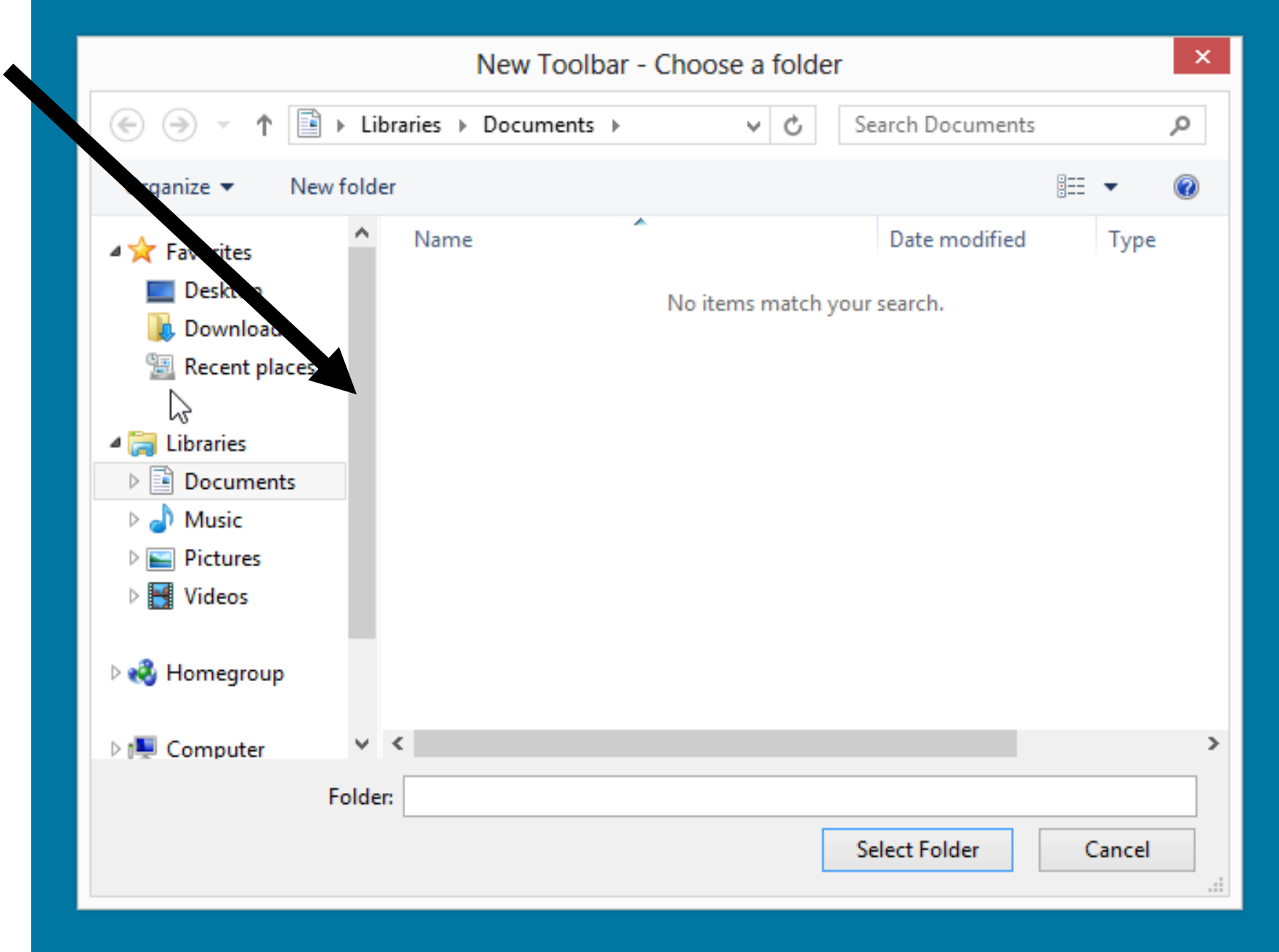
Big Step 500: Use Taskbar-based "Toolbars" (continued)

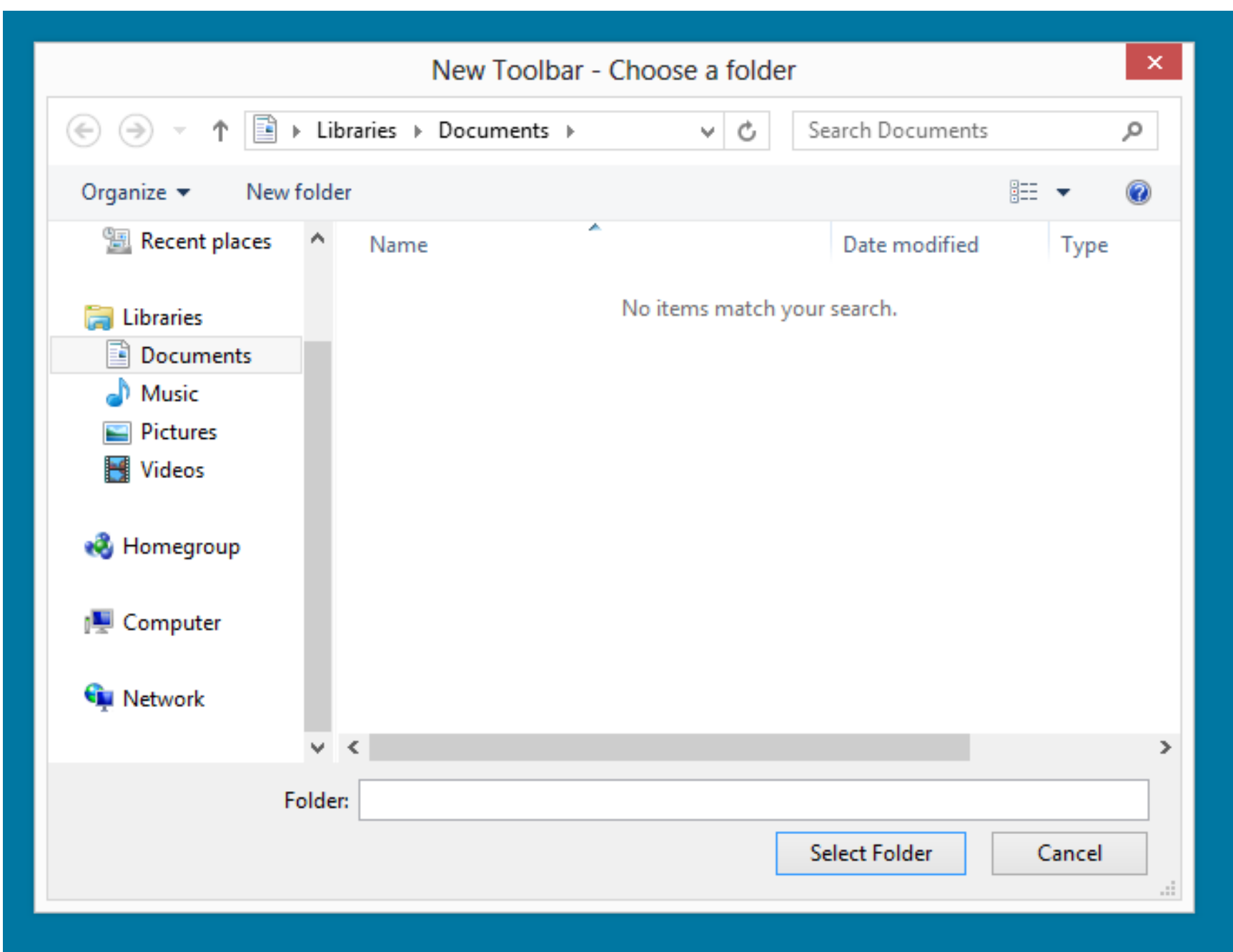
Step 517: A "New Toolbar -
Choose a folder" box will be
displayed:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

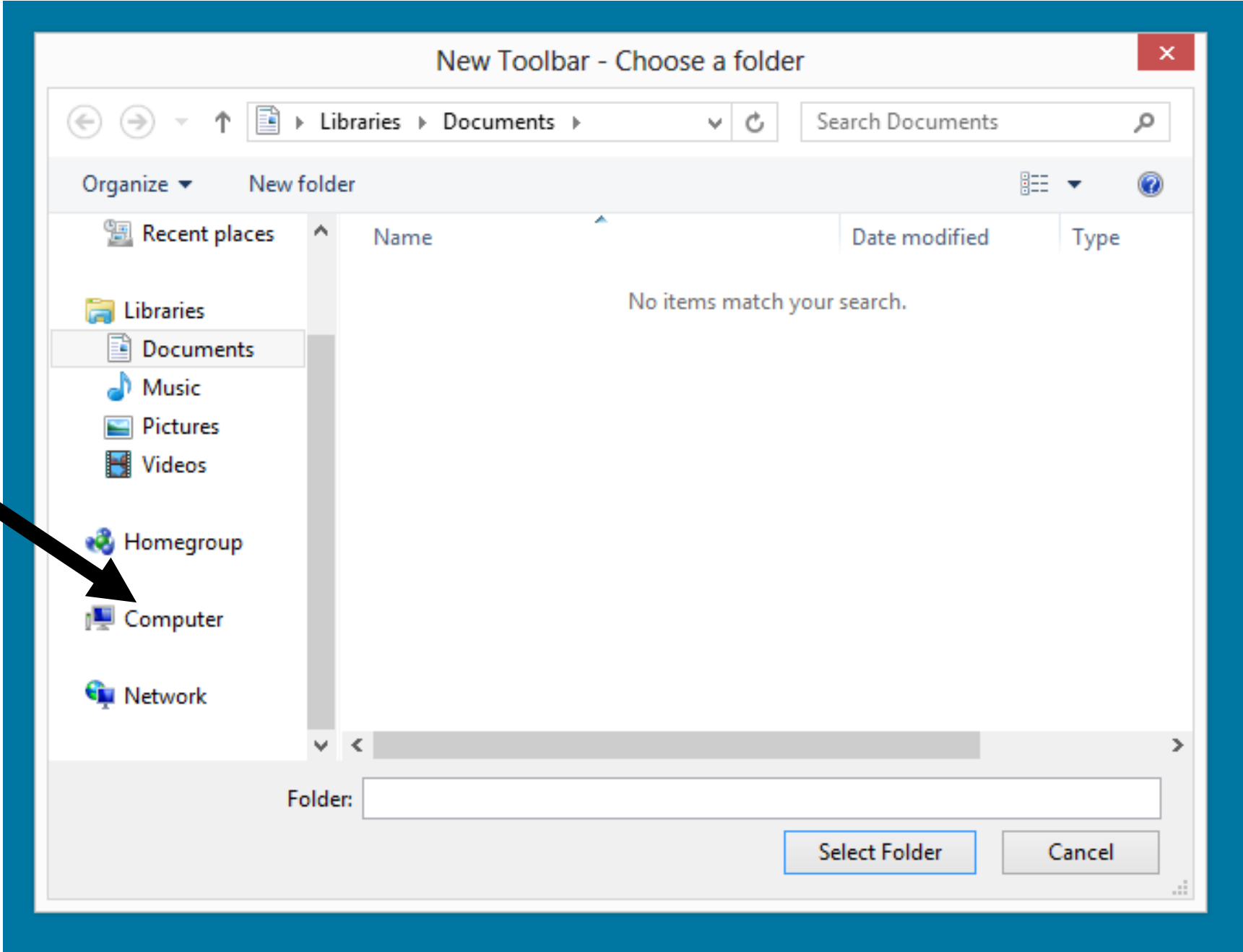
Step 518: If the left navigation area has a vertical scroll bar, click on it and drag it downward:





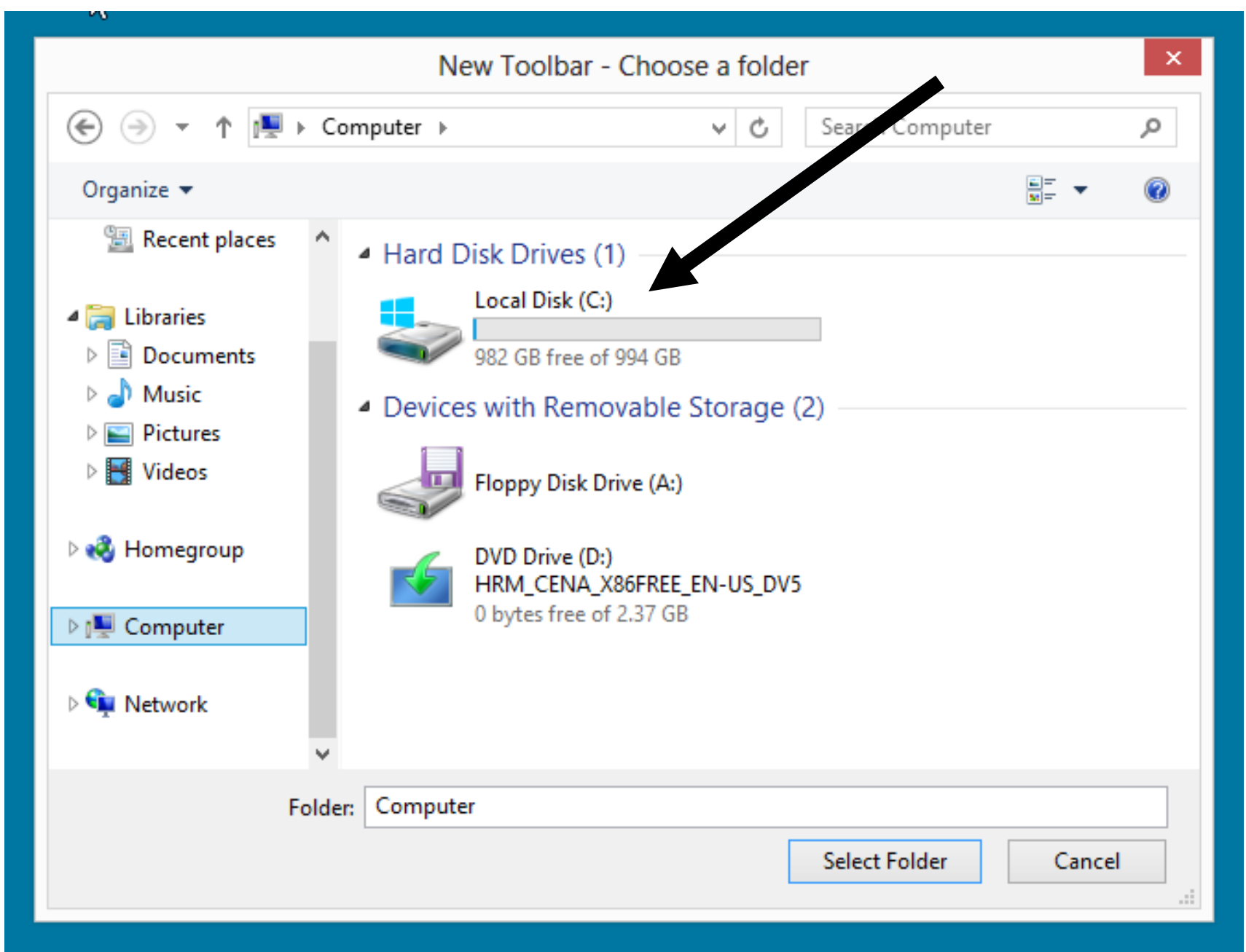
Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 519: Click on "Computer":



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 520: The hard drive(s) of your computer will now be displayed in the right-most pane:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 521: Double-click on the C:
hard drive:**

New Toolbar - Choose a folder



Computer > Search Computer

Organize

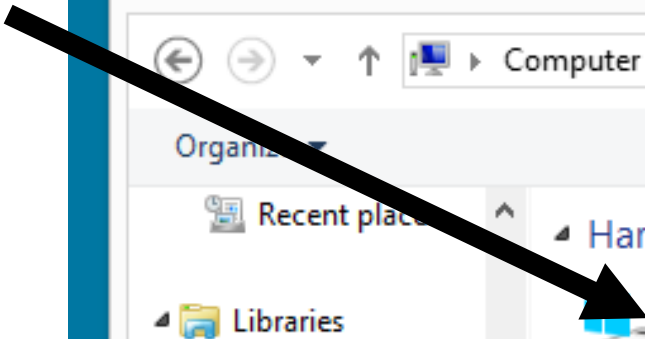
- Recent places
- Libraries
 - Documents
 - Music
 - Pictures
 - Videos
- Homegroup
- Computer
- Network

- Hard Disk Drives (1)
 - Local Disk (C:) 982 GB free of 994 GB
- Devices with Removable Storage (2)
 - Floppy Disk Drive (A:)
 - DVD Drive (D:) HRM_CENA_X86FREE_EN-US_DV5 0 bytes free of 2.37 GB

Folder: Computer

Select Folder

Cancel



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 522: The contents of the C:
hard drive will be displayed:

New Toolbar - Choose a folder



Computer > Local Disk (C:) > Search Local Disk (C:)

Organize New folder

Recent places	Name	Date modified	Type	Size
Libraries	PerfLogs	7/25/2012 11:29 PM	File folder	
Documents	Program Files	1/26/2013 4:46 PM	File folder	
Music	ProgramData	1/26/2013 4:44 PM	File folder	
Pictures	Users	1/26/2013 4:44 PM	File folder	
Videos	Windows	1/26/2013 4:44 PM	File folder	
Homegroup				
Computer				
Network				

Folder: Local Disk (C:)

Select Folder

Cancel

Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 523: Double-click on the
ProgramData folder:**

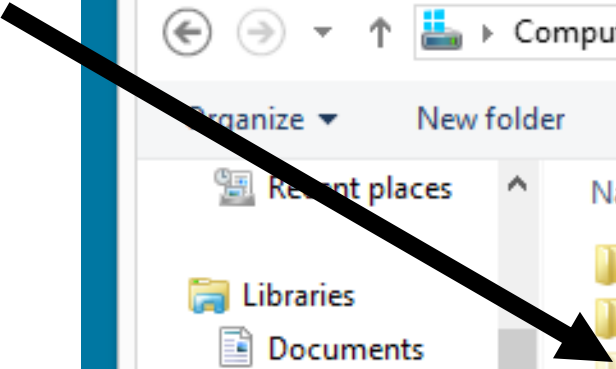
New Toolbar - Choose a folder



Computer > Local Disk (C:) Search Local Disk (C:)

Organize New folder

Name	Date modified	Type	Size
PerfLogs	7/25/2012 11:29 PM	File folder	
Program Files	1/26/2013 4:46 PM	File folder	
ProgramData	1/26/2013 4:44 PM	File folder	
Users	1/26/2013 4:44 PM	File folder	
Windows	1/26/2013 4:44 PM	File folder	

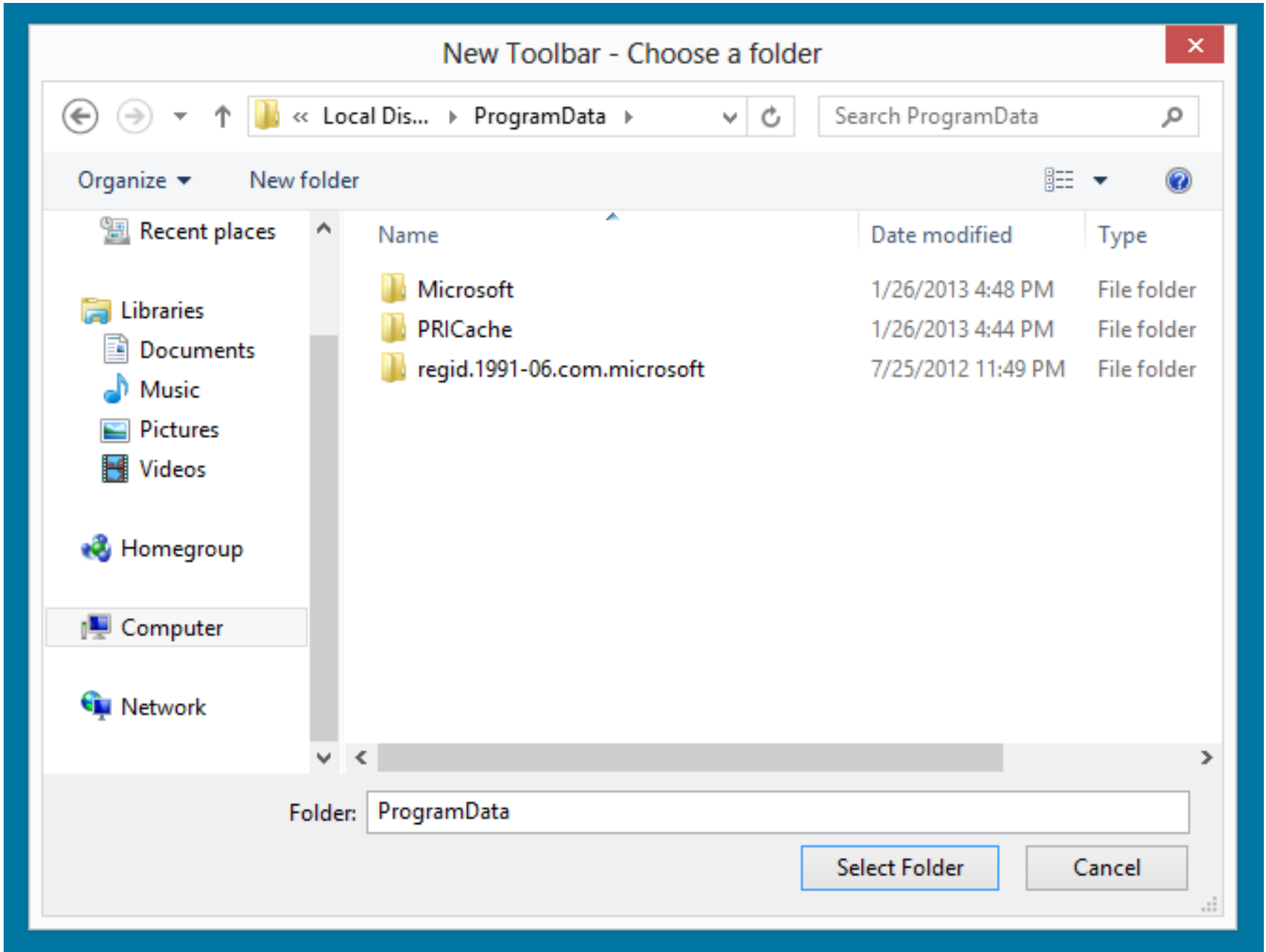


Folder: Local Disk (C:)

Select Folder Cancel

Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 524: The contents of the
ProgramData folder will be
displayed:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 525: Double-click on the
"Microsoft" folder:**

New Toolbar - Choose a folder



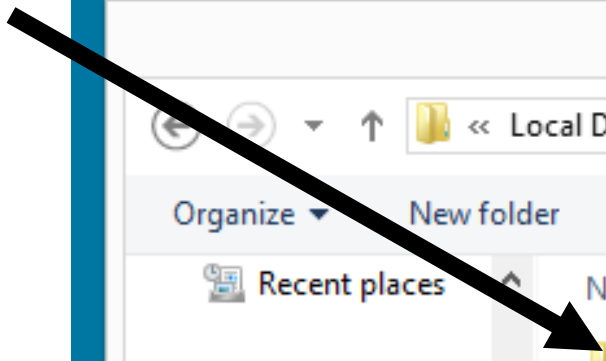
Navigation icons: back, forward, up, down, refresh. Path: << Local Dis... >> ProgramData >. Search: Search ProgramData

Organize > New folder. View icons: list, details, icons, search help.

Recent places

- Libraries
 - Documents
 - Music
 - Pictures
 - Videos
- Homegroup
- Computer
- Network

Name	Date modified	Type
Microsoft	1/26/2013 4:48 PM	File folder
PRICache	1/26/2013 4:44 PM	File folder
regid.1991-06.com.microsoft	7/25/2012 11:49 PM	File folder



Folder: ProgramData

Select Folder Cancel

Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 526: The contents of the
"Microsoft" folder will be displayed:

New Toolbar - Choose a folder



Navigation icons: back, forward, up, down, refresh, search. Path: << ProgramData >> Microsoft >> Search Microsoft

Organize ▾ New folder

Recent places	Name	Date modified	Type
Libraries			
Documents			
Music			
Pictures			
Videos			
Homegroup			
Computer			
Network			
	Crypto	7/25/2012 11:53 PM	File folde
	Device Stage	7/25/2012 11:53 PM	File folde
	DeviceSync	7/25/2012 11:53 PM	File folde
	DRM	7/25/2012 11:53 PM	File folde
	IdentityCRL	7/25/2012 11:53 PM	File folde
	IlsCache	1/26/2013 4:47 PM	File folde
	MF	7/25/2012 11:53 PM	File folde
	Network	7/25/2012 11:53 PM	File folde
	RAC	7/25/2012 11:53 PM	File folde
	Search	1/26/2013 4:44 PM	File folde
	User Account Pictures	1/26/2013 4:44 PM	File folde
	Vault	7/25/2012 11:53 PM	File folde

Folder: Microsoft

Select Folder Cancel

Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 527: If there is a vertical scrollbar, drag it downward:

New Toolbar - Choose a folder

Navigation icons: back, forward, up, down, refresh. Path: << ProgramData >> Microsoft >>. Search: Search Microsoft

Organize | New folder

Recent places

Libraries

Documents

Music

Pictures

Videos

Homegroup

Computer

Network

Name	Date modified	Type
Crypto	7/25/2012 11:53 PM	File folder
Device Stage	7/25/2012 11:53 PM	File folder
DeviceSync	7/25/2012 11:53 PM	File folder
DRM	7/25/2012 11:53 PM	File folder
IdentityCRL	7/25/2012 11:53 PM	File folder
IlsCache	1/26/2013 4:47 PM	File folder
MF	7/25/2012 11:53 PM	File folder
Network	7/25/2012 11:53 PM	File folder
RAC	7/25/2012 11:53 PM	File folder
Search	1/26/2013 4:44 PM	File folder
User Account Pictures	1/26/2013 4:44 PM	File folder
Vault	7/25/2012 11:53 PM	File folder

Folder: Microsoft

Select Folder

Cancel

Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 528: Double-click on the
"Windows" folder:**

New Toolbar - Choose a folder

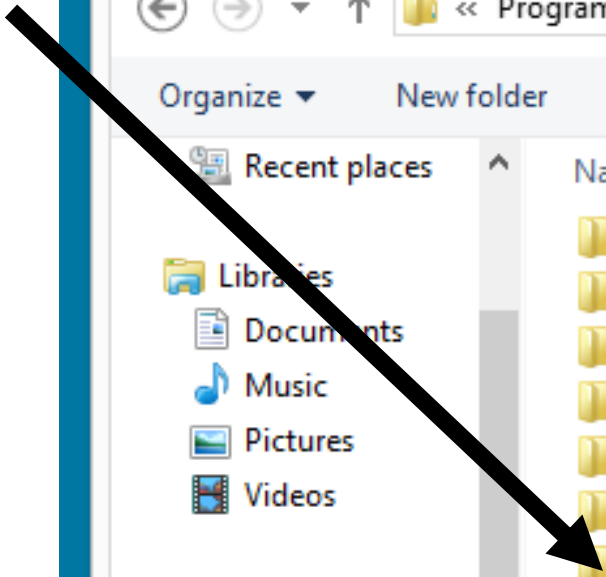


Navigation icons: back, forward, up, down, refresh, search. Path: << ProgramData >> Microsoft >> Search Microsoft

Organize > New folder. View icons: icons, list, details, compare, help

- Recent places
- Libraries
 - Documents
 - Music
 - Pictures
 - Videos
- Homegroup
- Computer
- Network

Name	Date modified	Type
MF	7/25/2012 11:53 PM	File folde
Network	7/25/2012 11:53 PM	File folde
RAC	7/25/2012 11:53 PM	File folde
Search	1/26/2013 4:44 PM	File folde
User Account Pictures	1/26/2013 4:44 PM	File folde
Vault	7/25/2012 11:53 PM	File folde
Windows	1/27/2013 11:18 AM	File folde
Windows Defender	1/27/2013 11:18 AM	File folde
Windows Live	7/25/2012 11:53 PM	File folde
Windows NT	7/25/2012 11:53 PM	File folde
windowssampling	1/26/2013 4:48 PM	File folde
WwanSvc	7/25/2012 11:53 PM	File folde



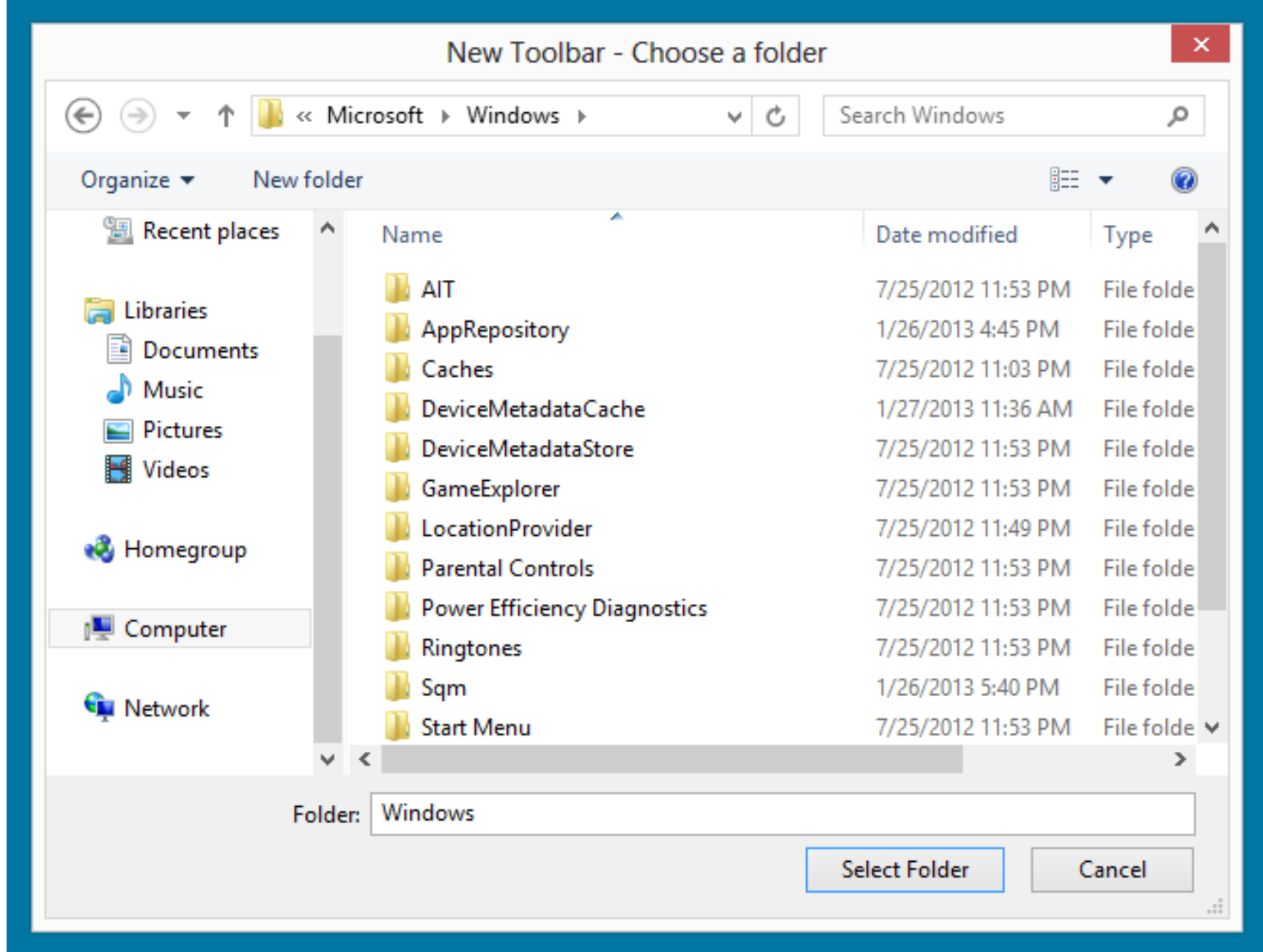
Folder: Microsoft

Select Folder

Cancel

Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 529: The contents of the
"Windows" folder will be displayed:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 530: If there is a vertical scrollbar, drag it downward:

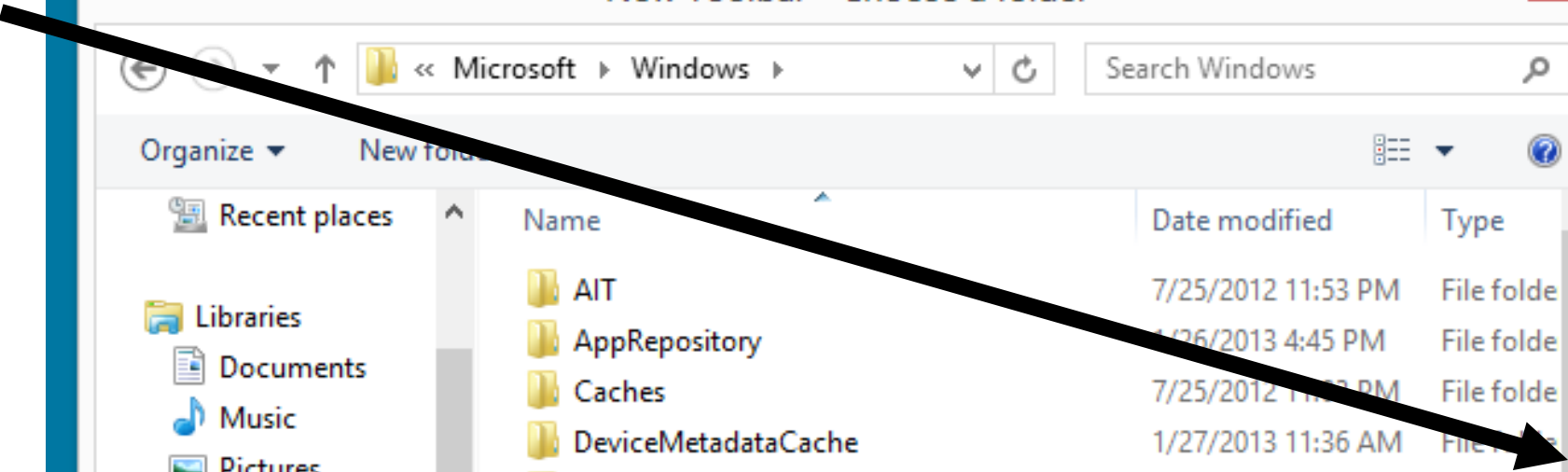
New Toolbar - Choose a folder



Navigation icons: back, forward, up, down, refresh, search (Search Windows)

Organize | New folder | View icons | Help icon

Name	Date modified	Type
AIT	7/25/2012 11:53 PM	File folder
AppRepository	1/26/2013 4:45 PM	File folder
Caches	7/25/2012 11:53 PM	File folder
DeviceMetadataCache	1/27/2013 11:36 AM	File folder
DeviceMetadataStore	7/25/2012 11:53 PM	File folder
GameExplorer	7/25/2012 11:53 PM	File folder
LocationProvider	7/25/2012 11:49 PM	File folder
Parental Controls	7/25/2012 11:53 PM	File folder
Power Efficiency Diagnostics	7/25/2012 11:53 PM	File folder
Ringtones	7/25/2012 11:53 PM	File folder
Sqm	1/26/2013 5:40 PM	File folder
Start Menu	7/25/2012 11:53 PM	File folder



- Recent places
- Libraries
 - Documents
 - Music
 - Pictures
 - Videos
- Homegroup
- Computer
- Network

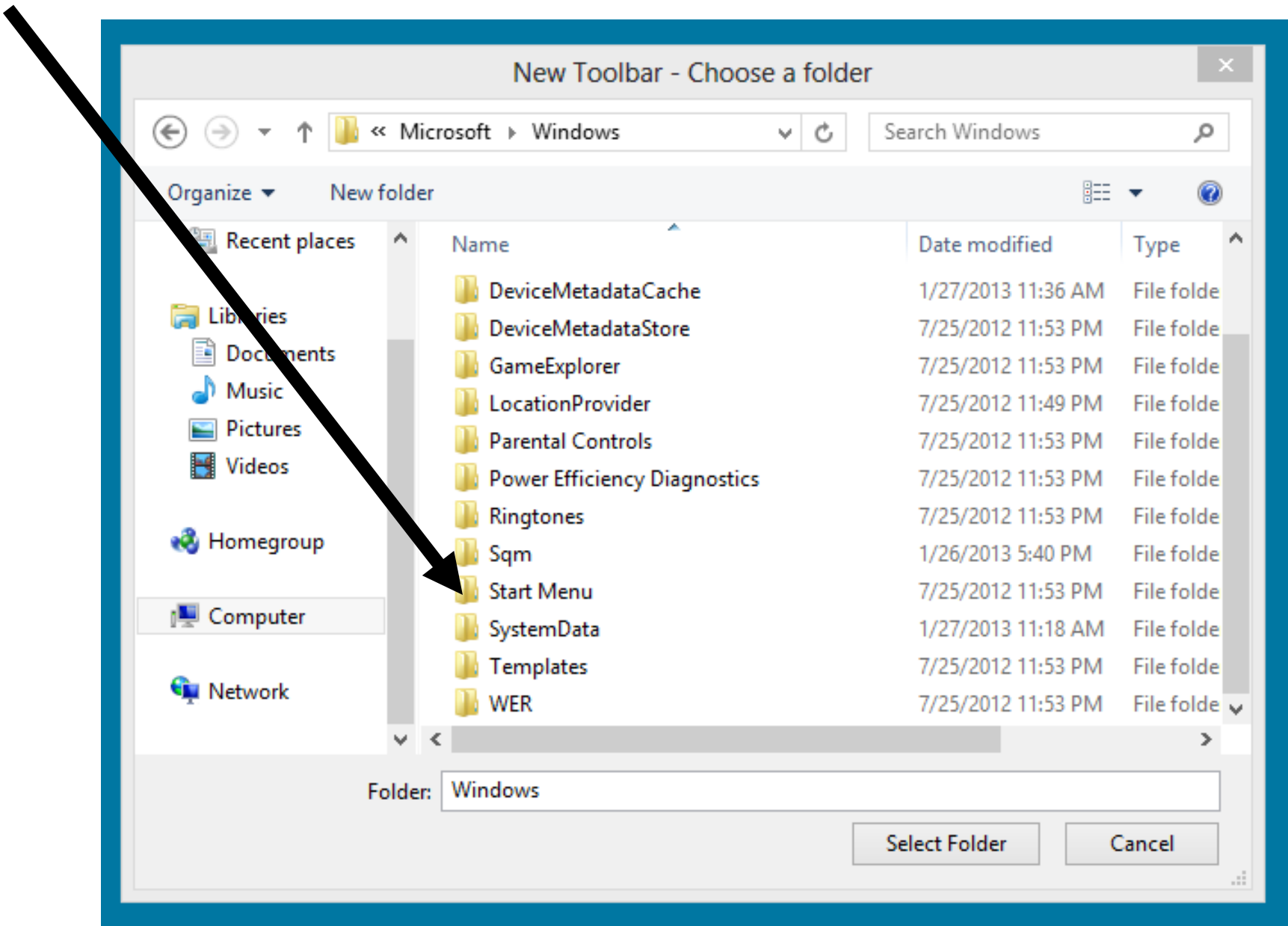
Folder: Windows

Select Folder

Cancel

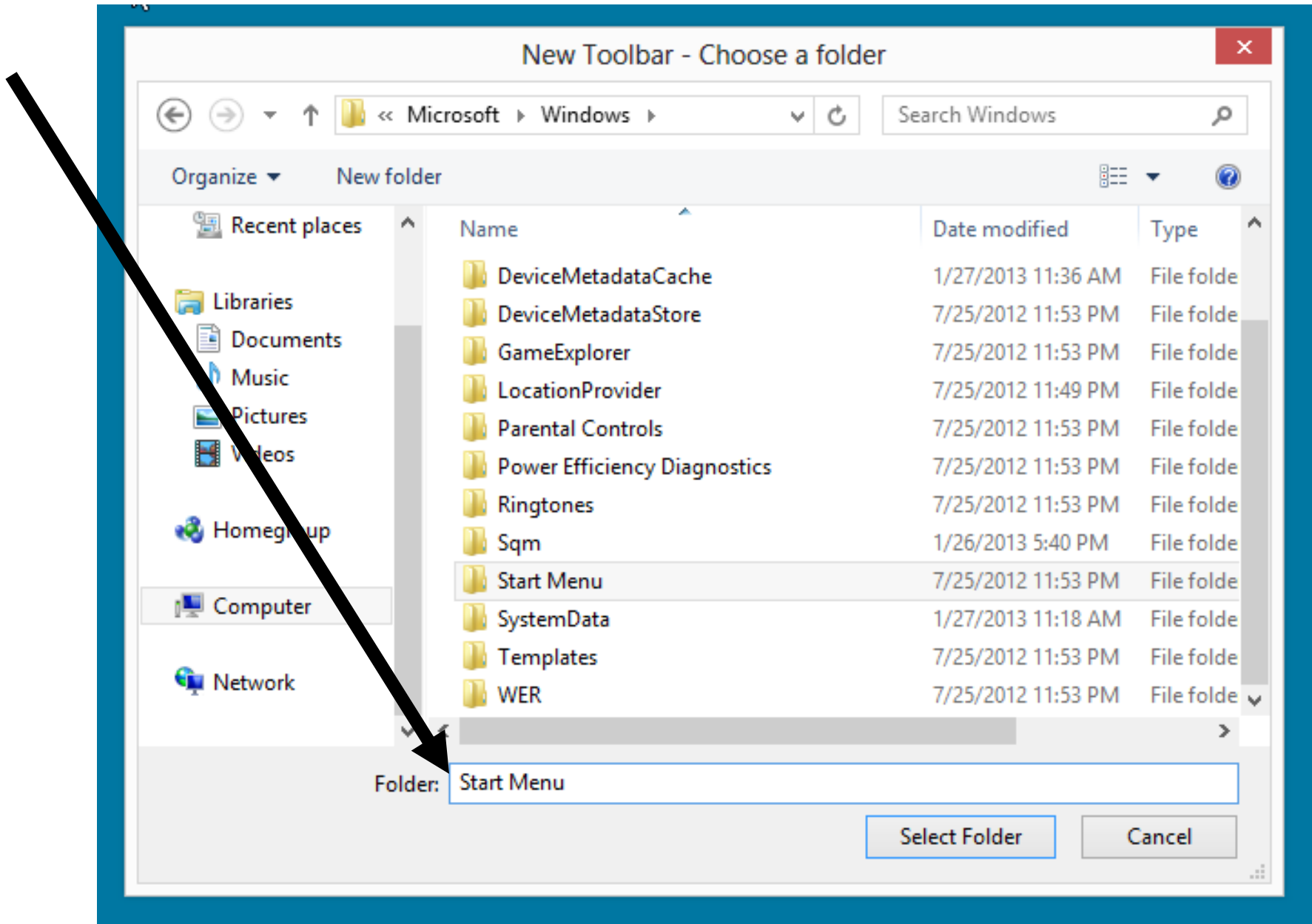
Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 531: Click once on the "Start
Menu" folder:**



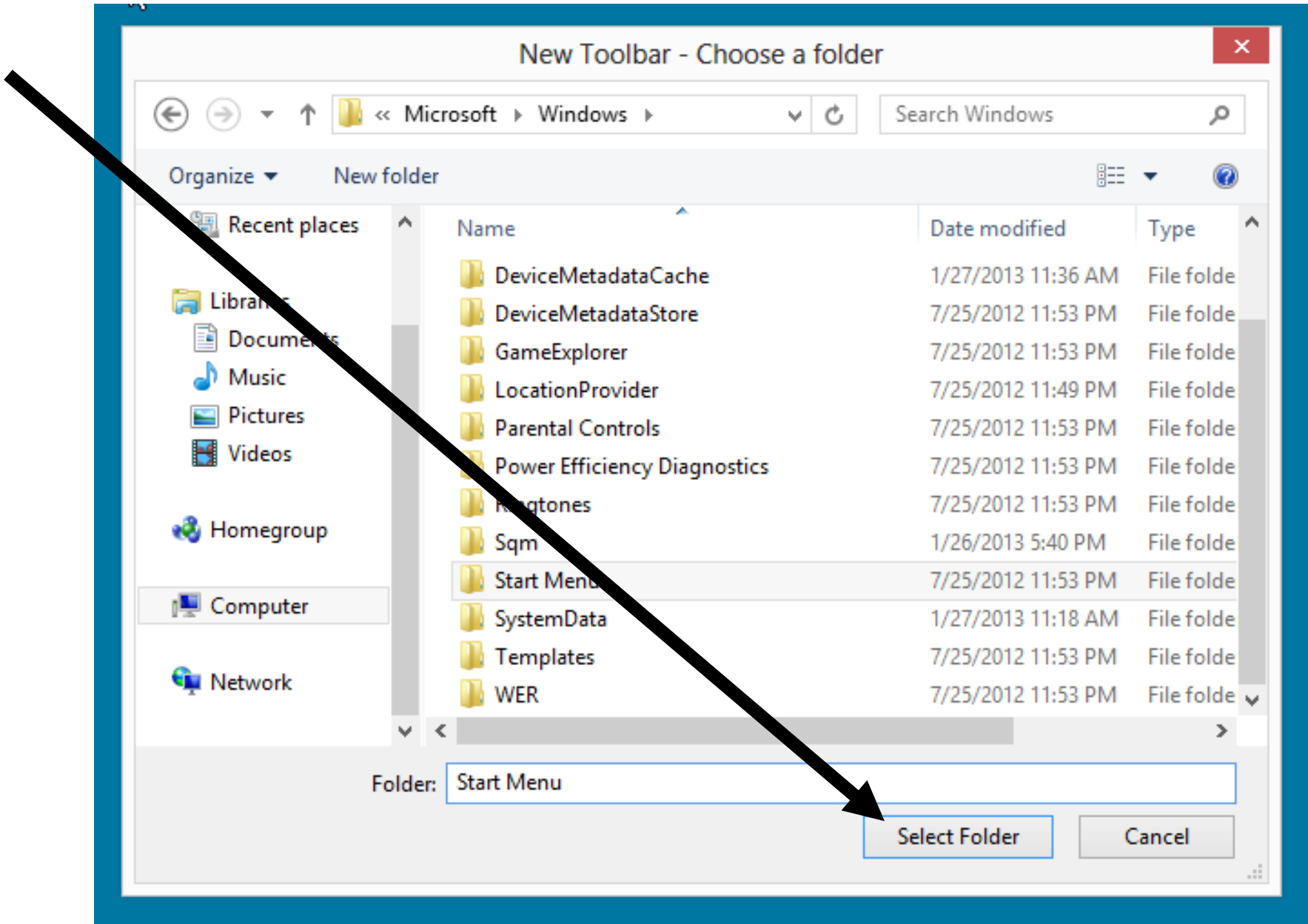
Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 532: The "Folder:" field will now indicate that you have selected the "Start Menu" folder:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 533: Click on the "Select
Folder" button:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 534: A toolbar will now pop up whenever you click on the >> to the right of "Start Menu":

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Start Menu



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1/27/2013

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Build 9200



Start Menu



3:19 PM
1/27/2013

Windows 8 Enterprise Evaluation

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Build 9200



Programs



Start Menu



3:20 PM

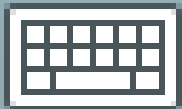
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Windows 8 Enterprise Evaluation
Windows License valid for 89 days

Build 9200



Programs



Start Menu



3:20 PM

1/27/2013

- Administrative Tools ▶
- Maintenance ▶
- Startup ▶
- Windows Accessories ▶
- Windows Ease of Access ▶
- Windows System ▶
- Belarc Advisor
- Desktop
- PC settings
- Store

Programs ▶

Windows 8 Enterprise Evaluation
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Build 9200



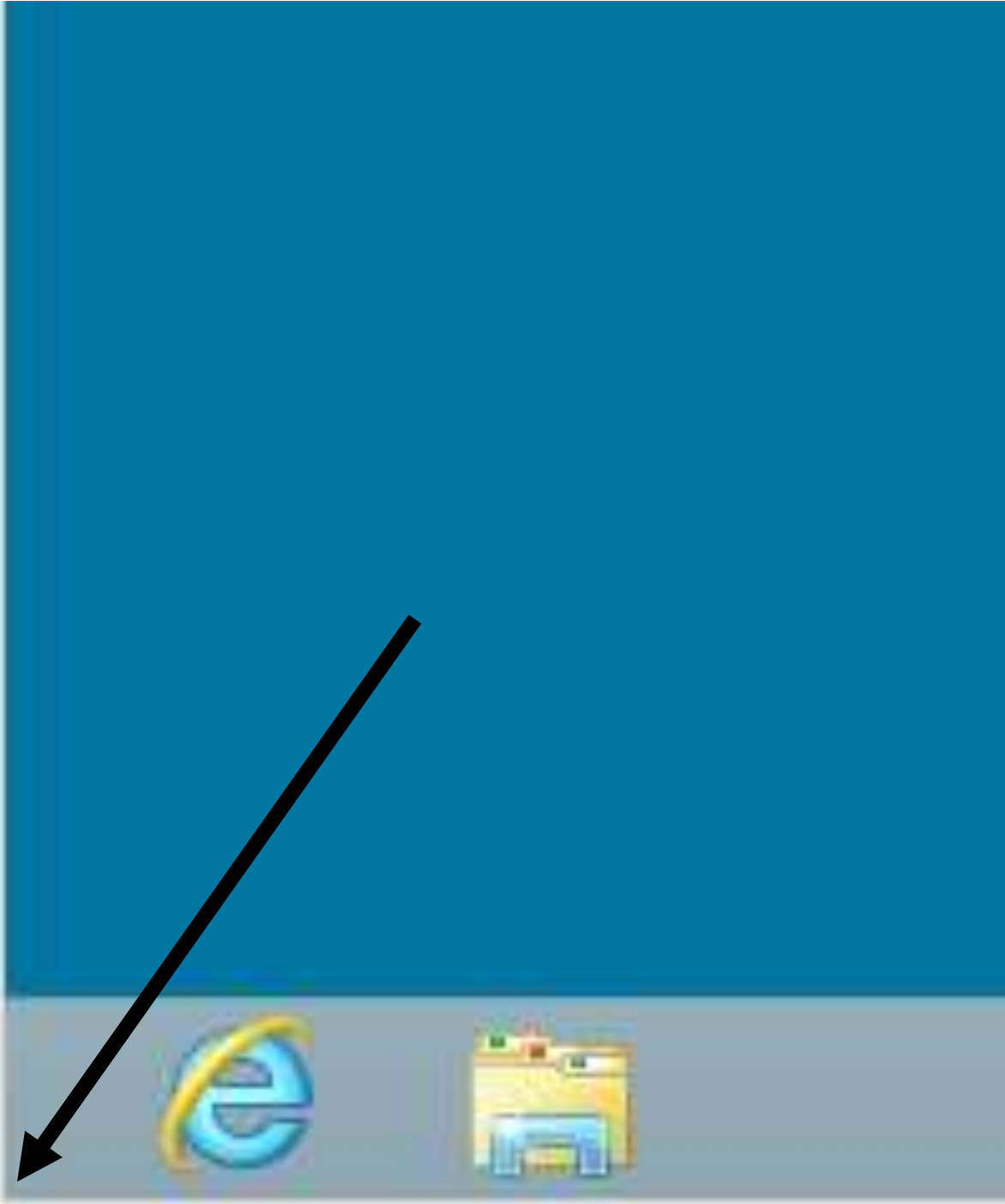
Start Menu >>



3:22 PM
1/27/2013

Big Step 500: Use Taskbar-based "Toolbars"

- Step 535: Hover the mouse cursor over the lower left-hand corner of the monitor screen until a thumbnail pops up.





Big Step 500: Use Taskbar-based "Toolbars" (continued)

- Step 536: Then use the RIGHT mouse button to click once.

Big Step 500: Use Taskbar-based "Toolbars" (continued)

- Step 537: The "Power User's Context Menu" will be displayed:

- Programs and Features
- Power Options
- Event Viewer
- System
- Device Manager
- Disk Management
- Computer Management
- Command Prompt
- Command Prompt (Admin)

- Task Manager
- Control Panel
- File Explorer
- Search
- Run

- Desktop

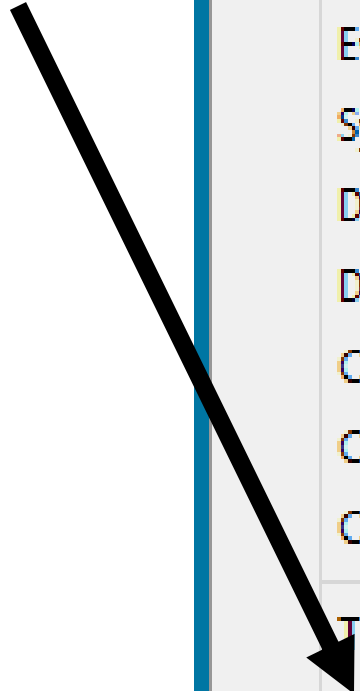
Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 538: Click on "Control Panel":

- Programs and Features
- Power Options
- Event Viewer
- System
- Device Manager
- Disk Management
- Computer Management
- Command Prompt
- Command Prompt (Admin)

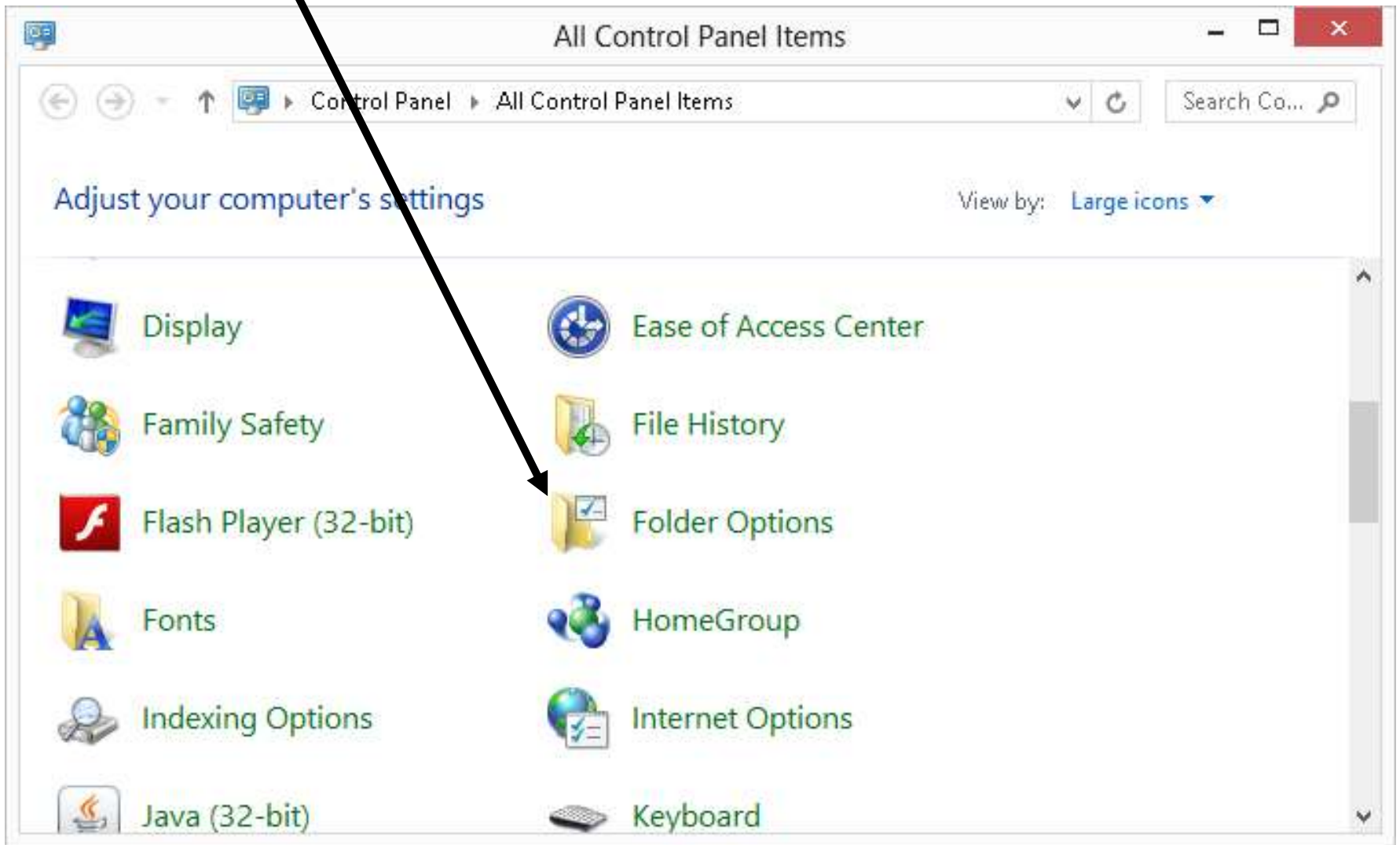
- Task Manager
- Control Panel
- File Explorer
- Search
- Run

- Desktop



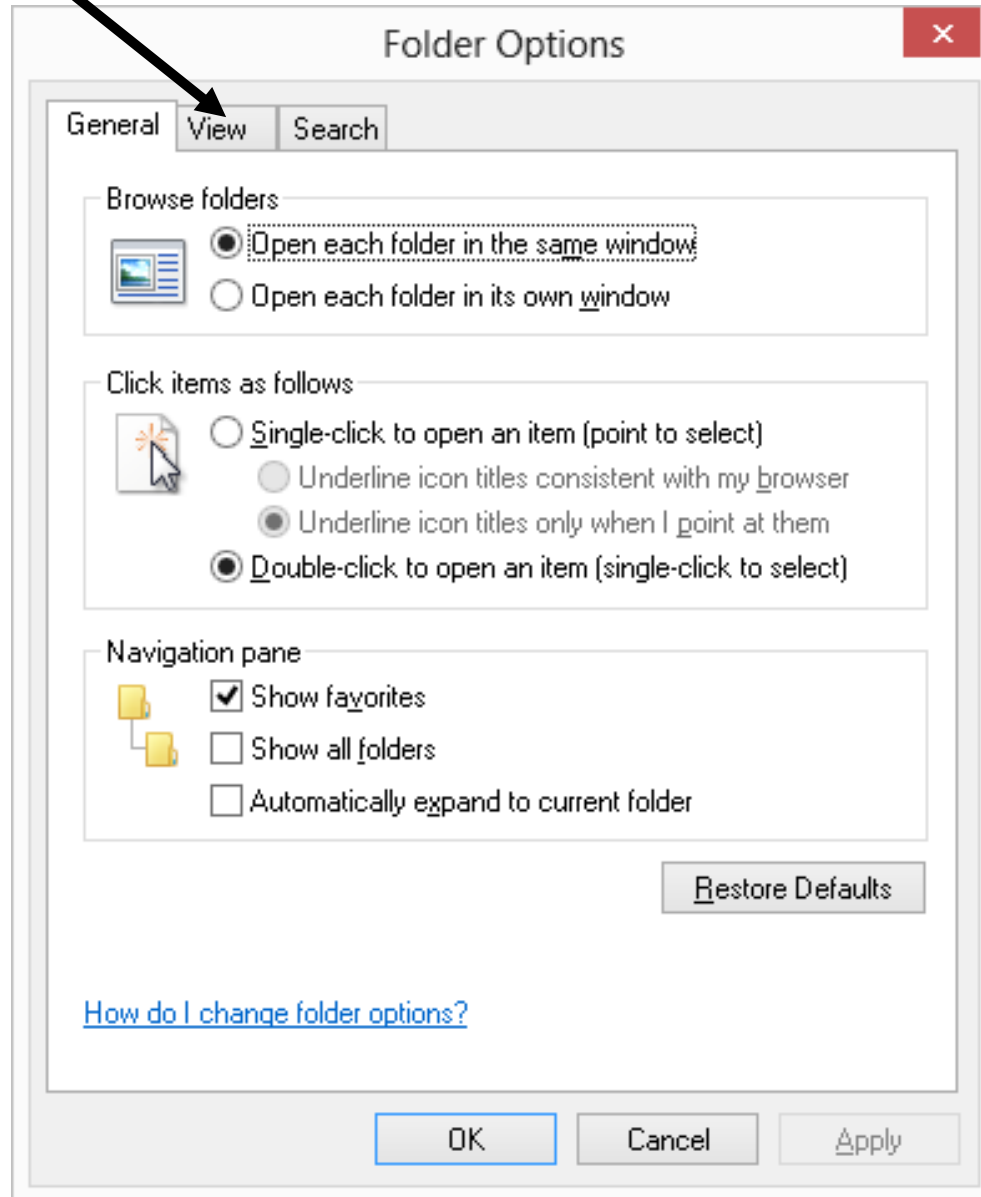
Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 539: Double-click on "Folder
Options":**



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 540: Click on the "View" tab
of the "Folder Options" box:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 541: Select the "Don't show hidden files, folders, and drives" radio option button.

Folder Options



General View Search

Folder views



You can apply the view (such as Details or Icons) that you are using for this folder to all folders of this type.

Apply to Folders

Reset Folders

Advanced settings:

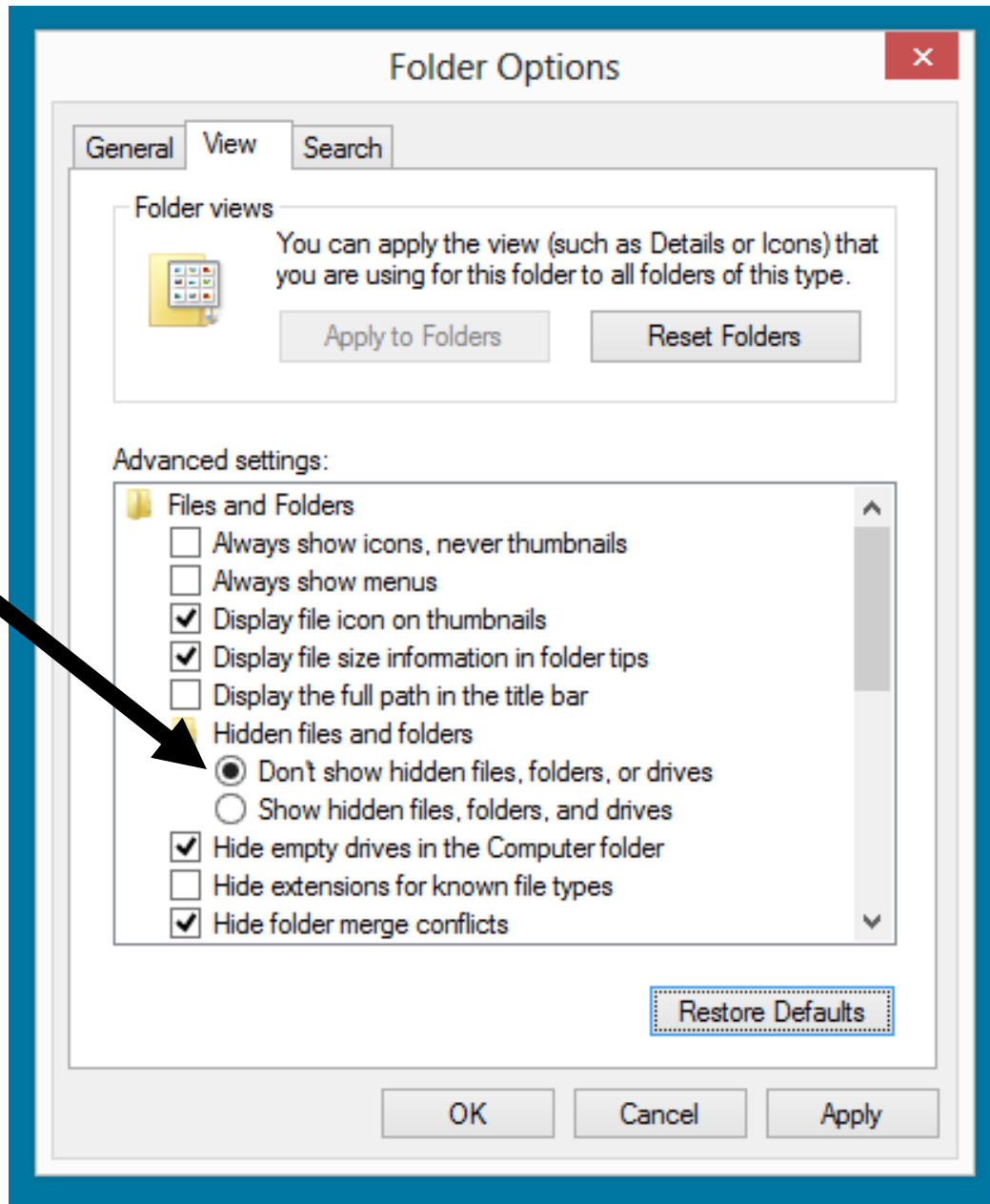
- Files and Folders
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 - Always show menus
 - Display file icon on thumbnails
 - Display file size information in folder tips
 - Display the full path in the title bar
- Hidden files and folders
 - Don't show hidden files, folders, or drives
 - Show hidden files, folders, and drives
- Hide empty drives in the Computer folder
- Hide extensions for known file types
- Hide folder merge conflicts

Restore Defaults

OK

Cancel

Apply



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 542: Click on the "Apply"
button:

Folder Options



General

View

Search

Folder views



You can apply the view (such as Details or Icons) that you are using for this folder to all folders of this type.

Apply to Folders

Reset Folders

Advanced settings:

Files and Folders

- Always show icons, never thumbnails
- Always show menus
- Display file icon on thumbnails
- Display file size information in folder tips
- Display the full path in the title bar

Hidden files and folders

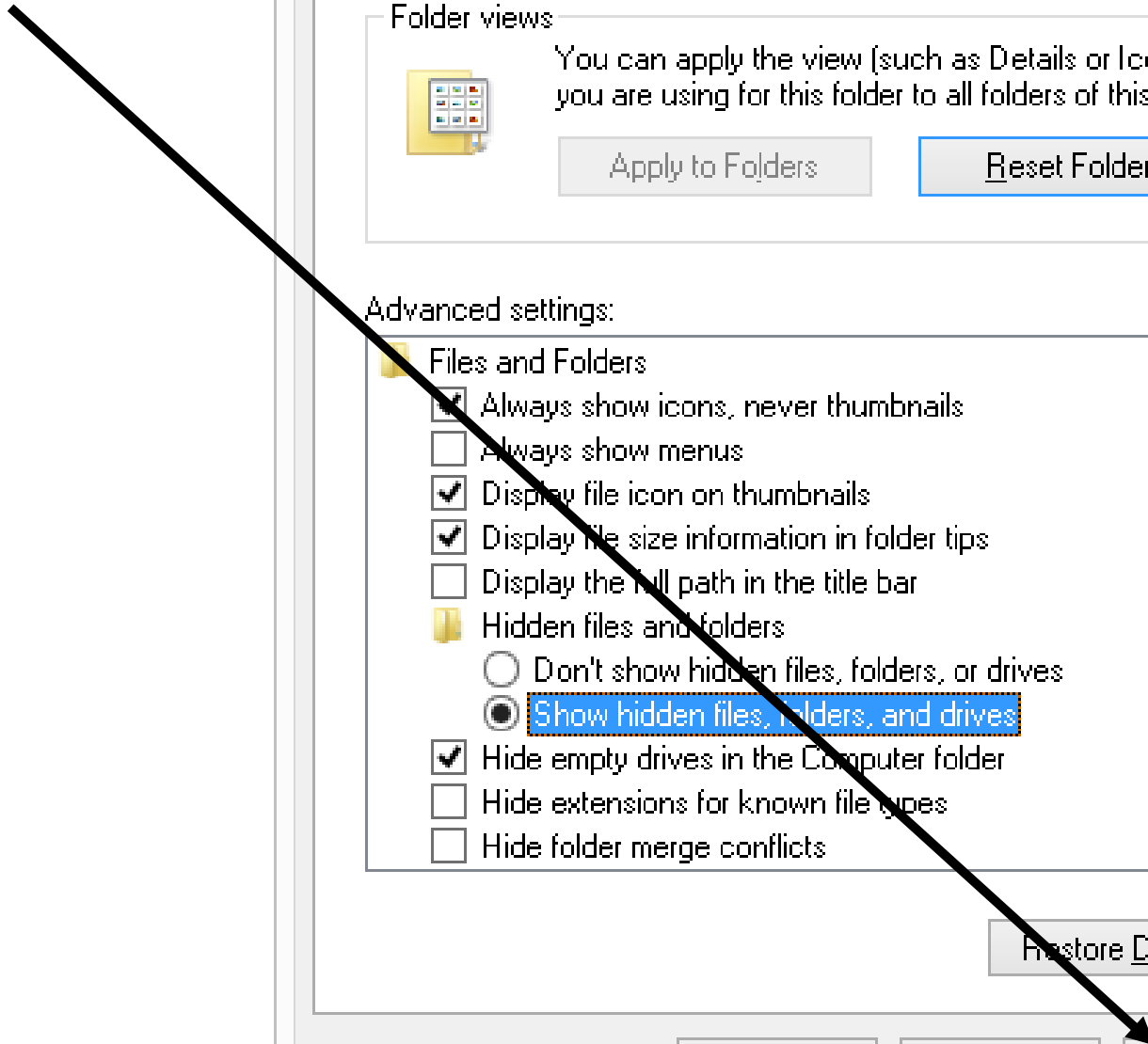
- Don't show hidden files, folders, or drives
- Show hidden files, folders, and drives
- Hide empty drives in the Computer folder
- Hide extensions for known file types
- Hide folder merge conflicts

Restore Defaults

OK

Cancel

Apply



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 543: Click on the "OK" button:

Folder Options



General View Search

Folder views



You can apply the view (such as Details or Icons) that you are using for this folder to all folders of this type.

Apply to Folders

Reset Folders

Advanced settings:

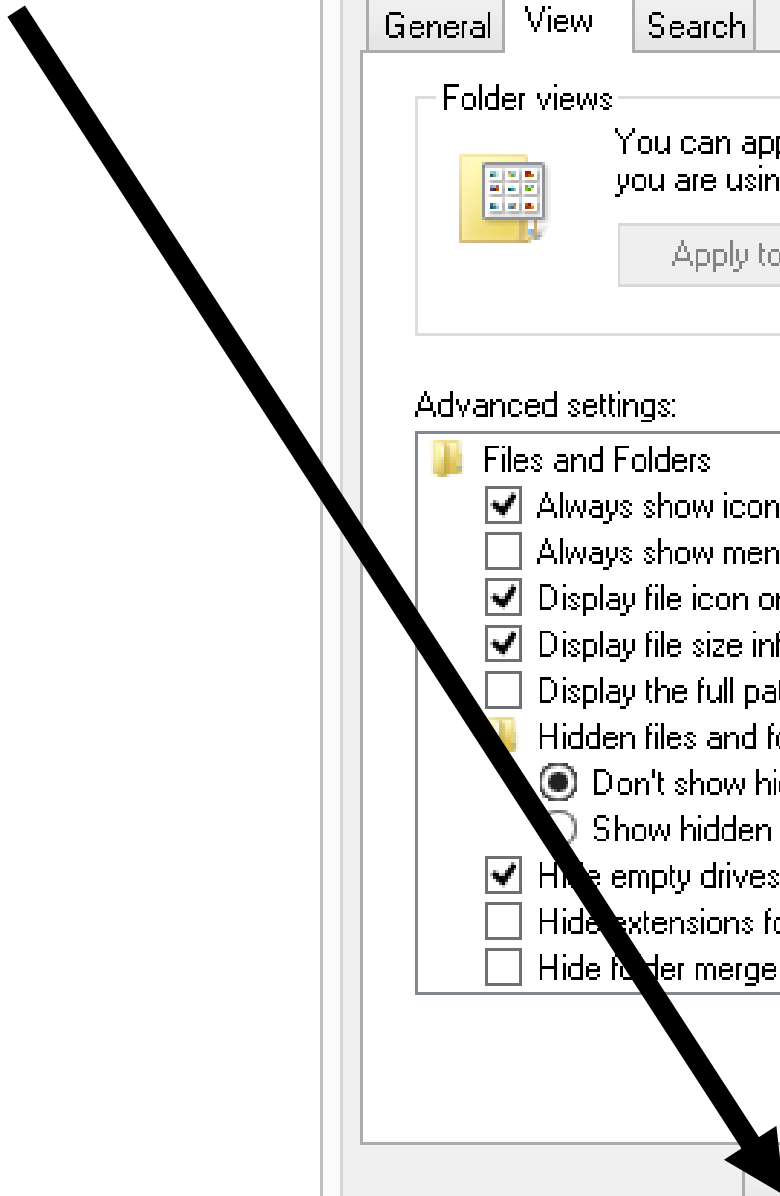
- Files and Folders
 - Always show icons, never thumbnails
 - Always show menus
 - Display file icon on thumbnails
 - Display file size information in folder tips
 - Display the full path in the title bar
- Hidden files and folders
 - Don't show hidden files, folders, or drives
 - Show hidden files, folders, and drives
- Hide empty drives in the Computer folder
- Hide extensions for known file types
- Hide folder merge conflicts

Restore Defaults

OK

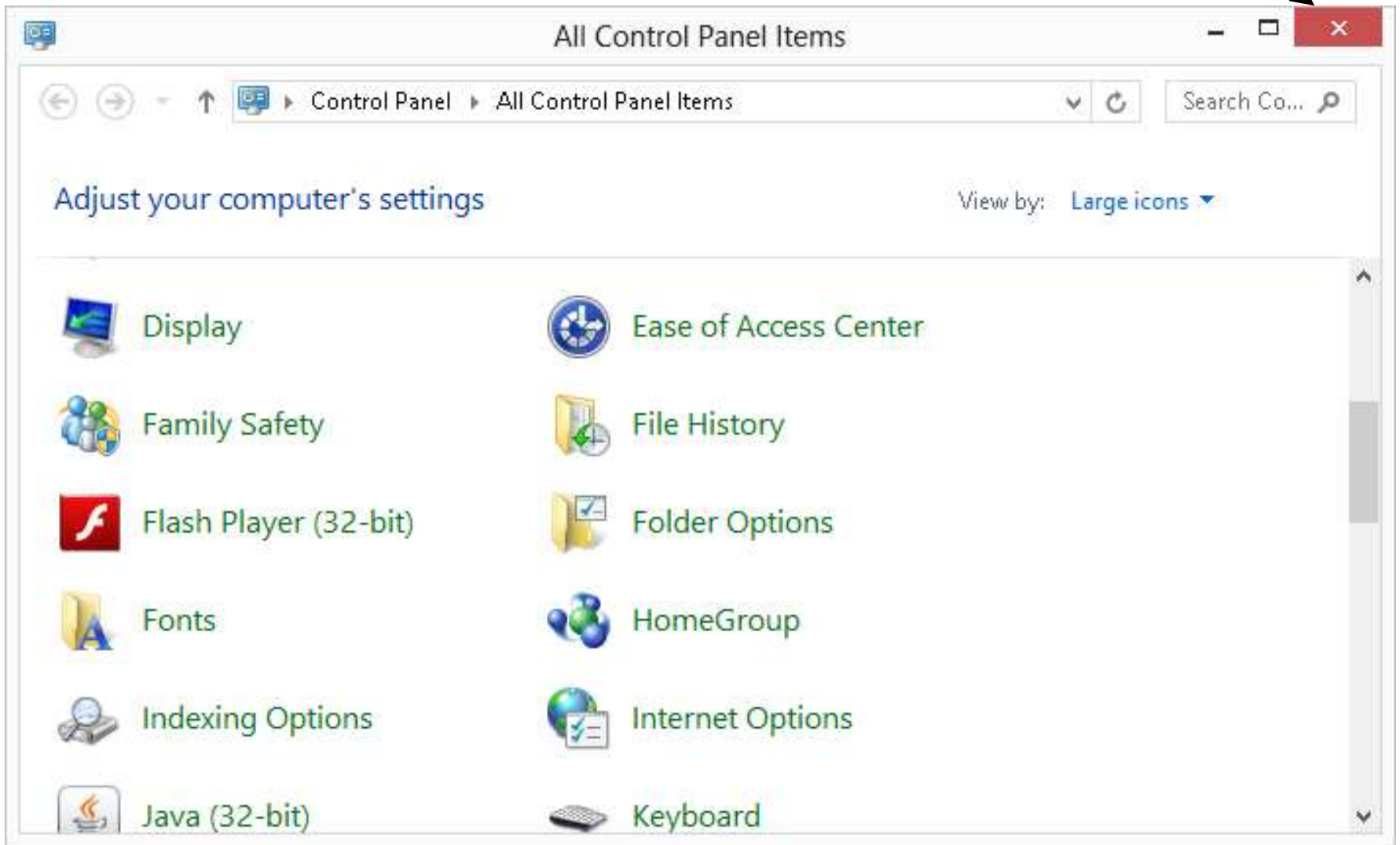
Cancel

Apply



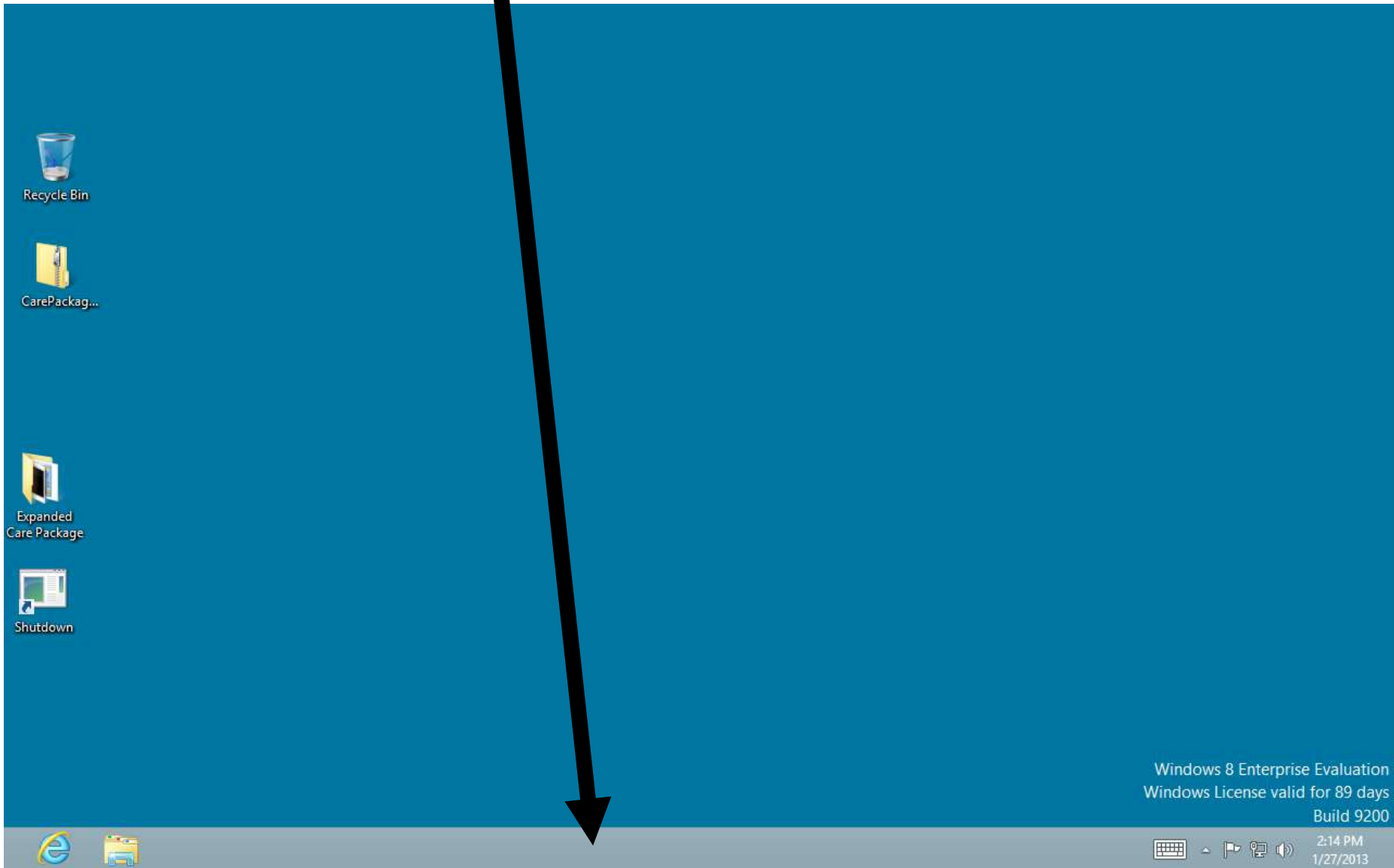
Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 544: Close the "Control Panel" window by clicking on the "X" button in the upper-right corner:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 545: Use the RIGHT mouse
button to click on the Taskbar:**



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 546: A pop-up context menu
will be displayed:



Recycle Bin



CarePackag...



Expanded Care Package



Shutdown

Toolbars ▸

- Cascade windows
- Show windows stacked
- Show windows side by side
- Show the desktop

Task Manager

Lock the taskbar

Properties

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System tray icons: keyboard, network, volume, and system clock.

2:18 PM
1/27/2013



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 547: Click on "Toolbars":



- Toolbars ▶

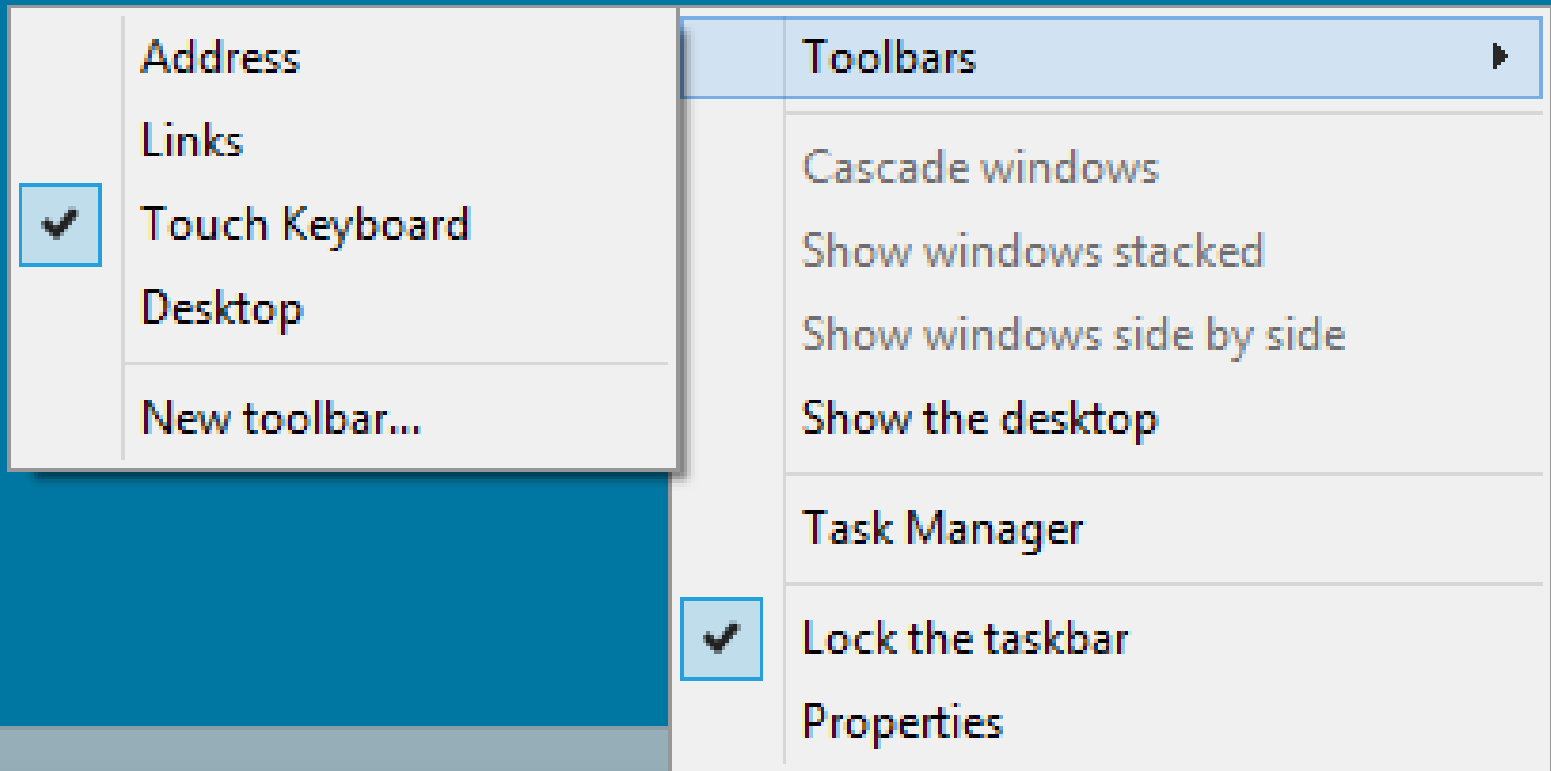
- Cascade windows
- Show windows stacked
- Show windows side by side
- Show the desktop

- Task Manager

- Lock the taskbar
- Properties

Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 548: A second pop-up
context menu will be displayed:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 549: Click on "New toolbar..":

- Address
- Links
- Touch Keyboard
- Desktop

- New toolbar...



- Toolbars ▶

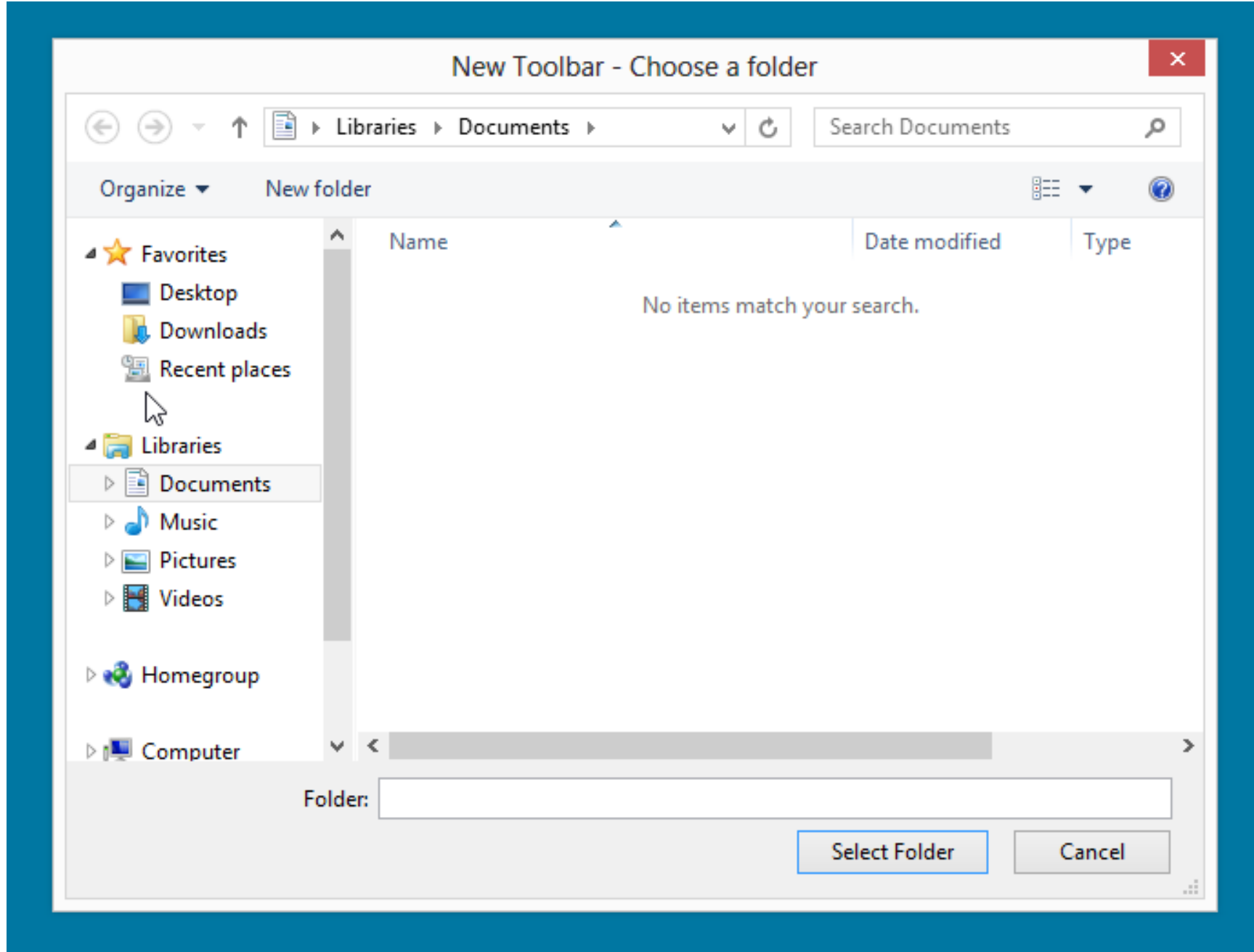
- Cascade windows
- Show windows stacked
- Show windows side by side
- Show the desktop

- Task Manager

- Lock the taskbar
- Properties

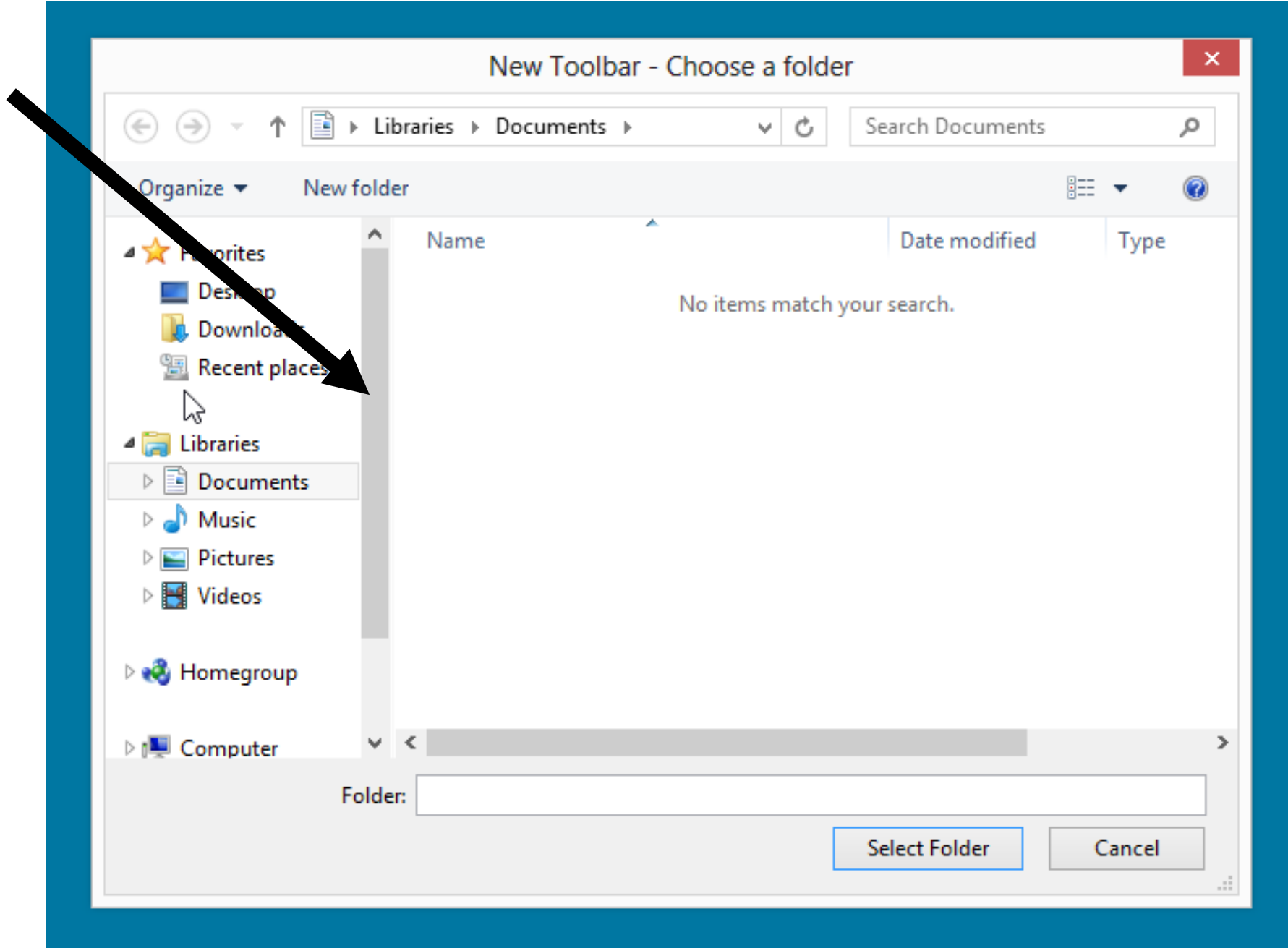
Big Step 500: Use Taskbar-based "Toolbars" (continued)

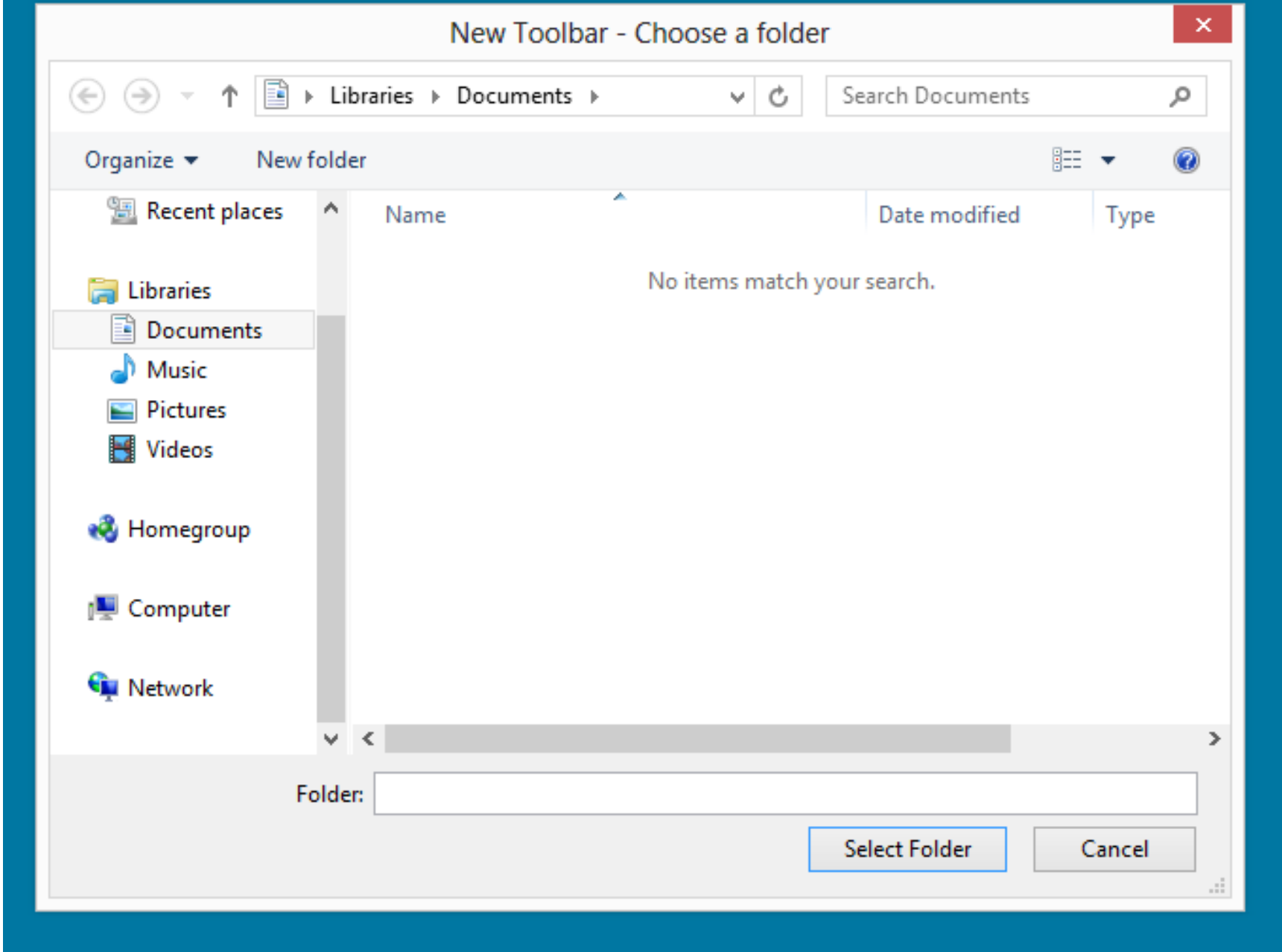
Step 550: A "New Toolbar -
Choose a folder" box will be
displayed:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

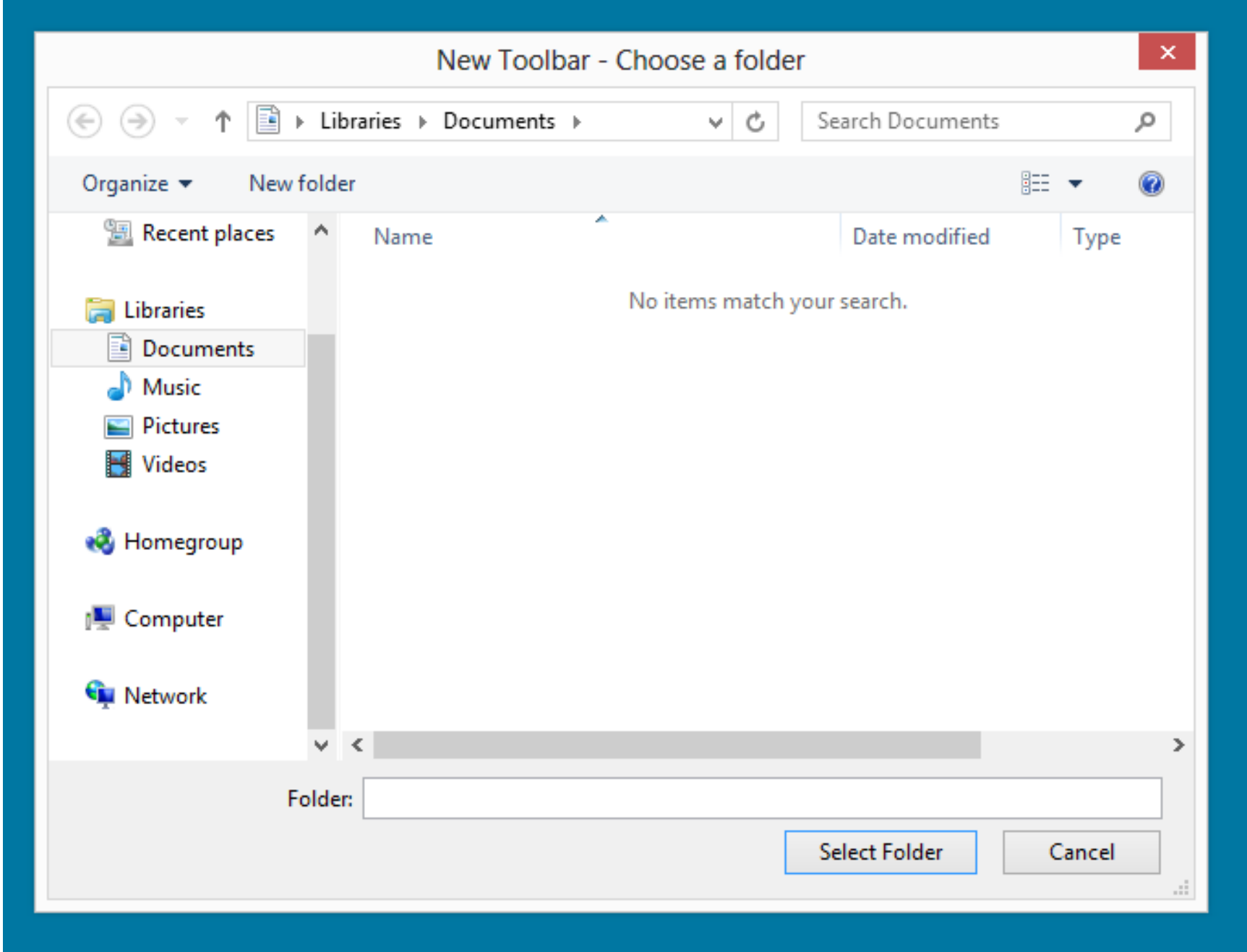
Step 551: If the left navigation area has a vertical scroll bar, click on it and drag it downward:





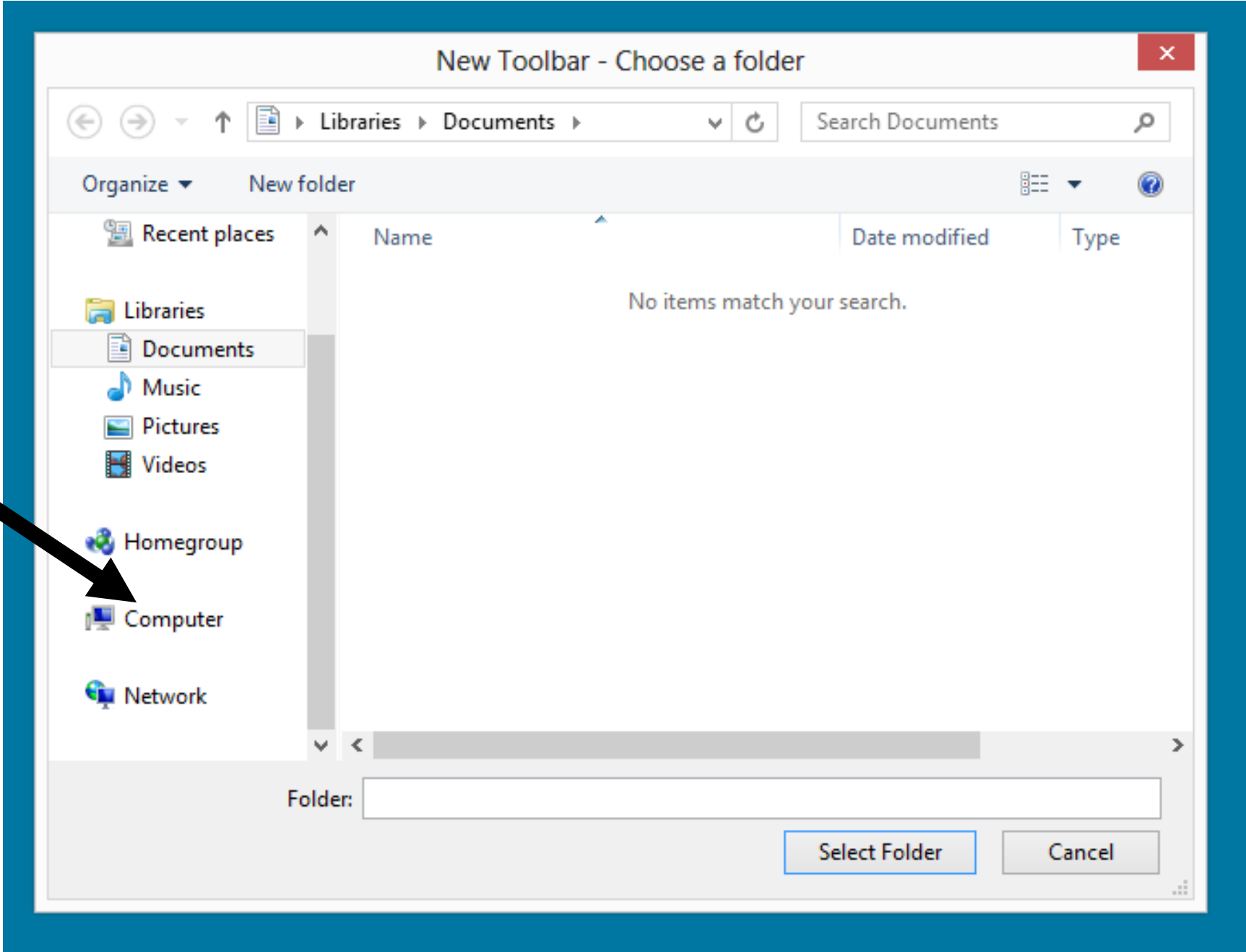
Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 552: If the left navigation area has a vertical scroll bar, click on it and drag it downward:



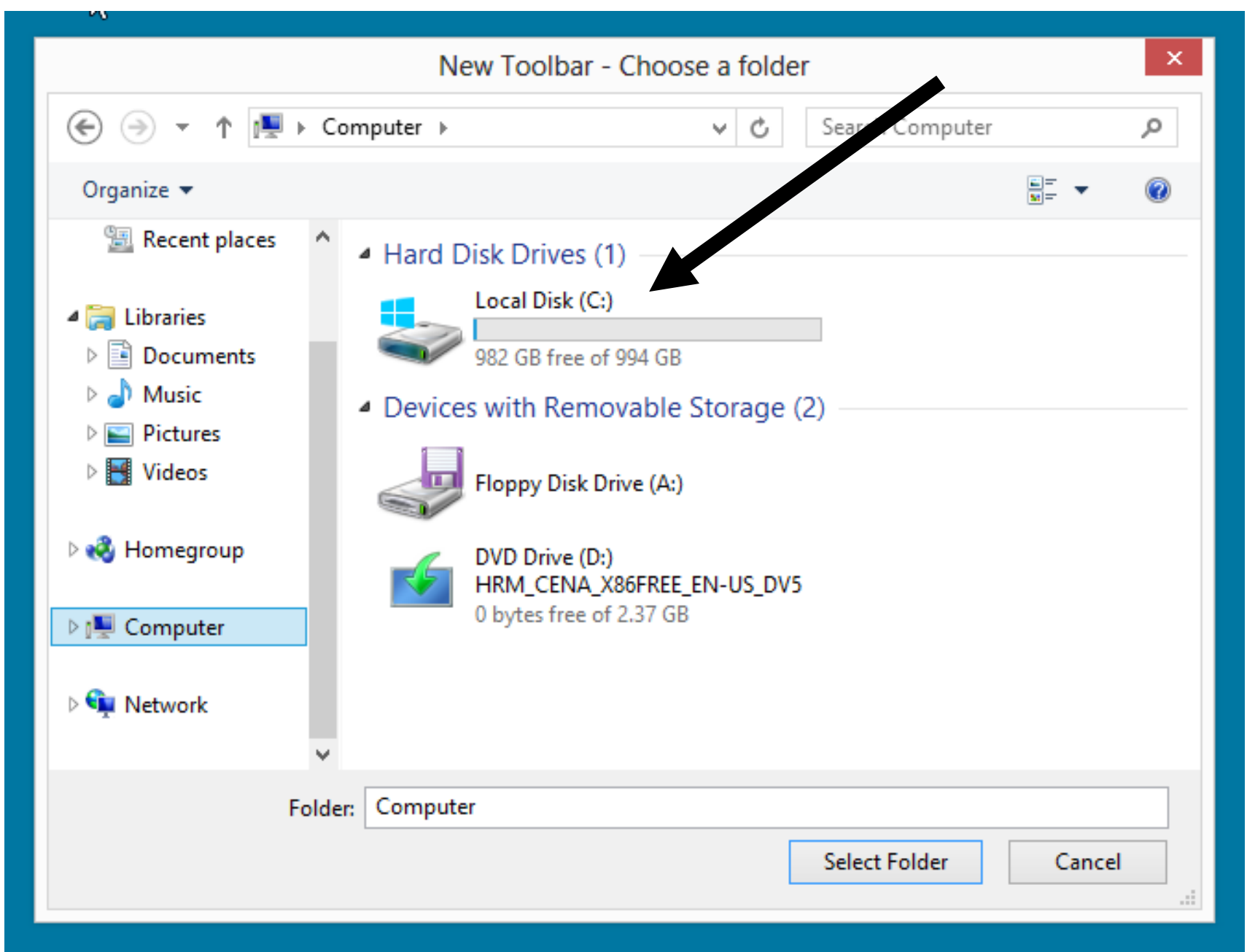
Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 553: Click on "Computer":



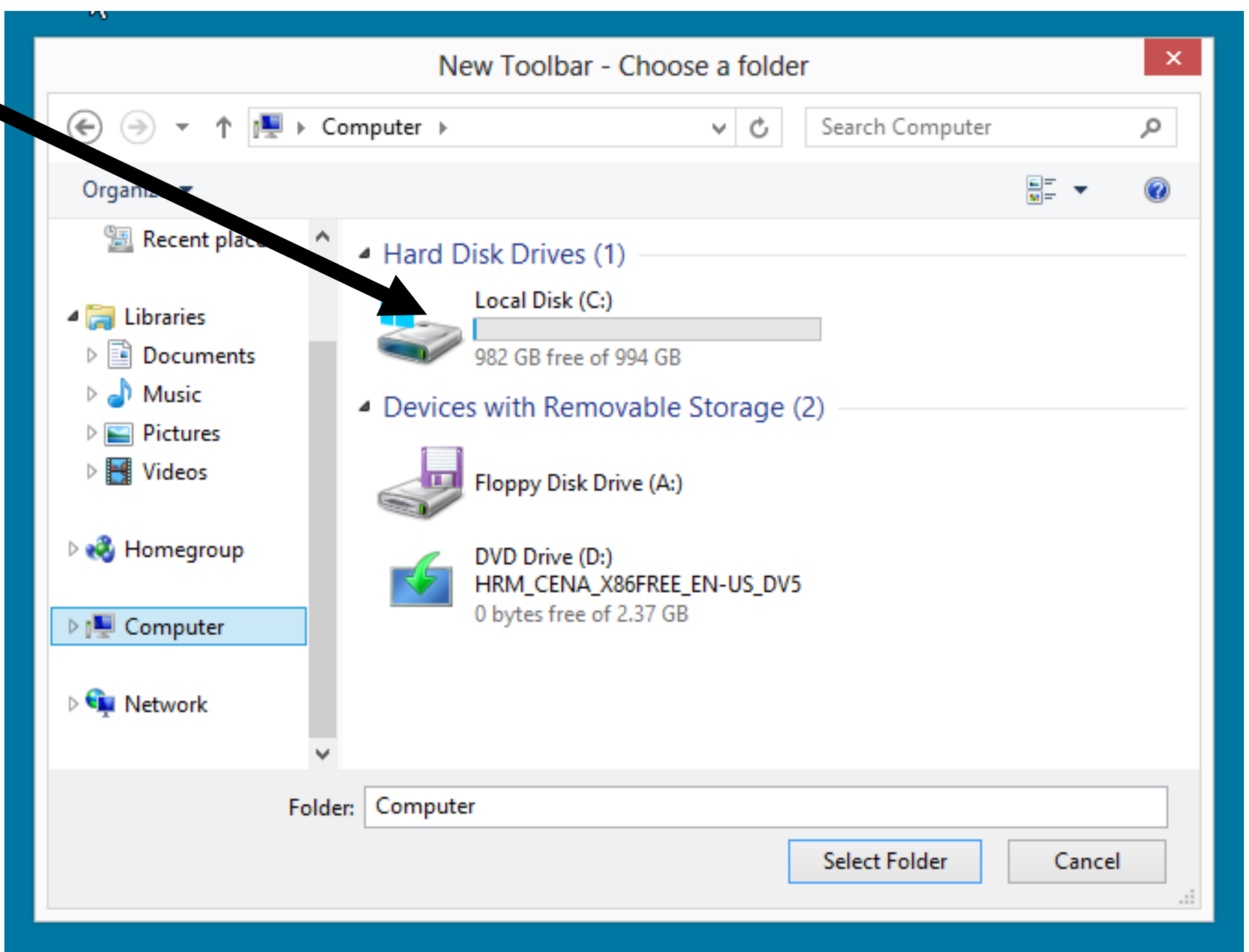
Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 554: The hard drive(s) of your computer will now be displayed in the right-most pane:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 555: Double-click on the C:
hard drive:**



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 556: The contents of the C:
hard drive will be displayed:

New Toolbar - Choose a folder



Computer > Local Disk (C:) > Search Local Disk (C:)

Organize

New folder



Recent places	Name	Date modified	Type	Size
Libraries				
Documents				
Music				
Pictures				
Videos				
Homegroup				
Computer				
Local Disk (C:)				

Name	Date modified	Type	Size
PerfLogs	7/26/2012 12:33 A...	File folder	
Program Files	10/30/2012 10:48 ...	File folder	
Program Files (x86)	1/26/2013 5:13 PM	File folder	
ProgramData	1/19/2013 1:07 AM	File folder	
Users	9/29/2012 7:40 PM	File folder	
Was on Desktop	1/27/2013 5:18 PM	File folder	
Windows	12/18/2012 1:02 A...	File folder	

Folder: Local Disk (C:)

Select Folder

Cancel

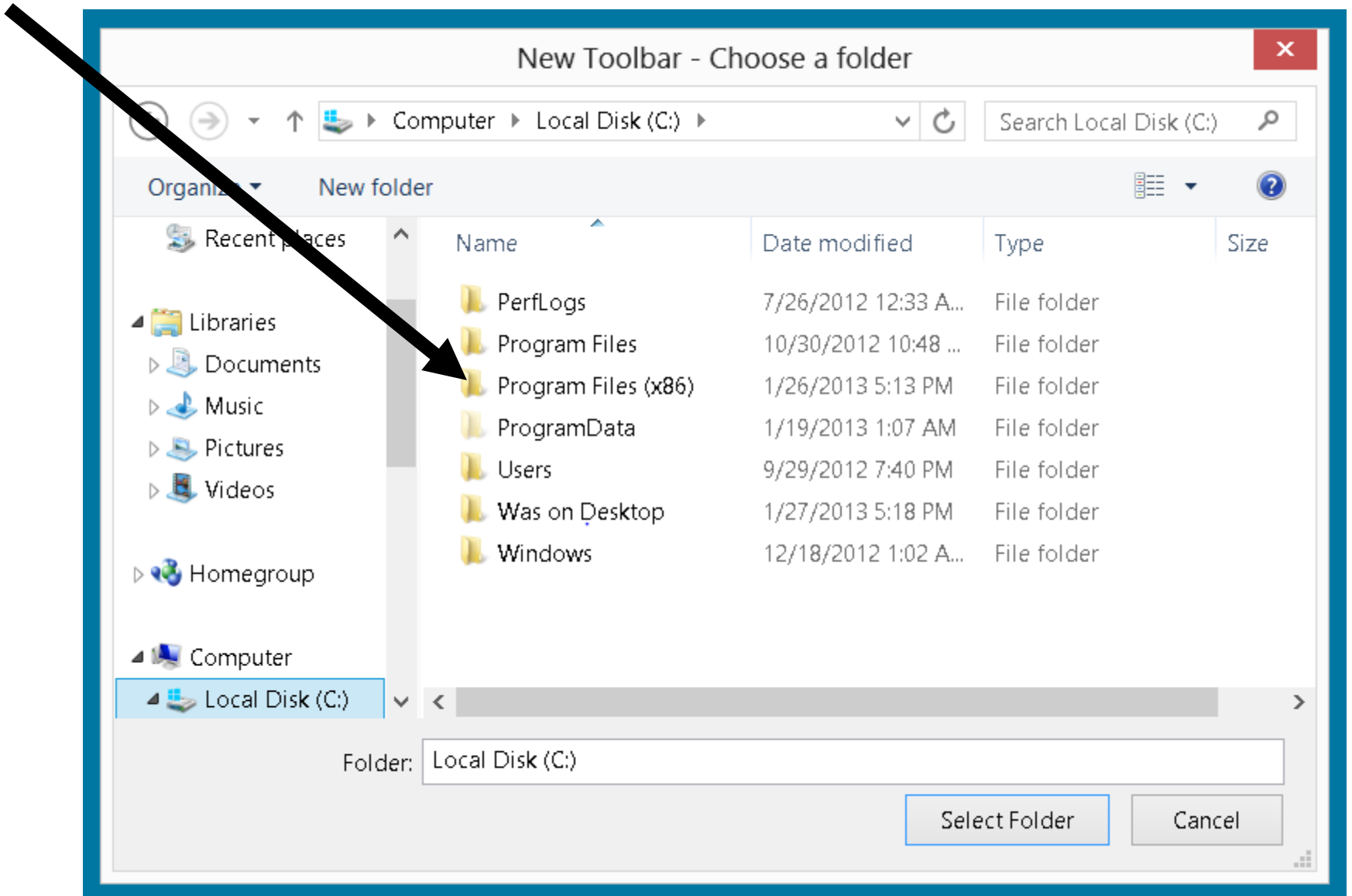
Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 557: If a "Program Files (x86)" folder does not exist, please go immediately to Step 573 on page 177.

(If a "Program Files (x86)" folder does not exist, it means that you are running the 32-bit version of "Windows 8..".)

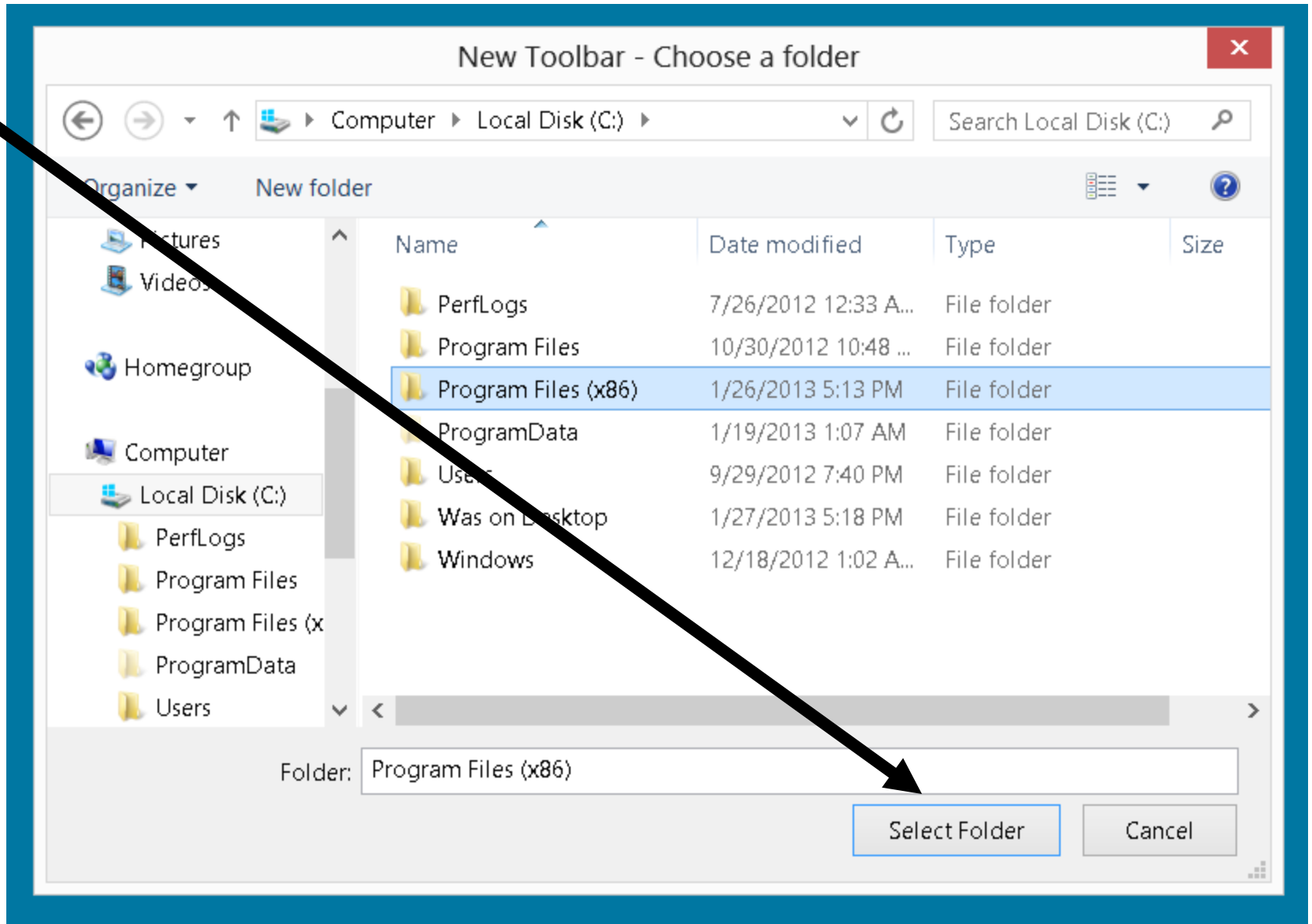
Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 558: Click once on the
"Program Files (x86)" folder:**



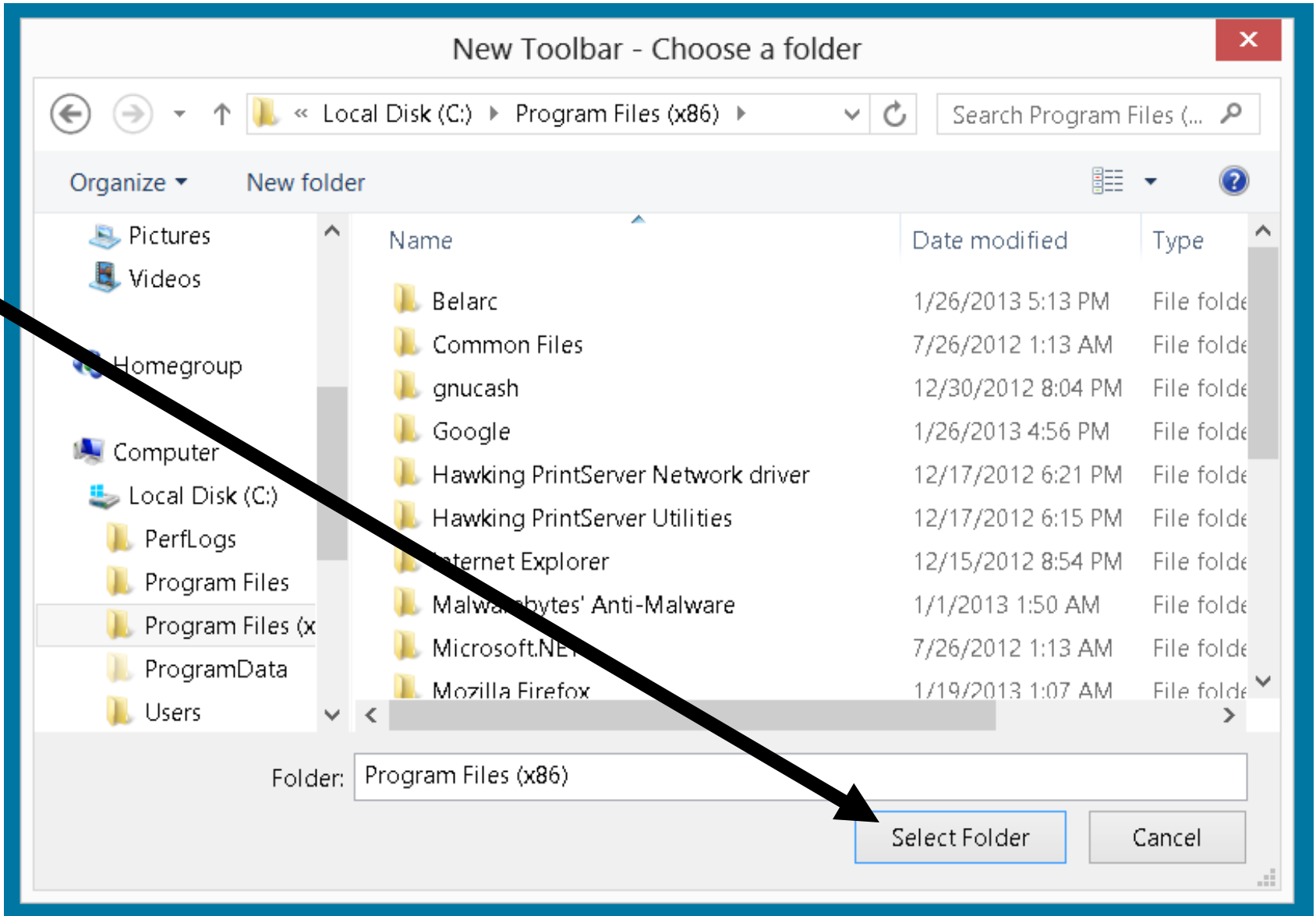
Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 559: The "Folder:" field will now indicate that you have selected the "Program Files (x86)" folder:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 560: Click on the "Select
Folder" button:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 561: A toolbar will now pop up whenever you click on the >> to the right of "Program Files (x86)":

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Start Menu »

Program Files (x86) »



5:49 PM
1/27/2013

Windows 8 Enterprise Evaluation
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Build 9200

Start Menu » Program Files (x86) »



5:49 PM
1/27/2013

- Belarc
- Common Files
- gnucash
- Google
- Hawking PrintServer Network driver
- Hawking PrintServer Utilities
- Internet Explorer
- Malwarebytes' Anti-Malware
- Microsoft.NET
- Mozilla Firefox
- Mozilla Maintenance Service
- VS Revo Group
- Windows Defender
- Windows Mail
- Windows Media Player
- Windows Multimedia Platform
- Windows NT
- Windows Photo Viewer
- Windows Portable Devices
- LibreOffice 3.6

Windows 8 Enterprise Evaluation
Windows License valid for 56 days
Build 9200

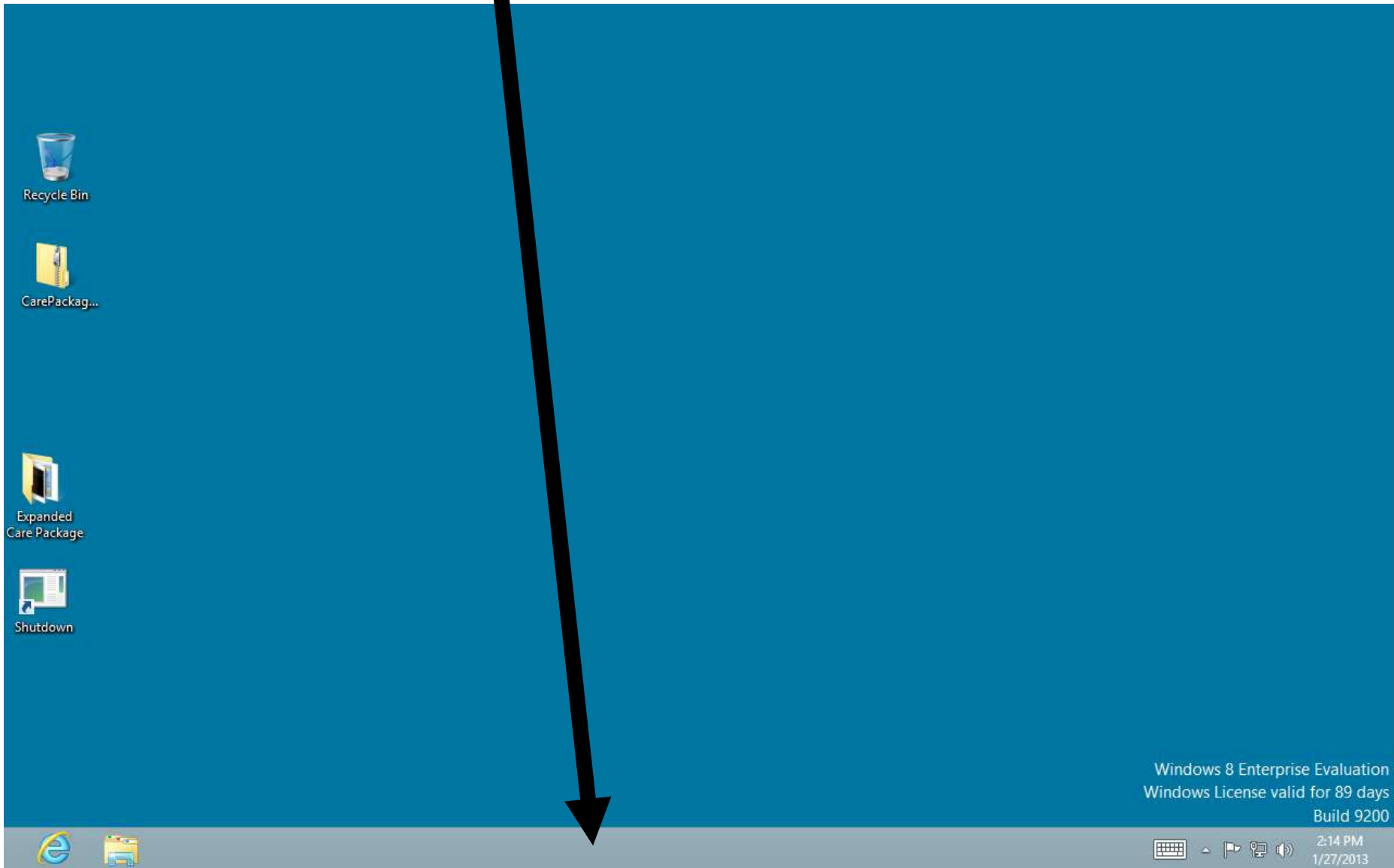
Start Menu >> Program Files (x86) >>



6:01 PM
1/27/2013

Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 562: Use the RIGHT mouse button to click on the Taskbar:



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2:14 PM
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Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 563: A pop-up context menu
will be displayed:



Recycle Bin



CarePackag...



Expanded
Care Package



Shutdown

Toolbars ▸

- Cascade windows
- Show windows stacked
- Show windows side by side
- Show the desktop

Task Manager

Lock the taskbar

Properties

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2:18 PM
1/27/2013

Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 564: Click on "Toolbars":



- Toolbars ▶

- Cascade windows
- Show windows stacked
- Show windows side by side
- Show the desktop

- Task Manager

- Lock the taskbar
- Properties

Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 565: A second pop-up
context menu will be displayed:

- Address
- Links
- Touch Keyboard
- Desktop

- New toolbar...

- Toolbars** ▶
- Cascade windows
- Show windows stacked
- Show windows side by side
- Show the desktop

- Task Manager

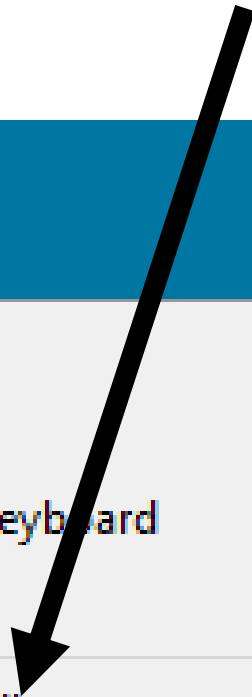
- Lock the taskbar
- Properties

Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 566: Click on "New toolbar..":

- Address
- Links
- Touch Keyboard
- Desktop

- New toolbar...



- Toolbars ▶

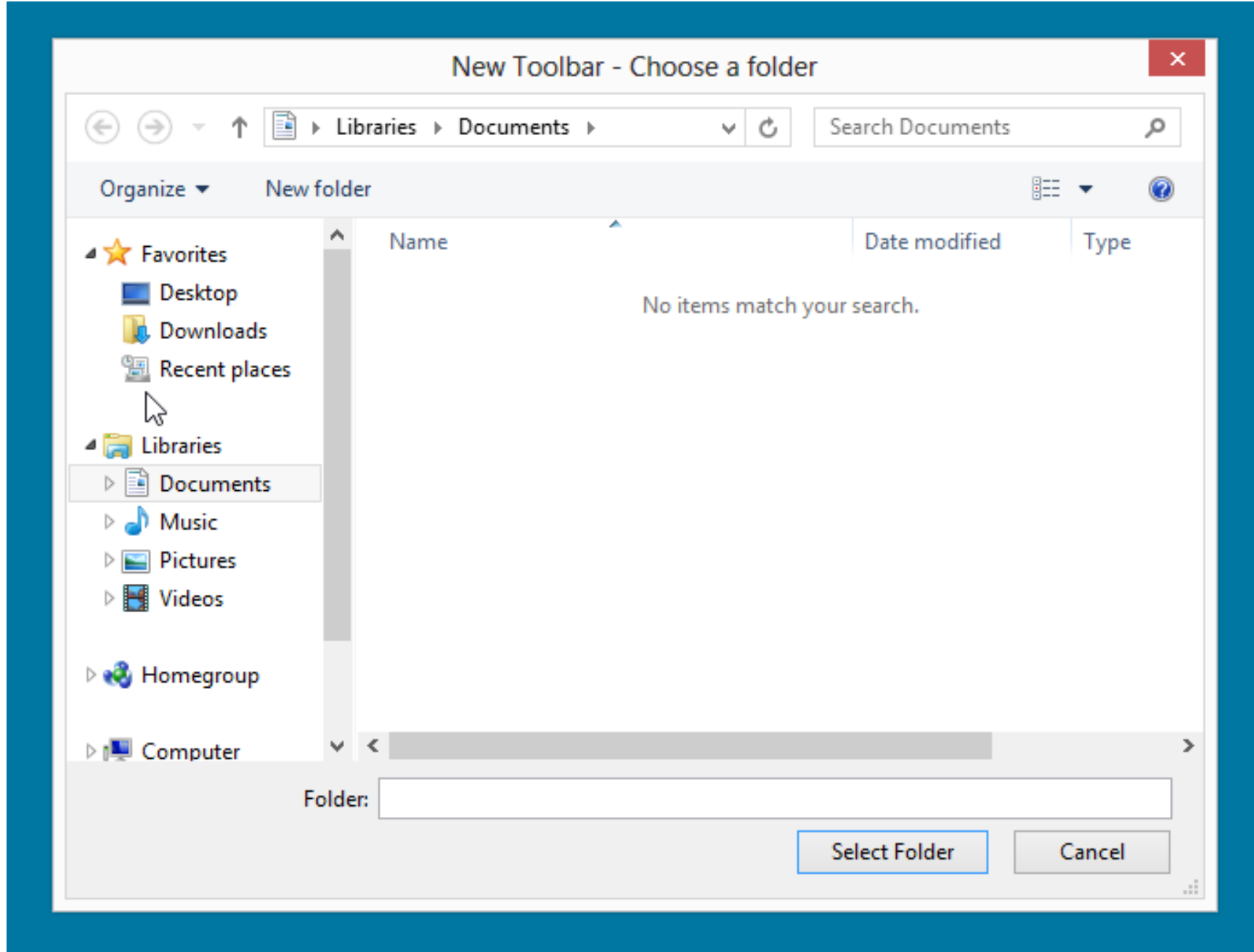
- Cascade windows
- Show windows stacked
- Show windows side by side
- Show the desktop

- Task Manager

- Lock the taskbar
- Properties

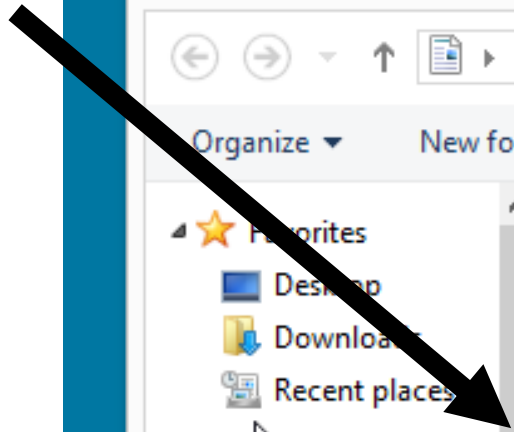
Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 567: A "New Toolbar -
Choose a folder" box will be
displayed:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 568: If the left navigation area has a vertical scroll bar, click on it and drag it downward:



New Toolbar - Choose a folder

Libraries Documents

Search Documents

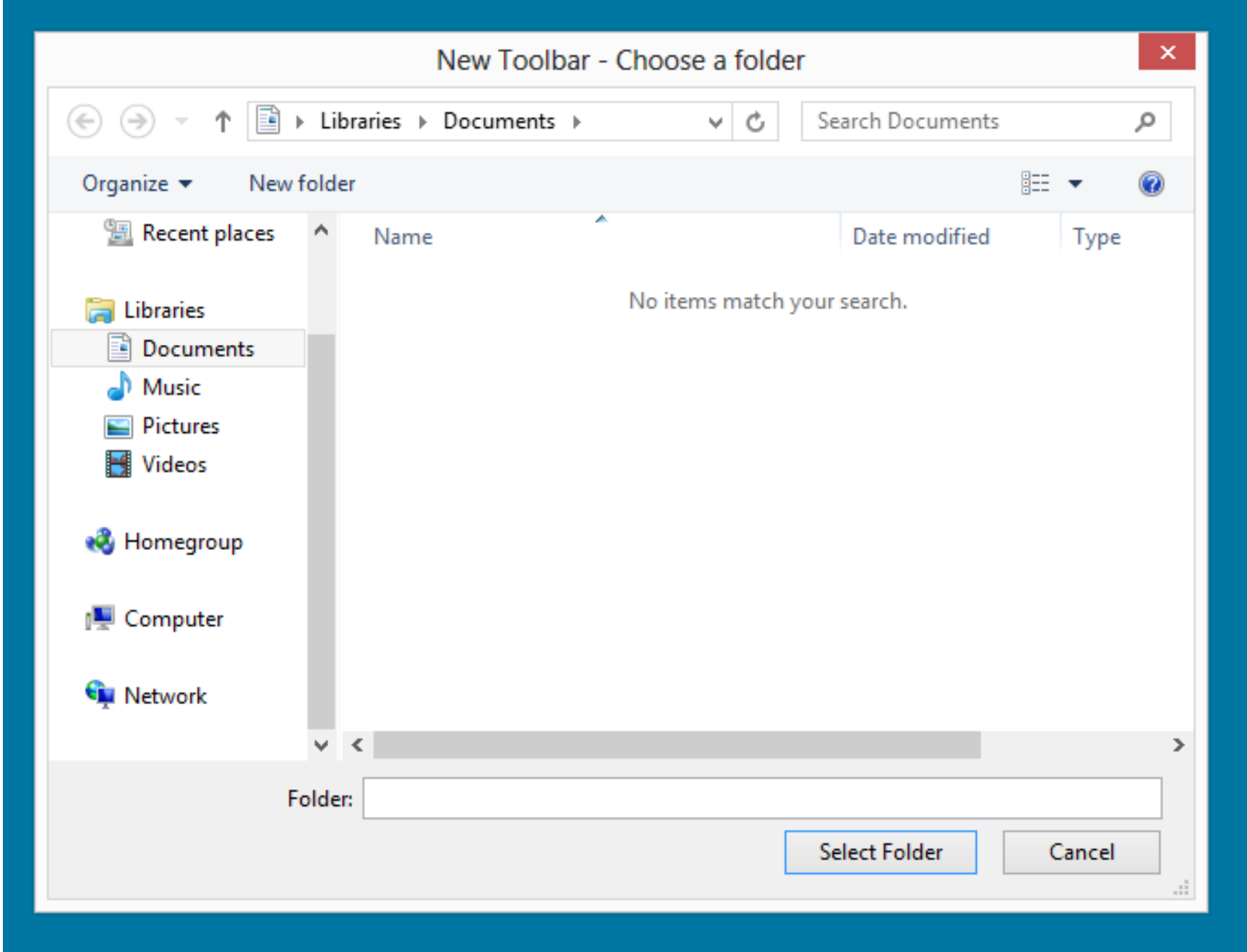
Organize New folder

Name	Date modified	Type
No items match your search.		

- ★ Favorites
 - Desktop
 - Downloads
 - Recent places
- Libraries
 - Documents
 - Music
 - Pictures
 - Videos
- Homegroup
- Computer

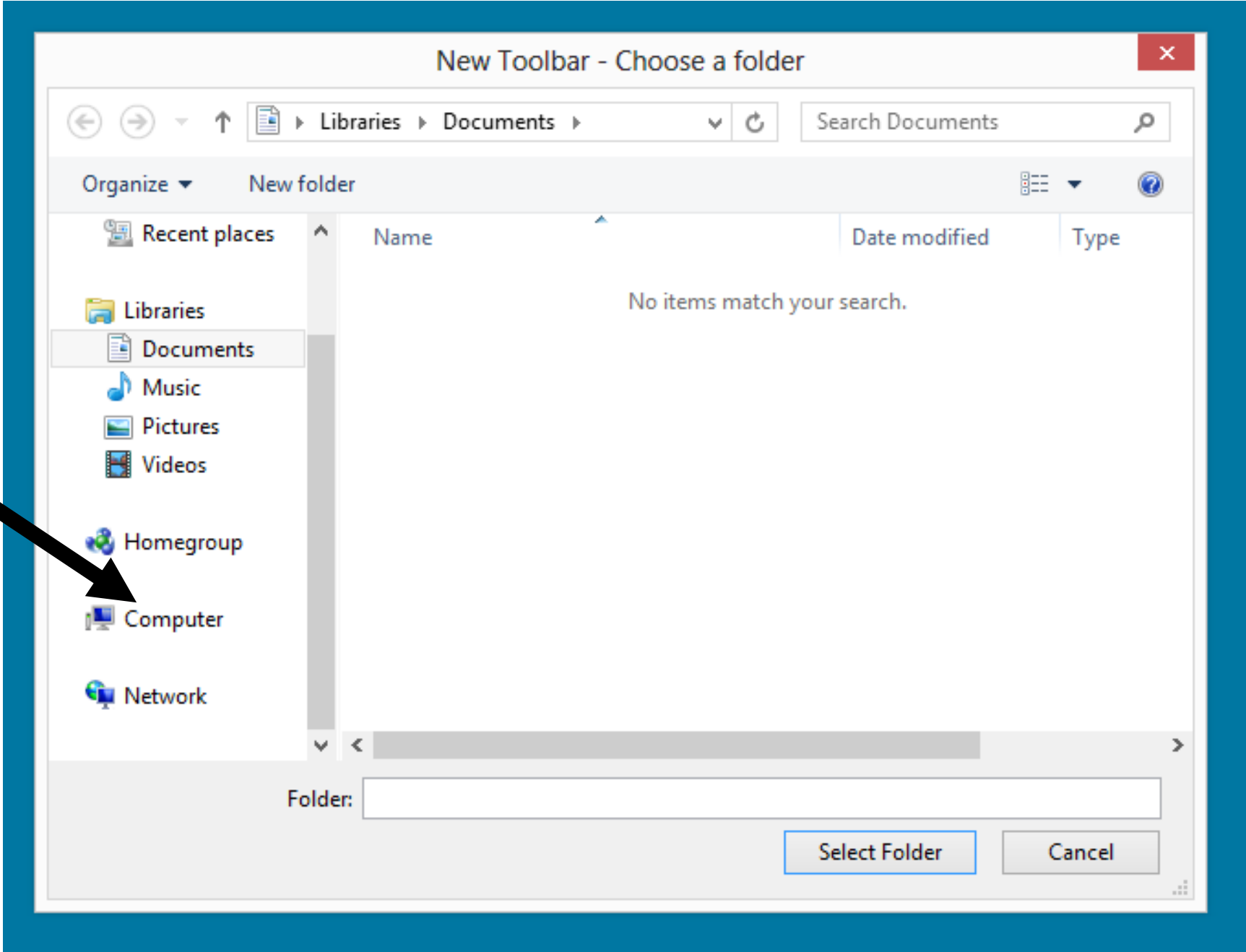
Folder:

Select Folder Cancel



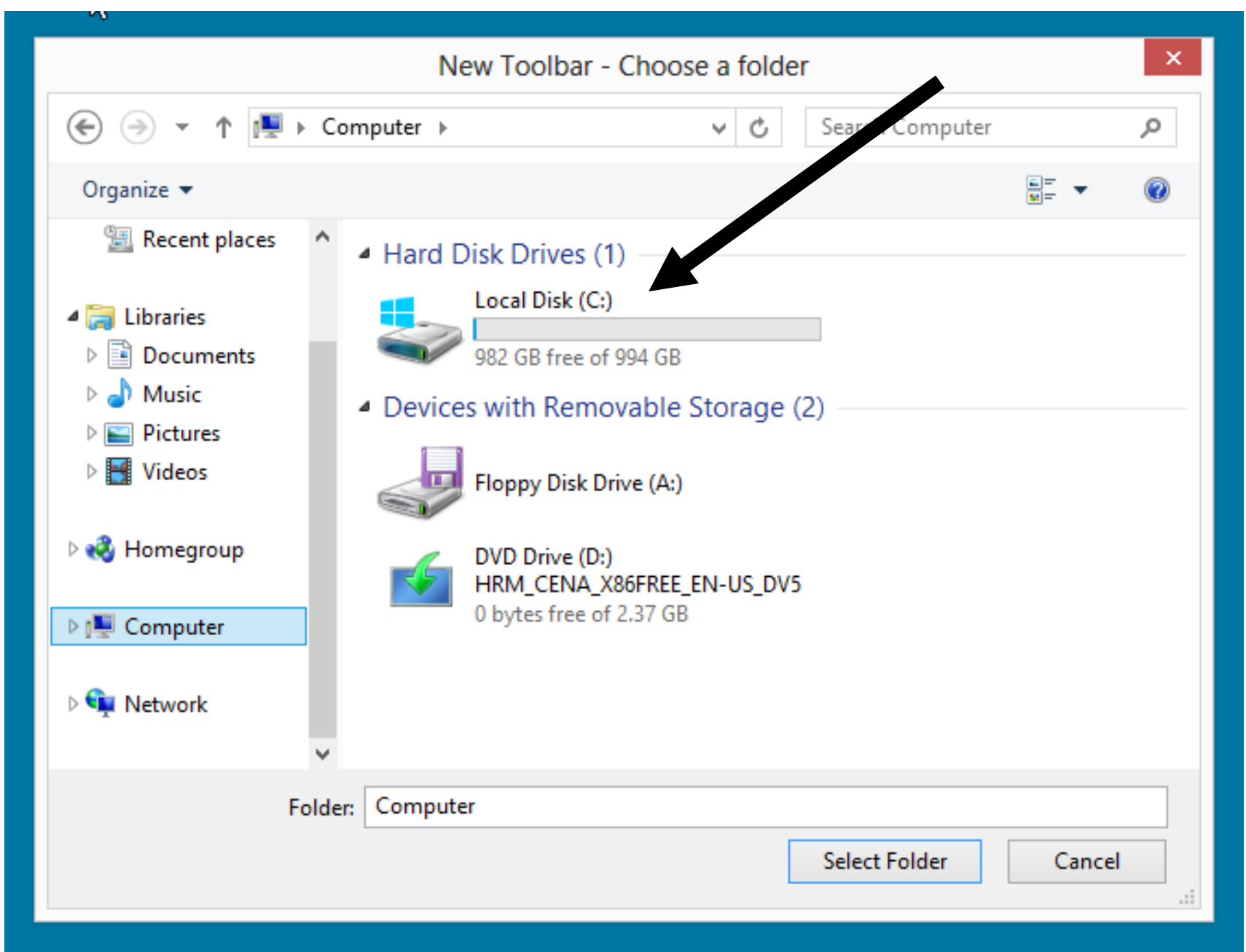
Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 569: Click on "Computer":



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 570: The hard drive(s) of your computer will now be displayed in the right-most pane:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 571: Double-click on the C:
hard drive:**

New Toolbar - Choose a folder



Computer

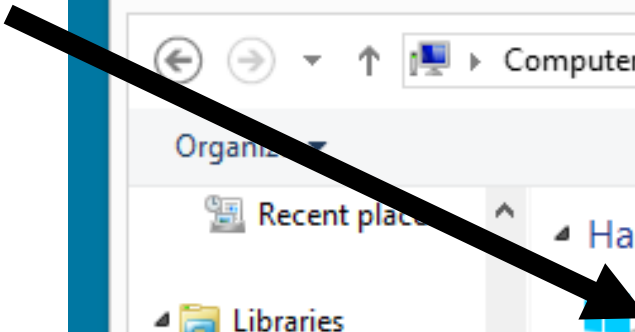
Organize

- Recent places
 - Libraries
 - Documents
 - Music
 - Pictures
 - Videos
 - Homegroup
 - Computer
 - Network
- Hard Disk Drives (1)
- Local Disk (C:) 982 GB free of 994 GB
- Devices with Removable Storage (2)
- Floppy Disk Drive (A:)
 - DVD Drive (D:) HRM_CENA_X86FREE_EN-US_DV5 0 bytes free of 2.37 GB

Folder: Computer

Select Folder

Cancel



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 572: The contents of the C:
hard drive will be displayed:

New Toolbar - Choose a folder



Computer > Local Disk (C:) Search Local Disk (C:)

Organize

New folder



Recent places	Name	Date modified	Type	Size
Libraries				
Documents				
Music				
Pictures				
Videos				
Homegroup				
Computer				
Local Disk (C:)				
	PerfLogs	7/26/2012 12:33 A...	File folder	
	Program Files	10/30/2012 10:48 ...	File folder	
	Program Files (x86)	1/26/2013 5:13 PM	File folder	
	ProgramData	1/19/2013 1:07 AM	File folder	
	Users	9/29/2012 7:40 PM	File folder	
	Was on Desktop	1/27/2013 5:18 PM	File folder	
	Windows	12/18/2012 1:02 A...	File folder	

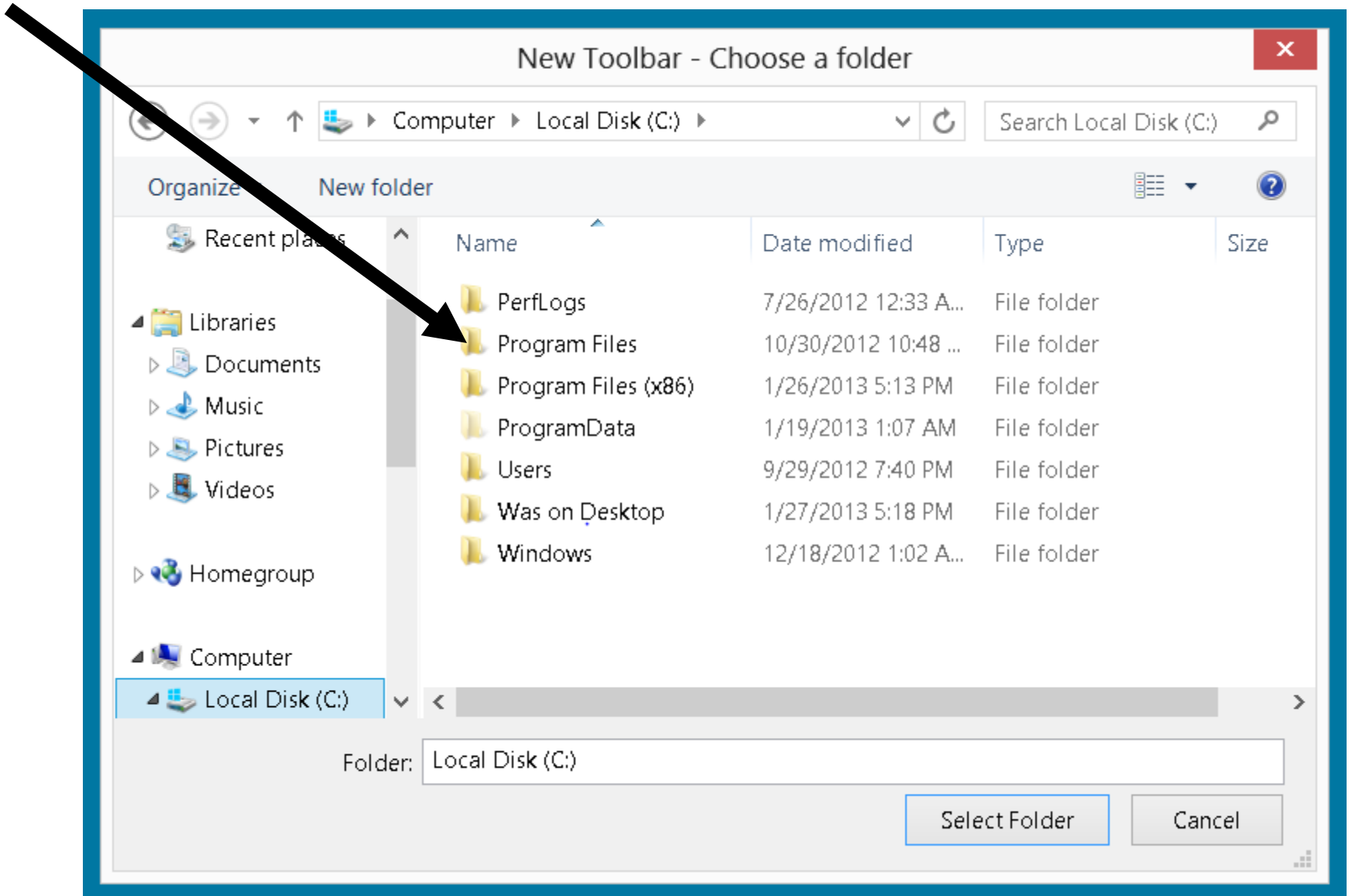
Folder: Local Disk (C:)

Select Folder

Cancel

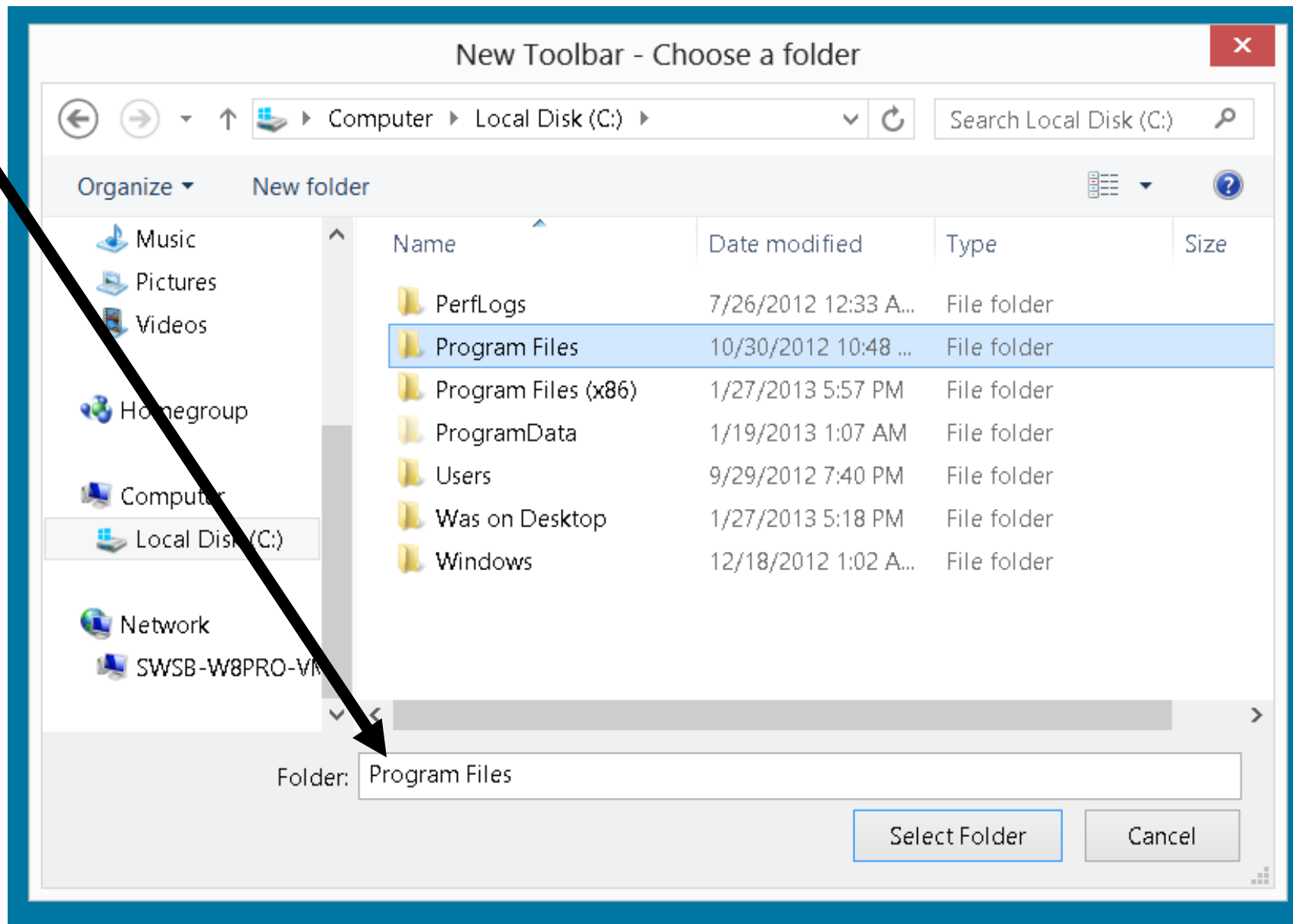
Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 573: Click once on the
"Program Files" folder:**



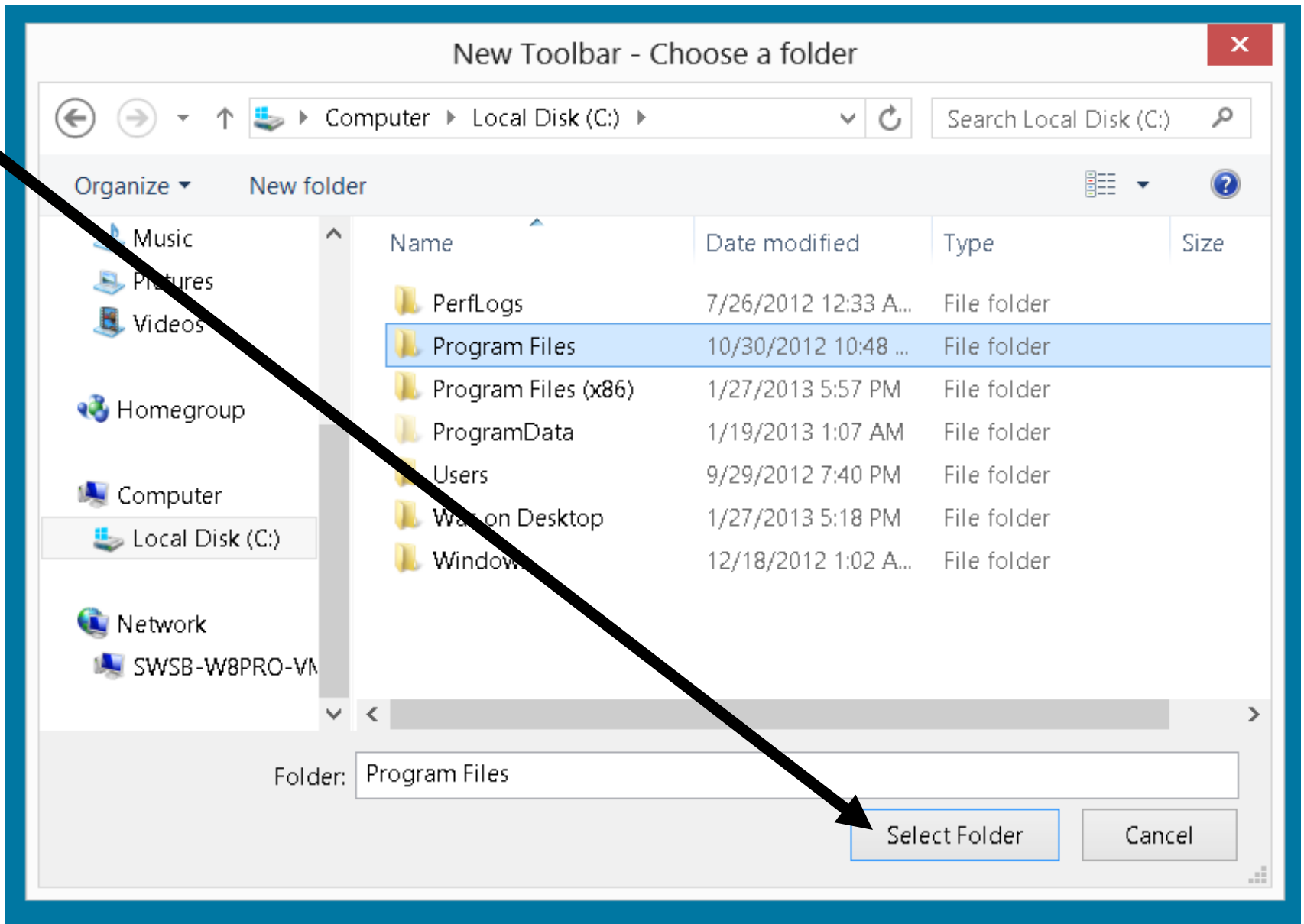
Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 574: The "Folder:" field will now indicate that you have selected the "Program Files" folder:



Big Step 500: Use Taskbar-based "Toolbars" (continued)

**Step 575: Click on the "Select
Folder" button:**



Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 576: A toolbar will now pop up whenever you click on the >> to the right of "Program Files":

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Start Menu » Program Files (x86) » Program Files »



6:24 PM
1/27/2013

Windows 8 Enterprise Evaluation
Windows License valid for 56 days
Build 9200

Start Menu » Program Files (x86) » Program Files »



6:24 PM
1/27/2013

- Common Files
- Internet Explorer
- VMware
- Windows Defender
- Windows Journal
- Windows Mail
- Windows Media Player
- Windows Multimedia Platform
- Windows NT
- Windows Photo Viewer
- Windows Portable Devices

Windows 8 Enterprise Evaluation
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Start Menu >> Program Files (x86) >> Program Files >>

System tray area containing icons for network, volume, and power, along with the time and date: 6:26 PM 1/27/2013