

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

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Web location for this  
presentation:

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Click on

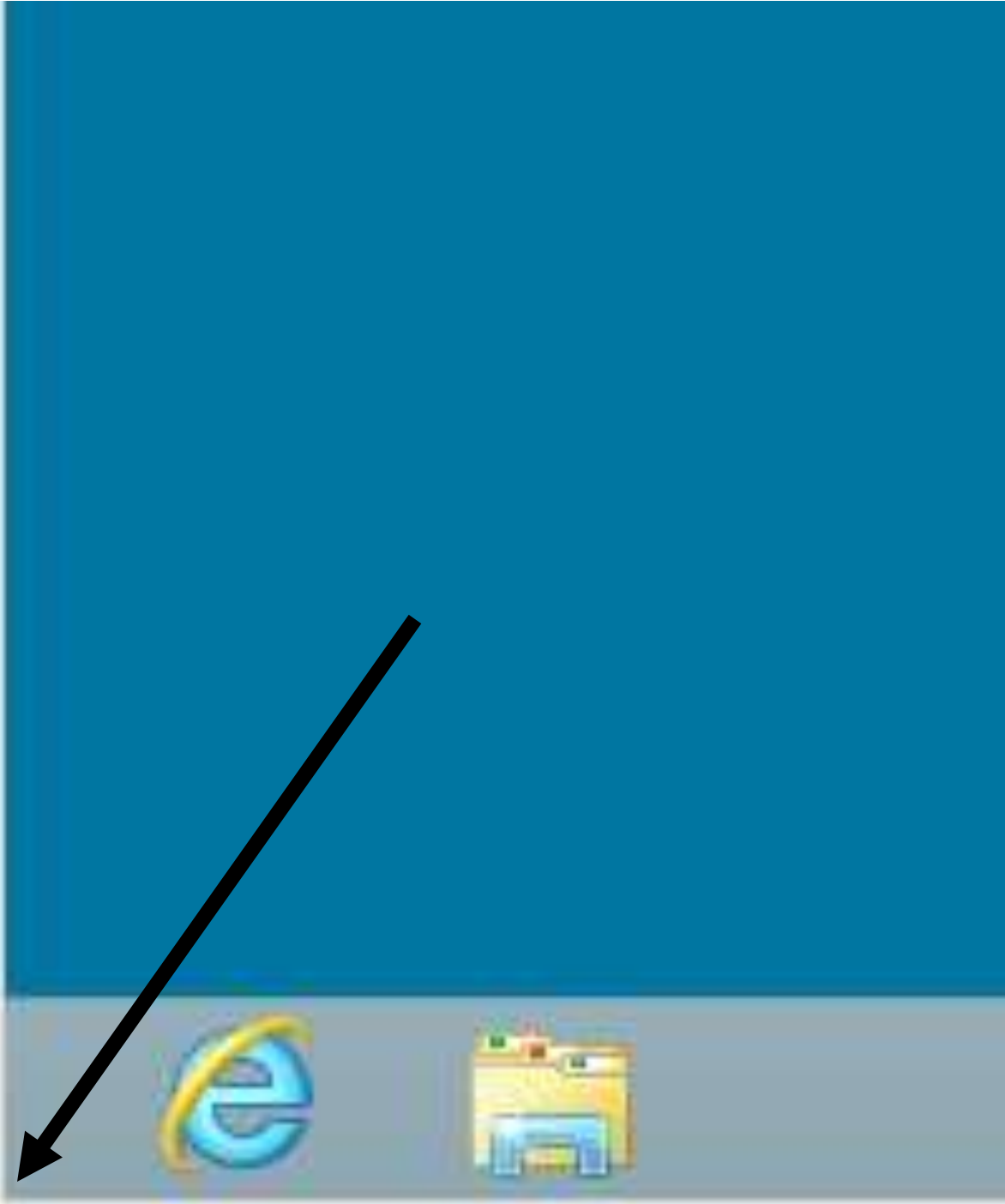
“Meeting Notes”

# 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)

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

---

- Desktop

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

## Step 504: Click on "Control Panel":

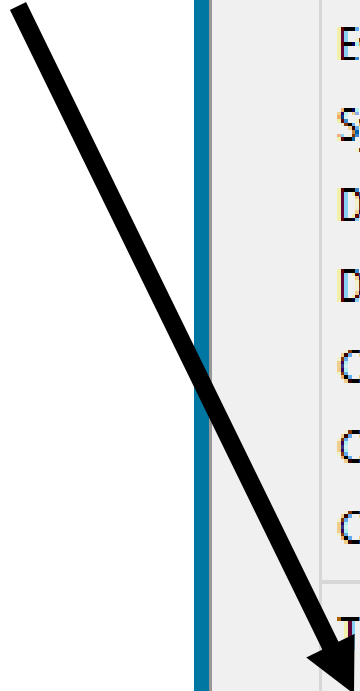
- Programs and Features
- Power Options
- Event Viewer
- System
- Device Manager
- Disk Management
- Computer Management
- Command Prompt
- Command Prompt (Admin)

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

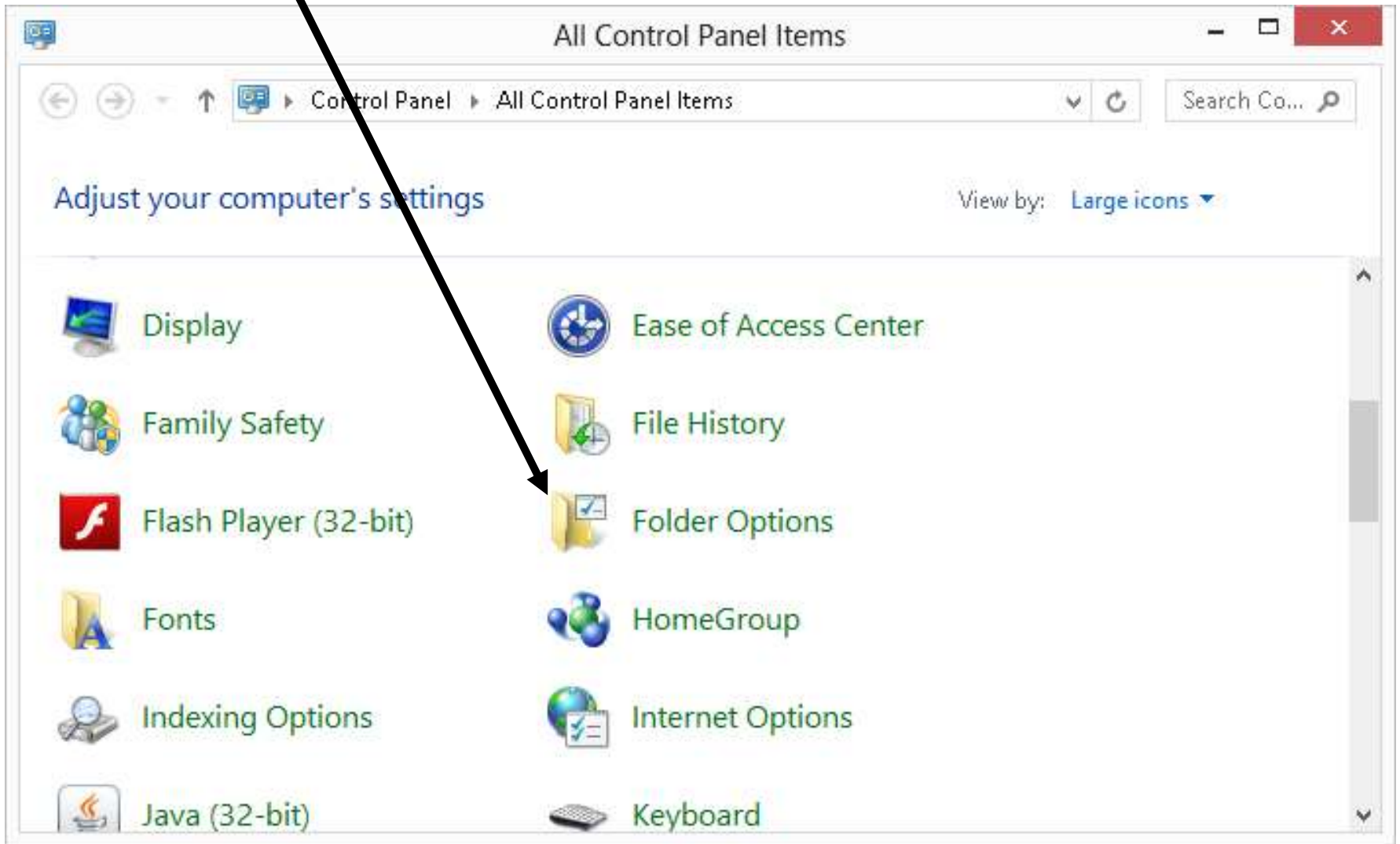
---

- Desktop



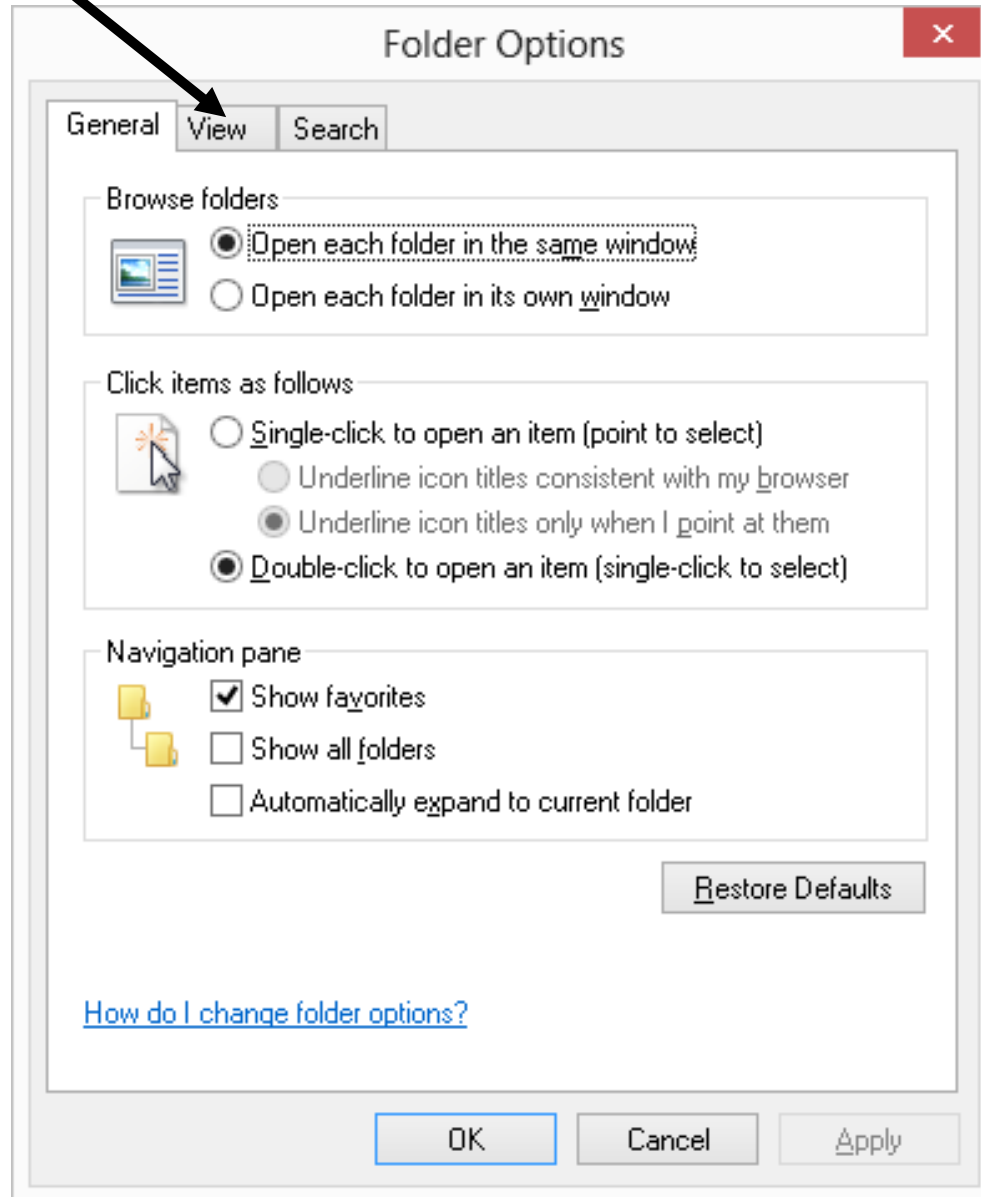
# Big Step 500: Use Taskbar-based "Toolbars" (continued)

**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:

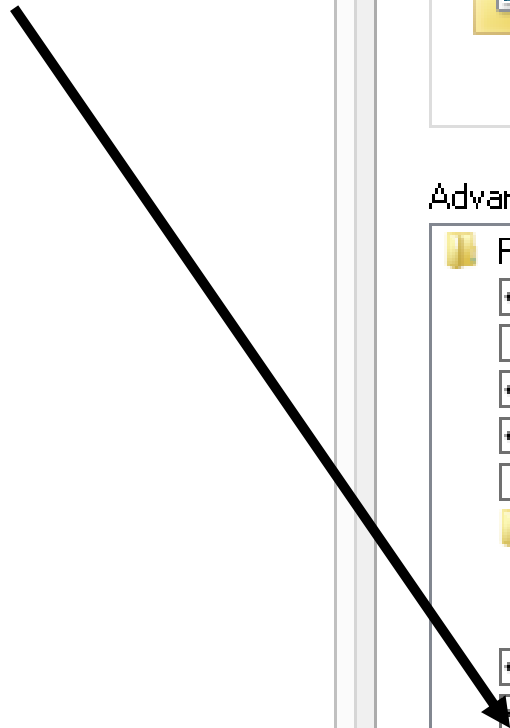
- Files and Folders
  - Always show icons, never thumbnails
  - Always show menus
  - Display file icon on thumbnails
  - Display file size information in folder tips
  - Display the full path in the title bar
- Hidden files and folders
  - Don't show hidden files, folders, or drives
  - Show hidden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

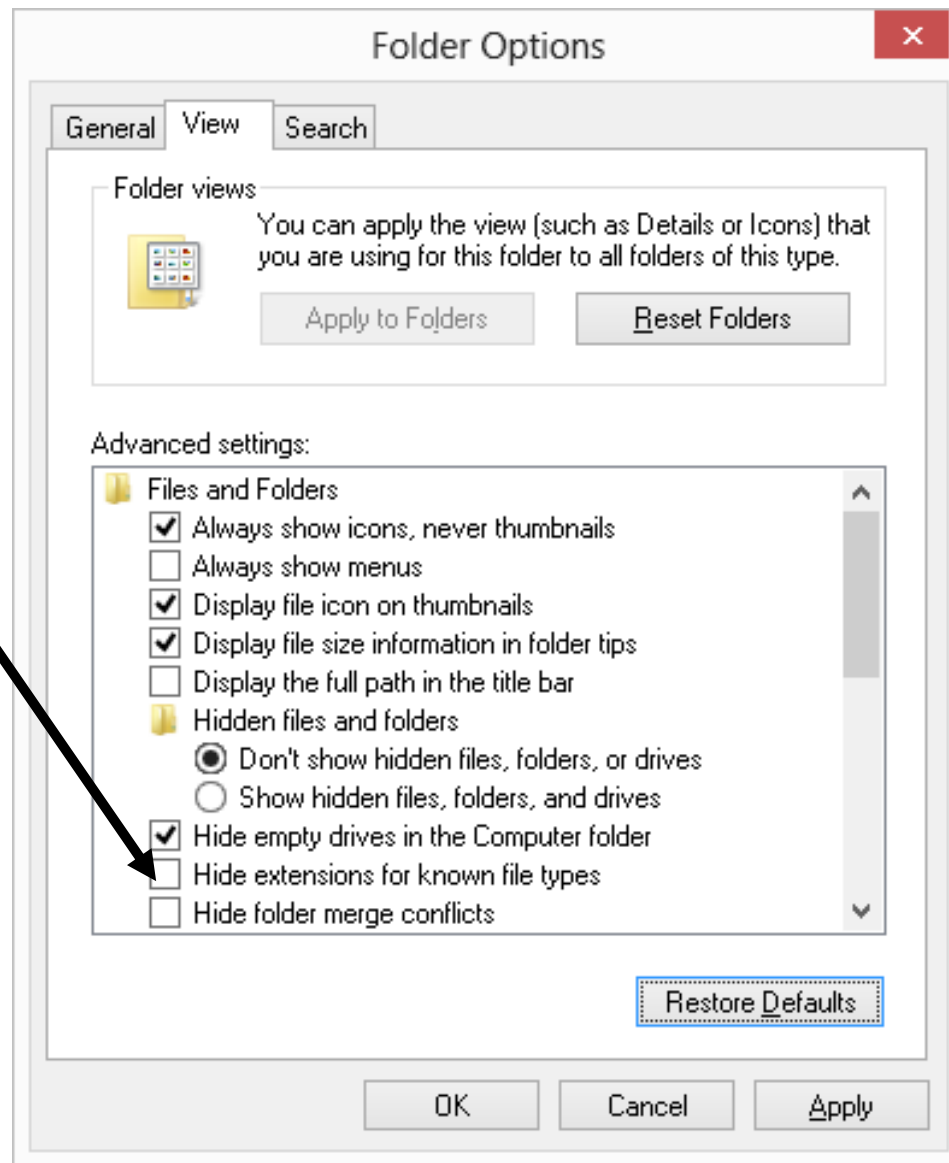
Restore Defaults

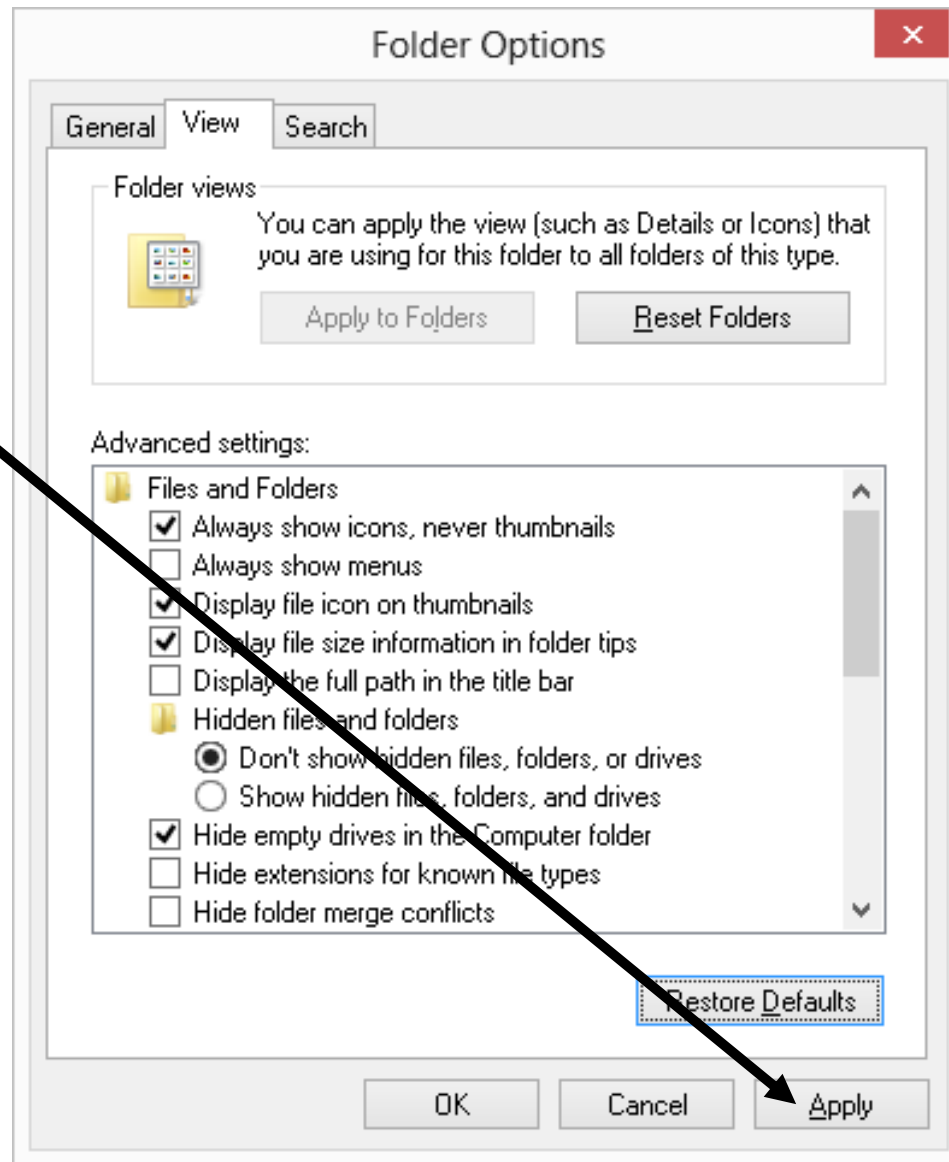
OK

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

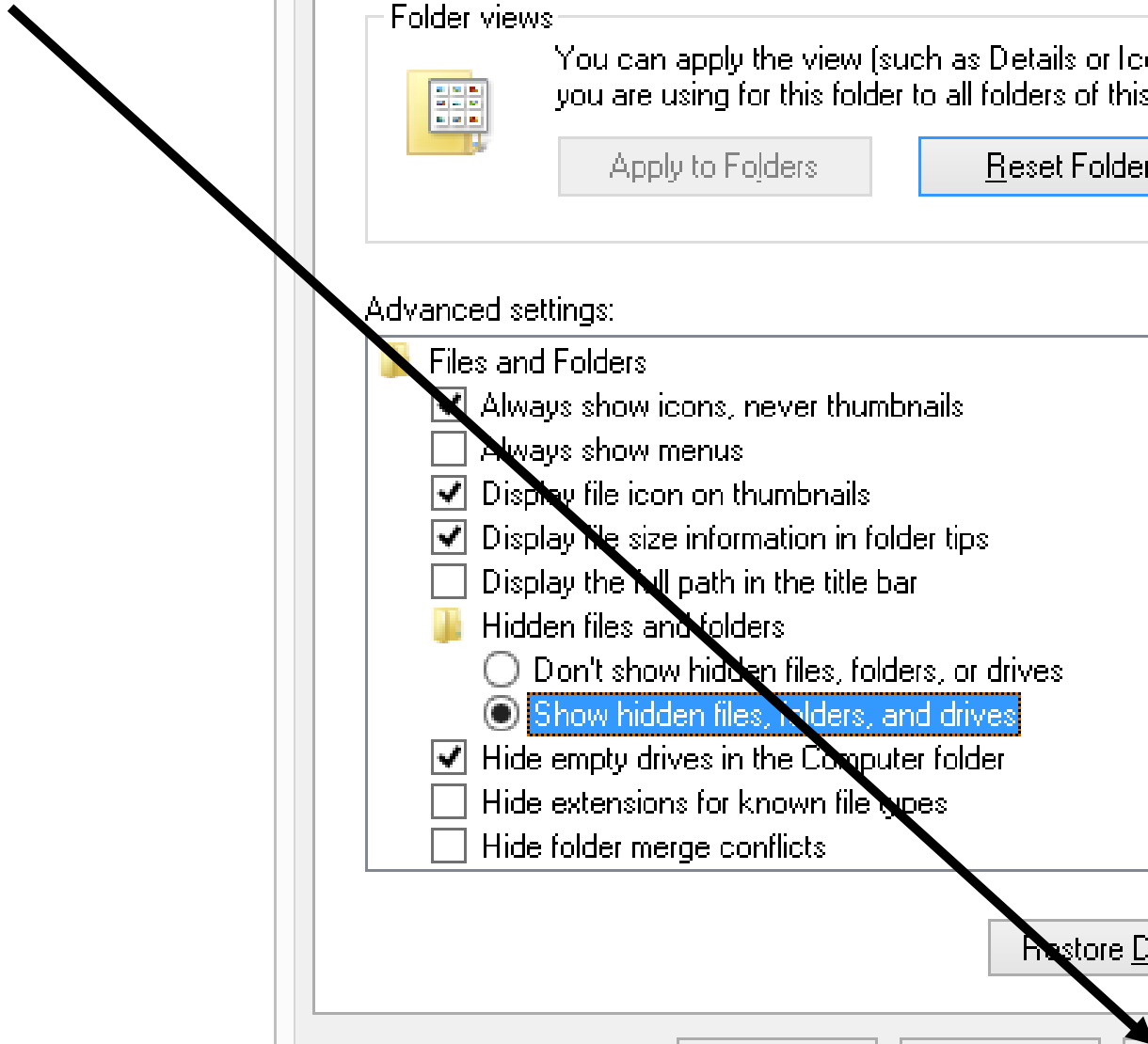
- Don't show hidden files, folders, or drives
- Show hidden files, folders, and drives
- Hide empty drives in the Computer folder
- Hide extensions for known file types
- Hide folder merge conflicts

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:

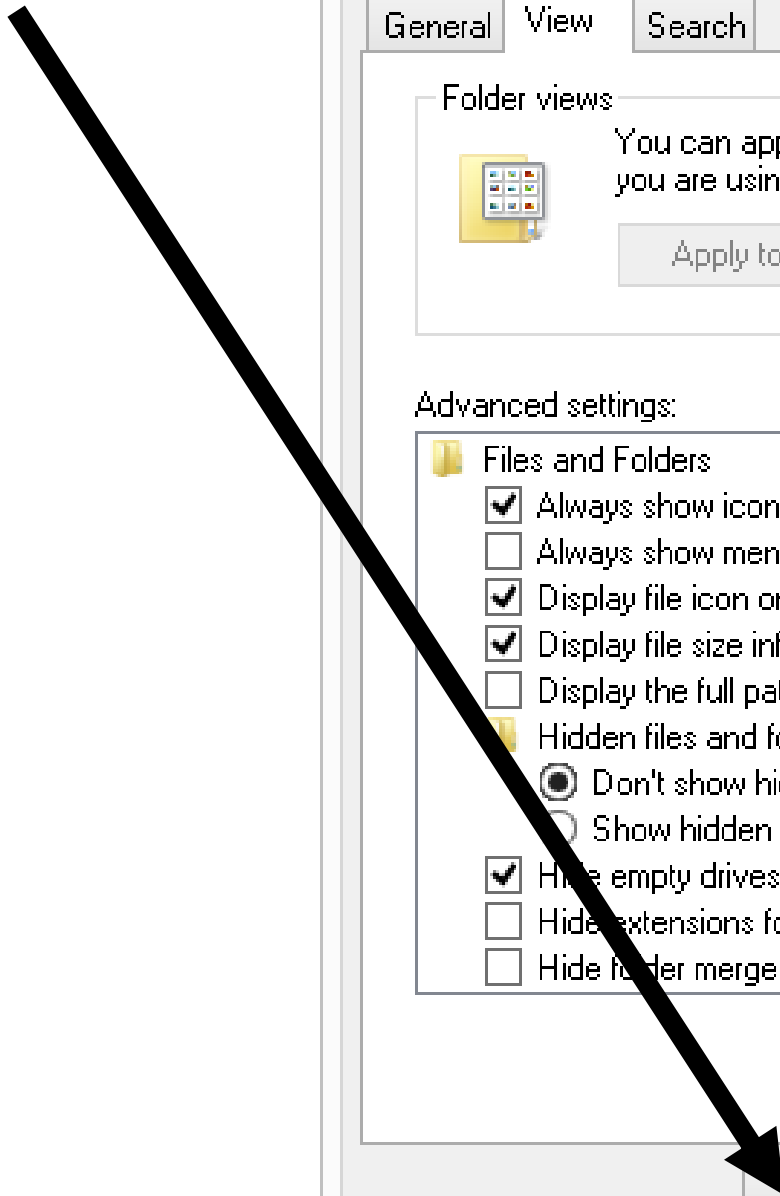
- Files and Folders
  - Always show icons, never thumbnails
  - Always show menus
  - Display file icon on thumbnails
  - Display file size information in folder tips
  - Display the full path in the title bar
- Hidden files and folders
  - Don't show hidden files, folders, or drives
  - Show hidden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

Restore Defaults

OK

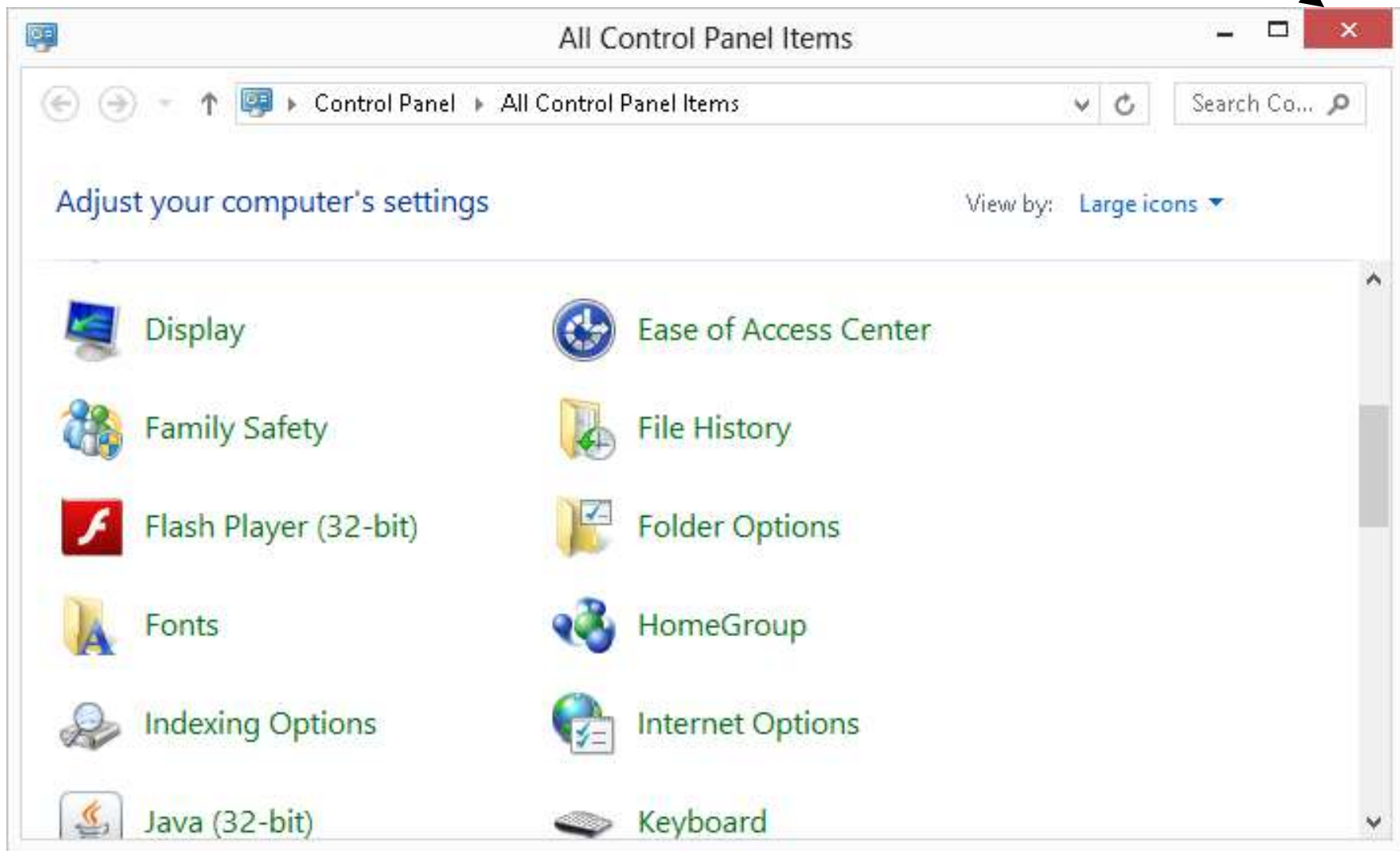
Cancel

Apply



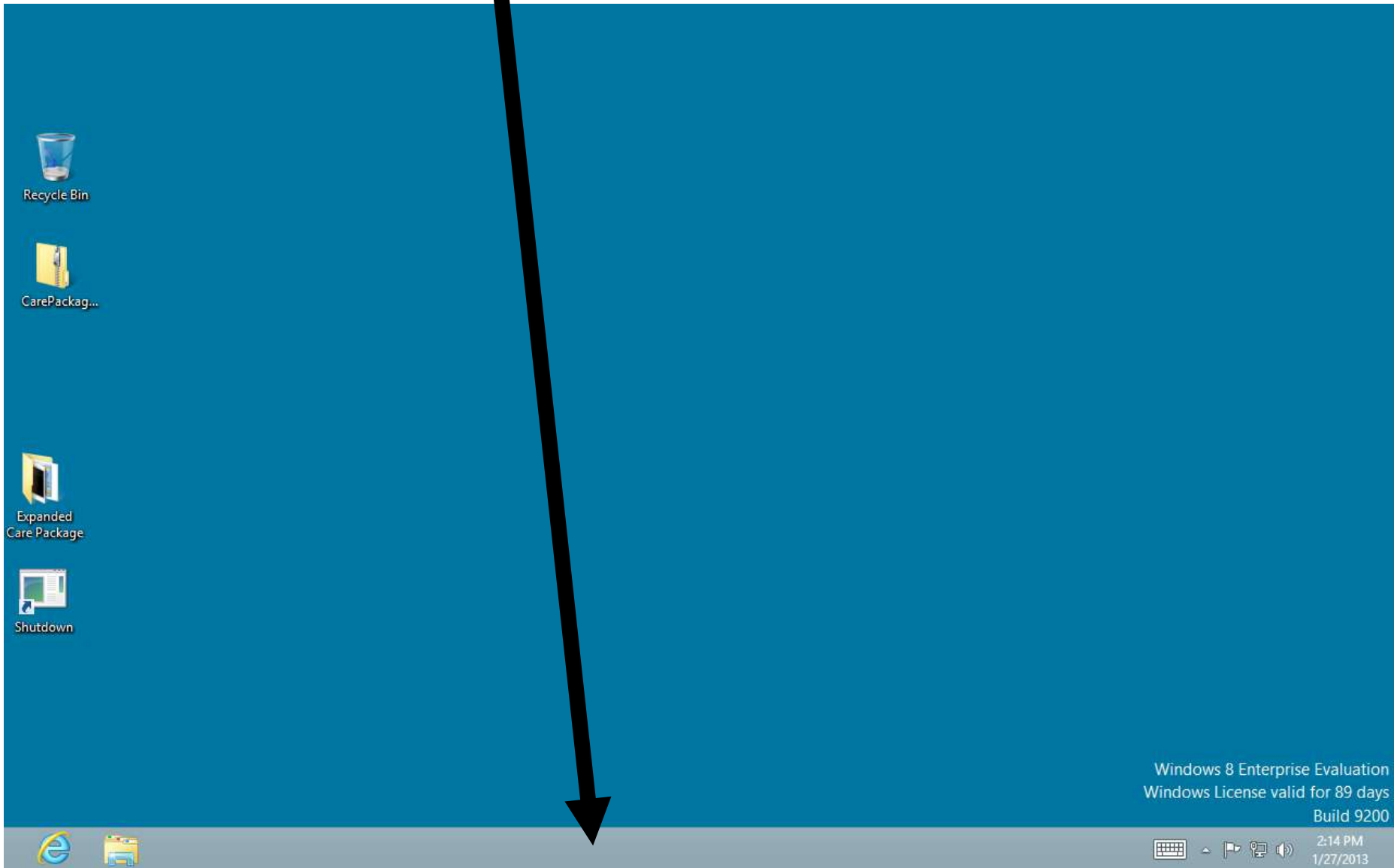
# Big Step 500: Use Taskbar-based "Toolbars" (continued)

Step 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

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Task Manager

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Lock the taskbar

Properties

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Build 9200

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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

---

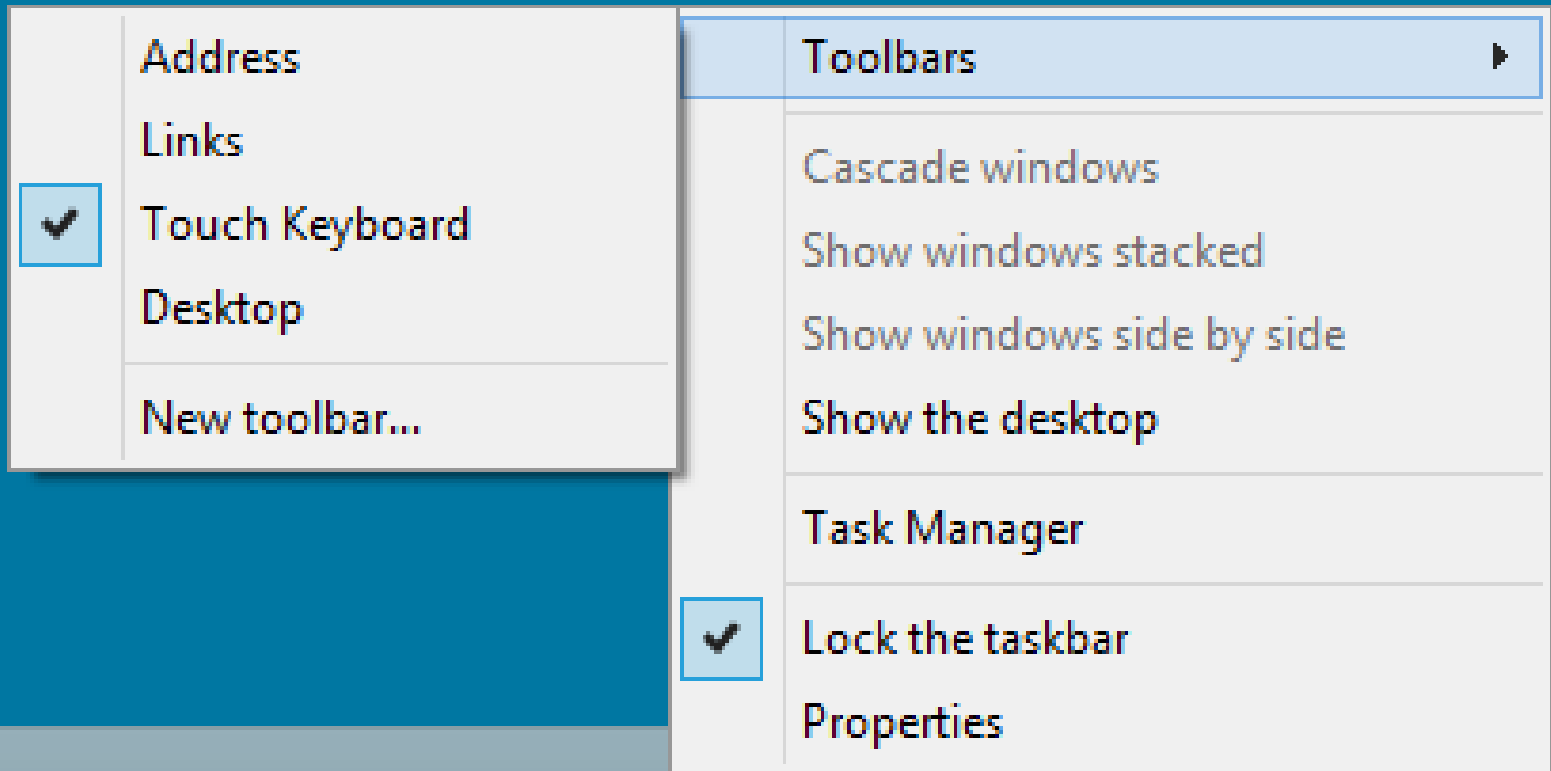
- Task Manager

---

- Lock the taskbar
- Properties

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

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



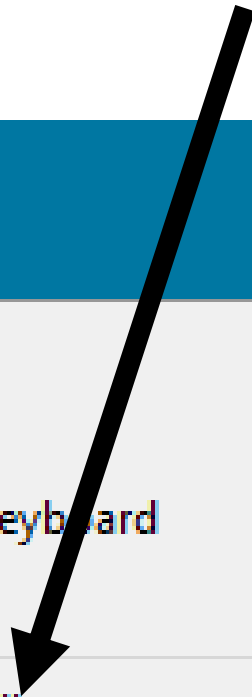
# Big Step 500: Use Taskbar-based "Toolbars" (continued)

## 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

---

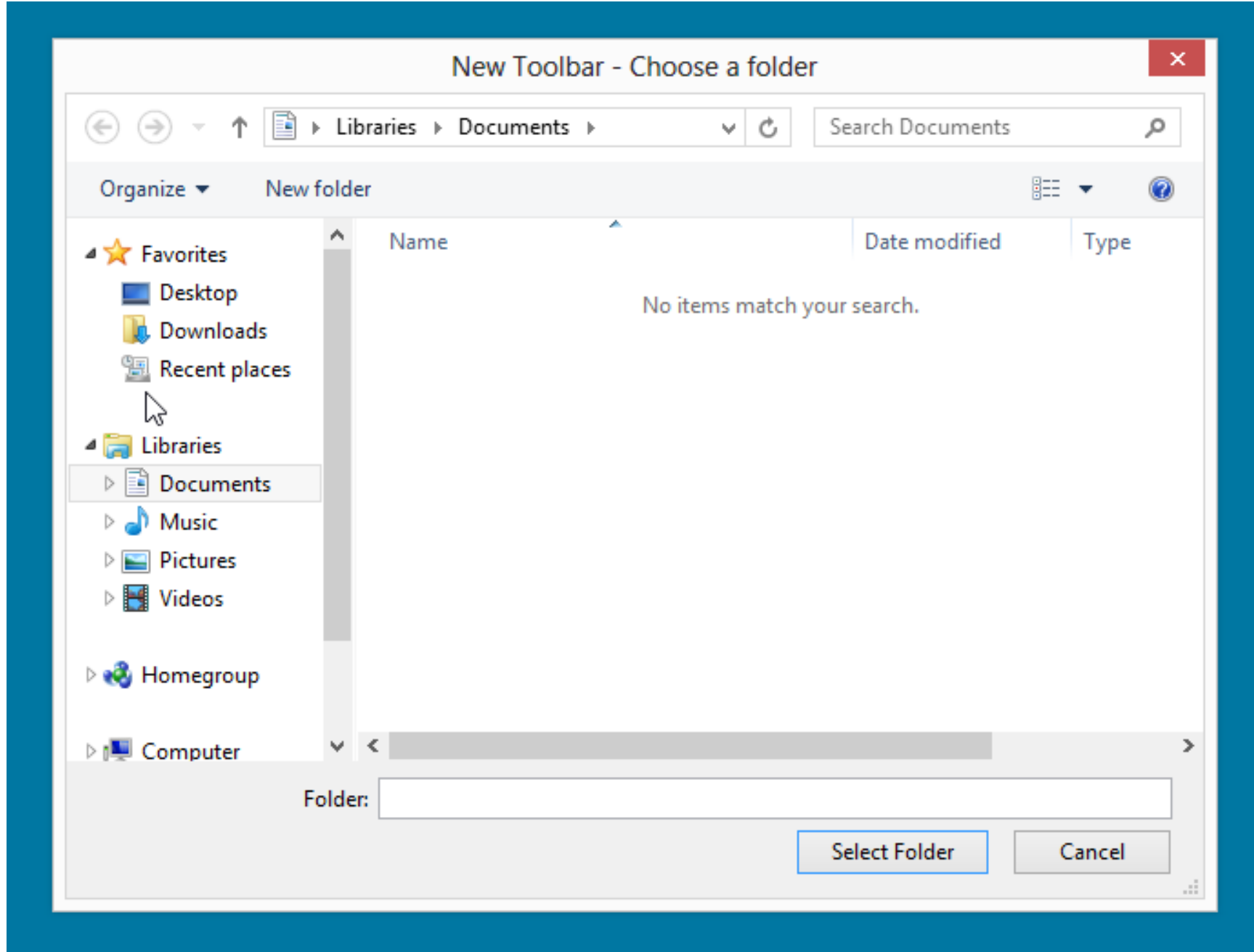
- Task Manager

---

- Lock the taskbar
- Properties

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

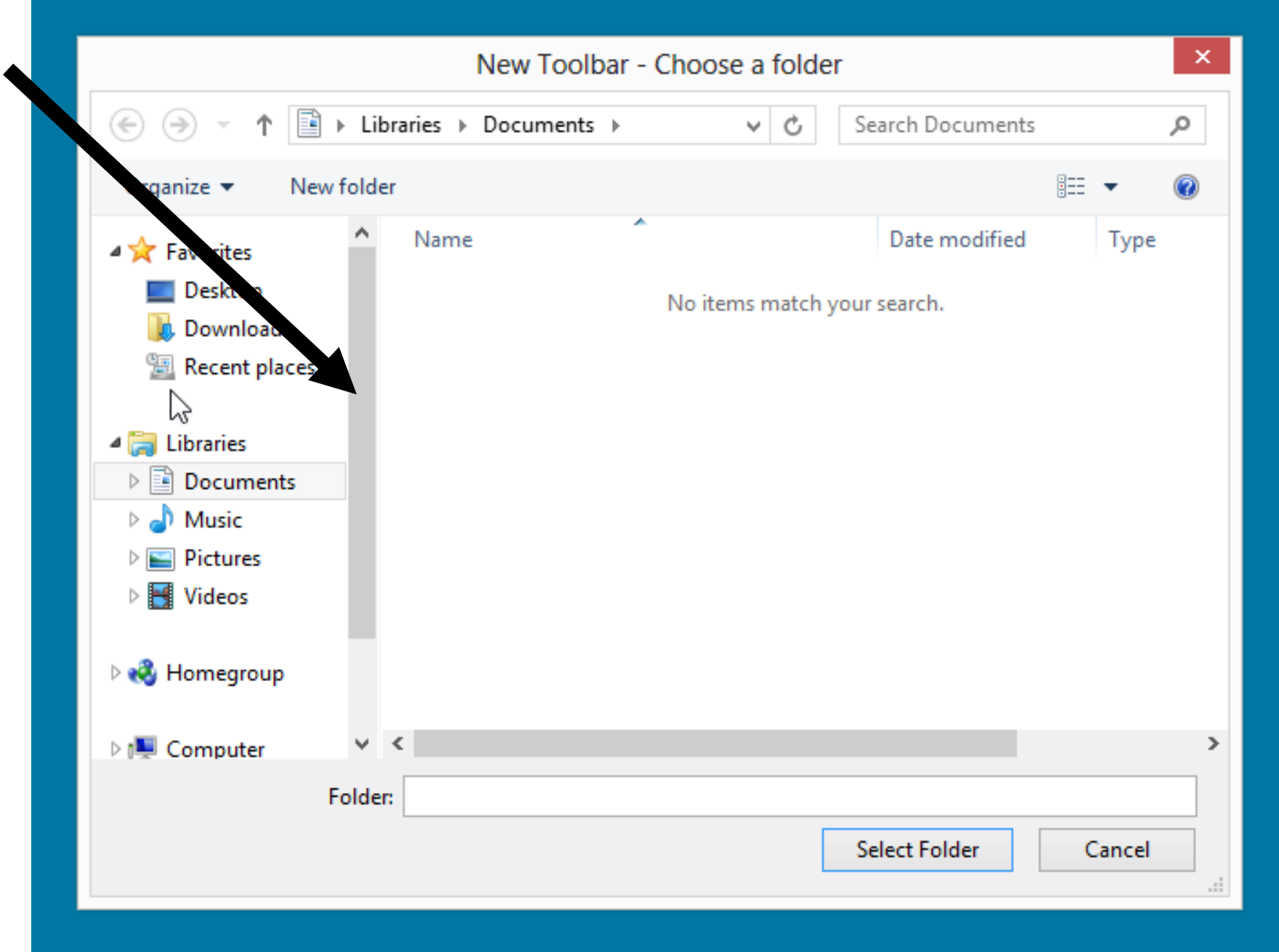
Step 517: A "New Toolbar -  
Choose a folder" box will be  
displayed:

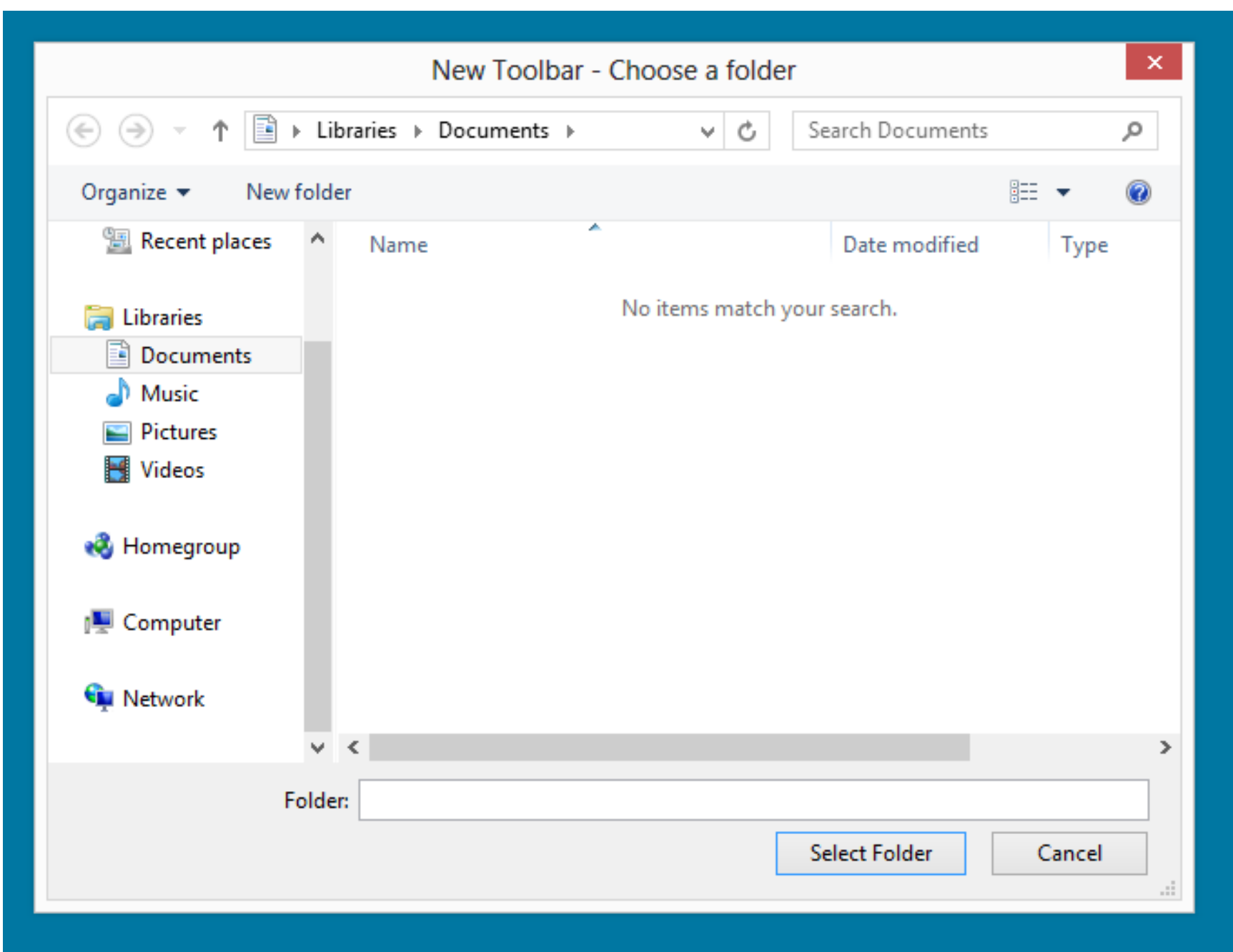


# Big Step 500: Use Taskbar-based "Toolbars" (continued)

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

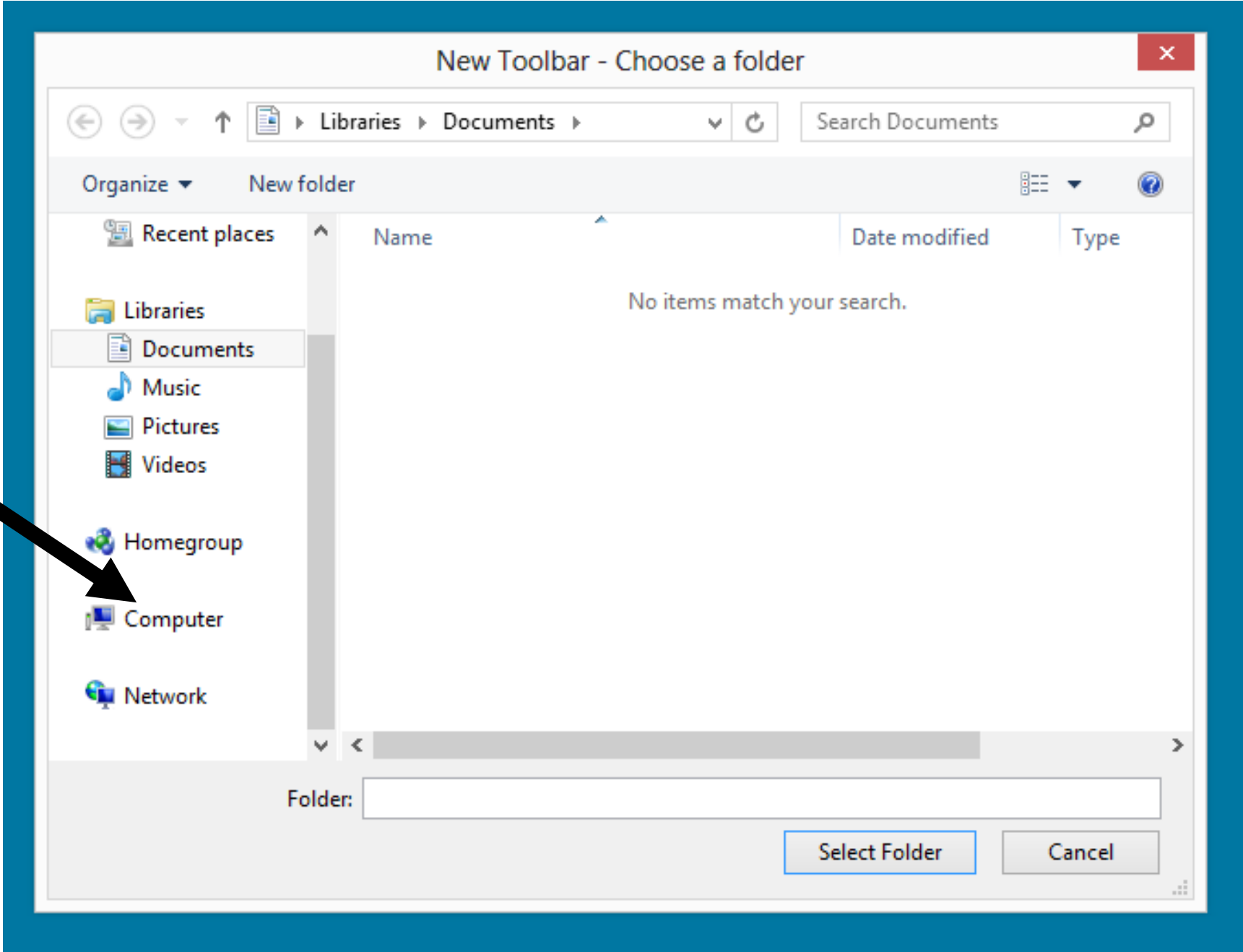






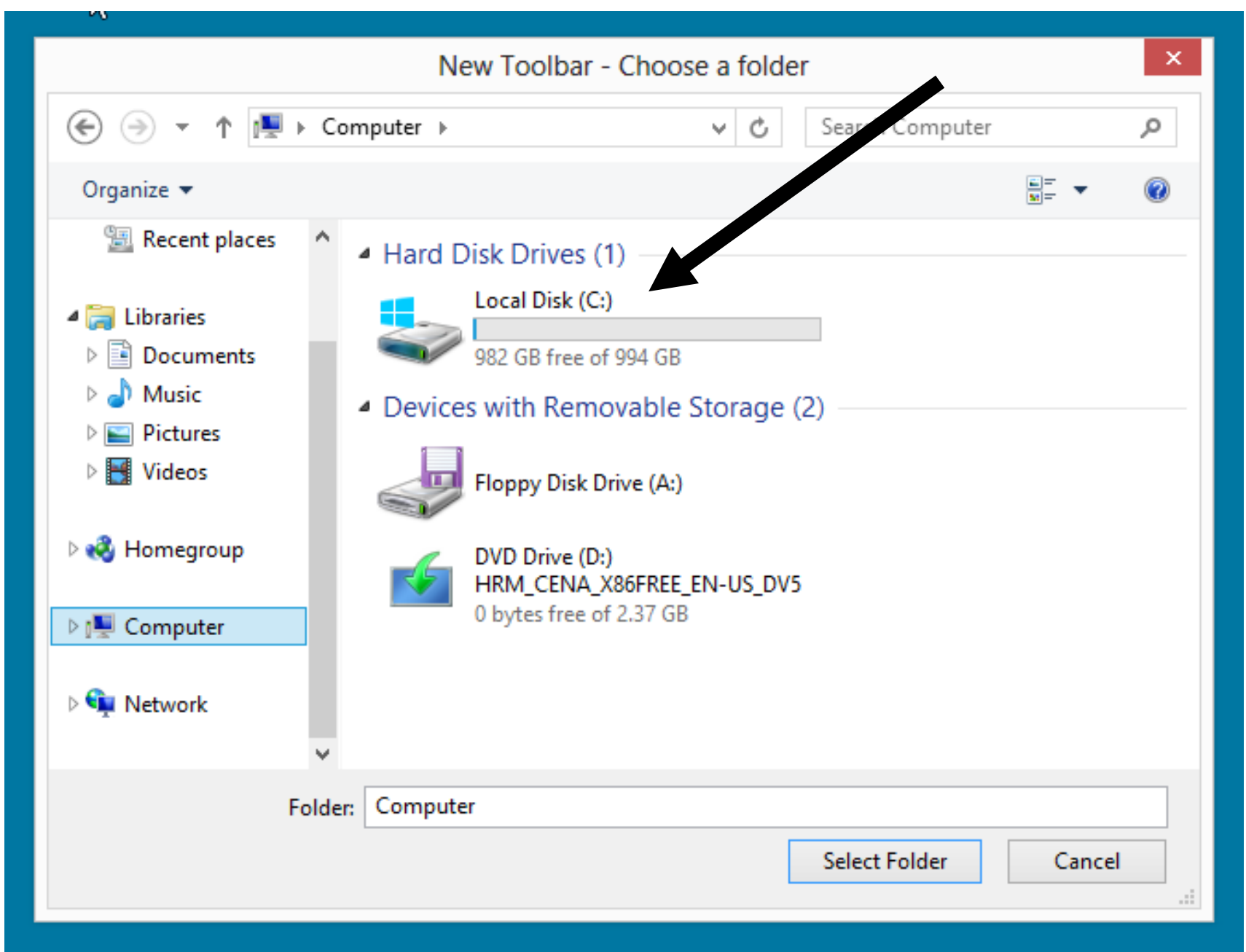
# Big Step 500: Use Taskbar-based "Toolbars" (continued)

## 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

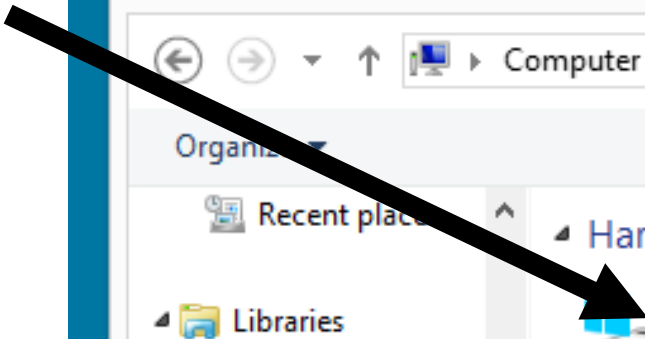
- Recent places
- Libraries
  - Documents
  - Music
  - Pictures
  - Videos
- Homegroup
- Computer
- Network

- 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

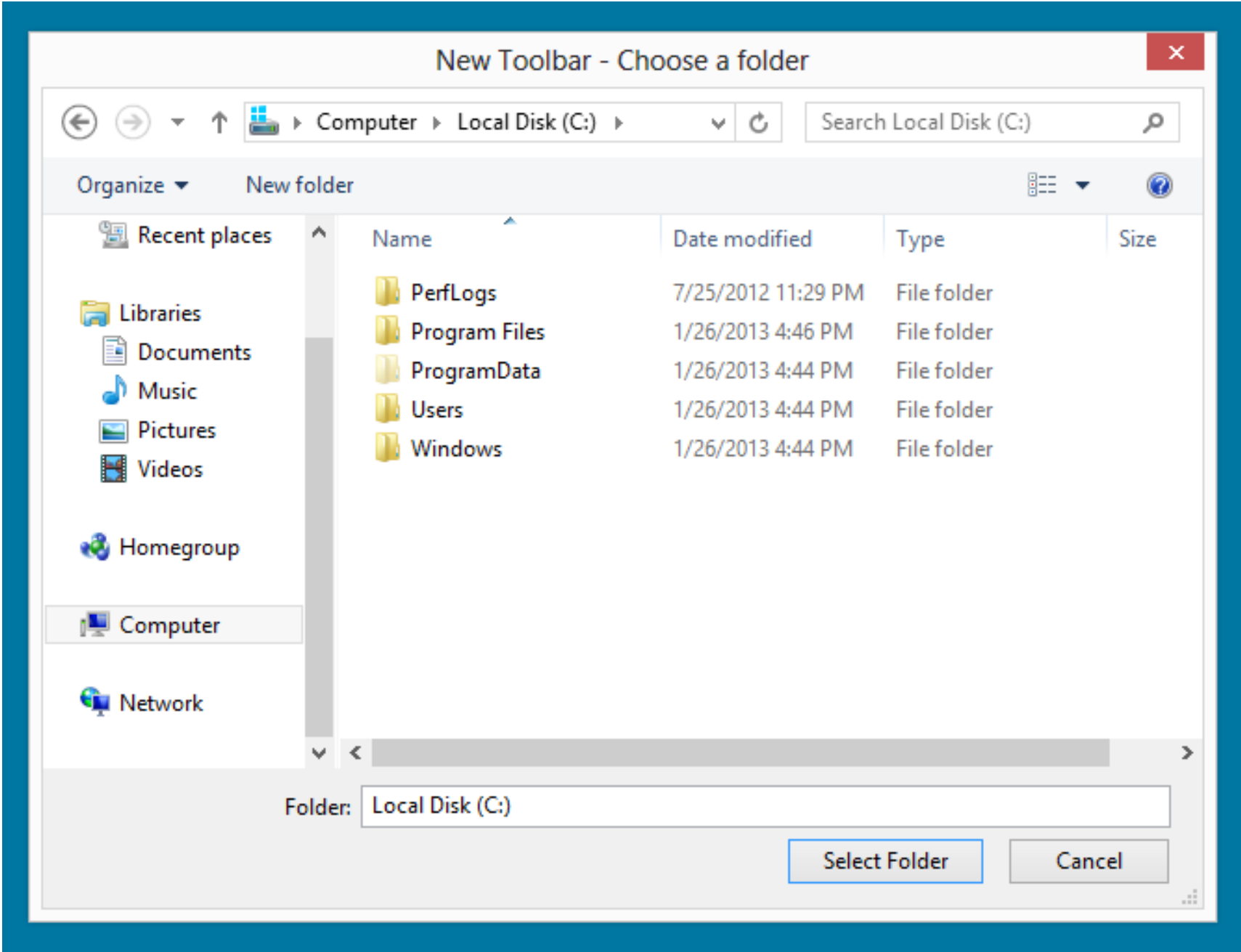
Cancel





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

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



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

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

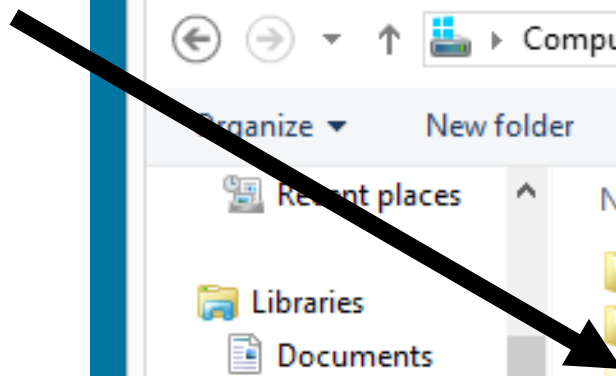
# New Toolbar - Choose a folder



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	



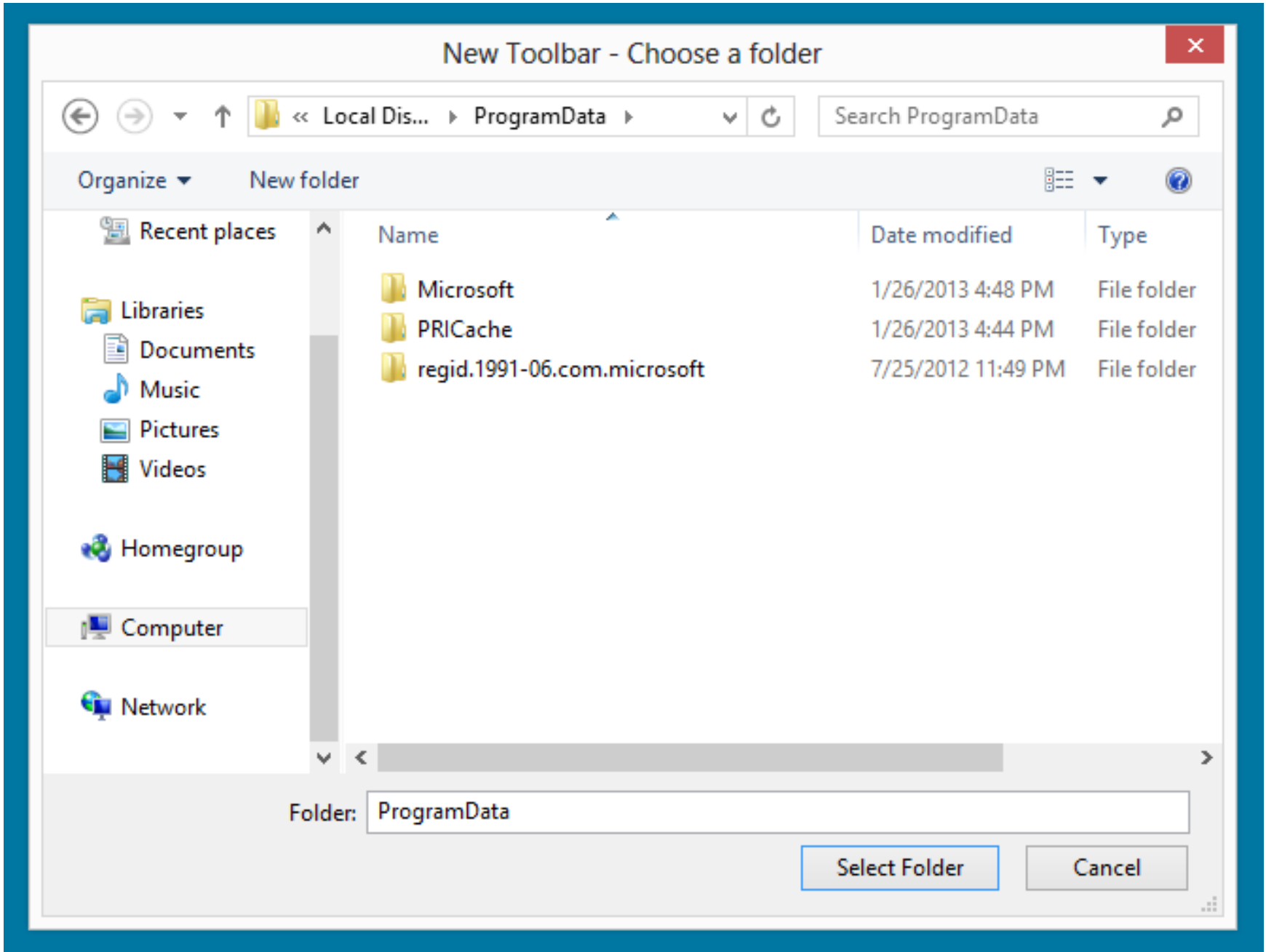
Folder: Local Disk (C:)

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:**

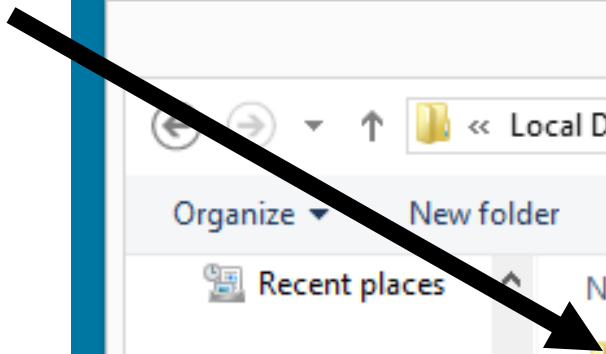
# New Toolbar - Choose a folder



Local Dis... ProgramData Search ProgramData

Organize New folder

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



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

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 scroll bar, drag it downward:**

# New Toolbar - Choose a folder



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

Organize | New folder | View icons | Help icon

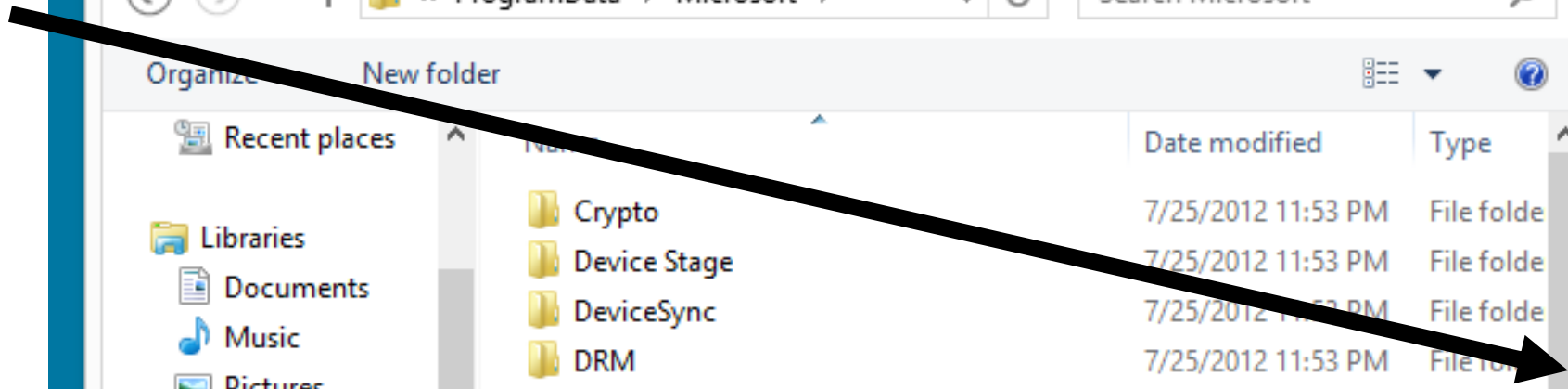
Recent places

- 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

Recent places

Libraries

Documents

Music

Pictures

Videos

Homegroup

Computer

Network

Name

Date modified

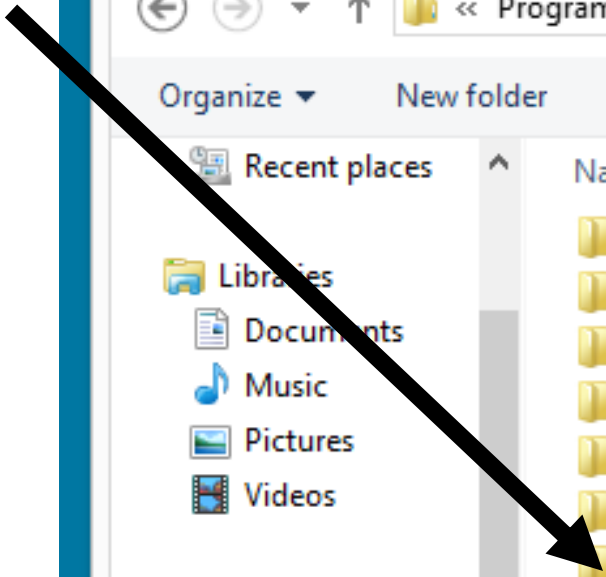
Type

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

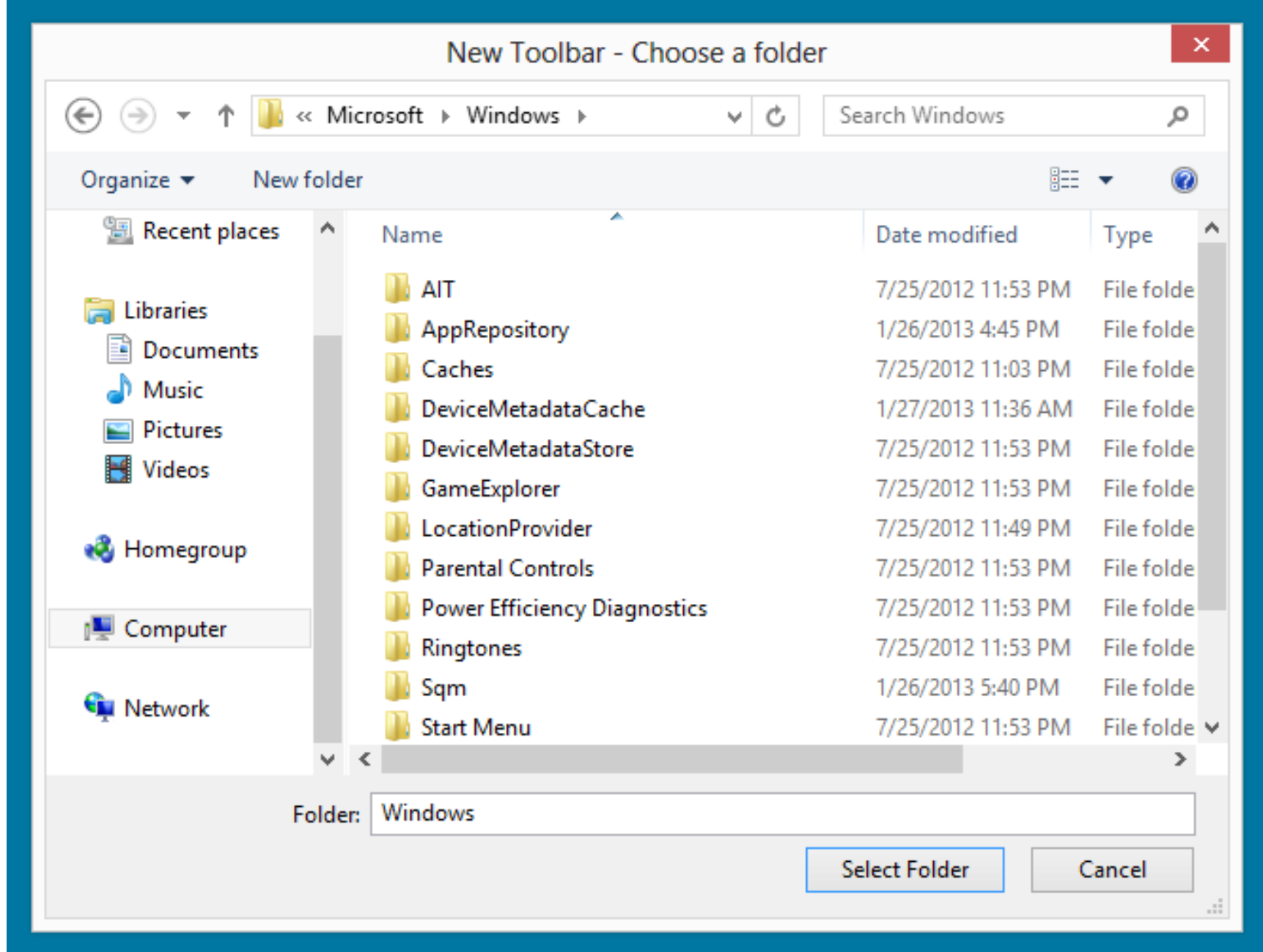
Select Folder

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:**

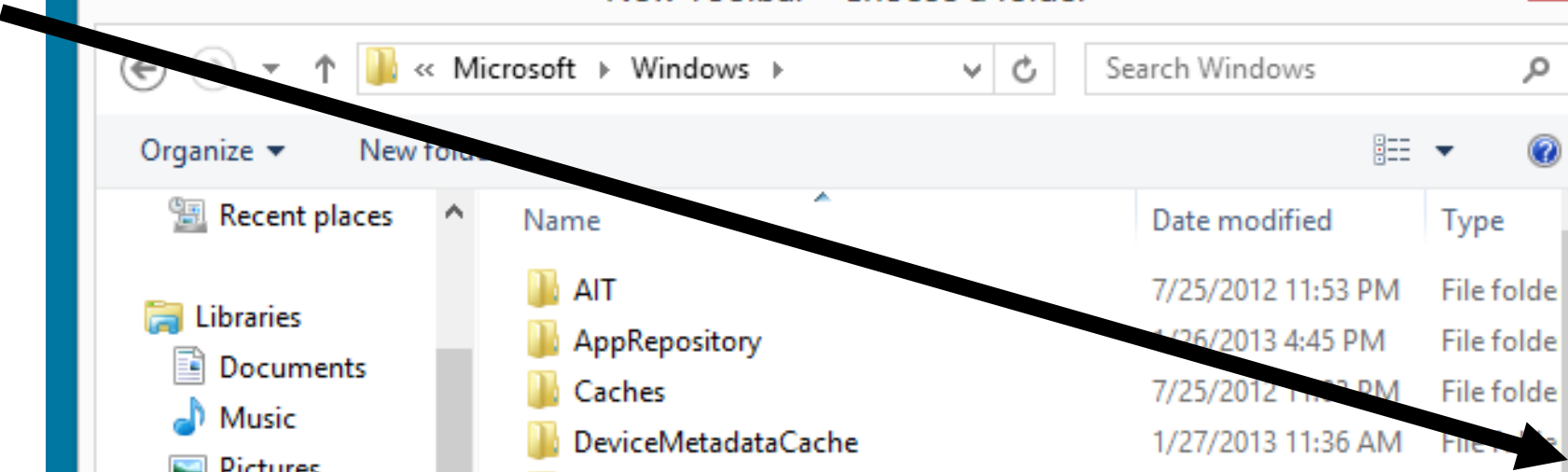
# New Toolbar - Choose a folder



Navigation icons: Back, Forward, Up, Home, Refresh, 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

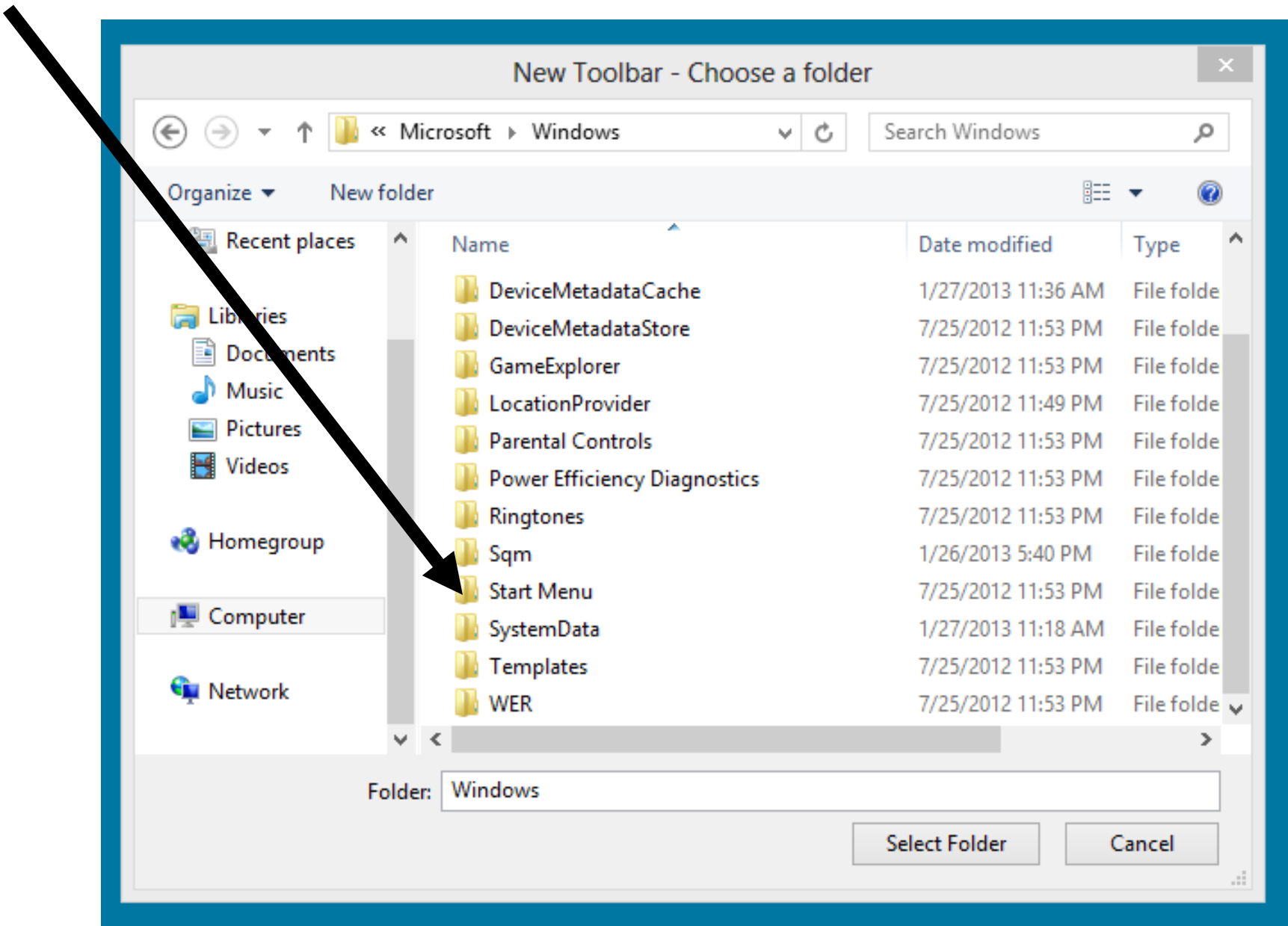
Folder: Windows

Select Folder

Cancel

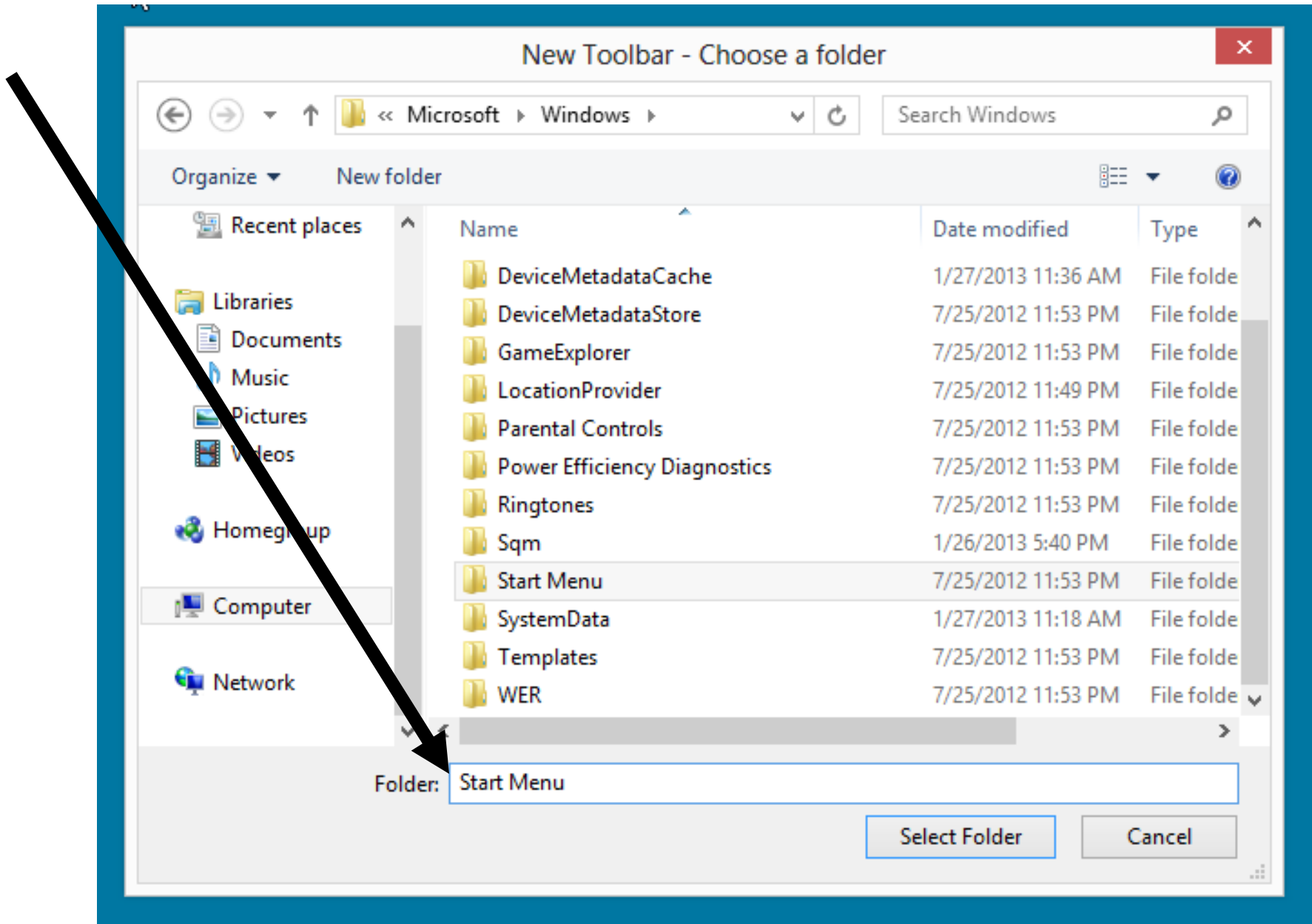
# Big Step 500: Use Taskbar-based "Toolbars" (continued)

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



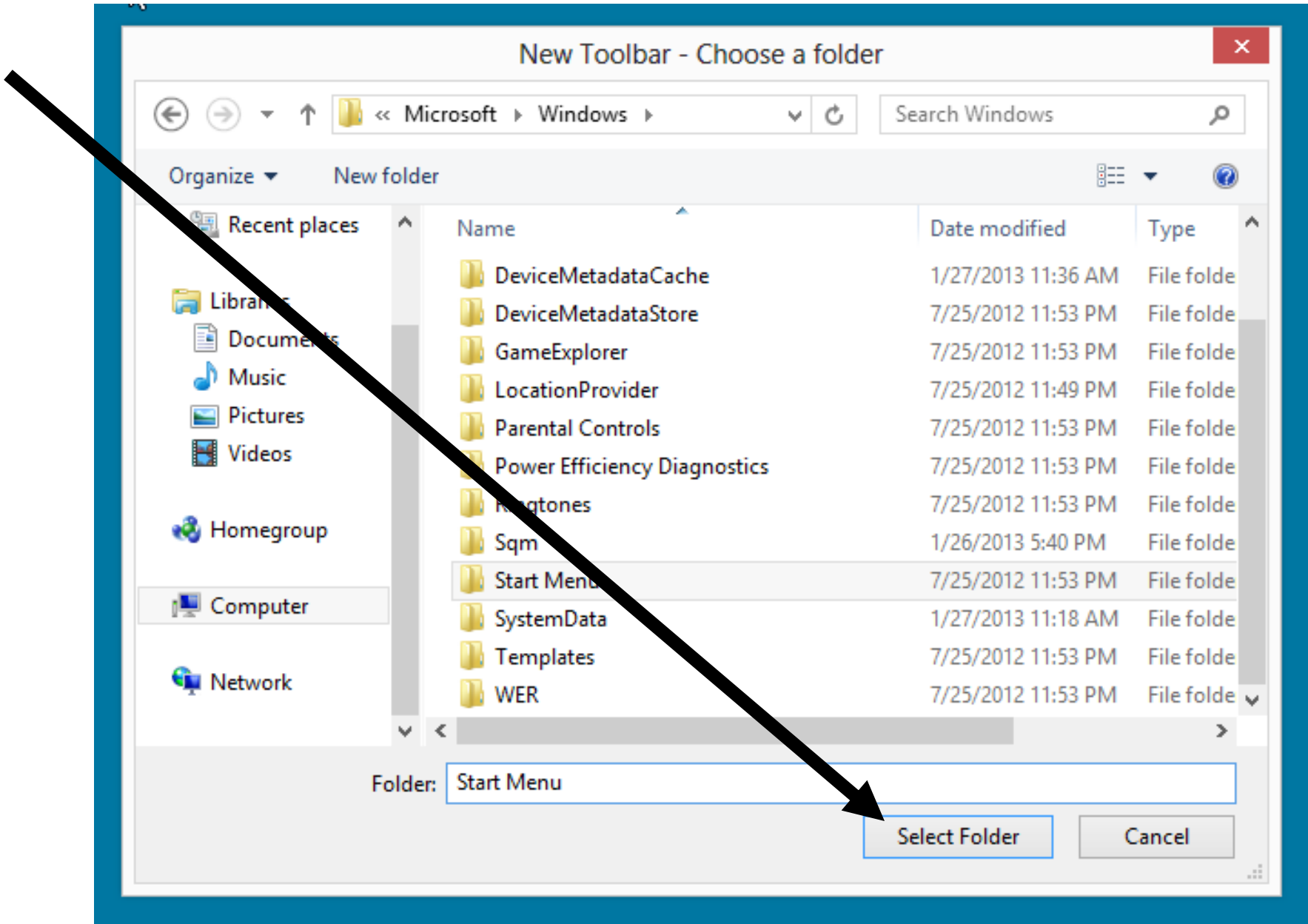
# Big Step 500: Use Taskbar-based "Toolbars" (continued)

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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Build 9200



Start Menu



3:19 PM  
1/27/2013

Windows 8 Enterprise Evaluation  
Windows License valid for 89 days  
Build 9200



Start Menu



3:19 PM  
1/27/2013

# Windows 8 Enterprise Evaluation

Windows License valid for 89 days

Build 9200



Programs



Start Menu



3:20 PM

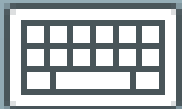
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Windows License valid for 89 days

Build 9200



Programs



Start Menu



3:20 PM

1/27/2013

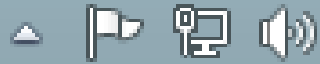
- Administrative Tools ▶
- Maintenance ▶
- Startup ▶
- Windows Accessories ▶
- Windows Ease of Access ▶
- Windows System ▶
- Belarc Advisor
- Desktop
- PC settings
- Store

Programs ▶

Windows 8 Enterprise Evaluation  
Windows License valid for 89 days  
Build 9200



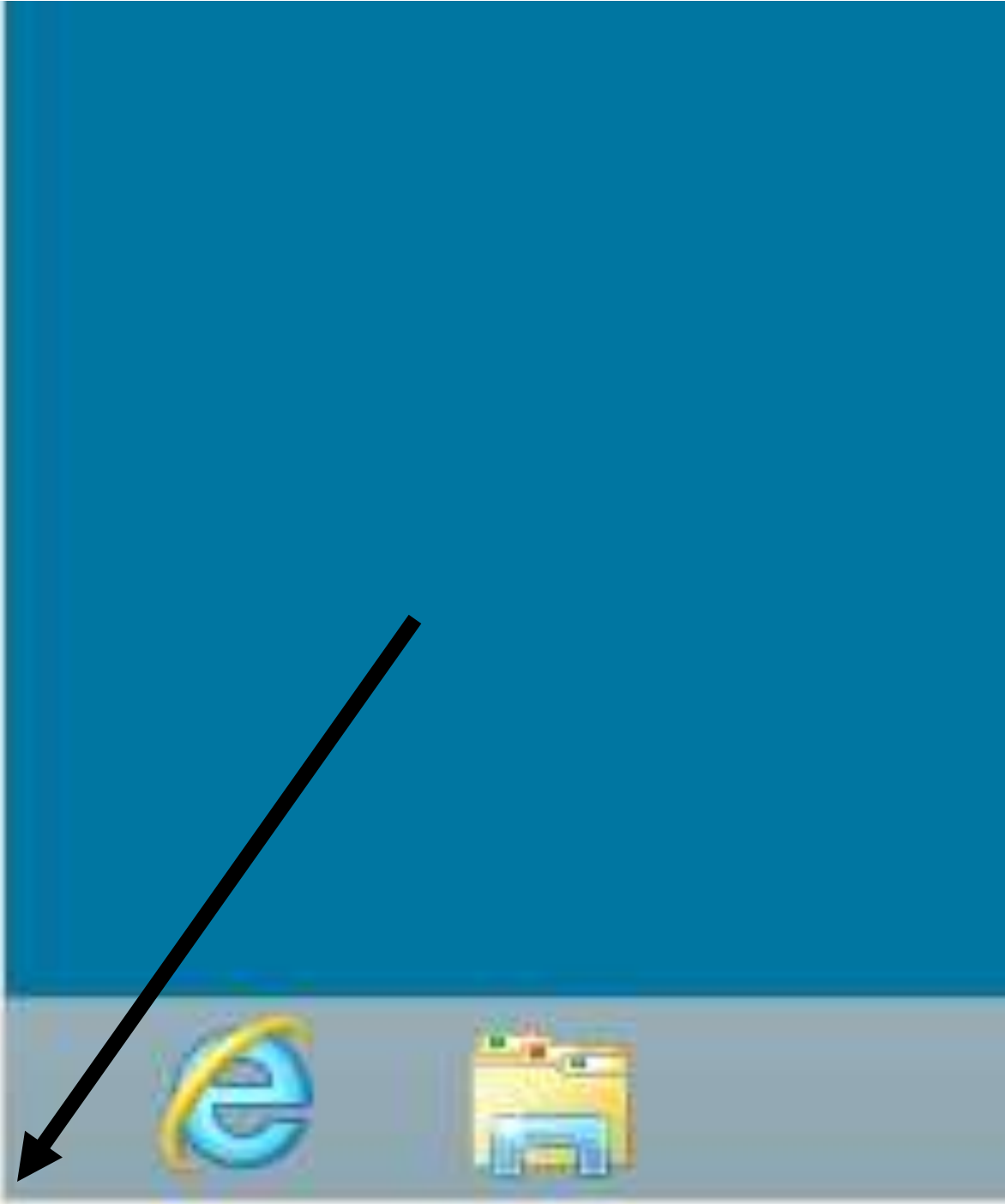
Start Menu >>



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":

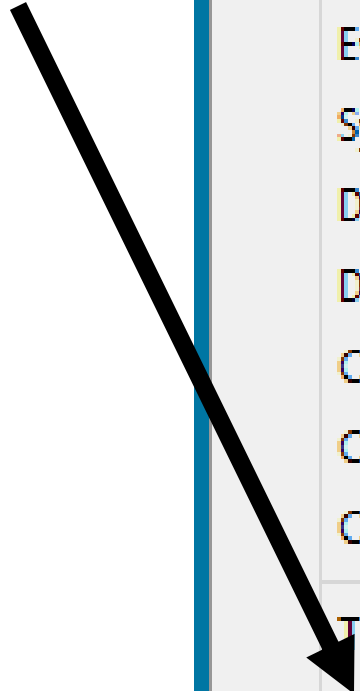
- Programs and Features
- Power Options
- Event Viewer
- System
- Device Manager
- Disk Management
- Computer Management
- Command Prompt
- Command Prompt (Admin)

---

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

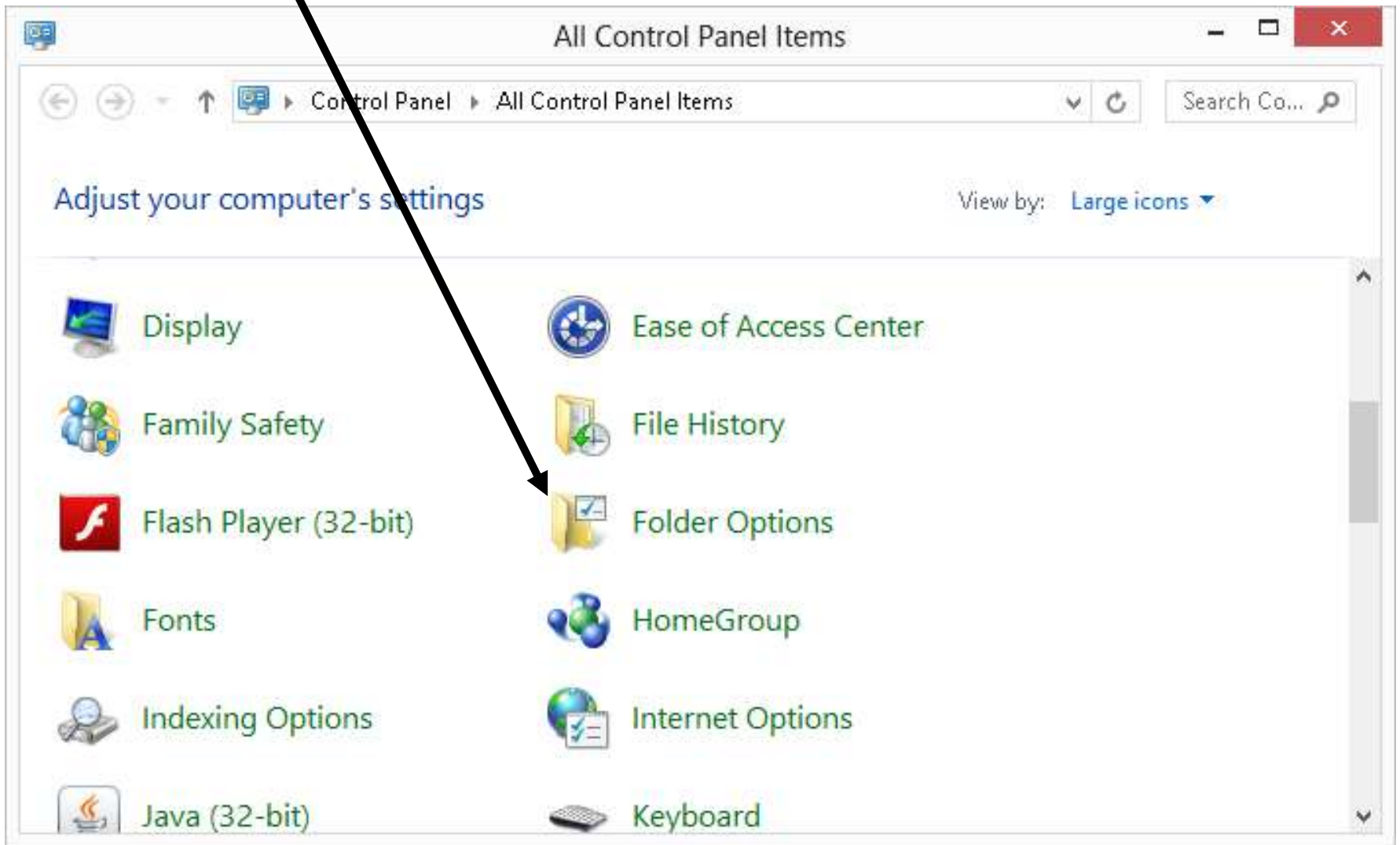
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- Desktop



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

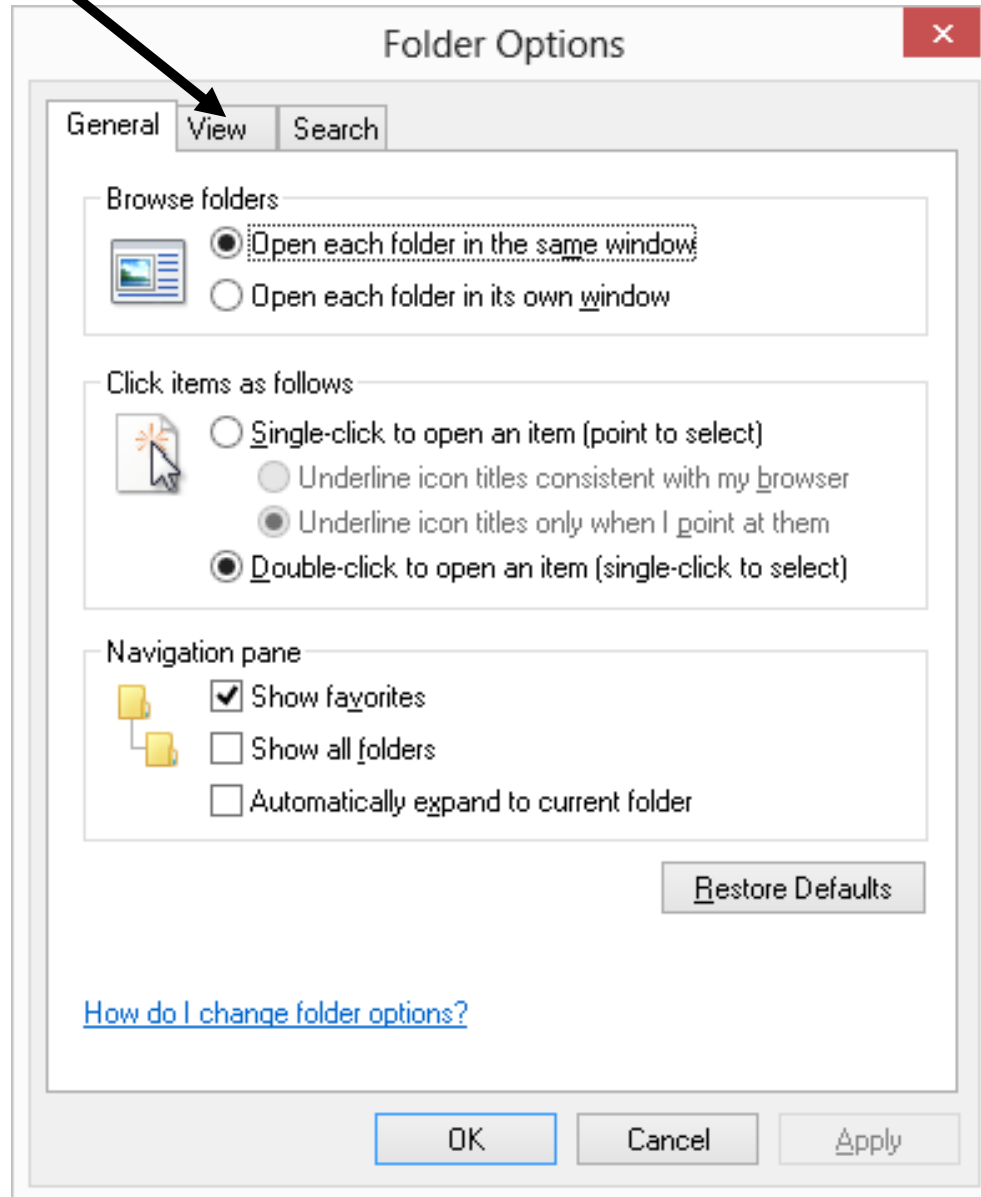
**Step 539: Double-click on "Folder  
Options":**





# 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:

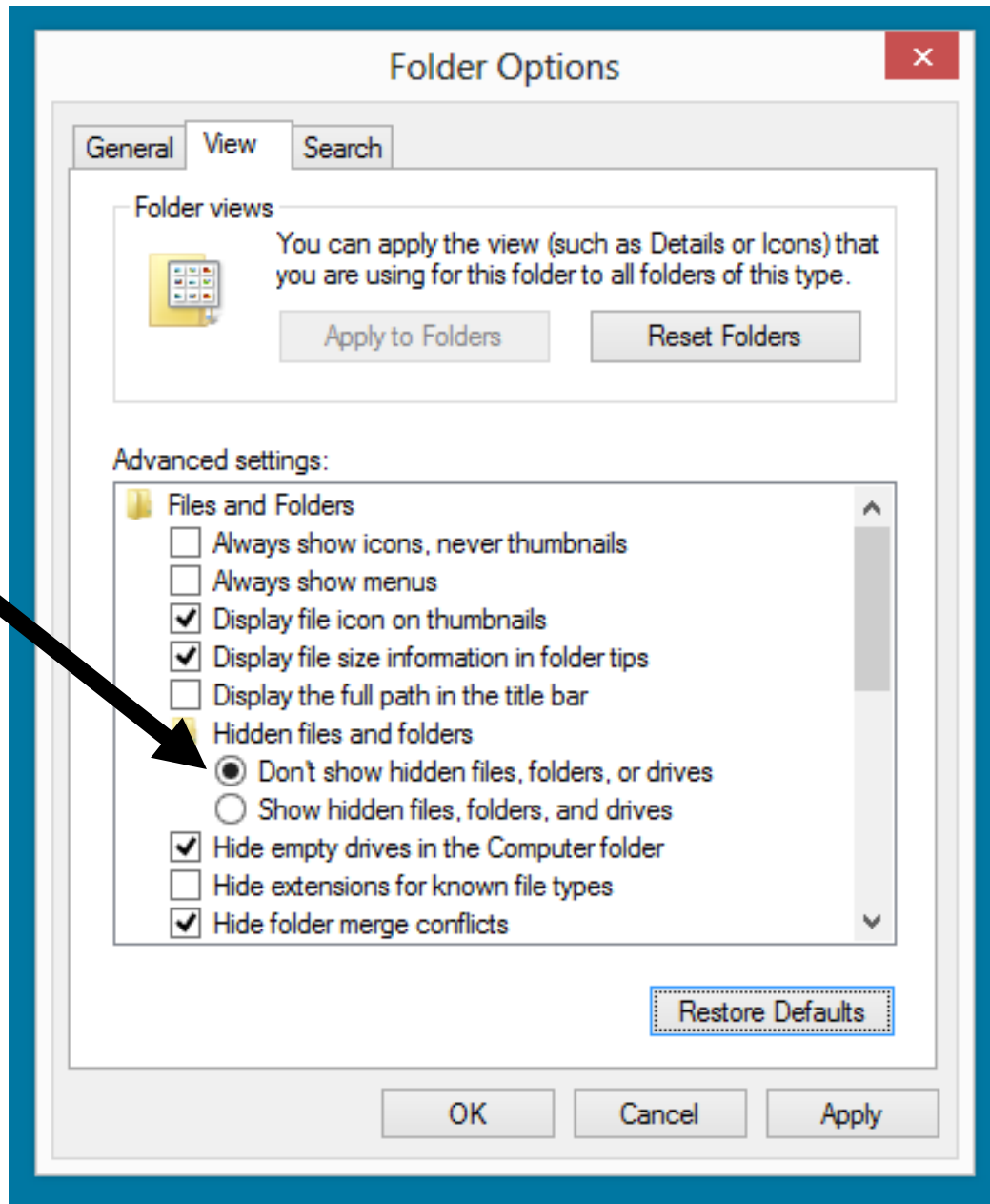
- Files and Folders
  - Always show icons, never thumbnails
  - Always show menus
  - Display file icon on thumbnails
  - Display file size information in folder tips
  - Display the full path in the title bar
- Hidden files and folders
  - Don't show hidden files, folders, or drives
  - Show hidden 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 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

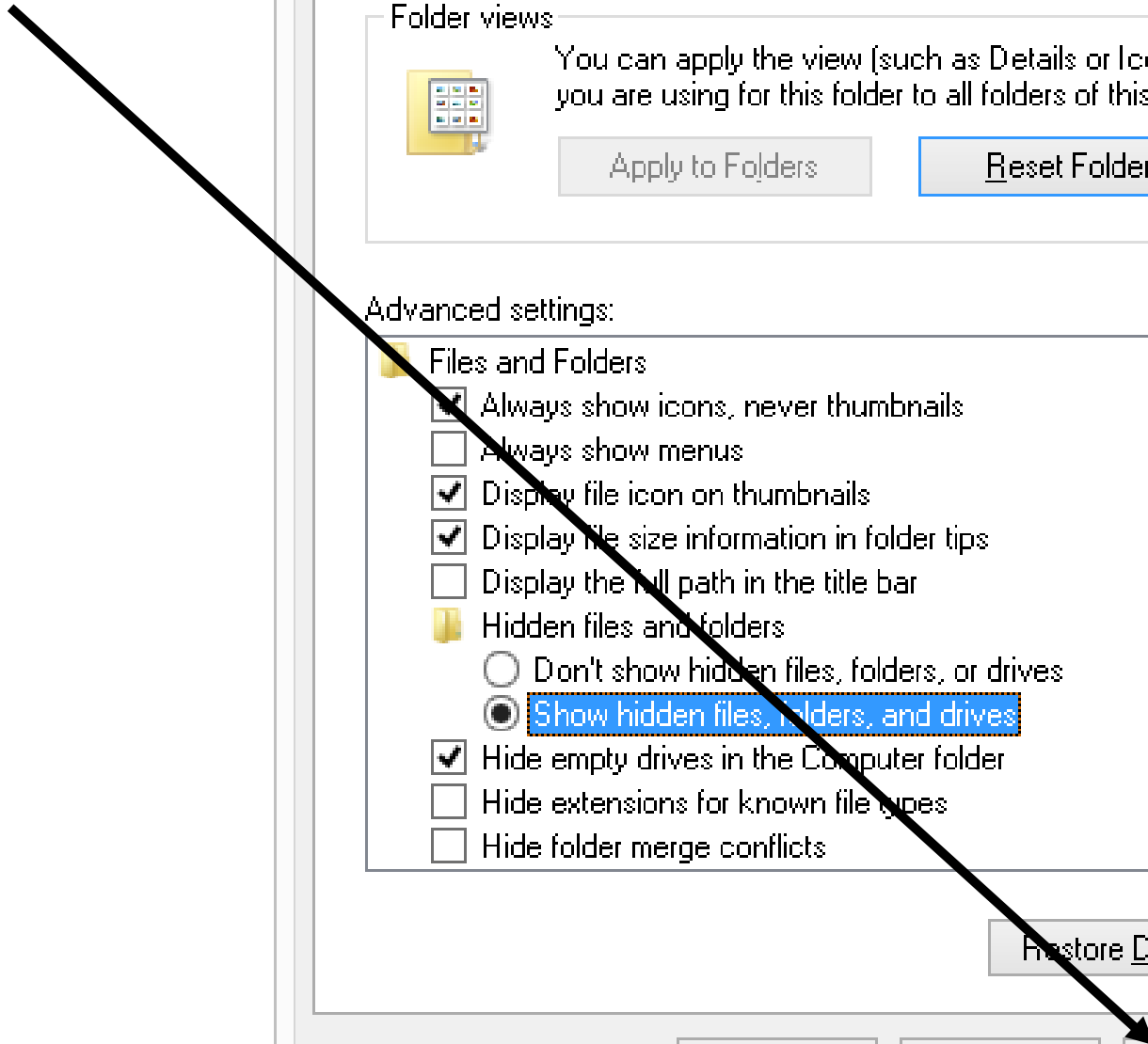
- Don't show hidden files, folders, or drives
- Show hidden files, folders, and drives
- Hide empty drives in the Computer folder
- Hide extensions for known file types
- Hide folder merge conflicts

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:

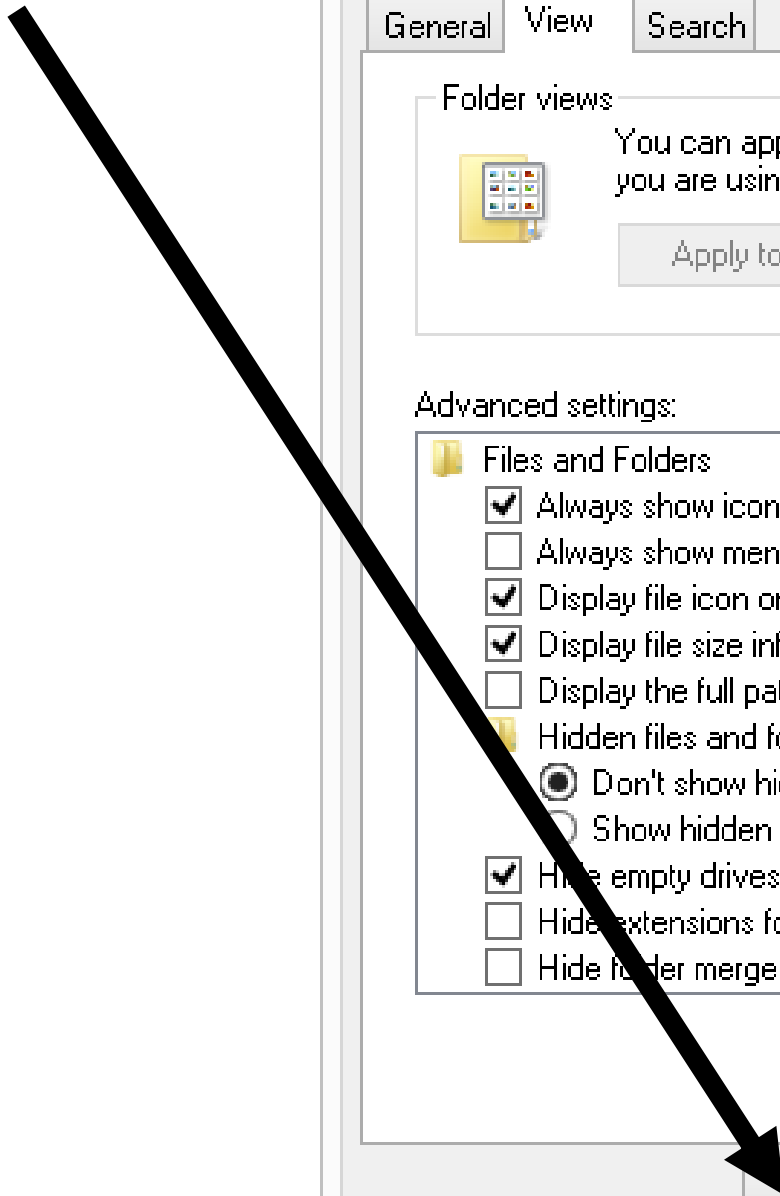
- Files and Folders
  - Always show icons, never thumbnails
  - Always show menus
  - Display file icon on thumbnails
  - Display file size information in folder tips
  - Display the full path in the title bar
- Hidden files and folders
  - Don't show hidden files, folders, or drives
  - Show hidden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

Restore Defaults

OK

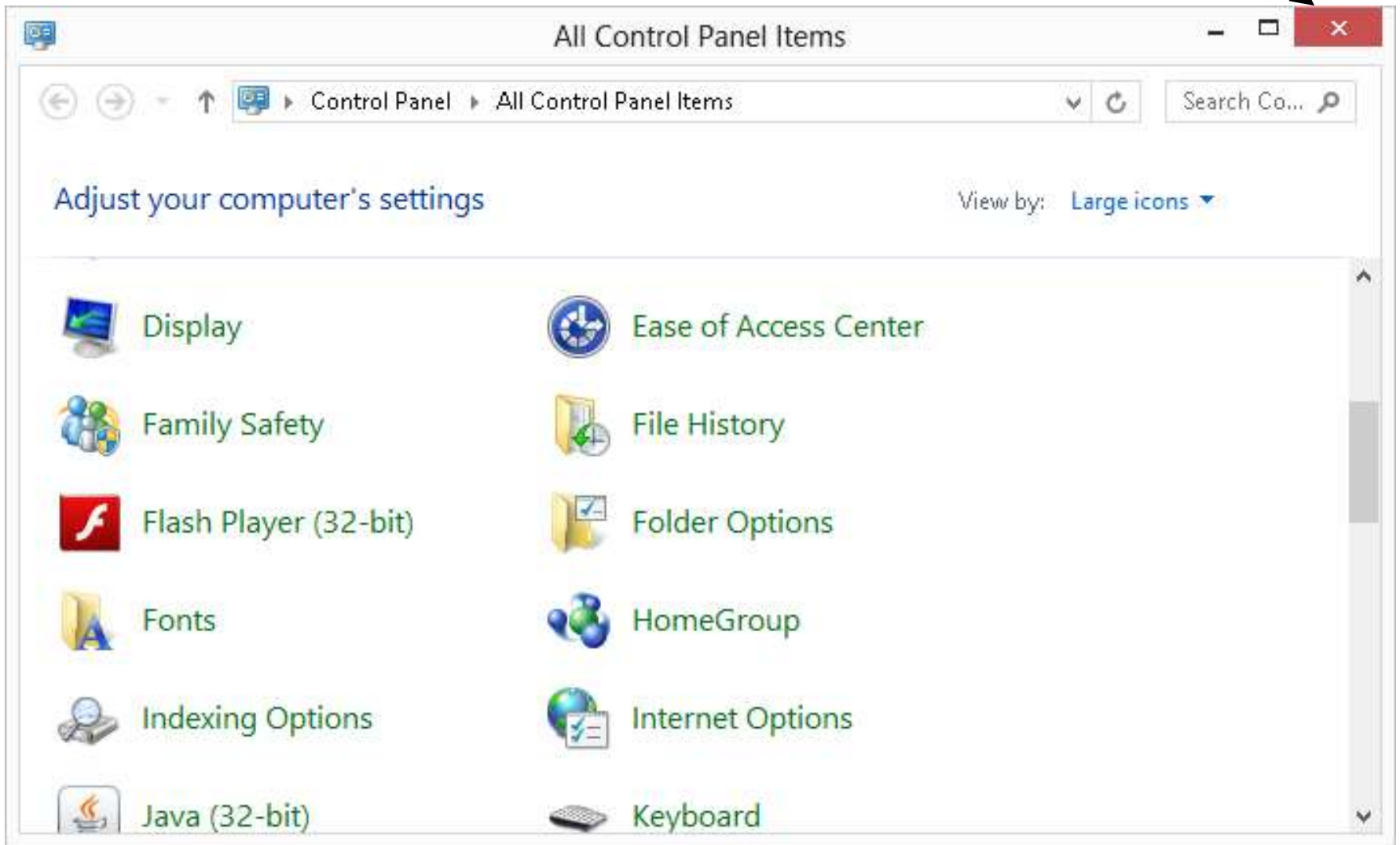
Cancel

Apply



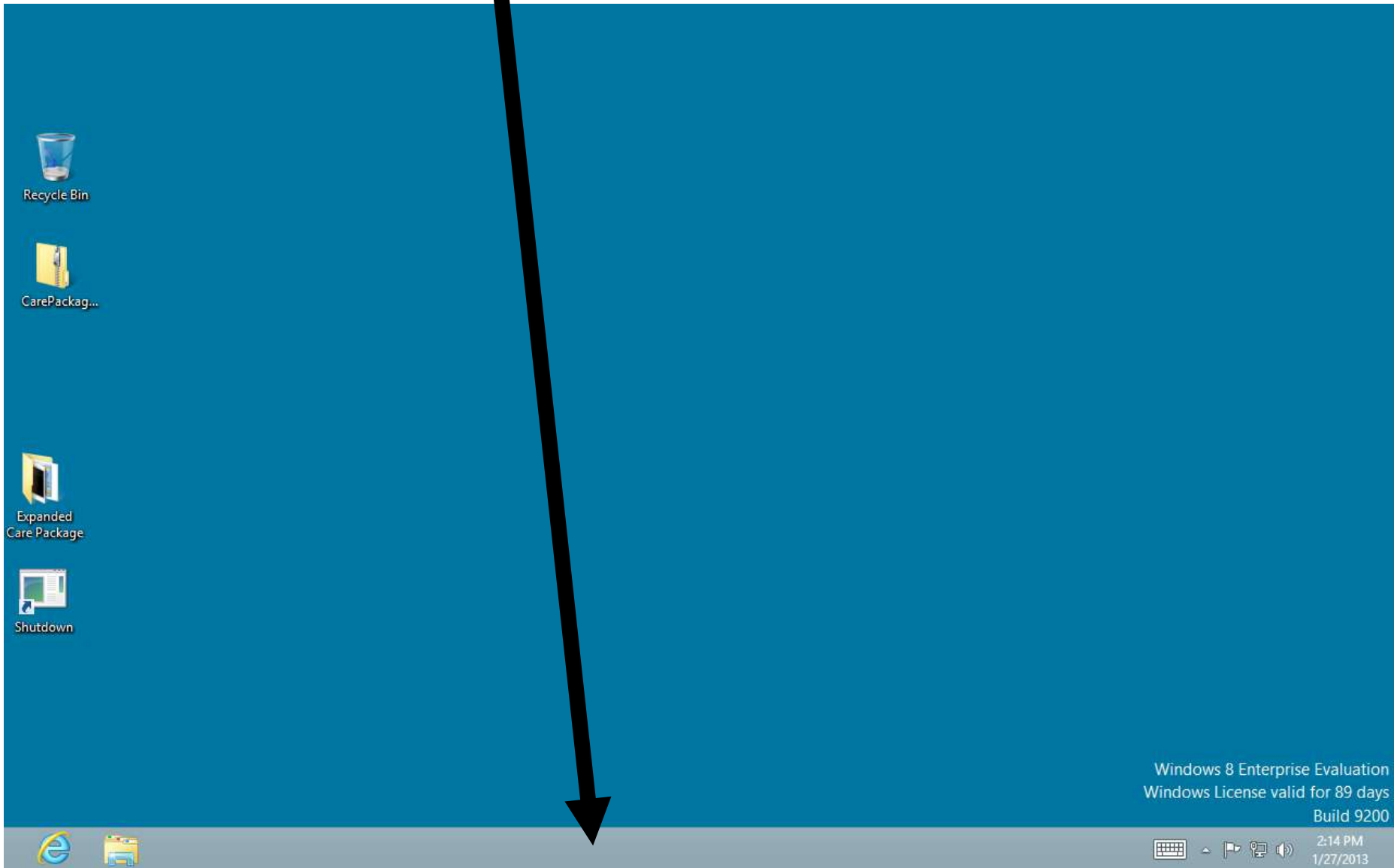
# Big Step 500: Use Taskbar-based "Toolbars" (continued)

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:**



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2:14 PM  
1/27/2013

# 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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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

---

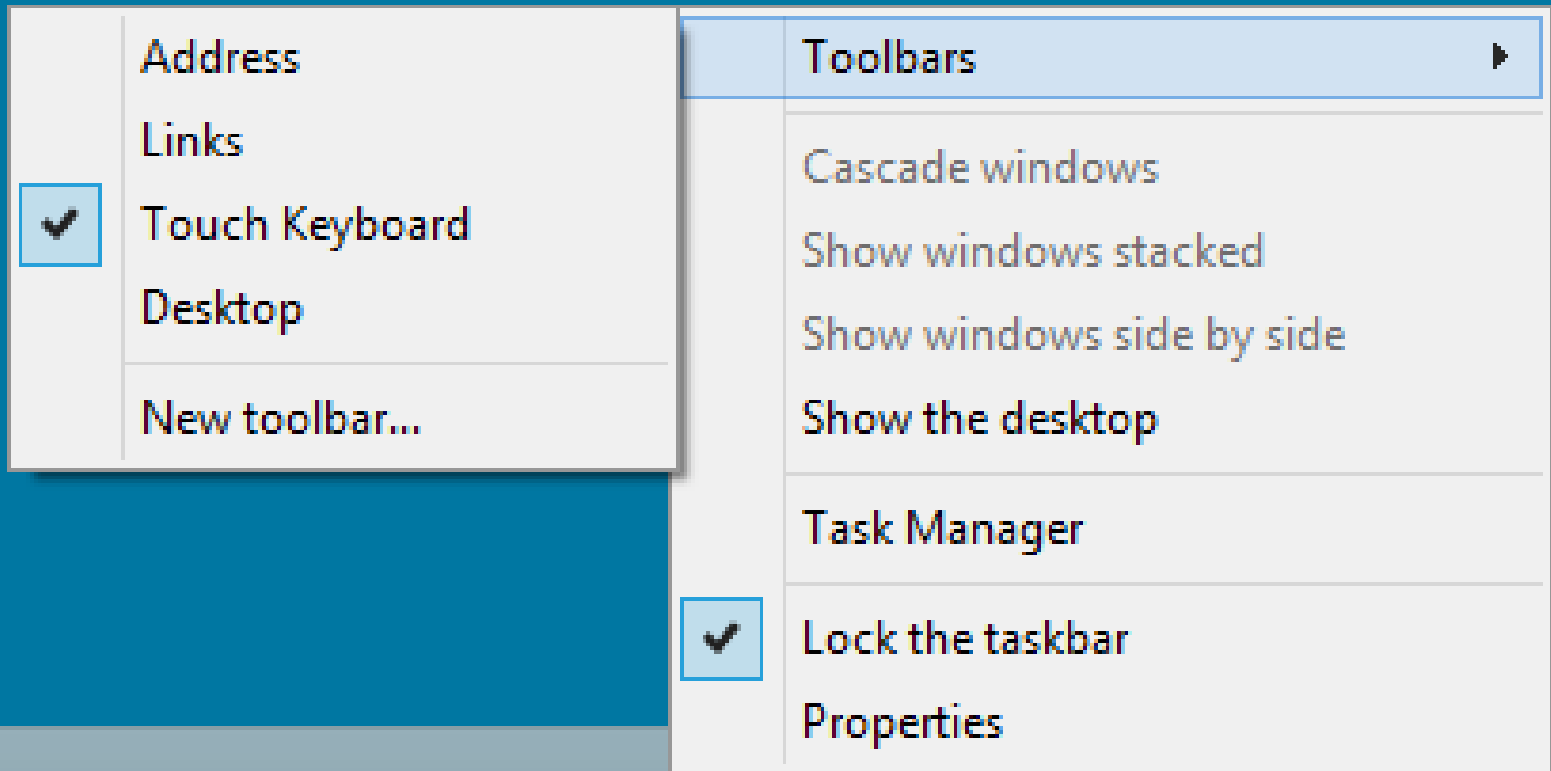
- Task Manager

---

- Lock the taskbar
- Properties

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

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



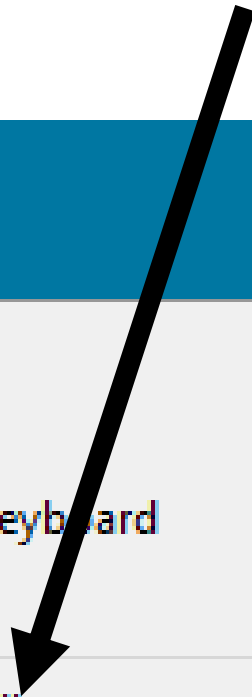
# Big Step 500: Use Taskbar-based "Toolbars" (continued)

**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

---

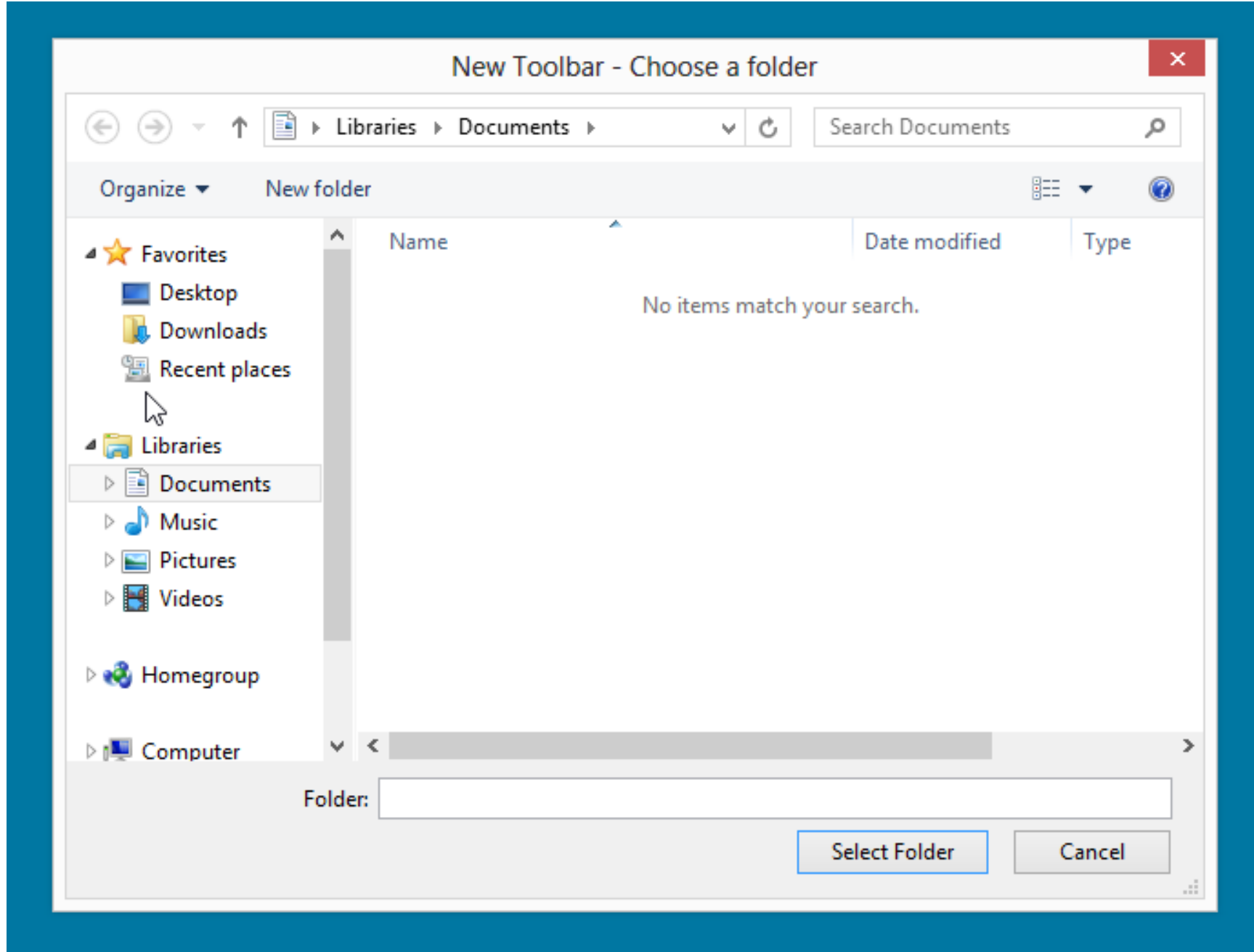
- Task Manager

---

- Lock the taskbar
- Properties

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

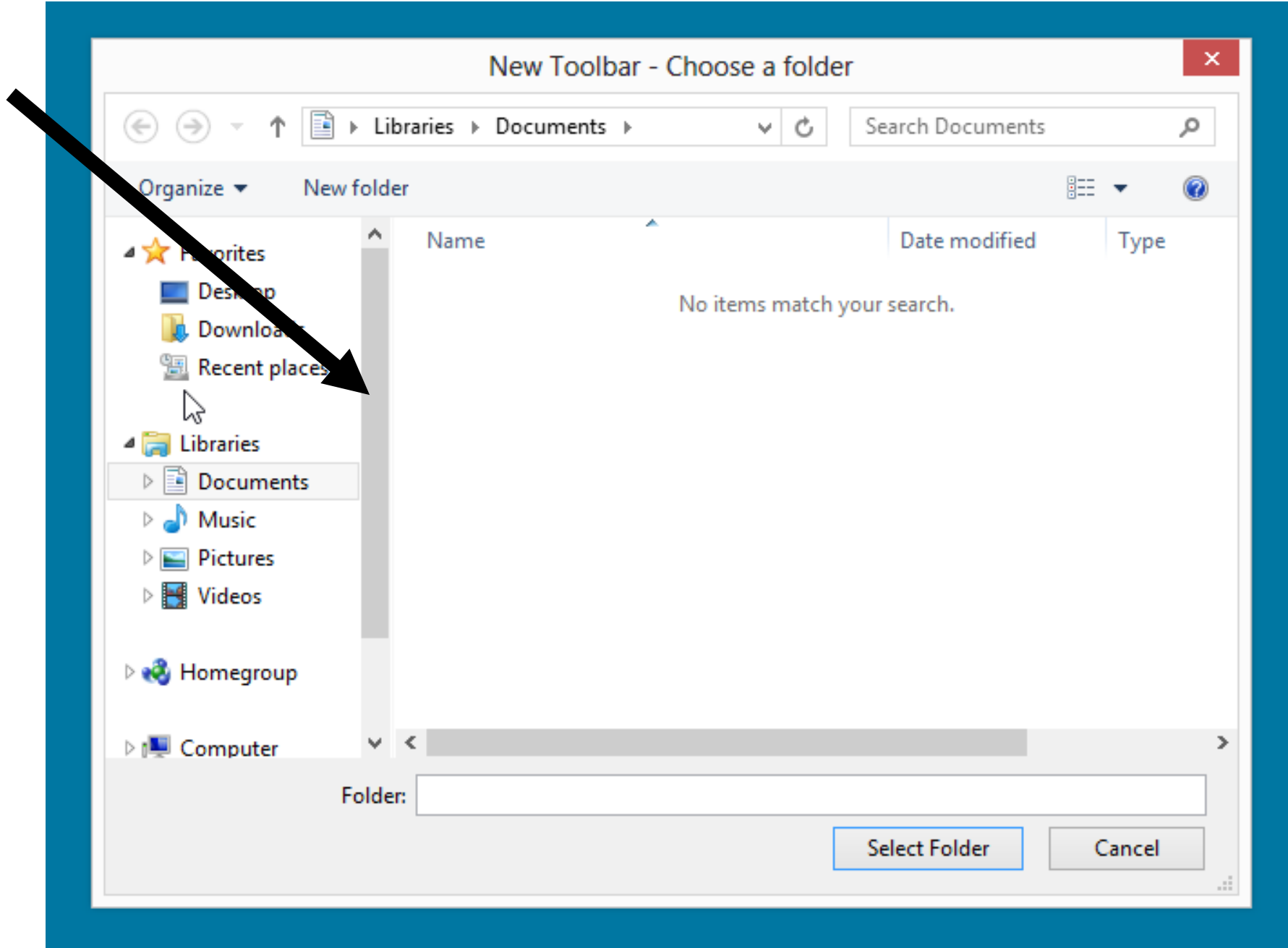
Step 550: A "New Toolbar -  
Choose a folder" box will be  
displayed:

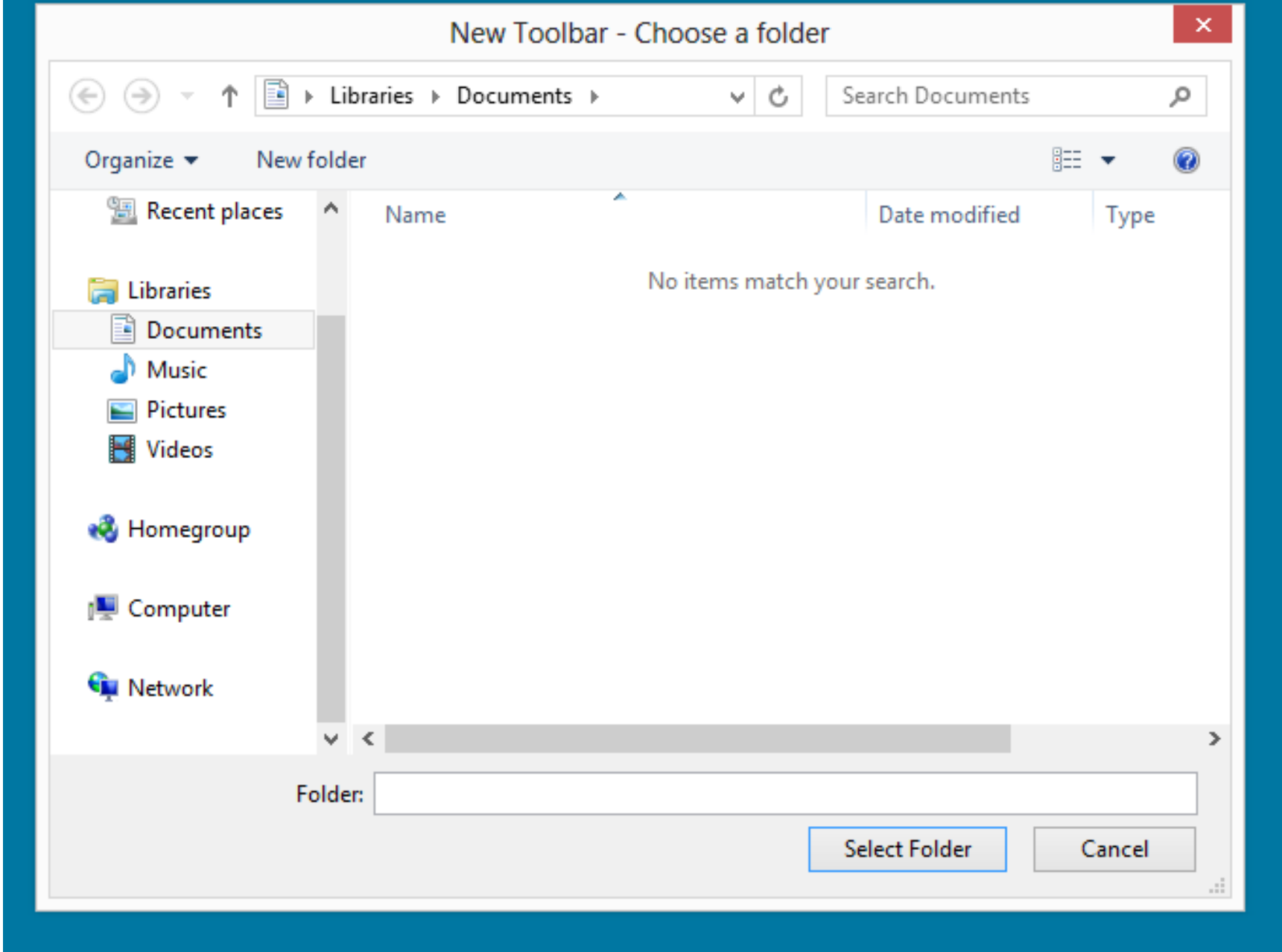


# Big Step 500: Use Taskbar-based "Toolbars" (continued)

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

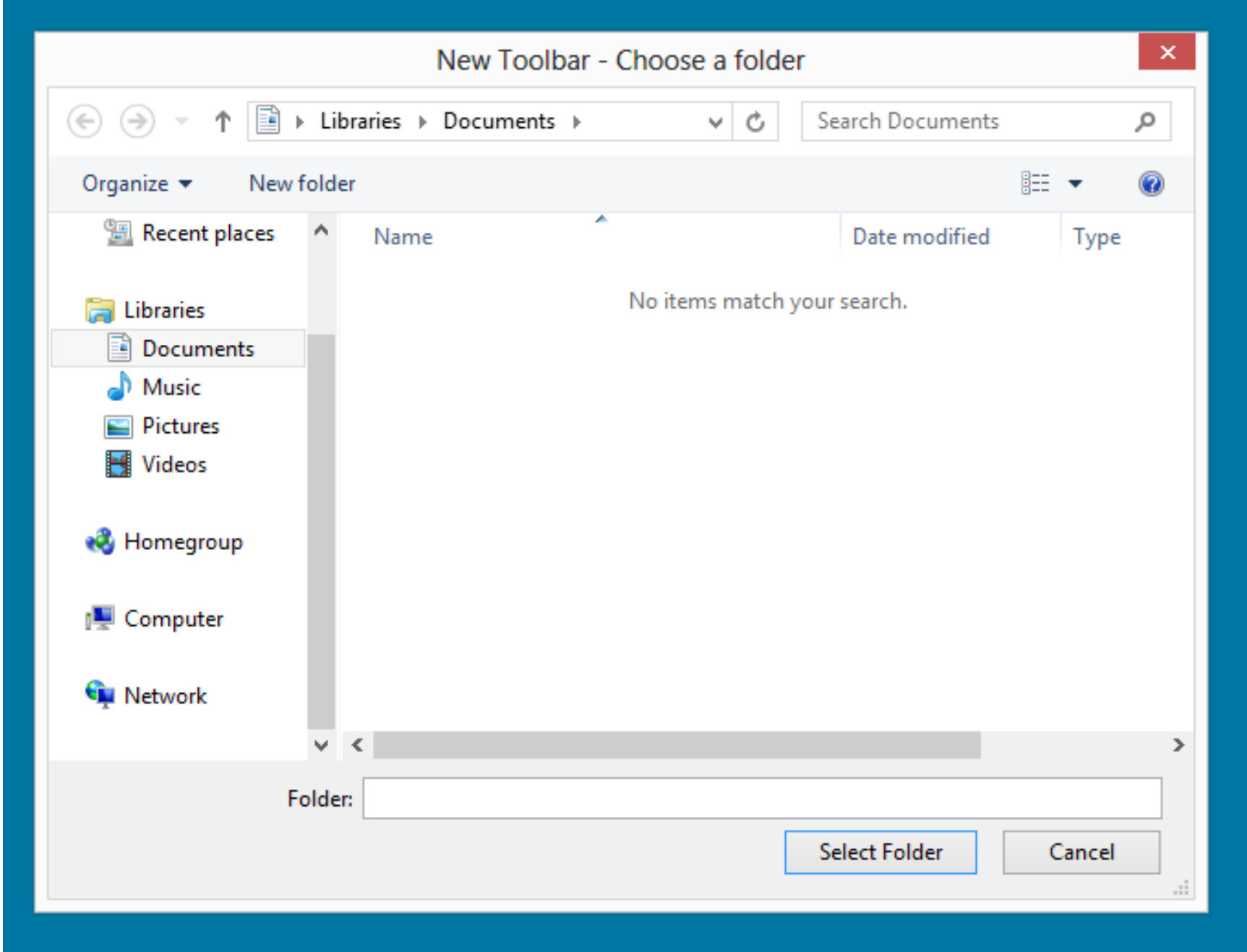






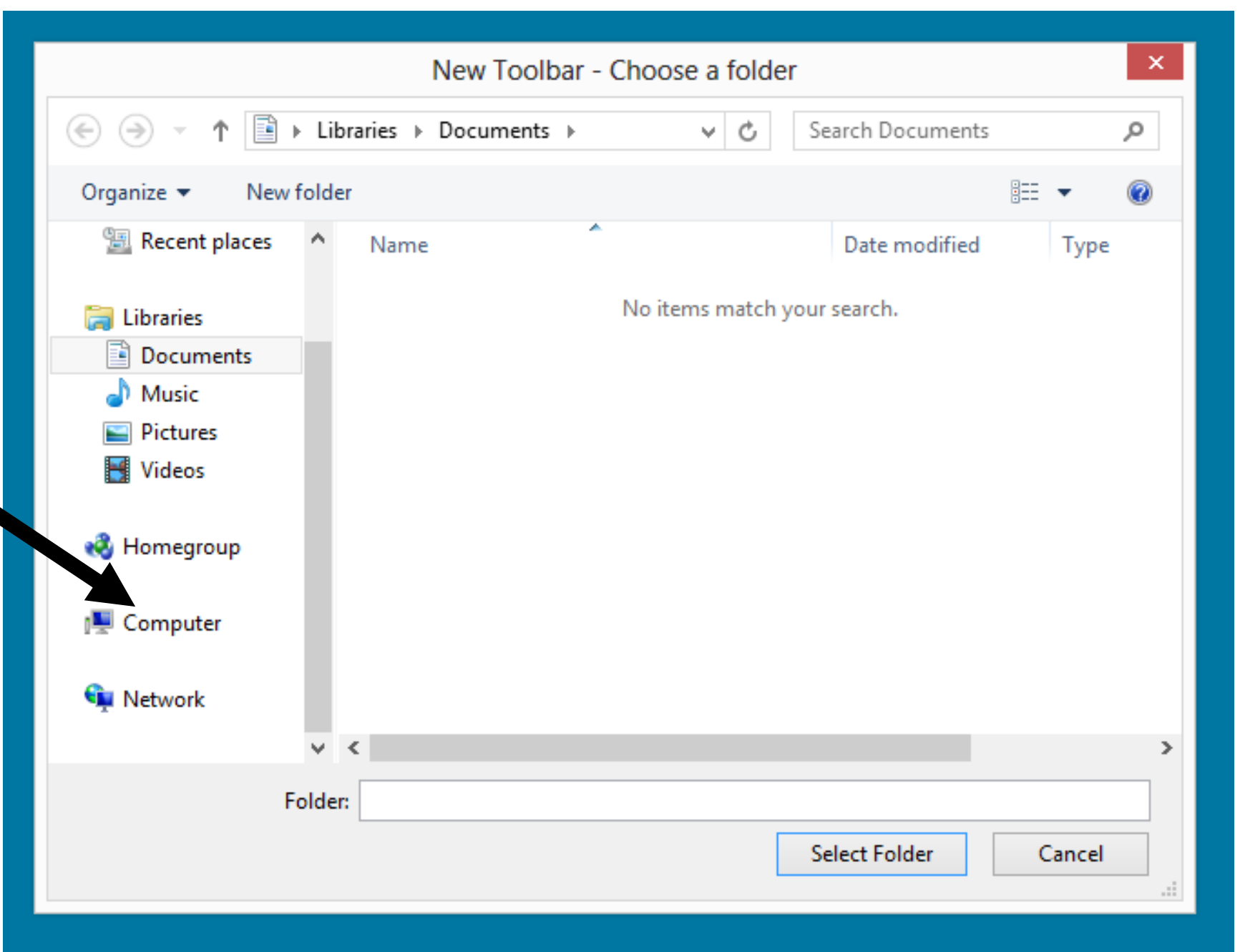
# Big Step 500: Use Taskbar-based "Toolbars" (continued)

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



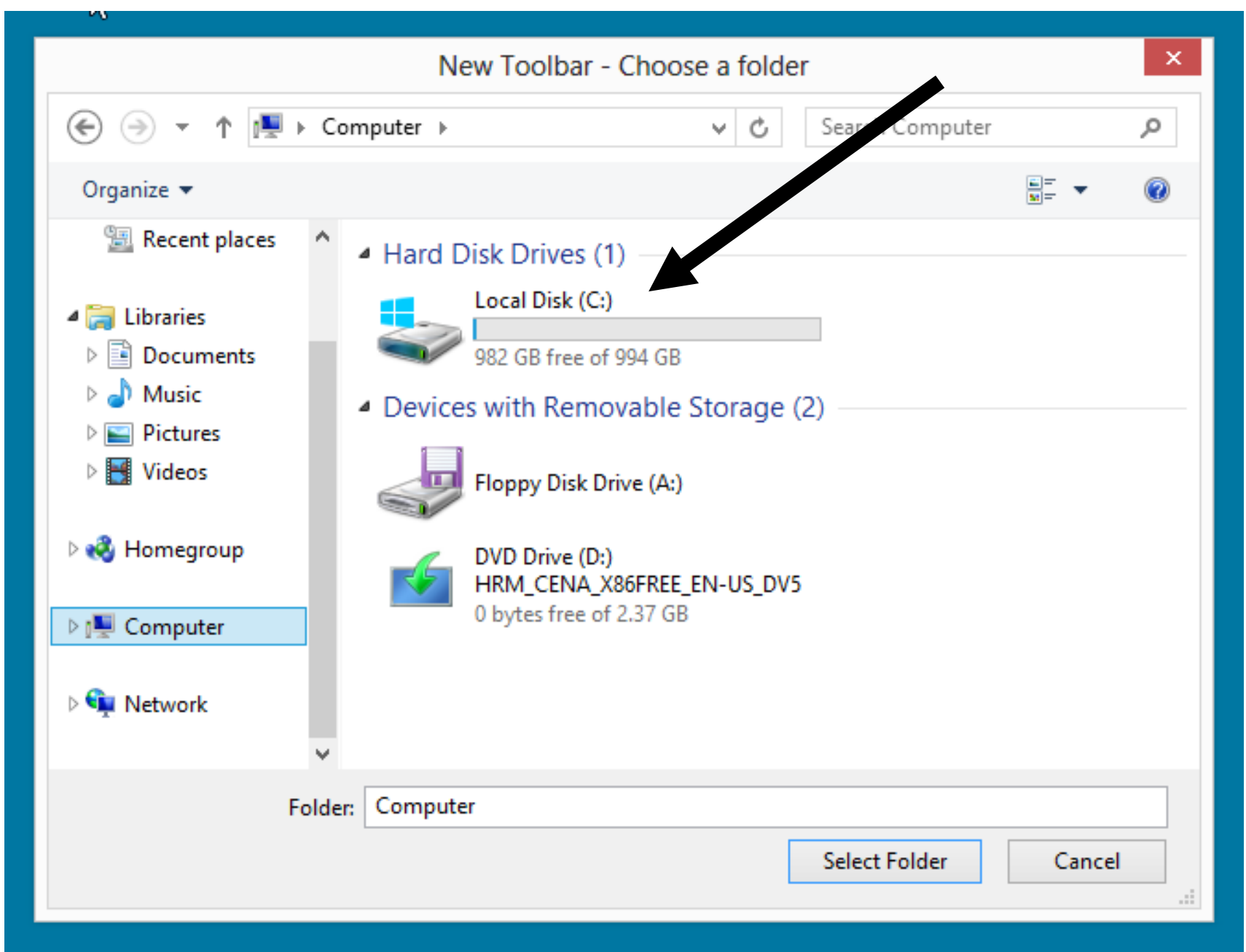
# Big Step 500: Use Taskbar-based "Toolbars" (continued)

## Step 553: Click on "Computer":



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

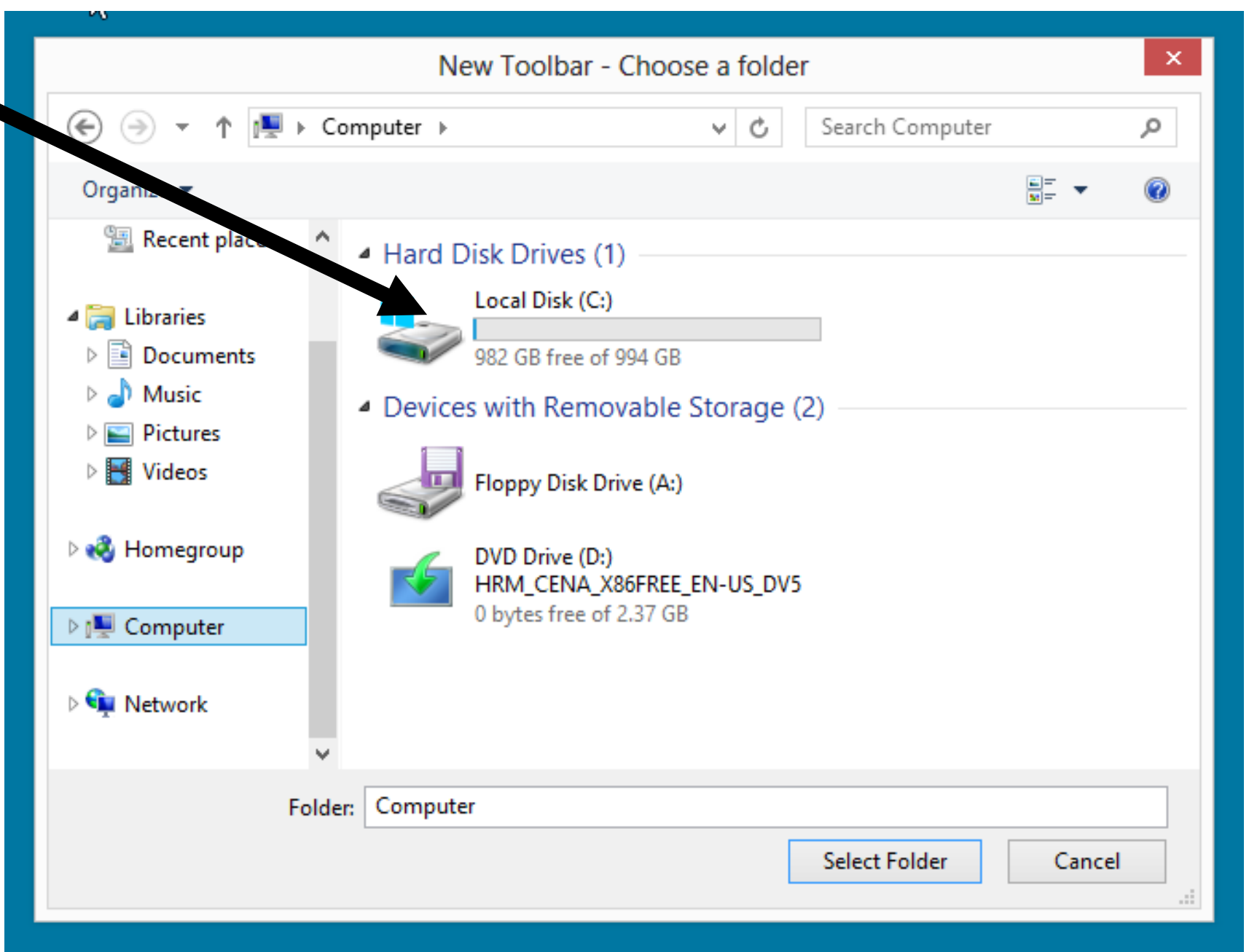
**Step 554: The hard drive(s) of your computer will now be displayed in the right-most pane:**





# 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

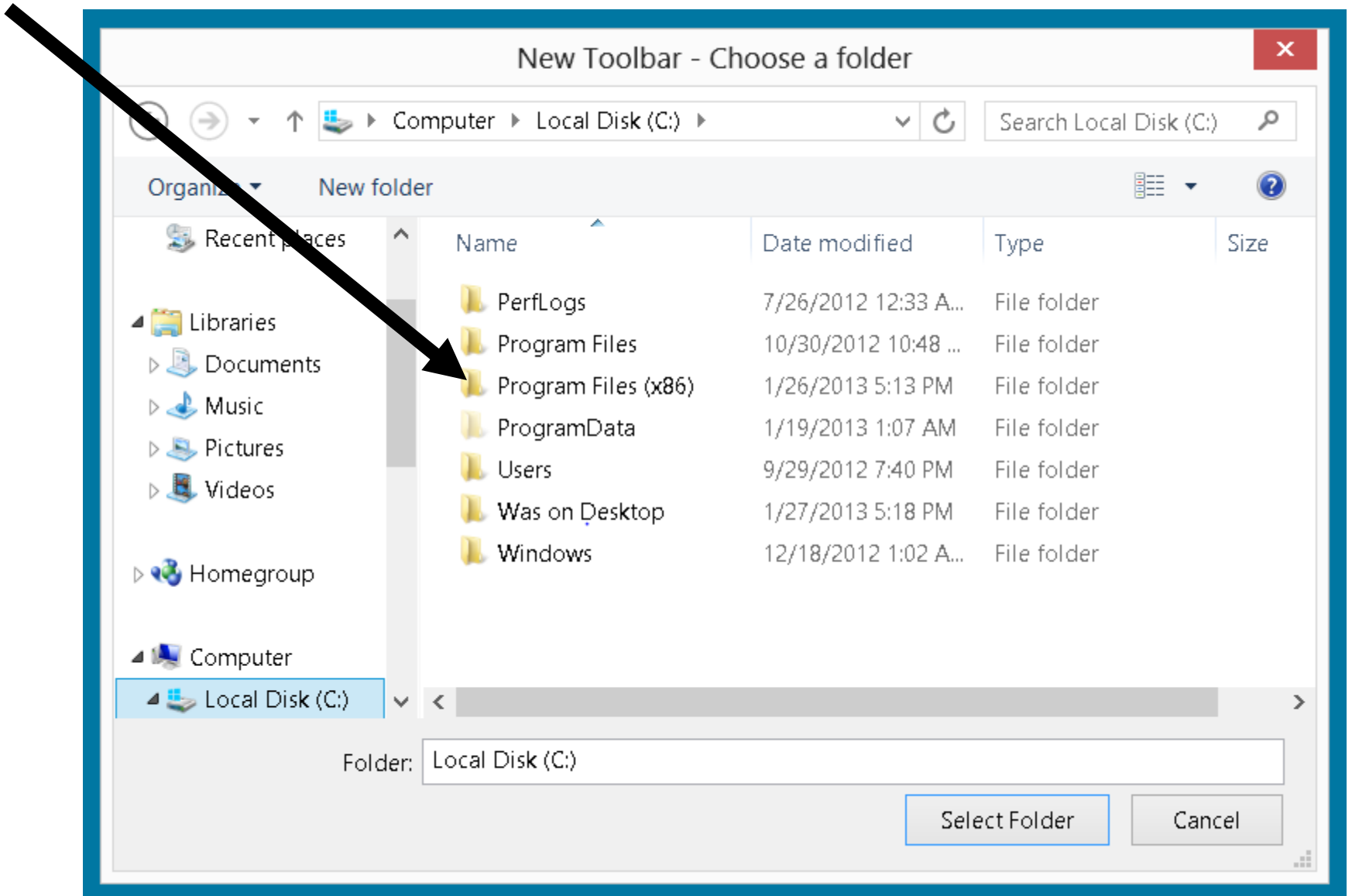
## Big Step 500: Use Taskbar-based "Toolbars" (continued)

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)

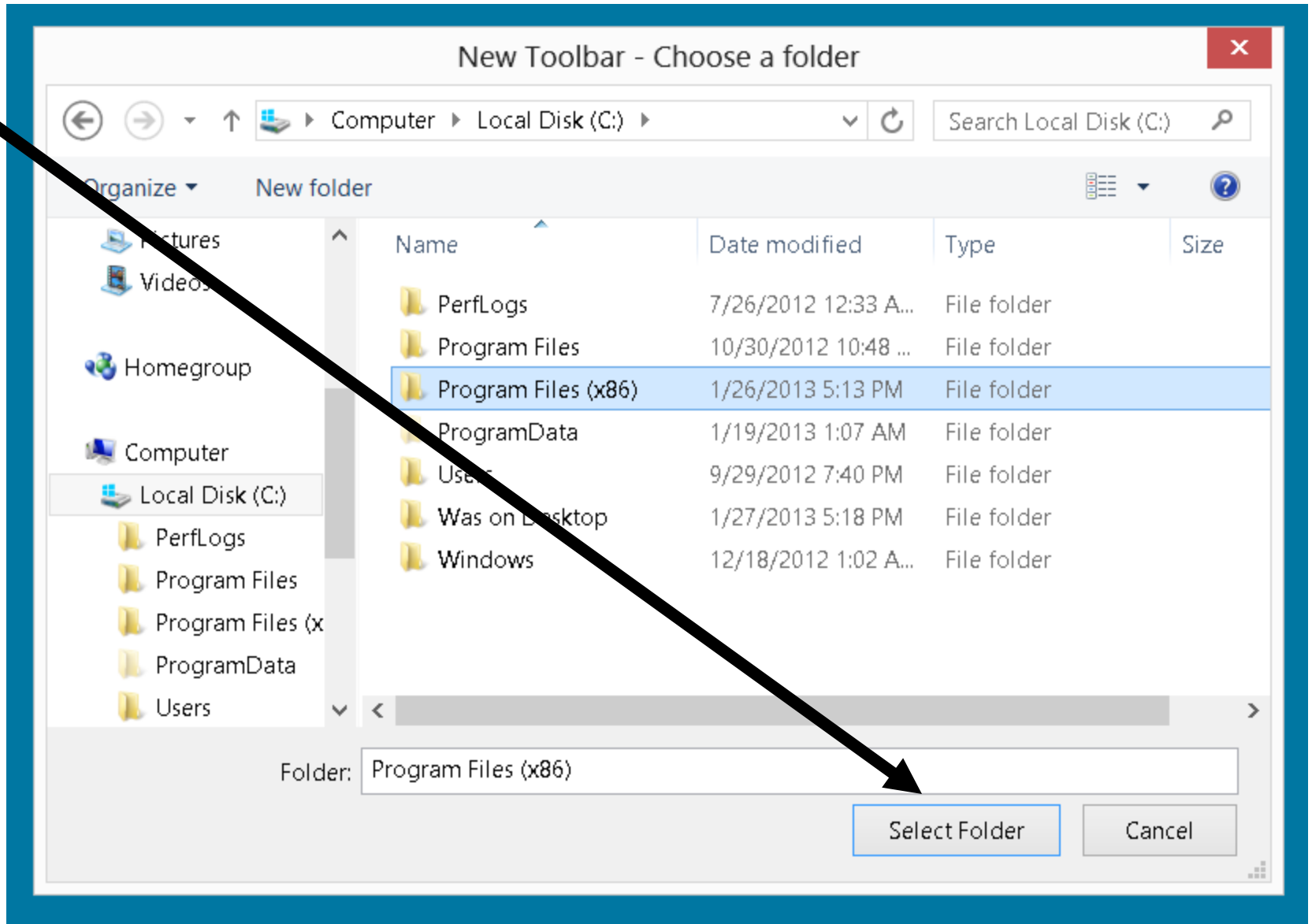
**Step 558: Click once on the  
"Program Files (x86)" folder:**



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

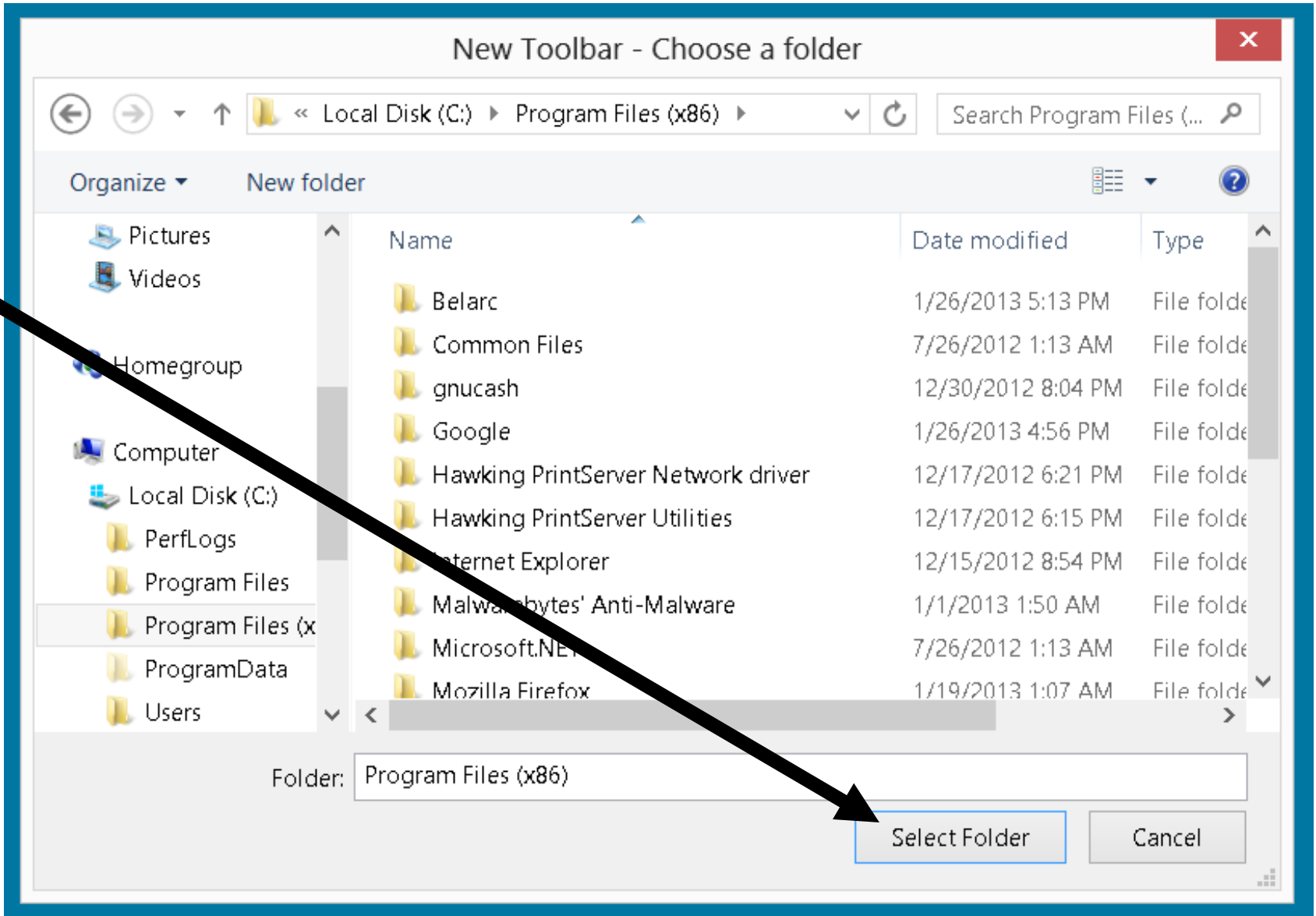
Step 559: The "Folder:" field will now indicate that you have selected the "Program Files (x86)" folder:





# 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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Build 9200

Start Menu »

Program Files (x86) »



5:49 PM  
1/27/2013

Windows 8 Enterprise Evaluation  
Windows License valid for 56 days  
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) >>

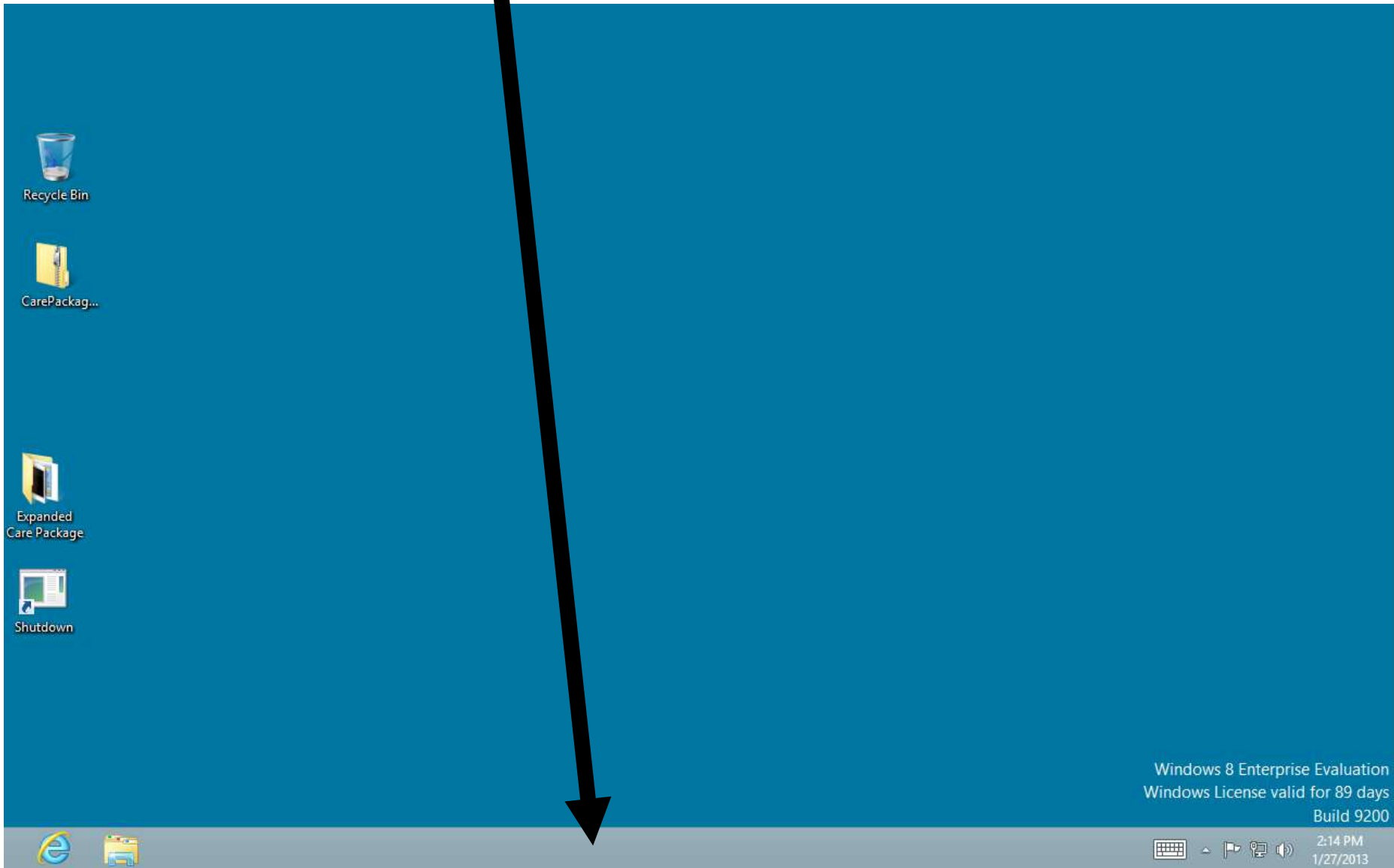


6:01 PM  
1/27/2013

**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  
1/27/2013

# 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

---

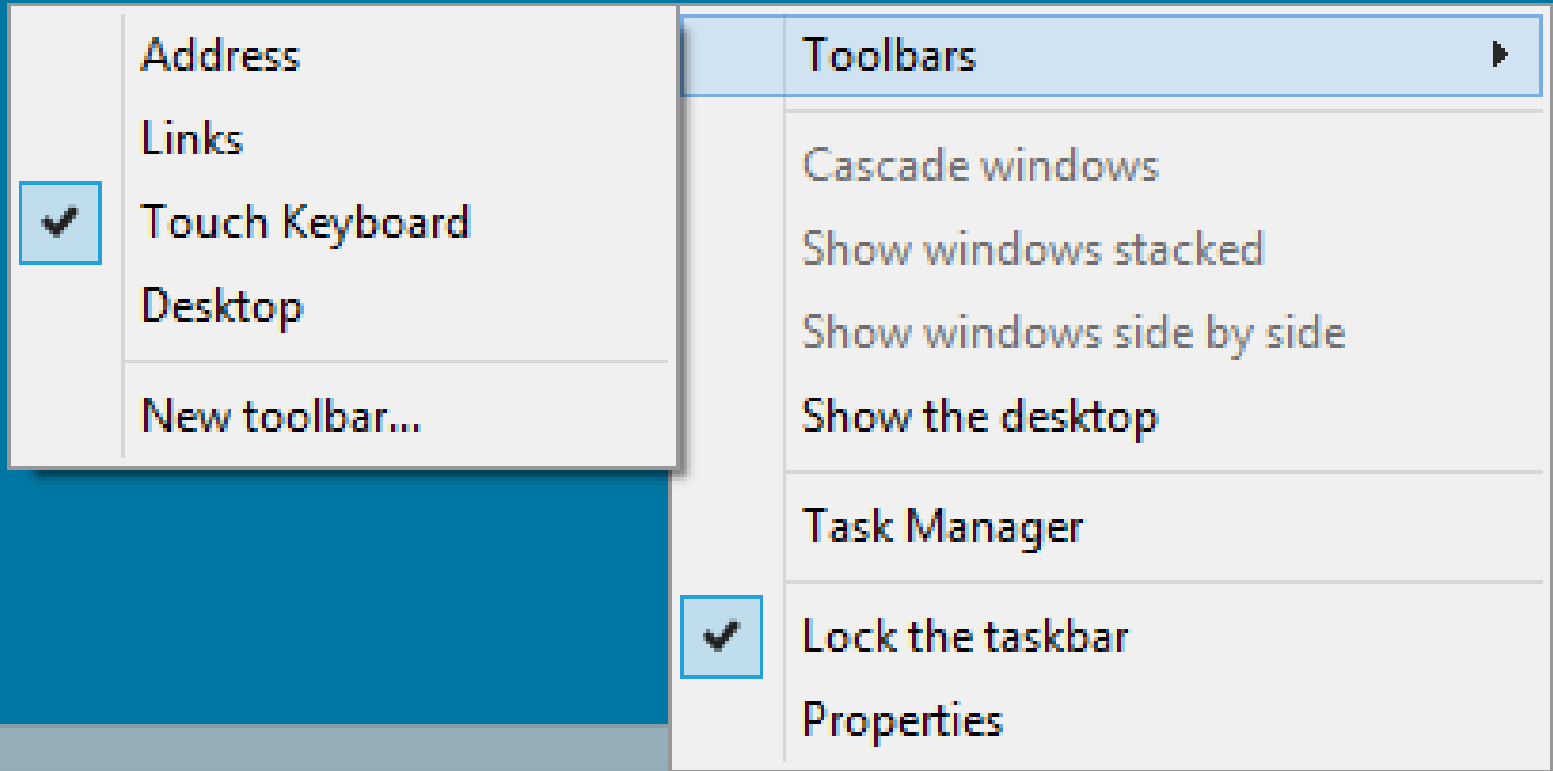
- Task Manager

---

- Lock the taskbar
- Properties

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

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



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

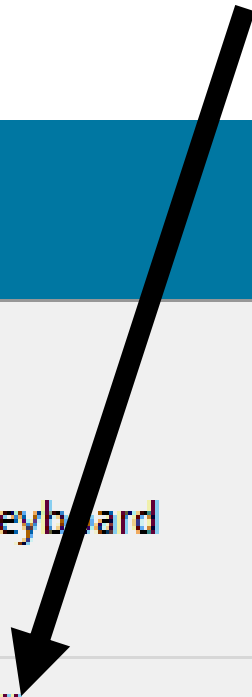
## Step 566: Click on "New toolbar..":



- Address
- Links
- Touch Keyboard
- Desktop

---

- New toolbar...



- Toolbars ▶

---

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

---

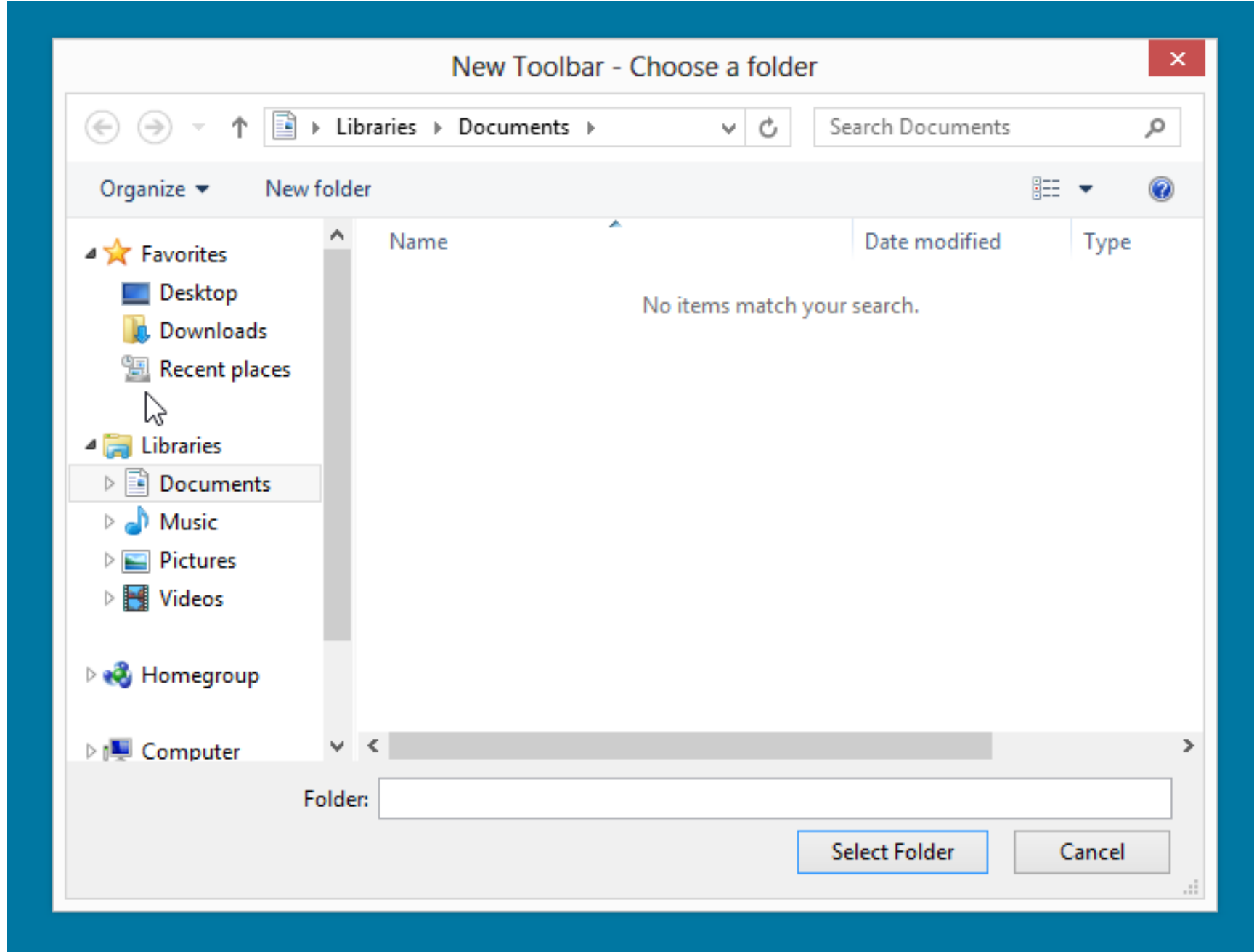
- Task Manager

---

- Lock the taskbar
- Properties

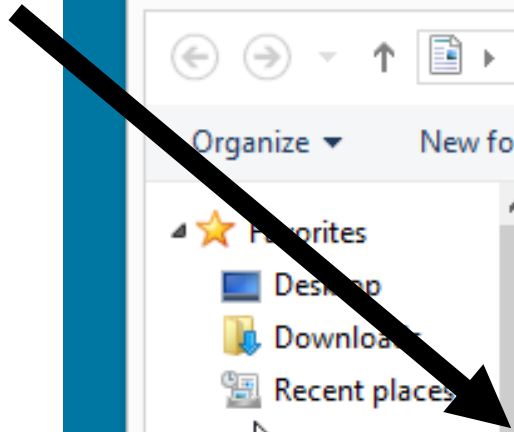
# Big Step 500: Use Taskbar-based "Toolbars" (continued)

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

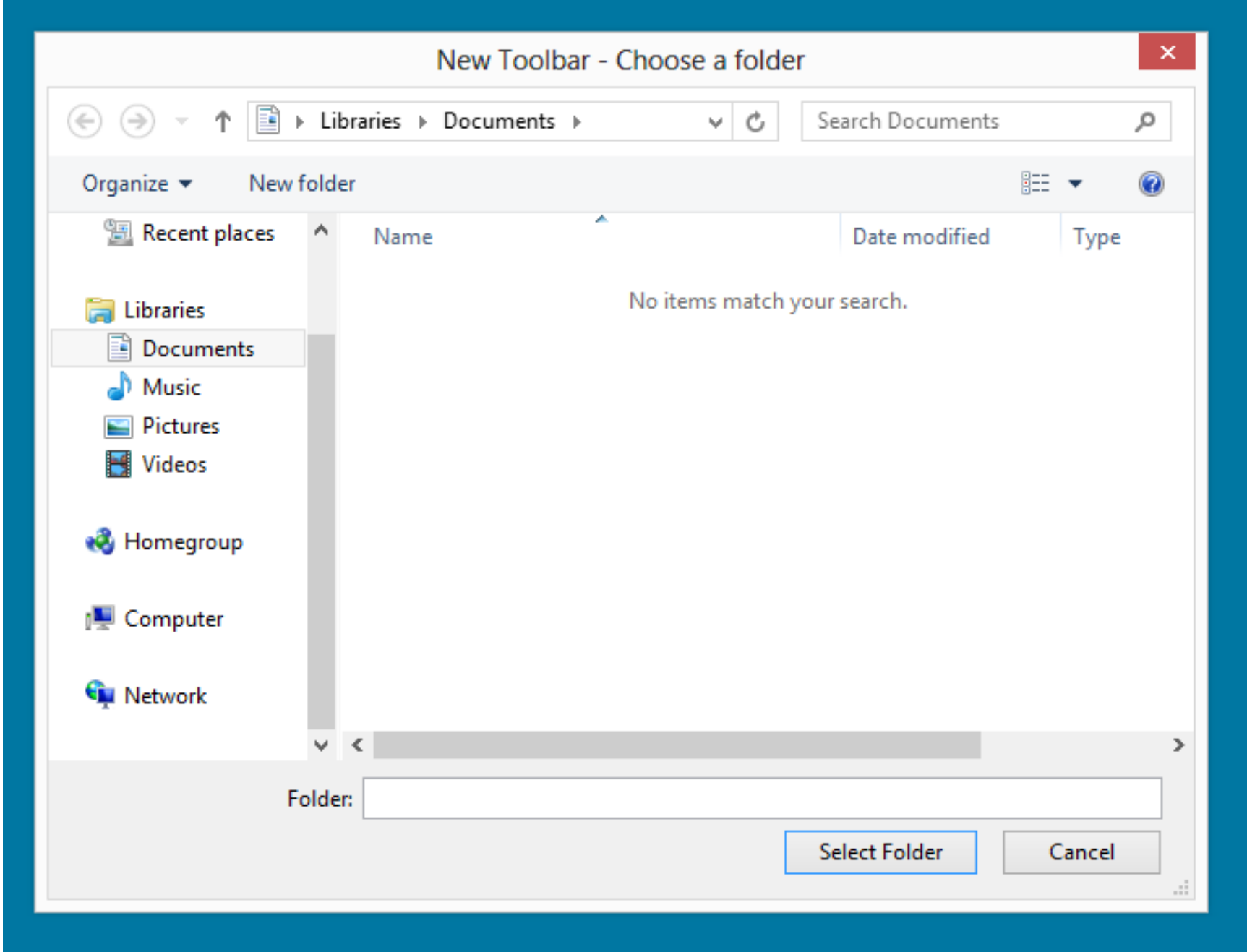
Organize New folder

Name	Date modified	Type
No items match your search.		

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

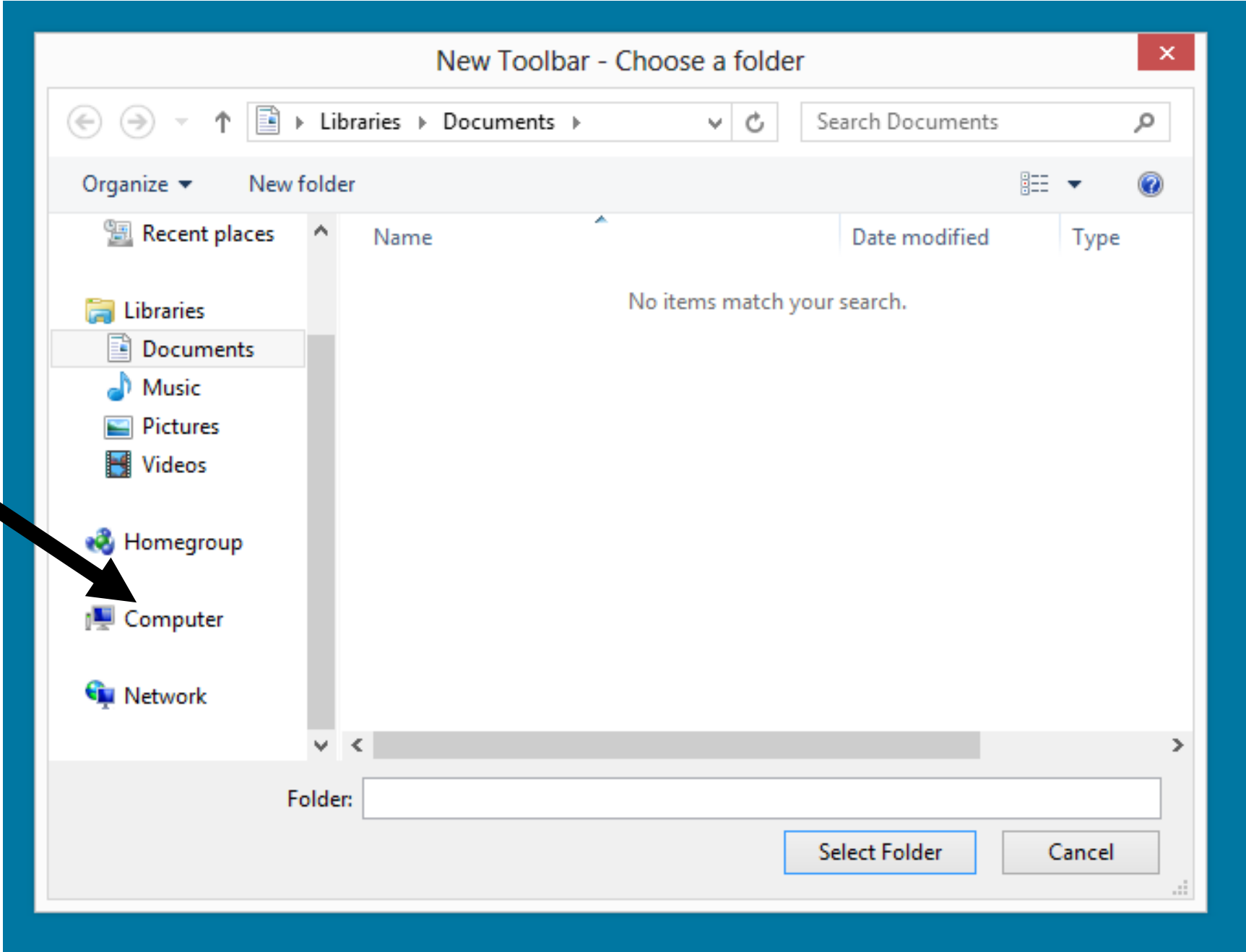
Folder:

Select Folder Cancel



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

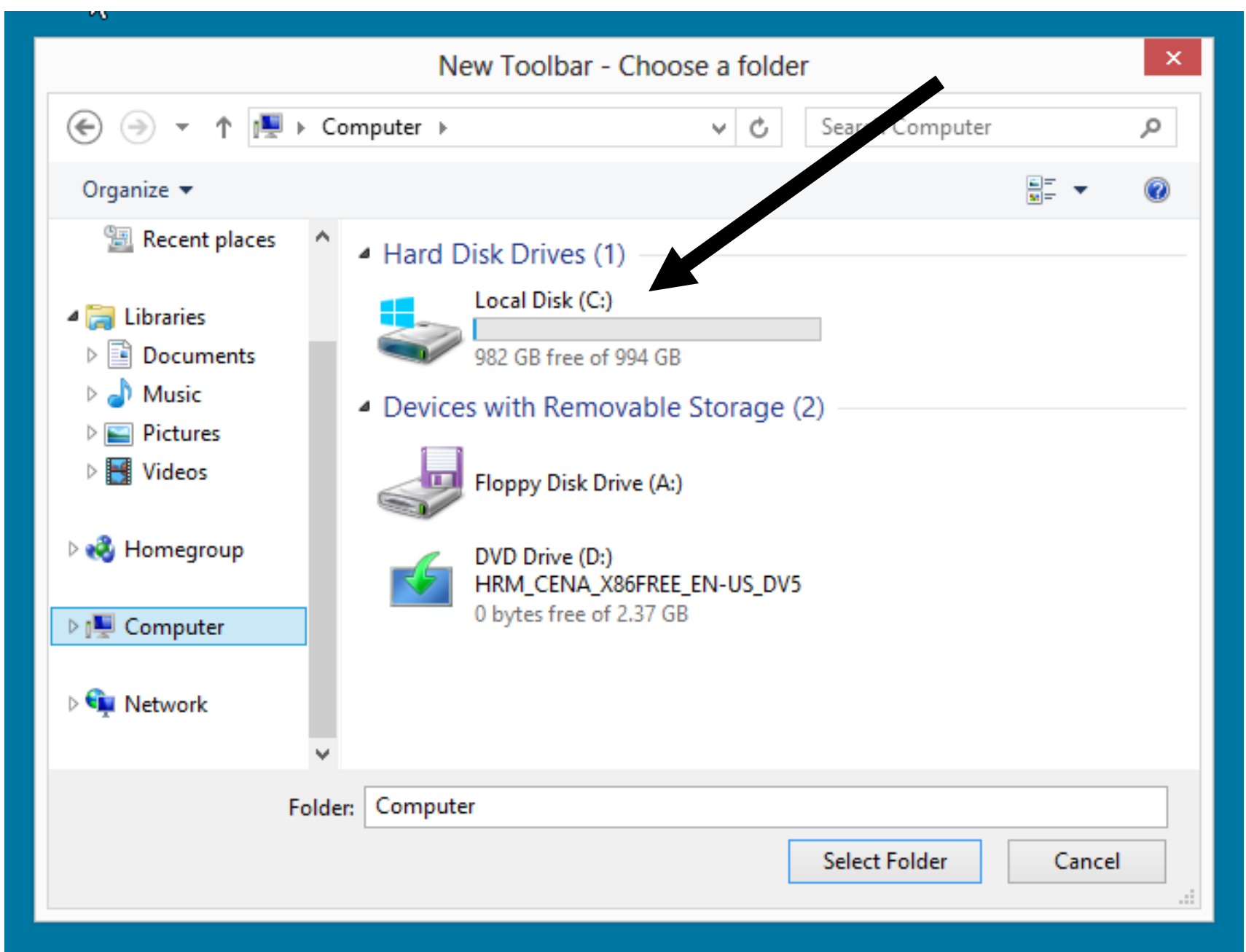
## Step 569: Click on "Computer":





# 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

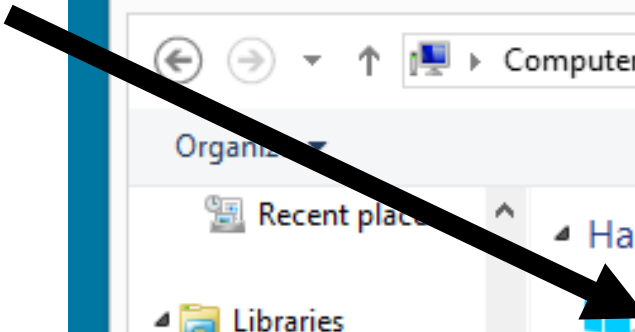
Organize

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

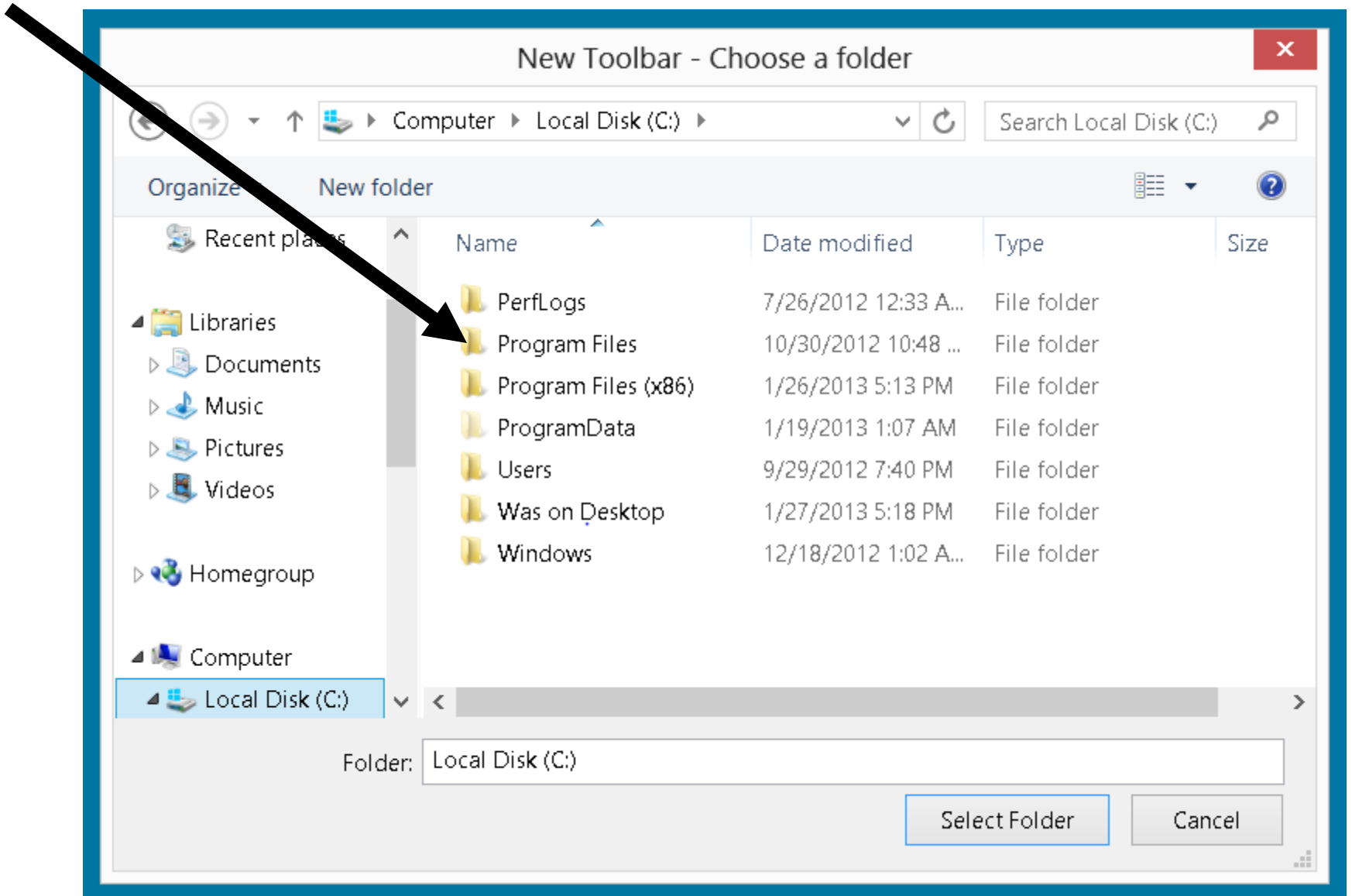
Folder: Local Disk (C:)

Select Folder

Cancel

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

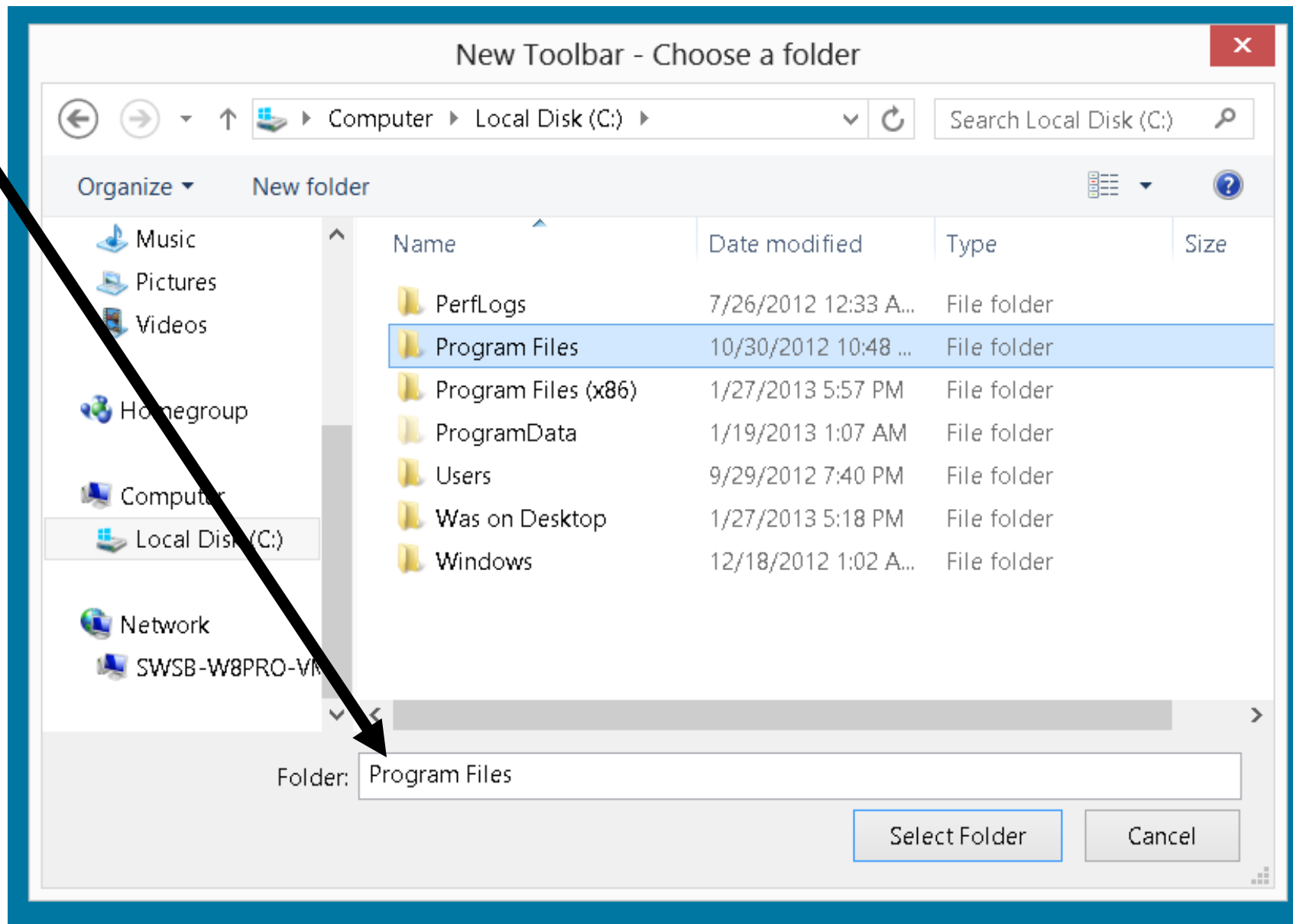
**Step 573: Click once on the  
"Program Files" folder:**





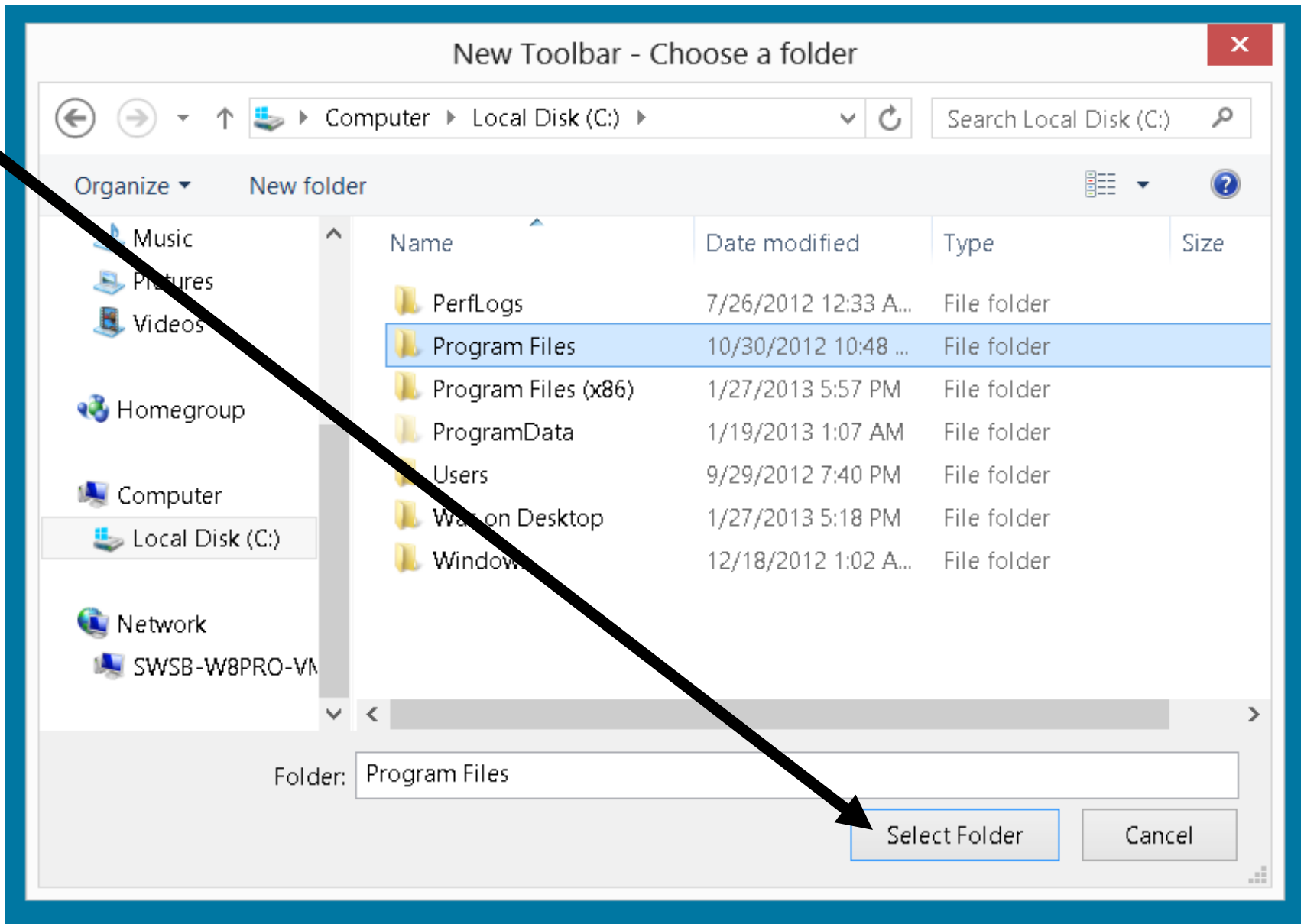
# Big Step 500: Use Taskbar-based "Toolbars" (continued)

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  
Windows License valid for 56 days  
Build 9200

Start Menu >> Program Files (x86) >> Program Files >>

System tray area containing icons for network, volume, and other background processes, along with the system clock showing 6:26 PM on 1/27/2013.