

# Windows® 7

## Change how buttons appear on the taskbar

You can customize the taskbar, including the appearance of buttons and how they group together when you have multiple windows open.

Here are your choices for setting taskbar button appearance:

- **Always combine, hide labels**

This is the default setting. Each program appears as a single, unlabeled button, even when multiple windows for a program are open.



*A single button represents both a program and open windows*

- **Combine when taskbar is full**

This setting shows each window as an individual, labeled button. When the taskbar becomes crowded, programs with multiple open windows collapse into a single program button. Clicking the button displays a list of the windows that are open. Both this setting and **Never combine** resemble the look and behavior of earlier versions of Windows.



*Individually labeled buttons combine when the taskbar is full*

- **Never combine**

This setting is similar to **Combine when taskbar is full**, except buttons never collapse into a single button, regardless of how many windows are open. As more programs and windows open, buttons decrease in size and eventually scroll within the taskbar.



*Individually labeled buttons always appear*

## To change how programs and buttons appear on the taskbar

1. Open Taskbar and Start Menu Properties by clicking the **Start** button , clicking **Control Panel**, clicking **Appearance and Personalization**, and then clicking **Taskbar and Start Menu**.
2. Under **Taskbar appearance**, select one of the options from the **Taskbar buttons** list:
  - **Always combine, hide labels**



- **Combine when taskbar is full**
  - **Never combine**
3. To use small icons, select the **Use small icons** check box. To use large icons, clear the check box.
  4. Click **OK**.

#### **Note**

You might notice that multiple buttons representing the same program remain grouped together on the taskbar, whether you've chosen to display the expanded button labels or not. In previous versions of Windows, windows appeared on the taskbar in the order you opened them, but in Windows 7, related windows always appear next to each other.