

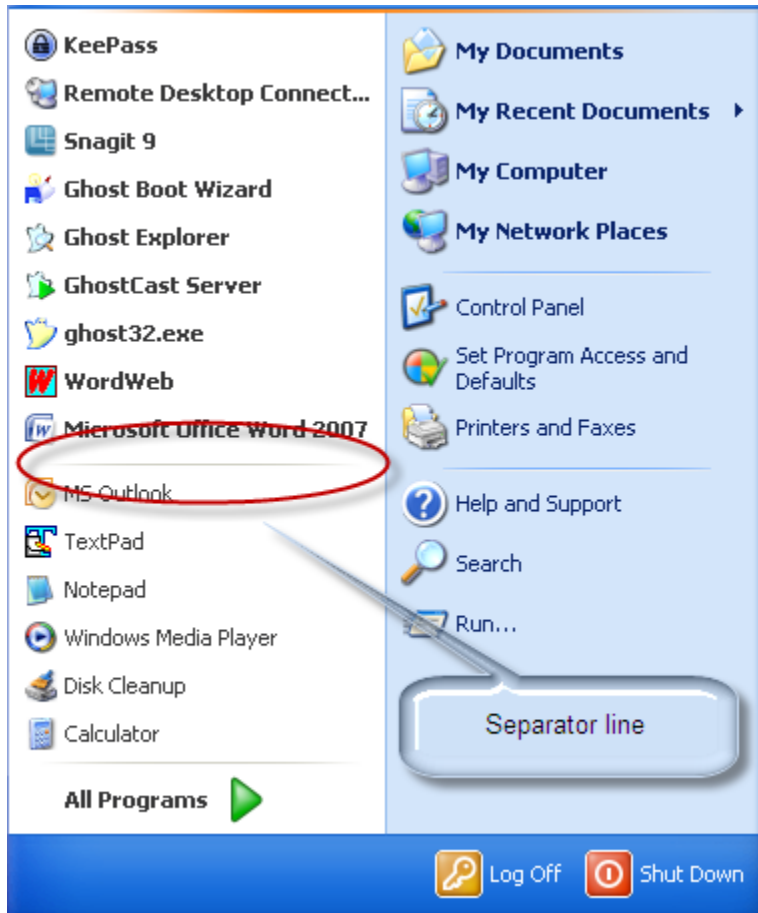
Customizing the Start Menu in Windows XP

Last Update: 07/08/2009

Clicking **Start** displays a menu that lets you easily access the most useful items on your computer. The list of programs on the **Start** menu is divided into two parts. The programs displayed above the separator line are known as the **Pinned Items List** and the programs displayed below the separator line make up the **Most Frequently Used Programs List**.

The programs on the Pinned Items List remain there and are always available for you to click to start them. You can add and delete programs on this list. See **Customize the Pinned Items List** below.

Programs are automatically added to the Most Frequently Used Programs List when you use them. Windows has a default number of programs that are displayed on this list. When that number of programs is reached, the programs you have not opened recently are replaced by the programs you used last. You can change the default number of programs displayed on the list. See **Customize the Most Frequently Used Programs List** below.

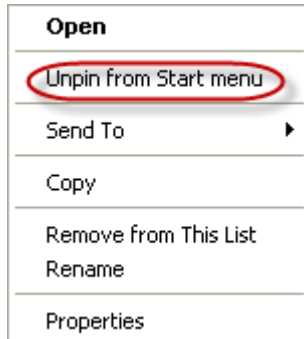
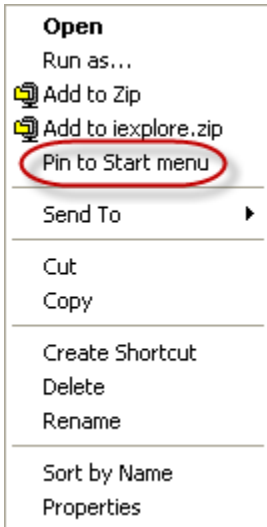


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Customize the Pinned Items List

- Right-click the program you want to display on the **Pinned Items List**.
You can do this for any program on the **Start** menu, in **Windows Explorer**, in **My Computer**, or on the **desktop**.
- Click **Pin to Start menu**.
- The program is displayed in the Pinned Items List in the area above the separator line on the Start menu.
- You can remove the program from the Pinned Items List by right-clicking the program on the list and then clicking **Unpin from Start menu**.
- You can change the order of the programs on the Pinned Items List by dragging a program to a new position within the list.

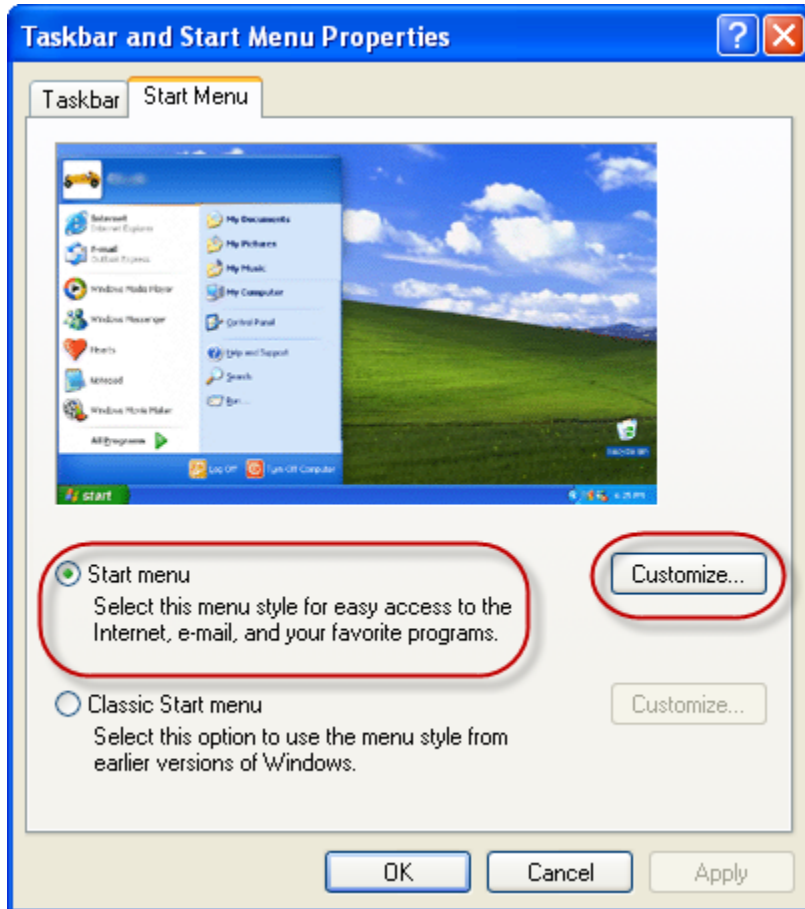


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Customize the Most Frequently Used Programs List

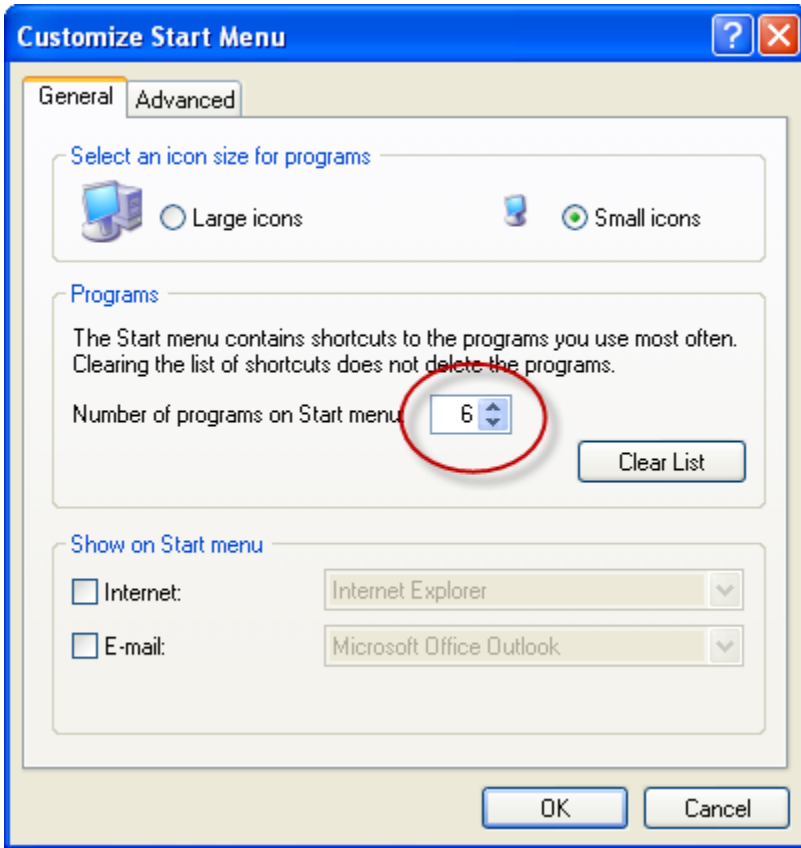
Right-click the Start button, and then click Properties. On the Start Menu tab, click Start menu, and then click Customize.



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On the General tab, in the Programs section, you can select the default number of programs displayed on the Most Frequently Used Programs list. You can also clear the list, select an icon size for items in the list, and select whether or not your browser and/or email program should be included in the Pinned Items List.



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On the Advanced tab you can select which items appear in the right hand column of the **Start** menu. You can also select whether or not to display on the **Start** menu your most recently opened documents and you can clear that list. There are also two additional options for opening submenus when hovering over a menu item and for highlighting newly installed items on the **Start** menu.

