

Customizing an XP Start Menu

To add selected items to the Start menu

1. Right-click the **Start** button, and then click **Properties**.
2. On the **Start Menu** tab, under **Start menu**, click **Customize**.
3. On the **Advanced** tab, under **Start menu items**, select the items you want to appear on the **Start** menu.

The next time you click **Start**, the items you selected are on the **Start** menu. (You can remove an item from the **Start** menu by clearing its check box in the last step of this procedure.)

To display a program at the top of the Start menu

1. Right-click the program you want to display at the top of the **Start** menu.

You can right-click a program on the **Start** menu, in Windows Explorer, in My Computer, or on the desktop.

2. 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 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.
 - You cannot pin or unpin items using the Classic **Start** menu.

To change the Start menu style

1. Right-click the **Start** button, and then click **Properties**.
2. On the **Start Menu** tab, click one of the following options:
 - To select the default **Start** menu, click **Start menu**.
 - To select the style from an earlier version of Windows, click **Classic Start menu**.

The next time you click **Start**, the **Start** menu displays the new style. To make additional selections for the **Start** menu style, click **Customize**. Additional selections include specifying the items you want to display on the **Start** menu, setting submenus to open when you pause on them with your mouse, and clearing your list of recently used programs, documents, and Web sites.

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To show your most recently used documents on the Start menu

1. Right-click the **Start** button, and then click **Properties**.
2. On the **Start Menu** tab, click **Start menu**, and then click **Customize**.
3. On the **Advanced** tab, select the **List my most recently opened documents** check box.

The next time you click **Start**, the My Recent Documents folder is on the **Start** menu. This folder contains the documents and files you opened recently.

- On the **Advanced** tab, click **Clear List** to empty the My Recent Documents folder. This does not delete the documents from the computer.

To change the way All Programs opens from the Start menu

1. Right-click the **Start** button, and then click **Properties**.
2. On the **Start Menu** tab, click **Start menu**, and then click **Customize**.
3. On the **Advanced** tab, select the **Open submenus when I pause on them with my mouse** check box.

The next time you click **Start**, and point to **All Programs**, you see a list of available programs.