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**HOW-TO**

# Make Windows Underline Menu

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OK, GOT IT

# Shortcut Keys

By Brian Burgess

Last Updated on January 3, 2013

Disk Management

Practicing up on your Keyboard kung fu makes any version of Windows easier to use. Underlined keys are disabled by default, but it's easy to make them show up.

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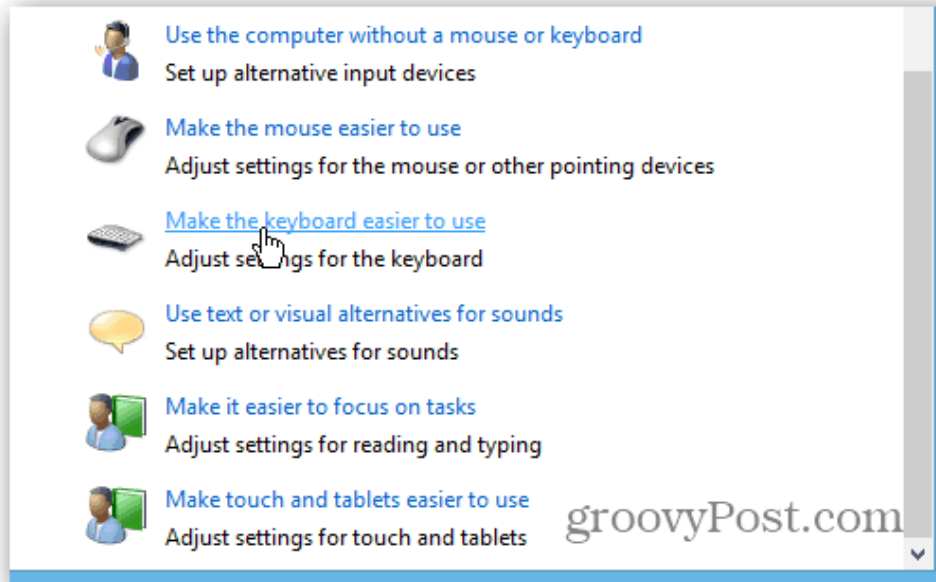
Windows 8 has **several keyboard shortcuts** that are vital for getting the most out of the new OS. In fact, practicing up on your Keyboard kung fu makes any version of Windows easier to use.

Having to memorize all keyboard shortcuts is a daunting task, but Windows can make it easier by underlining shortcut keys on menu items. The underlined keys are disabled by default, but it's easy to make them show up.
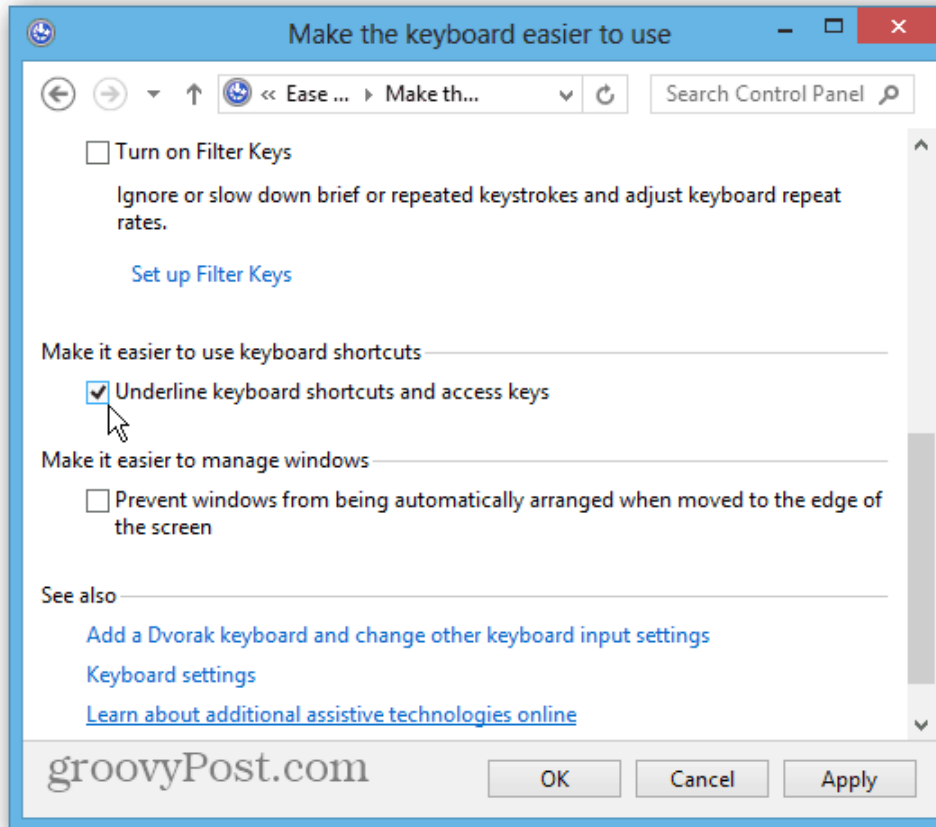
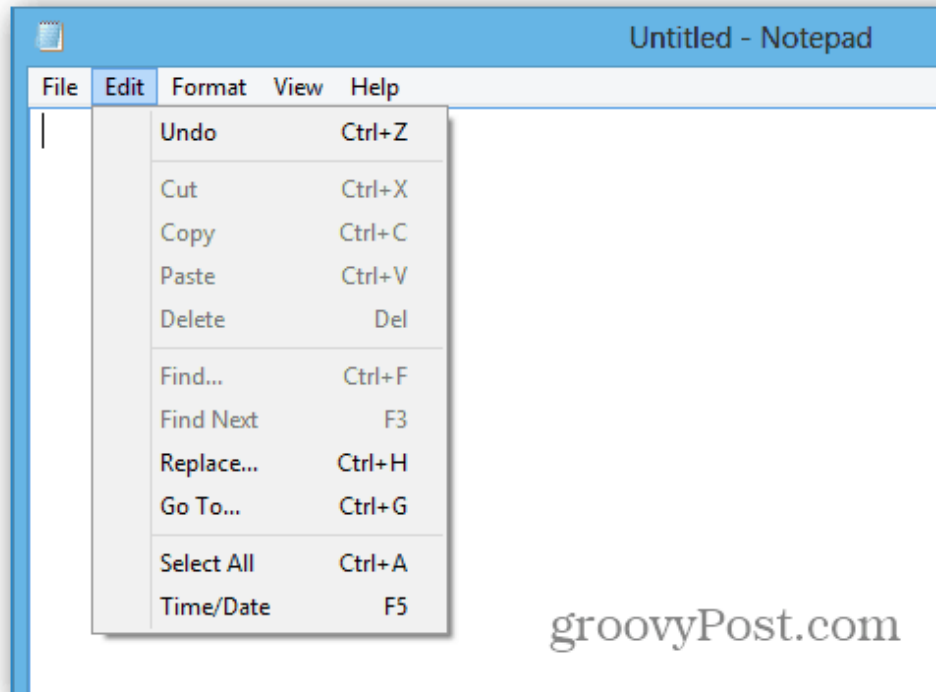Open Control Panel and select Ease of Access Center.

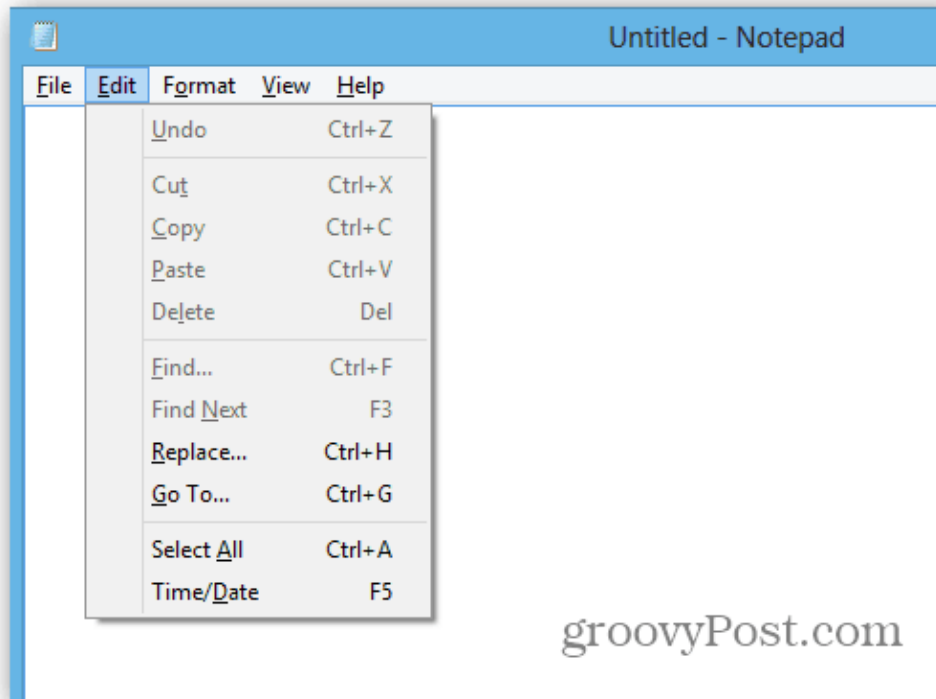Scroll down the list and click "Make the Keyboard Easier to Use."

Scroll down on the next screen and check "Underline Keyboard Shortcuts and Access Keys."
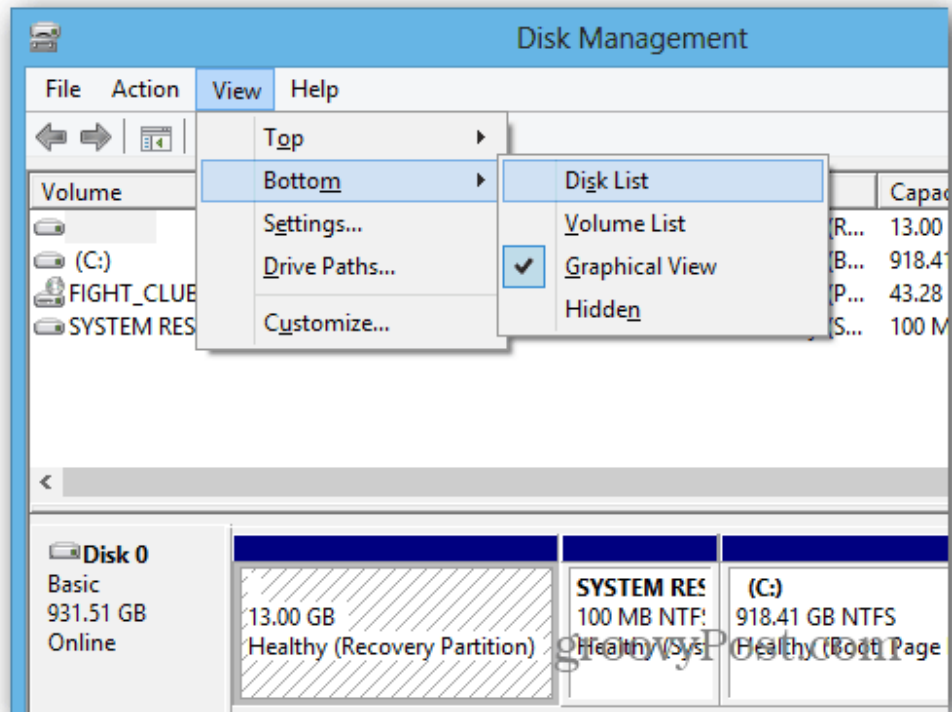
Now when you open menu items, you'll see the shortcut keys are underlined. Here's an example of Notepad menus before without the underlined shortcut keys.

And here it is after, with shortcut keys enabled. The shortcut keys you can press while navigating the menu system are underlined.

This is a  subtle enhancement, but sometimes the little things are what make a big difference in being more productive.

## 1 COMMENT

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**WINDOWS 8**, **WINDOWS VISTA**

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HOW-TO

# Use Windows 8 Task Manager to Disable Startup Programs

By Brian Burgess

Last Updated on January 2, 2013

Windows 8 includes a
new version of Task
Manger that makes it
easier to determine which
programs can be
disabled to improve
system startup time.

Windows 8 includes a new version of
Task Manger which makes it easier to
decide which programs are set to
launch when your computer starts.
Unlike previous versions, it shows how
much impact a program has on your
system's startup time. It makes
programs easier to identify by
displaying their icons. It also provides
an easy way to look up program
locations and look them up online.

## Startup Programs in Old Task Manager

To manage **startup items in Vista or Windows 7**, you click *Start >> Run* and **type:** *msconfig.* Then under the Startup tab, check or uncheck what you wanted to run.

# Startup Programs in Windows 8 Task Manager

While you can access Task Manager

via the **MSConfig utility in Windows**

**8**, there's an easier way. Actually
there's a few easier ways:

- Hit **Ctrl + Alt + Del** on your
  keyboard and select Task Manager

- Hit **WinKey + X** on your keyboard
  and select Task Manager from the
  so-called power user menu

- Right click the Taskbar on the
  Desktop and click Task Manager

- From the Start Screen **type:** *task
  man* then select Task Manager
  under the results

Whichever way you get to it, once it opens click the Startup tab. The new Task Manager includes a lot more details than the previous one did. It

tells you if a program is enabled or disabled during startup, and its startup impact. The impact of a program ranges from High, Minimum, Low, and None.

You can disable a program from
running during startup by highlighting it
and clicking the Disable button. Or
with a right click and select Disable.

Task Manager in **Windows 8** makes it
easier to identify a program by
displaying its icon. Another helpful
feature is the ability to open the

program in its location on your system, look up its properties, or search for it online.

This is very helpful if you're not sure what a program is and whether you want to disable it or not.

Not every program is measured for startup impact, but this should help you disable some of the worst offenders, and improve system startup time. It includes a lot more information about programs, and makes it much easier to identify them.

6 COMMENTS

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