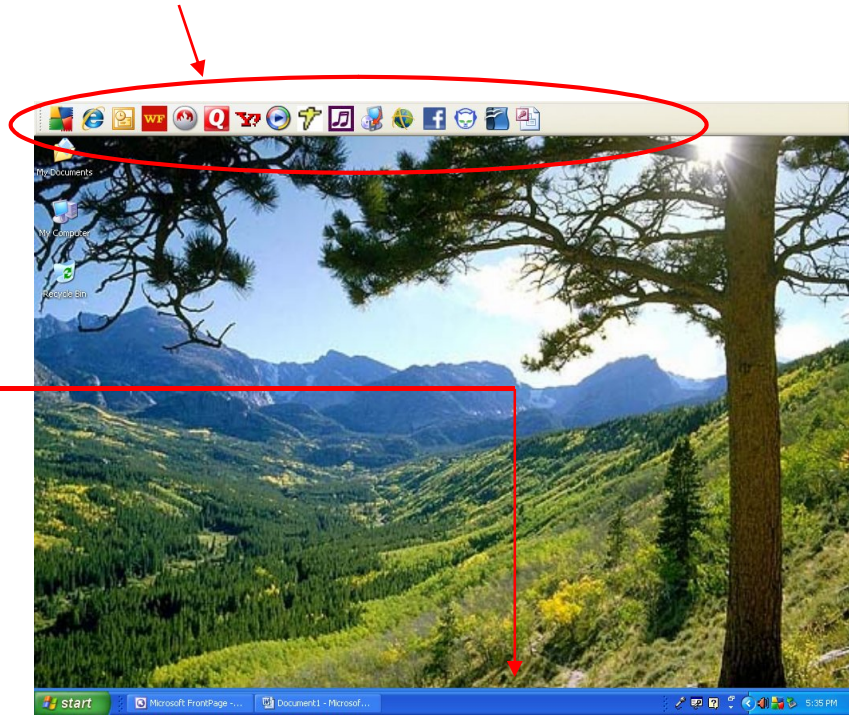


Shortcut Toolbar for Windows XP

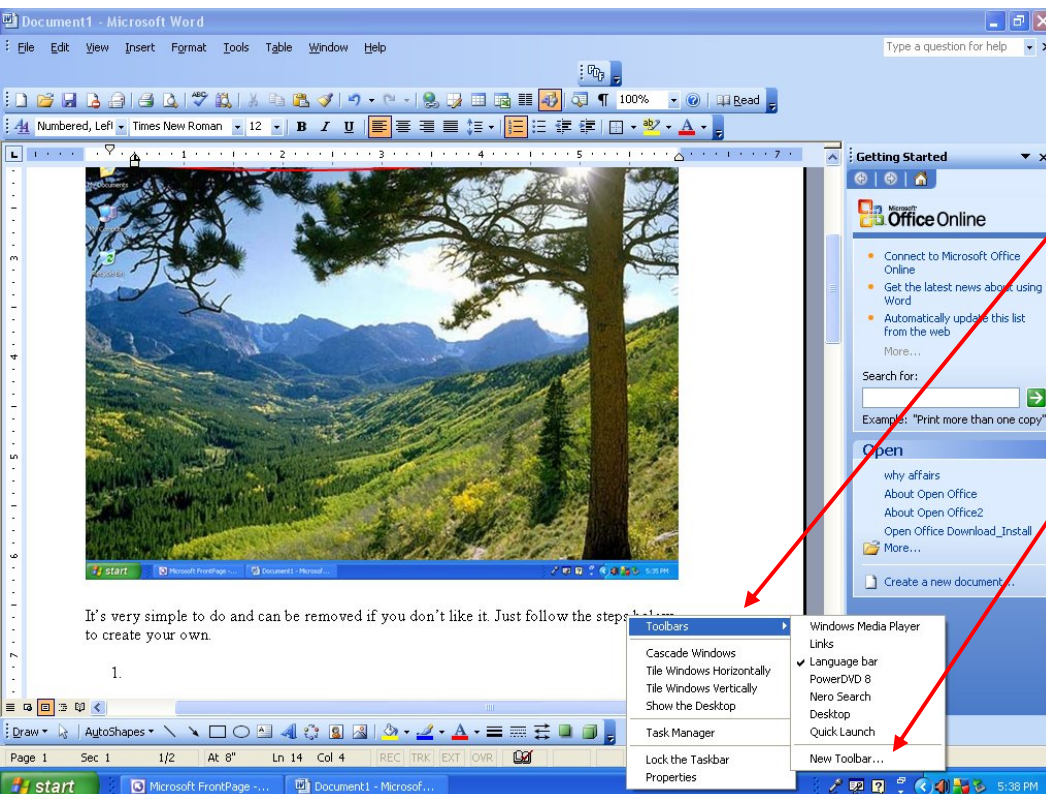
If you're one of those people who hate having your computer desktop cluttered with shortcuts, here is a simple way to create your own shortcut toolbar that can be placed anywhere on your screen like this one here.

It's very simple to do and can be removed if you don't like it. Just follow the steps below to create your own.

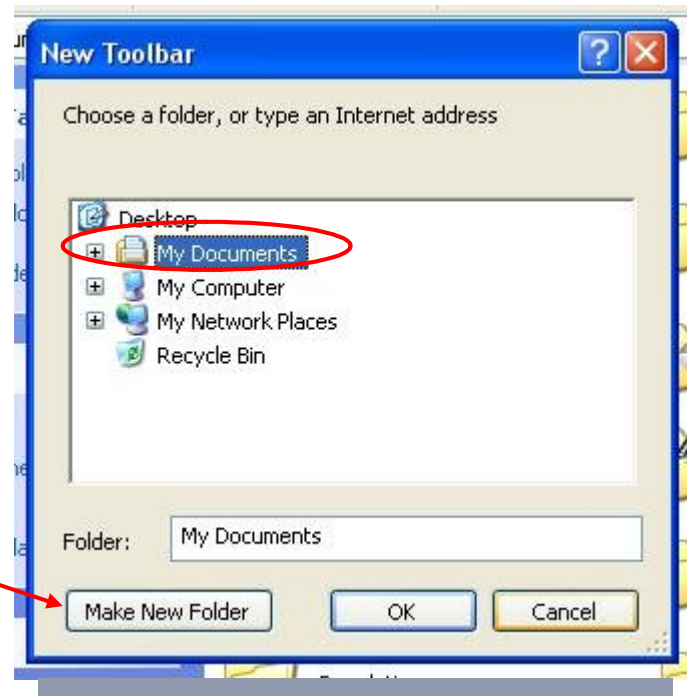
1. First, right-click somewhere in the taskbar that is solid blue
2. If there is a checkmark next to Lock the Taskbar, uncheck it. You can lock it again later.



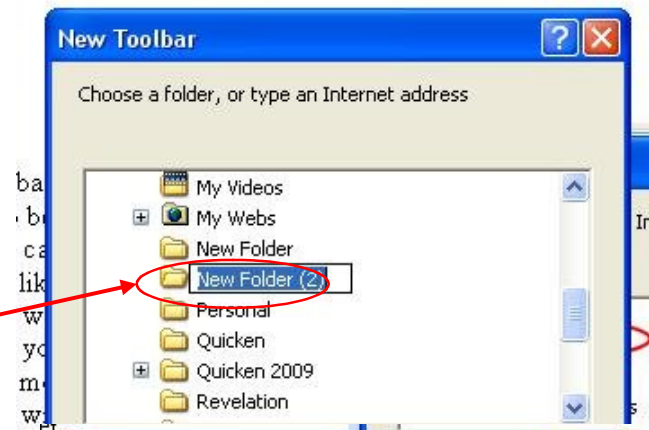
3. Scroll up the menu to Toolbars, then down the secondary menu to New Toolbar...



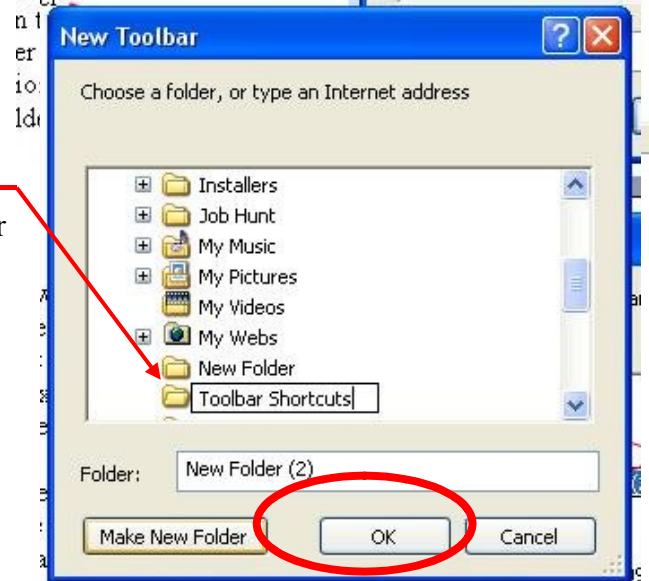
4. The New Toolbar window opens. A folder needs to be created to house your shortcuts. You can create a new folder anywhere you like. Click on the icon that represents where you would like the folder; be sure you know where you want it. If it is moved later, the links to your shortcuts will disappear and no longer work. In this case we are going to create the folder within My Documents. Once the location is highlighted, click Make New Folder



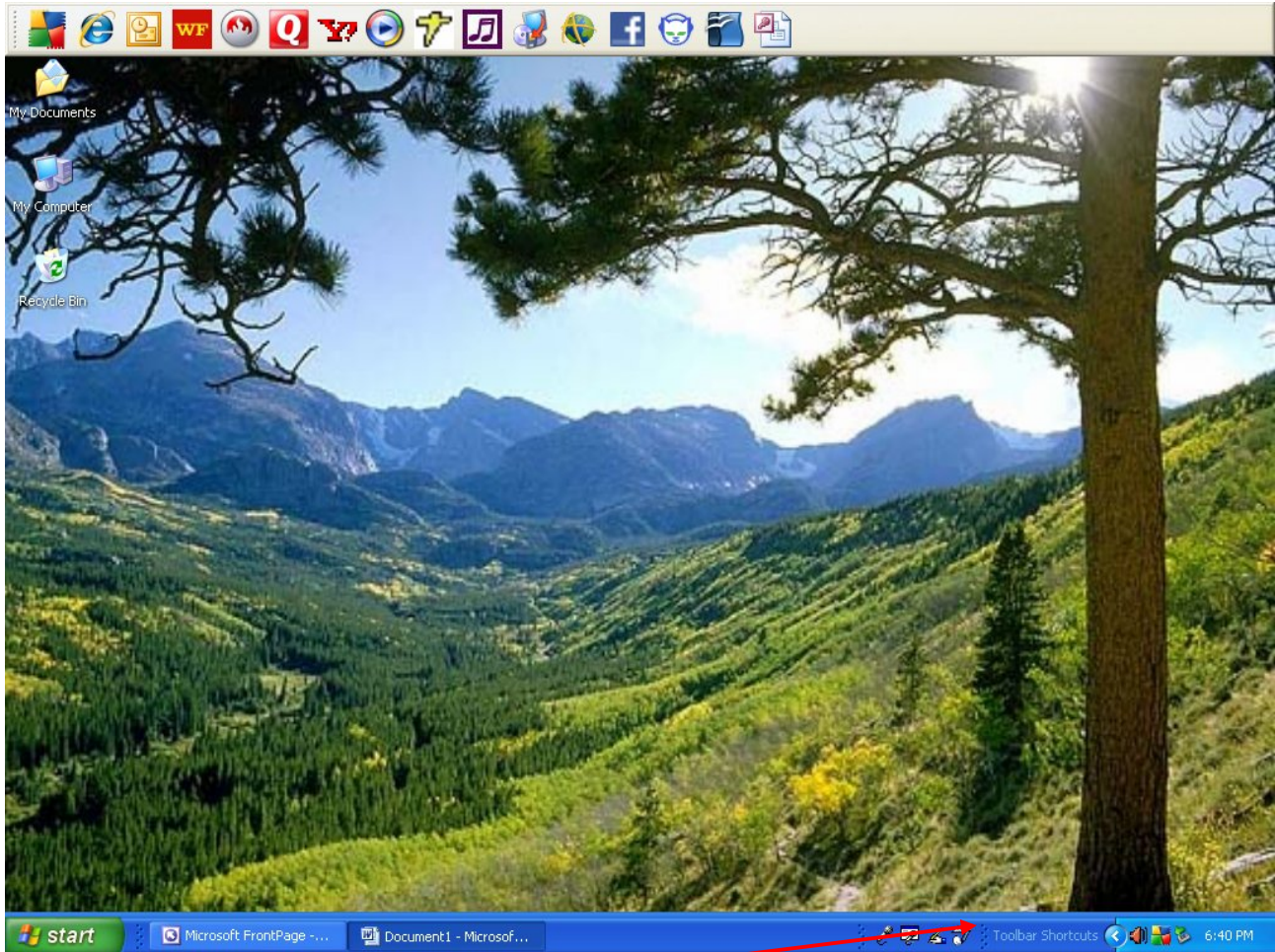
5. The new folder will appear with the name New Folder highlighted in blue. Don't worry if it doesn't come up this way. It can be fixed easily. Just scroll down until you find the New Folder, right-click on it and then click Rename. It will become highlighted and it can then be named.



6. Give the new folder a name. It's up to the user what name to choose. In this case the folder was named "Toolbar Shortcuts". Don't worry if the option to name the folder was not given. It can be fixed



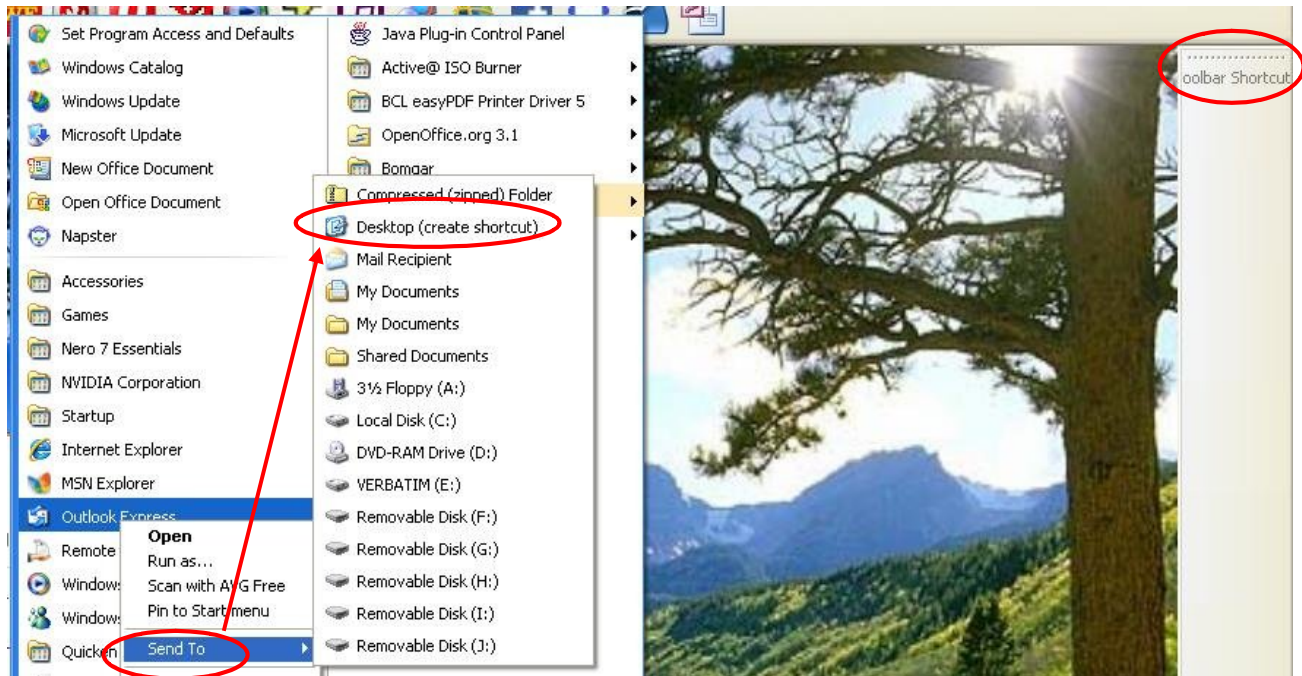
7. Click OK. This window closes



8. Notice the Toolbar Shortcuts text on the Taskbar. This is your new toolbar.

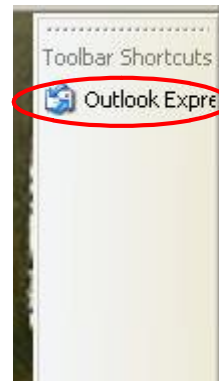
9. To get it on the desktop, just left-click and drag. Then it can be “docked” on the top, bottom or either side simply by dragging it were desired. It can also be moved later if you don’t like the location. Ok, not that the toolbar is created, we will show you how to get shortcuts on it and some options you have.





10. First thing we need to do is create a shortcut to put on our shortcut toolbar. Notice we docked the new toolbar on the right side of our window.

11. Find the program you want to create a shortcut for. In this case Outlook Express. For this we went to the Start Menu, scrolled to the Outlook Express program icon and right-clicked. In the sub-menu we clicked on Send To > Then Desktop (create shortcut). Yes, there are other ways, but this seems to be the easiest for most people. The object is to create a desktop shortcut icon. Once it's created, click on the icon with your left mouse button, then holding the button down drag the icon onto the toolbar. Now the options.



12. To open the options menu, right click on the toolbar.
Here you can choose to:

- a. Show Text, which means the name will show next to the icon
- b. Show title, which means the title of the containing folder will show on the toolbar, in this case Toolbar Shortcuts.
- c. Open Folder opens the containing folder.
- d. Close Toolbar removes the toolbar from the desktop
- e. Toolbars> menu shows available toolbars.
- f. Always on Top means the toolbar will stay on top of all open windows (very handy for a shortcut toolbar)
- g. Auto-Hide causes the toolbar to collapse.
- h. View> Large Icons makes the icons bigger on the toolbar and Small Icons of course smaller.



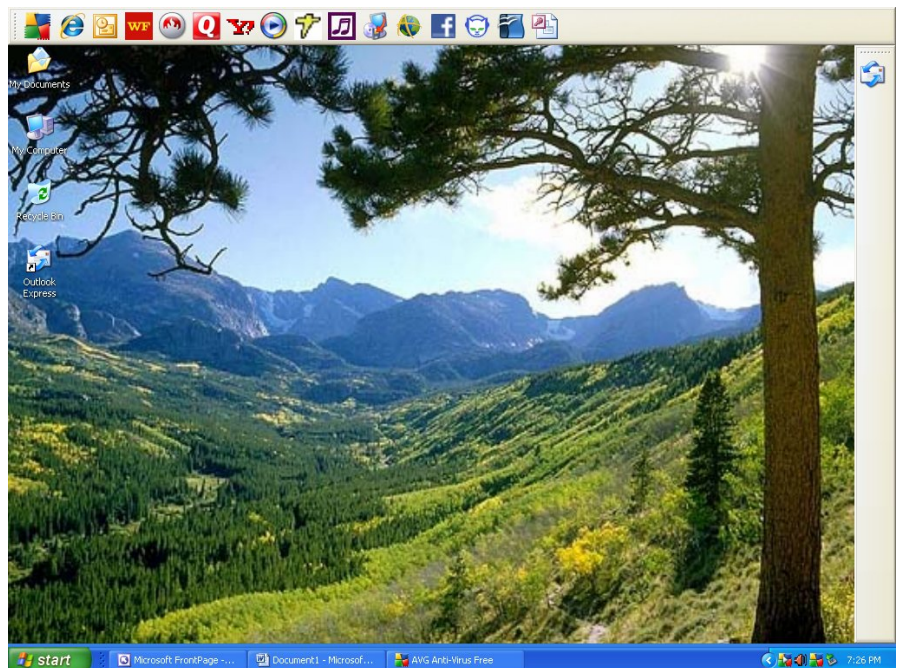
13. To the right we see the toolbar with all the options unchecked, large Icons and with the edge dragged over to make the toolbar narrower.

14. If the toolbar is closed, just follow these steps over however instead of creating a New Folder, click on the one already created.

15. To delete the toolbar completely, simply delete the containing folder.

16. Notice the Outlook Express icon still on the desktop. When the original shortcut was dragged to the toolbar a copy was created. Simply drag the icon on the desktop to the recycle bin.

17. Speaking of recycle bin, don't forget to empty it once in a while. We have seen many computers where there is more in the recycle bin than in the Documents folder. This takes up space and steals resources from your computer. To empty the recycle bin, right-click and choose Empty Recycle Bin.



Enjoy Your New Toolbar. Additional toolbars can be created by following the directions and creating another New Folder with a different name. Great if you have multiple monitors.