

ADDING TOOLBARS TO THE TASKBAR

It is now possible to add toolbars to the Windows taskbar. This makes it easier to get to the programs, files, folders, subscriptions, and favorite Web pages. Toolbars can also be positioned on any part of the Desktop and then resized. The following toolbars are ready to be added where they are needed:

Toolbar Element	Description
Address	This toolbar displays a drop-down list box where a Web address can be entered to open that Web page from the Windows XP desktop.
Links	This toolbar displays popular Web links that can be quickly returned to with a click of a button.
Desktop	This is used to display an icon bar that matches those on the Windows XP desktop. One of these icons can be clicked to start a program or open that icon's window instead of having to return to the desktop to locate the icon used on this toolbar.
Quick Launch	To add Internet access control buttons that can be used to quickly get on the Web, use this toolbar. The Show Desktop icon also appears in the Quick Launch section so that all open windows can be minimized with a single click on the taskbar.
New Toolbar	This option makes it possible to select a disk drive, folder, or Web location whose contents appear as a secondary toolbar, slider control on the taskbar. Subsequently, the taskbar's right-click menu contains the new toolbar that can be deselected once again to hide the toolbar.

In addition to the ready-made toolbars, it is possible to create a toolbar from the contents of any folder. For example, a toolbar could be created for the Control Panel or a toolbar could be added for monthly tasks that are performed. The steps in the next two sections explain how to do this.

Adding a Toolbar to the Desktop or Taskbar

The steps to follow in order to add a Toolbar to the Desktop or Taskbar are described below:

- ❖ Right-click a blank area on the **Taskbar**.
- ❖ Point to **Toolbars**.
- ❖ Click one of the toolbars that appear in the list, such as **Quick Launch**.
- ❖ The selected toolbar appears on the Taskbar (the bar that contains the Start button).
- ❖ To move a toolbar to the Desktop, drag it into the desired position, and then size it to the needs of the user.

Creating a New Toolbar on the Taskbar

In addition to the default toolbars that are available in Windows XP, it is possible to create a toolbar and add it to the Taskbar or the Desktop. The steps to complete this task are listed below.

- ❖ Create a folder containing the documents, folders, or shortcuts that are to appear on the **New Toolbar**.
- ❖ Right-click a blank spot on a **Toolbar** or the **Taskbar**
- ❖ Point to **Toolbars** on the shortcut menu.
- ❖ Click **New Toolbar**.
- ❖ In the **New Toolbar** dialog box, navigate to the folder for the **Toolbar**.
- ❖ Type the path to the folder or the address of the Internet site where the toolbar will appear.
- ❖ Click **OK**.
- ❖ Drag any document, folders, or programs from other Windows onto the Toolbar to add shortcuts to those items.
- ❖ This toolbar may be used in the same way that any other Toolbar is used.

Tips

- To move a toolbar to the Desktop, drag it into the desired position, and then size it to the needs of the user.
- For a handy toolbar containing the user's favorite shortcuts, create a folder on the hard disk and put the desired shortcuts in it. Then make the folder into a toolbar.

Removing a Toolbar from the Taskbar

Once a Toolbar has been added to the Taskbar, it is possible to remove it. To do this, complete the following steps:

- ❖ **Right-click** on the **Toolbar** or **Taskbar**.
- ❖ Choose **Toolbars** from the list of choices.
- ❖ Click on the **Toolbar** to deselect it.
- ❖ The **Toolbar** will be removed from the **Taskbar**.

It is also possible to right-click a blank area of the **Taskbar** and then select **Properties** to hide the **Taskbar**.