SHORTCUT ADDED TO THE TASKBAR

To add an icon example: MSWORKS) to the XP taskbar, you must first UNLOCK it. Rightclick on the middle of the taskbar and select LOCK THE TASKBAR to remove the check.(Win 98 doesn't have the lock)

Click Start...All Programs...then rightclick MSWORKS   and select SEND TO:.....DESKTOP(CREATE SHORTCUT)from the drop down menu.

Now, click once on this MSWORKS icon on the desktop and drag it down to a blank area in the middle of your taskbar and let go the mouse button. When the icon is there, you can delete the one on the desktop by rightclicking it and selecting DELETE.

If using XP, rightclick on a blank area of the middle of the taskbar again and this time select LOCK TASKBAR to lock it.

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