

## **Toolbar on Desktop**

Ever wish that you could create your own toolbar containing the applications you use most often? Fortunately, if you're using Internet Explorer's Active Desktop, you can do so easily. To begin, create a folder on your hard drive called Applications Toolbar. Then, copy shortcuts to the applications you use most often to the Application Toolbar folder.

1. Right-click on an empty spot on the taskbar.
2. Select Toolbars....click New Toolbar...
3. Select Make a new folder. Give it the name APPLICATIONS.
4. Click ENTER. The applications tool bar will appear on your taskbar.
5. Place your mouse pointer over the vertical toolbar handle at the front APPLICATIONS. When the pointer turns into a double-headed arrow, click and drag the toolbar to the very top of the desktop and drop it.
6. Place cursor at the bottom edge of the APPLICATIONS toolbar and when it becomes a Doublearrow, click and holding the cursor down, push upward to resize the toolbar.
7. Other shortcuts may be dragged up on the Applications toolbar for easy access.

Revised 6/22/2009 JMM