

Taskbar ADD an Icon

- 1. First rightclick the taskbar and if there is a check beside Lock Taskbar, click it to remove it and unlock the taskbar as no changes can be made to the taskbar so long as it is locked.**
- 2. Rightclick any icon on the desktop that you would like on the taskbar, and while holding down the mouse button drag it onto the taskbar in the Launch area...that is on the right end to the right of START.
By default usually there will already be the Internet Explorer icon, the Desktop icon, and a Media Player icon.**
- 3. If an icon shortcut has not been created for a program you wish to have on the taskbar, create one for that program.**
 - a. Click Start....All Programs to bring up the Program List.**
 - b. Rightclick the program you want to be able to open from the desktop or from the taskbar.**
 - c. Select SEND TO: Desktop(create shortcut) and an icon will be placed on the desktop of that program.**
- 4. Now, follow steps 1 &2 above to place the newly created icon shortcut onto the launch area of the taskbar.**

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