

How to Turn On and Add Shortcuts to the Quick Launch Bar

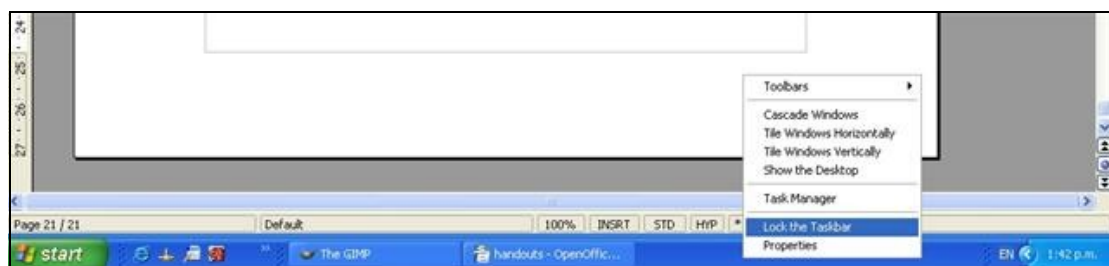
First you need to make sure that you have the 'Quick Launch' tool bar turned on.

Right click on your 'Start Menu' and go to Toolbars, then make sure the Quick Launch option is ticked. If it is not, then click on it.



To Edit the 'Quick Launch' tool bar, your Start Menu must be 'Unlocked'.

To do this, right click on the Start Menu, make sure that the Lock the Taskbar option is **NOT** ticked.



If there are two small arrows beside your shortcuts, there are hidden shortcuts. To make them visible, move your cursor next to the arrows to a line of dots, two arrows should show up. Click, hold and drag right until all shortcuts appear.



You can **ADD** and **REMOVE** shortcuts.

To safely **REMOVE** shortcuts, right click on the shortcut you would like to 'Remove' and click on the Delete option.



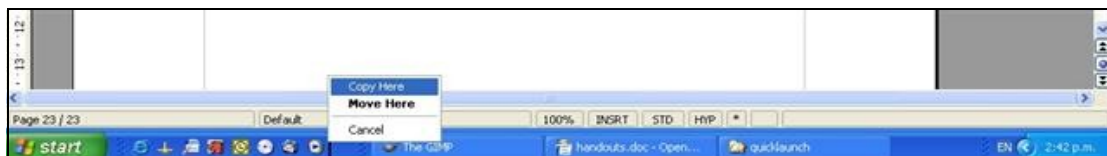
To **ADD** shortcuts, right click and hold a shortcut off your desktop and drop it into the 'Quick Launch' tool bar. Click on the Create Shortcuts Here button.



If your new shortcut does not appear, check if the two arrows have appeared again, if so, make your 'Quick Launch' tool bar larger. (see above). If not then try again.

You can also **ADD** shortcuts from your Start Menu.

To do this, click into your start menu and find the program you would like to make a shortcut to, right click and hold on the program and drag it down towards the 'Quick Launch' bar, off the start menu. Wait for a few seconds and your star menu should disappear. Drop it into the "Quick Launch' bar and click on the Copy here option.



Again, if your new shortcut does not appear, check if the two arrows have appeared again, if so, make your 'Quick Launch' tool bar larger. (see above). If not then try again.

When you have finished 'adding' and 'removing' the shortcuts you like, then we recommend that you lock your taskbar bar again.

To do this, right click on your Start Menu and click on the Lock the taskbar option. If you would like to check that you have locked your taskbar, right click on your start menu again and see that the 'Lock the taskbar' option is ticked.

