

## **LESSON 55**

### **WIN 98 EXTRA TASKBAR & TOOLS**

#### **EASIER SHORTCUTS**

Both Windows 95 and 98 use a three-pronged approach to what Microsoft calls its GUI or Graphical User Interface. The three sections of the Windows Graphical Interface are the Desktop, Shortcuts on the Desktop and the Task bar. Windows 98 takes this concept a bit further by adding four new predefined Taskbar toolbars. Three of them, the Address, Links and Desktop toolbars, are not enabled with a standard Windows 98 installation and do not appear on the Taskbar. The fourth toolbar, Quick Launch, does appear on the Taskbar. To turn any of these predefined toolbars on and off, you just right-click on a blank space anywhere on the Taskbar and then click on Toolbars.

You may find these toolbars quite useful. Enabling the Desktop toolbar, for example, lets you select any Desktop shortcut from wherever you are in your computer by just selecting a Desktop icon from a list box that comes up. These toolbars have arrows on both the left and right sides so you can scroll back and forth to see the entire toolbar.

The Quick Launch toolbar provides instant access to your Desktop, while clicking on the Desktop icon again will return you to the screen you were working in. Try adding programs or shortcuts by just left clicking on a program or icon and dragging it to the Quick Launch toolbar. Now just drop it by releasing the left mouse button. To delete an item from any of these toolbars just right-click on the item and then select delete.

Experiment with the Address and Links toolbars. With the Address toolbar active, click on Start and then on Run. Now type the URL (Universal Resource Locator -a Web site address) in the Open text box in the Address toolbar. This box provides a list of the most recent used entries. The Links toolbar includes default links to Microsoft Web pages. You can add links using click and drag.

To remove an item from any of these toolbars right-click on the item and then select Delete.

Another feature I like with Windows 98 is the ease with which you can create Desktop shortcuts. With Windows 95 you had to have the Desktop in view to create a Desktop shortcut. Windows 98 lets you create Desktop shortcuts from the Explorer or My Computer window by right-clicking on the filename you want to create a shortcut to and selecting Send To and then Desktop.

See, that wasn't so hard, was it?

