

## LESSON 77

### MAKE BETTER USE OF YOUR TASK BAR

In a previous lesson (lesson 36), you learned how to drag and drop shortcut icons onto the Task Bar. In this lesson, you'll learn how to create new, customized additions to the Task Bar so that you can open and get to those things you need when an application program takes up your full screen.

Right-click on any blank space on the Task Bar and select Toolbars. Select New Toolbar to open the New Toolbar window. The default selection is My Computer. You can select anything listed under My Computer and you can double-click on My Computer to get to Desktop and the icons that appear on your Desktop.

If you have a favorite Internet site, just type it in the open box. For example, I typed my Web site URL, "**http://www.jefflevy.com**" (without the quotes) and yes, you'll need to include the "http://" for it to work.

Now you can right-click on My Computer, My Documents, or whatever you set up as a tool bar on your Task Bar. Click on Open to open that item right in the middle of your current application. I find it very convenient to be able to open My Documents or an often-visited Web site from the Task Bar. If the new tool bar you created takes up too much of your task bar, move your cursor over the "size" bar (the vertical line to the left of the tool bar) until you see a double-headed arrow. Now hold down the left mouse button and drag that toolbar to the right until only the title, e.g. My Computer, is showing.

