

Lesson 5-5: Working with the Quick Launch Bar

Figure 5-13

You can add a program to the Quick Launch bar.

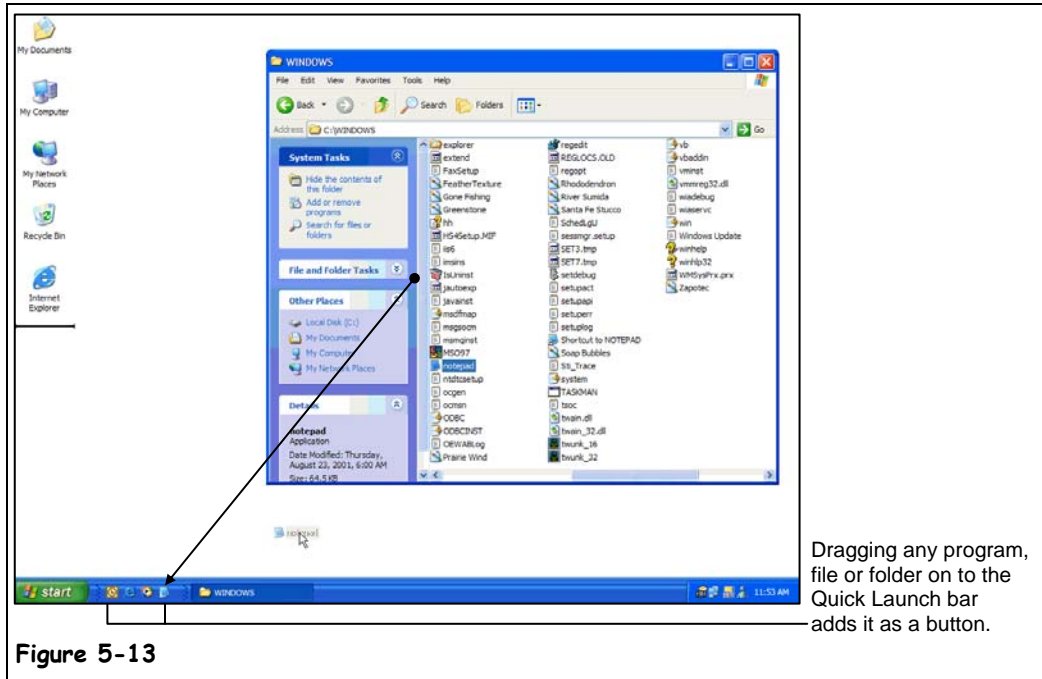






Figure 5-13

The *Quick Launch* bar lets you add buttons to the taskbar that you can use to start your favorite programs. Microsoft has already added several buttons to the Quick Launch bar to launch programs they think you will use frequently. Depending on who has used your computer, there may be a variety of icons on the Quick Launch bar. Some of the most common buttons include:

-  **Microsoft Internet Explorer:** This launches your Web browser, letting you surf the Internet. If you use the Internet this is a great button to have.
-  **Show Desktop:** Minimizes all the windows currently open so you can see the desktop.
-  **Windows Media Player:** New in Windows XP, the Windows Media Player is a center for playing and organizing multimedia on your computer and on the Internet

Since the taskbar always appears at the bottom of the screen, the Quick Launch bar is probably the fastest and most convenient place to add shortcuts to your favorite programs. If the shortcut icons from Quick Launch start to crowd your taskbar, you can resize the Quick Launch bar by dragging its right border to the right or left. Some of the icons will “disappear” when you do this. To see them, simply click the  arrows on the Quick Launch bar.

- 1.** If your Quick Launch bar is visible on the left-hand side of your taskbar, skip to step 3. If the Quick Launch bar isn't visible, go on to the next step. Let's track down that cute little Quick Launch bar.

Resize the Quick Launch bar by dragging its grip handle to the right or left.



2. **Right-click an empty space on the taskbar and select **Toolbars** → **Quick Launch** from the shortcut menu.**

The Quick Launch bar appears on the left-hand side of your taskbar and the toolbar menu closes.

As long as you can see the Quick Launch bar, you can add programs to it. Here's how...

3. **Click the **Start button** and select **My Computer** from the menu.**

The procedure of adding a program or file to the Quick Launch bar is almost the same as adding a shortcut to the desktop, so first you need to find the program you want to add.

4. **Double-click the **Local Drive (C:)** icon. Double-click the **Windows** folder.**

Now find the Notepad program and add it to the Quick Launch bar.

5. **Click the **Notepad** icon and drag it onto the Quick Launch bar.**

Since there isn't a lot of room on the Quick Launch bar, you will probably have to resize it to see all of its contents. Again, here's how to resize the Quick Launch bar:

6. **Click and drag the Quick Launch bar's grip handle to the right.**

You've just resized the Quick Launch bar. The only problem with making the Quick Launch bar bigger is that you make the rest of the taskbar smaller.

Try running Notepad from the Quick Launch bar.

7. **Click the **Notepad** icon on the Quick Launch bar.**

The Notepad program starts.

8. **Close the Notepad program.**

Of course, you can always delete a shortcut from the Quick Launch bar if it's no longer needed.

9. **Right-click the **Notepad** icon on the Quick Launch bar and select **Delete** from the shortcut menu.**

The Notepad shortcut is deleted from the Quick Launch bar.

If you, like many people, don't use the Quick Launch bar at all, you can hide it entirely and reclaim some valuable taskbar real estate.

10. **Right-click any empty area on the taskbar and select **Toolbars** → **Quick Launch** from menu.**

The Quick Launch bar disappears from view.

Right-click a button on the Quick Launch bar to delete, rename, or modify it.

Quick Reference

To Add a Program to the Quick Launch Bar:

- Drag and drop the program onto the Quick Launch toolbar.

To Resize the Quick Launch Bar:

- Drag the grip handle of the Quick Launch bar to the right or left.

To Delete a Program from the Quick Launch Bar:

- Right-click the program's icon on the Quick Launch bar and select **Delete** from the shortcut menu.

To Hide/Display the Quick Launch toolbar:

- Right-click any empty area on the taskbar and select **Toolbars** → **Quick Launch** from the shortcut menu.