



# Coffee Break

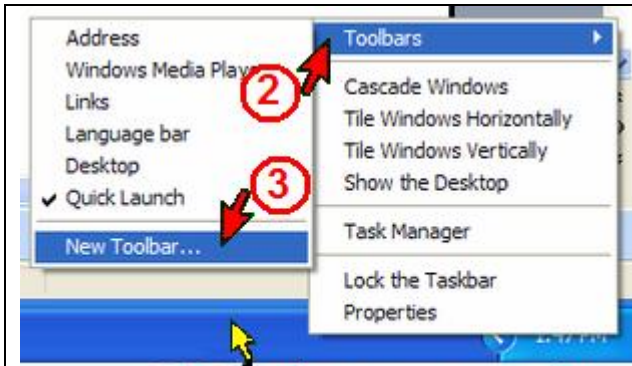
Question on Software or Operating system.

## Create a Custom Toolbar (Desktop).

If you frequently use a folder to access your files for example 'My Documents' or 'My Pictures', there is no need to open Windows Explorer to navigate to those folder and files.

You can customize the Desktop Toolbar to access these folders quickly.

### To Create a Custom Toolbar.



Right Click Toolbar.

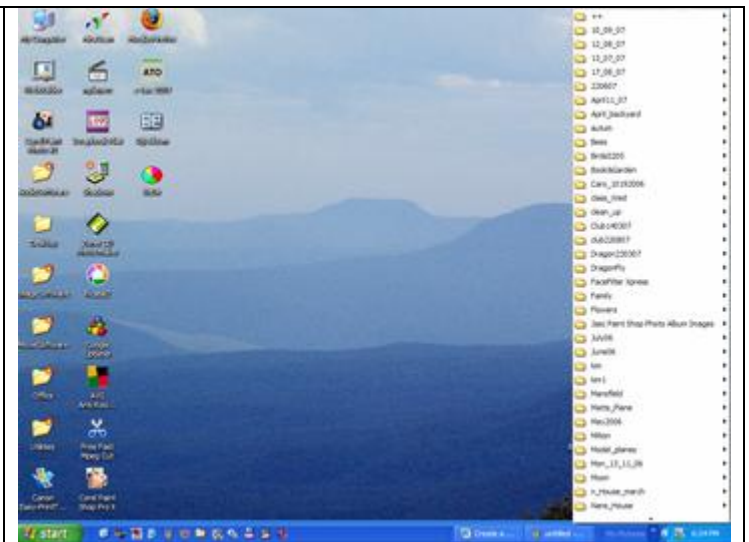
- 1) Right click the **Toolbar**.
- 2) Left click [**Toolbars**]
- 3) Left click [**New Toolbar...**]

Navigate to the folder you want on the Toolbar. Example 'My Pictures', (1) **high light the folder**. (2) **Click [OK]**



The new quick launch 'Toolbar' folder is located in the bottom right hand corner, near the desktop clock.

Left click the two greater than signs (>>) to open the folder.



Clicking the folders greater than signs show the contents on 'My Pictures' folder.

Holding the arrow cursor on one folder displays its content.