
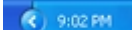


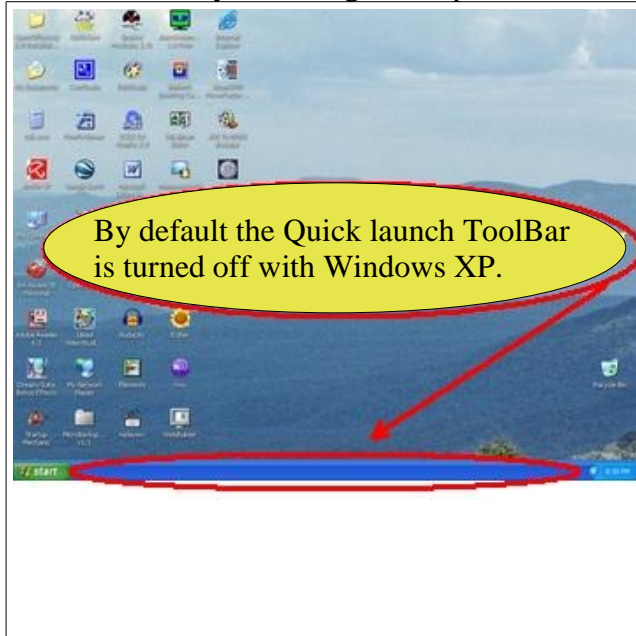
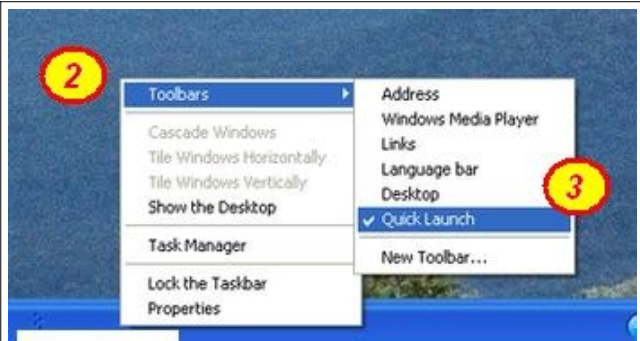


Coffee Break

Question on Software or Operating system.

With Windows XP the quick launch Toolbar is turned off. This is the blue Taskbar at the bottom of your Desktop. By default you have the  button on the left. On the right side there is The clock and notification area. 

The large empty blue area in between is you Taskbar that shows which programs are running. The Quick Launch Toolbar is where frequently used programs can be easily started. You can turn this feature on by following the steps below.





1 Right click on the Taskbar.

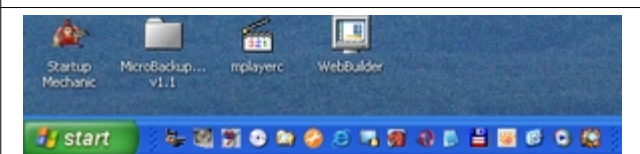
Click the Right Mouse Button

Place the mouse cursor on the **Taskbar** and right click the mouse button.

Choose **Toolbars** and left click **Quick Launch**.



The Taskbar will now display Quick Launch icons.



To add extra Quick Launch icons just drag and drop them from your programs list.

[Start] [Programs] choose the software from the list, left click and drag and drop on the Taskbar.



vertical column of dots

Place mouse cursor on this column of dots and a double ended arrow displays

The vertical column of dots on either side of the Quick Launch toolbar are only displayed if the Taskbar is unlocked. The column of dots on the right can be moved to display any hidden icons.

Place the mouse cursor on the right hand column of dots and a double ended arrow appears. Hold down the left mouse button and drag the slider to the right to show any hidden Quick Launch icons. **To Lock or Unlock the Taskbar, right click the Taskbar, from the dialog box left click lock or unlock option. Second item from the bottom.**