

# Customizing Your Windows XP Desktop

## Making Desktop Toolbars and Quick Launch Work for You



### Quick Launch Toolbar

The **Quick Launch** toolbar usually includes 2 to 3 buttons by default. It is normally located on the bottom taskbar to the right of the **Start** button. Like all toolbars, you only need to single-click the icon in order to run the application it represents.

#### Enabling the Quick Launch Toolbar

1. Right-click a blank area on the **Task Bar** (Figure 1,1) and then click **Toolbars, Quick Launch** (Figure 1,2).
2. If needed, expand the **Quick Launch** toolbar by moving the **mouse cursor** over the **dividing line** (Figure 2,1) until the cursor changes to a line with an arrow head on each end and then **drag** the **dividing line** to the right.

#### Process Summary

##### Quick Launch Toolbar

1. Enable Quick Launch
2. Create H: drive shortcut
3. Change shortcut icon
4. Move shortcut to Quick Launch

##### Desktop Toolbar

1. Display the Desktop Toolbar
2. Modify the Desktop Toolbar
3. Hide all Desktop Icons

Figure 1

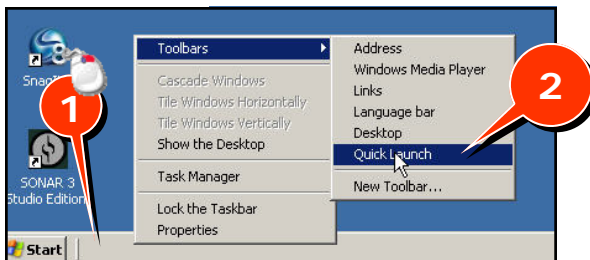


Figure 2



### Placing a Button on the Quick Launch Toolbar

Any desktop icon can easily be dragged to the **Quick Launch** toolbar. You can also create a new shortcut for the purpose of placing it on the **Quick Launch** toolbar. In this example, we'll create a useful shortcut to your **H: drive** and move it to the **Quick Launch**.

#### Creating a new shortcut to your H: Drive

1. Double-click **My Computer** on your desktop to display your available drives and then Right-click your **H: drive** and click **Create Shortcut** (Figure 3,1).
2. This will display a dialog box asking if you want to create the shortcut on the desktop. (Figure 4). Click **Yes**.

Figure 3

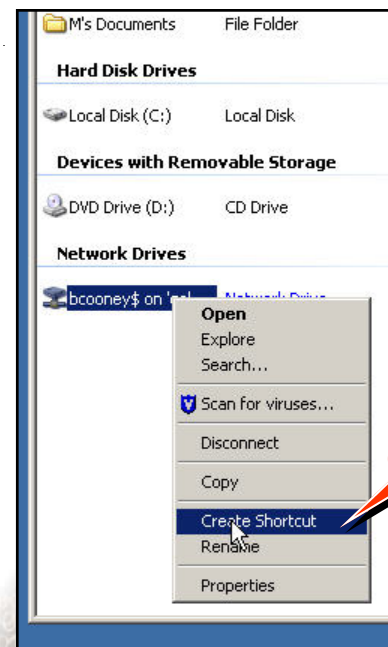
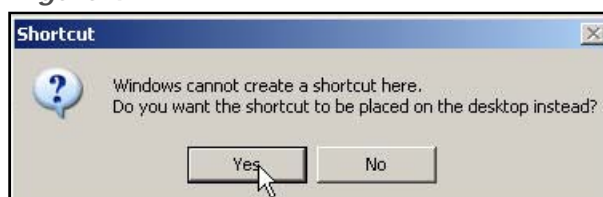
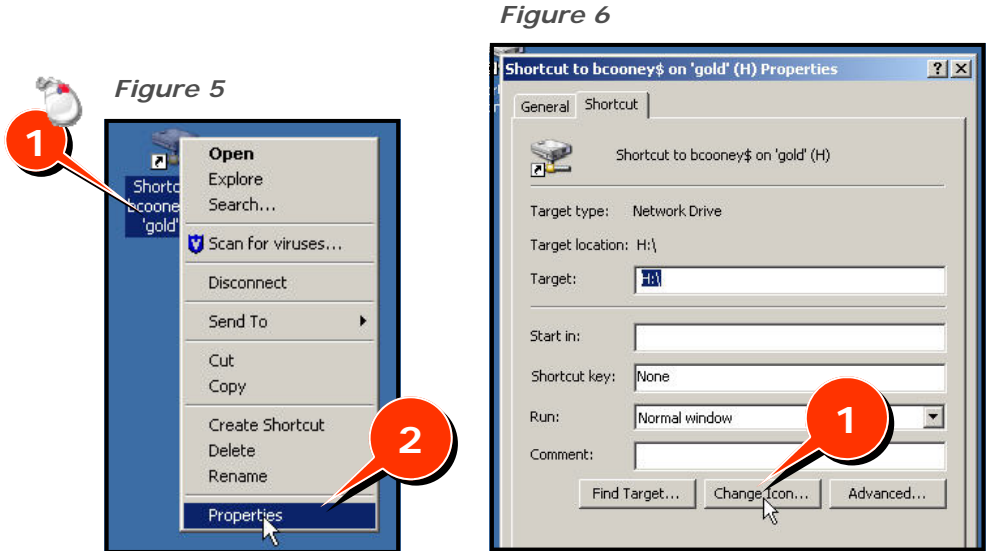


Figure 4

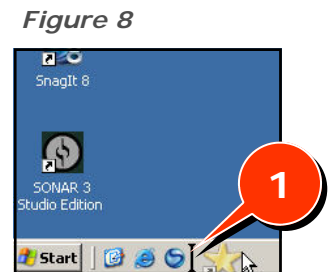
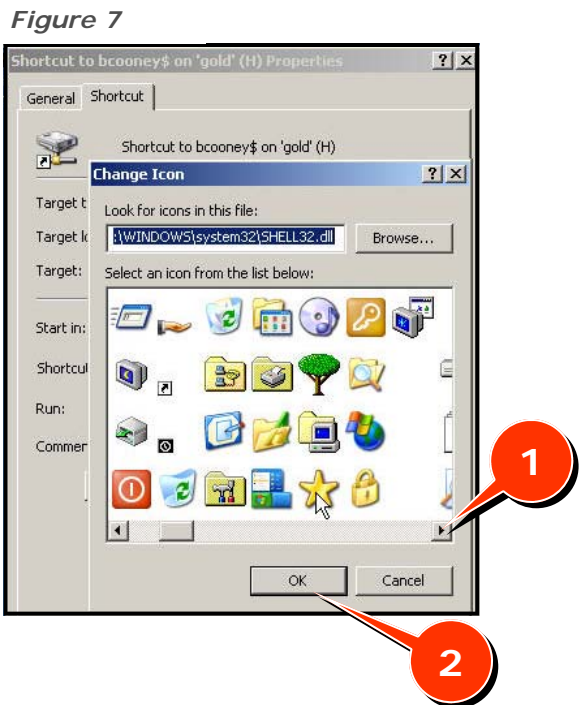


**Changing the shortcut icon**

1. Right-click the new **H: Drive shortcut** (Figure 5,1) and then click **Properties** (Figure 5,2).
2. Click **Change Icon** (Figure 6,1).



3. Scroll to the right using the scroll button (Figure 7,1) to view the selection of available icons and then click on the icon that you want to use.
4. Click **OK** (Figure 7,2).
5. Drag the icon to the **Quick Launch** toolbar until you see the black **I-Beam** that indicates where the icon will appear (Figure 8, 1).
6. Release the mouse button.



## Displaying and Moving the Desktop Toolbar

The **Desktop** toolbar is similar to the **Quick Launch** toolbar except that when you create the **Desktop** toolbar, it will contain every shortcut that you currently have on your **Desktop**. Like the **Quick Launch** toolbar, single-clicking an icon opens the corresponding application. When you first create the Desktop toolbar, it locates to the **Task Bar**, left of the **Notification Area**.

In the following example, we want to move the toolbar to the side or top of the screen and modify its settings so that it shows one column or row of icons. This process is shown in the following steps:

1. Right-click a blank portion of the **Task Bar** at the bottom of the screen (Figure 9,1) and then click **Toolbars, Desktop**. (Figure 9,2)
2. The **Desktop** toolbar will now be displayed on the bottom right of the screen right before the **Notification area**. Click and hold on the word "**Desktop**" (Figure 10, 1) and drag the toolbar to the left, right, or top of your screen and then release the mouse button.

Figure 9

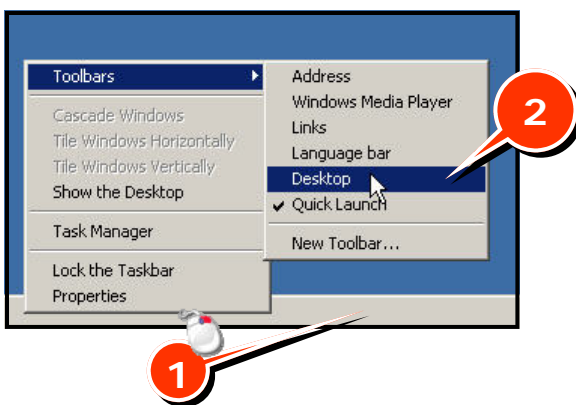


Figure 10



1. Right-click on the relocated **Desktop** toolbar and then click **Show Text** to uncheck and hide the textual descriptions of the icons (Figure 11, 1).
2. Right-click again on the **Desktop** toolbar and then click **Show Title** to uncheck and hide the title of the toolbar (Figure 11, 1).
3. Place your mouse cursor on the right edge of the **Desktop** toolbar until the cursor changes to a line with arrow heads on each end, (Figure 12, 1) and then **drag** the edge to the left until each row of the toolbar contains only one icon (Figure 13).
4. Right-click on the **Desktop** toolbar (Figure 14, 2) and then click on **Always on Top** (Figure 14, 2) to ensure that the toolbar is always visible.

Figure 11

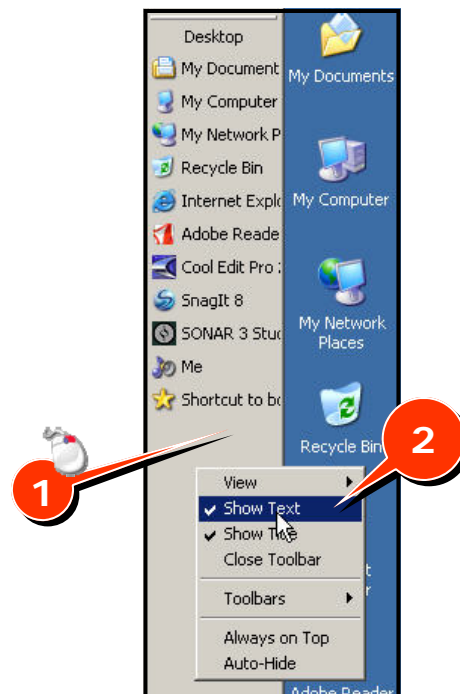


Figure 12



Figure 13



Figure 14



**Hiding all Desktop Icons**

1. Right-click a blank portion of the **Desktop** (Figure 15,1) and then click **Arrange Icons By, Show Desktop Icons** (Figure 15,2) to turn off the normal display of **Desktop** icons.
2. This setup will allow you to make room on your desktop for an uncluttered background picture, or to display web content by using **Active Desktop** features.

Figure 15

