

Customizing Icons on the Quick Launch Tray and the Desktop

Using the Start Menu to find and run programs can be a real test of patience. You have to remember exactly where to find a program, and then you have to navigate the many, many menus to get to your program.



Windows has a wonderful tool called a shortcut, which allows you to jump instantly to a program, document, picture, or folder – any location at all on your computer – with a single click.

Icons for shortcuts are easily recognizable by the arrow in the bottom left corner of the icon.

You'll never have to navigate through the Start Menu maze again once you've saved the shortcuts to your programs to either the Desktop or – better yet – to the Taskbar.

There are four steps involved in doing this:

1. **Find** the icon you'd like to clone.
2. **Copy** it (Right click, Copy)
3. **Navigate** to the location you want to put the icon.
4. **Paste** it. (Right click, Paste)

Once we've customized the Desktop and the Quick Launch tray, we'll also discuss using the icons and removing items from both locations.

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Let's look at these four steps in a bit more detail. In the following example, we're going to copy the shortcut for Free Cell to the Quick Launch bar.

1. FIND THE ICON YOU'D LIKE TO CLONE.

To save a shortcut, you'll need to navigate to the location of the shortcut at least once.

Click on the **Start** Button. Position the cursor over

All Programs | Games | Free Cell.



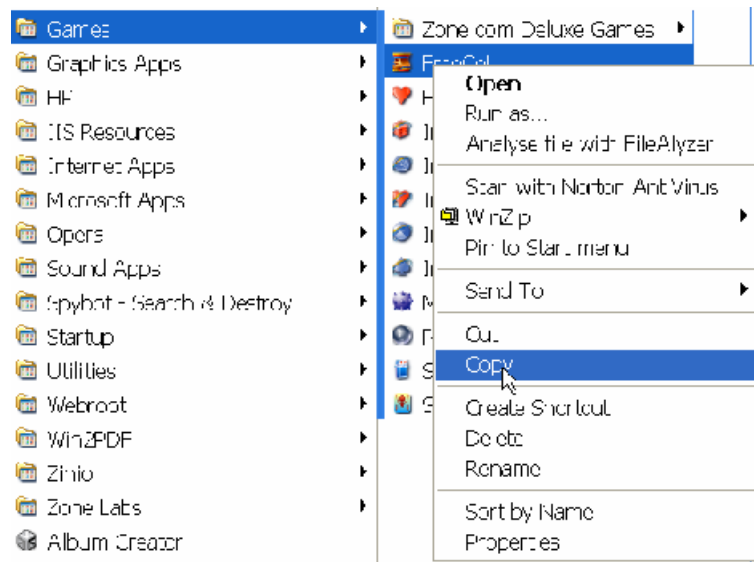
2. COPY IT (RIGHT CLICK, COPY)

Right click. Select **Copy** from the list.

Note:

*If this works correctly, it will appear that **NOTHING HAPPENS!***

This is because the icon for Free Cell has been copied into the computer's memory, just waiting for you to do something with it.



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3. NAVIGATE TO THE LOCATION YOU WANT TO PUT THE ICON AND
4. PASTE IT. (RIGHT CLICK, PASTE)

We'll copy this icon to two locations: the Desktop and the Quick Launch tray.

Why both locations?

- ❖ The desktop is a handy place to keep your favorite programs – but it can get cluttered very fast.
- ❖ Keeping icons in your Quick Launch tray keeps the desktop uncluttered, and gives you access to your programs in no more than 2 clicks.

Let's copy the icon to the desktop first.

- a. Press the **ESC** key (in the top left corner of the keyboard) until the menus go away.
- b. If there are any programs open and you can't see the desktop, minimize all programs by pressing  **M**.
- c. Find a clear area on the desktop. (Make sure the cursor is not over the top of another program.)
- d. **Right Click**. Click **Paste** on the menu.
- e. You did it!

Copying the icon to the Quick Launch tray takes just another few steps.

- f. Find the icon you just copied to the desktop.
- g. Position the cursor over the icon.
- h. **Hold down the right mouse button** and **drag** to icon to a location between two existing icons on the Quick Launch. You'll see a **black bar** appear on the Quick Launch tray.
- i. When you see the black bar, **release the right mouse button**.
- j. A menu will appear with the choices Copy Here, Move Here, Cancel. Click **Copy Here**.



That's it! You've copied the icon onto the Quick Launch tray!

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USING THE DESKTOP ICON

To use a Desktop icon, position the cursor over the icon and **double click**.

NOTE:

If a double click doesn't work for you, single click the icon and press Enter (on the keyboard).

USING THE QUICK LAUNCH TRAY

To use an icon on the Quick Launch tray, **single click** the icon if it's visible from the Taskbar.

If you have so many icons in your favorite programs folder that your program is hidden, **click the double arrow** to see the complete list of favorite programs. **Click** the shortcut of your choice from the expanded list.



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WHAT IF I CHANGE MY MIND AND DON'T WANT THE SHORTCUT ON THE DESKTOP OR TASKBAR?

If you want to delete an icon from either the Desktop or the Taskbar, simply right click the icon and select Delete.

