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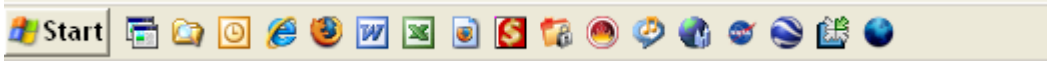
Dragging program icons into the Quick Launch area of the task bar.

a. Right Click on the taskbar at the bottom of the screen and uncheck "Lock the Taskbar". This will permit the Quick Launch portion of the taskbar to be sized as wide as is necessary for the number of icons to be added to the Quick Launch area. Drag the vertical bar on the right side of the Quick Launch taskbar area as desired.

b. By default, Internet Explorer and Outlook may already be in the Quick Launch area. An Icon can be dragged from the desktop to the Quick Launch bar and positioned relative to any other icon in the bar. The icon can be deleted from the desktop or the Quick Launch by right clicking and selecting delete.

b. I add Windows Explorer to my Quick Launch because I use Windows Explorer many times every day. Go to Start, All Programs, Accessories and then right click on Windows Explorer and select copy. Go to the desktop and right click in a blank area and select paste. Now drag the icon from the desktop to the Quick Launch and position it as desired. You may then delete the icon from the desktop if so desired.

My Quick Launch bar looks like the following:



The Icons from left to right are Windows Explorer set to open My Archive Documents on Drive F, the Windows Explorer as in b. above, Outlook, IE, Firefox, Word, Excel, Firefox Safe Mode, Quicken, My Private Folder, Nero, Rhapsody, Virtual Earth, NASA World Wind 1.3, Google Earth, and Gran Paradiso (Firefox 3.0 Beta).

Of course what you add to the Quick Launch is your choice as well as in what order they display. I do not have any Icons on my Desktop. That is my preference.