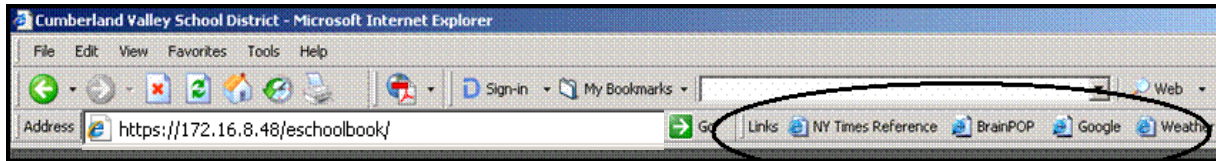


Adding Shortcuts to the Links Bar:

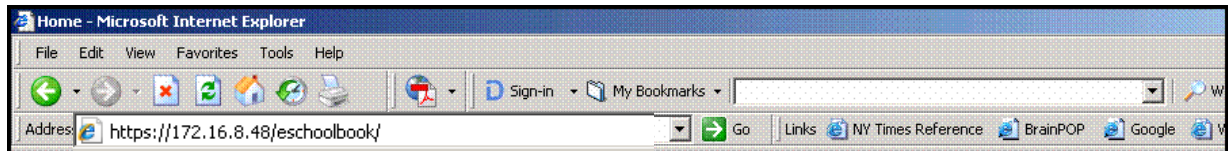
When you open Internet Explorer, look for the Links bar at the top of your screen. Your school laptop already has some valuable shortcuts located there. You can easily customize this handy toolbar by adding, removing, and rearranging items.



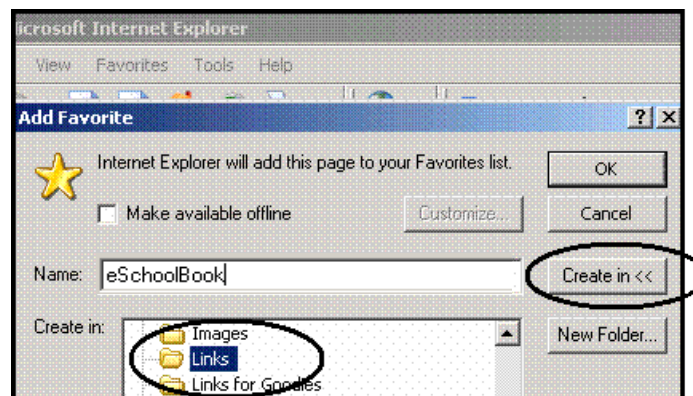
There are several ways to *add* a Shortcut:

1. Drag the Web page's icon from the Address bar of the browser to the Links bar.

OR



2. Click on the "Favorites" Menu and "Add to Favorites." In the "Add to Favorites" dialog box, look for the Links folder in the "Create In" window. Click on it, and enter a meaningful name. Click "OK." The shortcut, with the name you gave it, will appear in the Links bar.



Removing Shortcuts from the Links Bar:

Right-click the shortcut, and click “Delete.”

Rearranging Shortcuts on the Links Bar:

Click and drag a shortcut to a new location.