

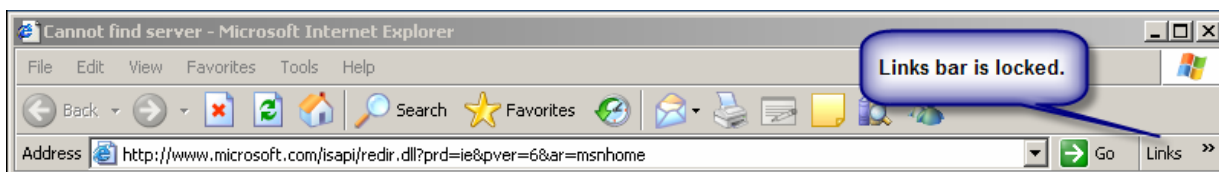
15 Minute Seminar

Using the Links Toolbar in Internet Explorer

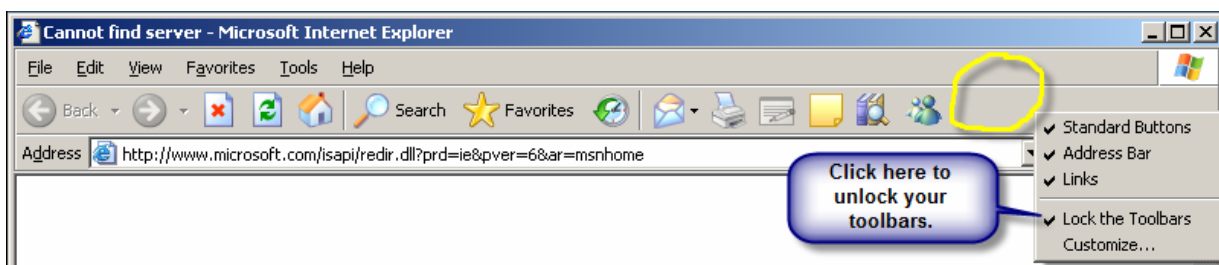
The Links toolbar in Internet Explorer is a toolbar where you can place shortcut buttons to websites that you commonly go to giving you one click access to your favorite web sites.

Unlocking the Links Toolbar (You may or may not have to do this.)

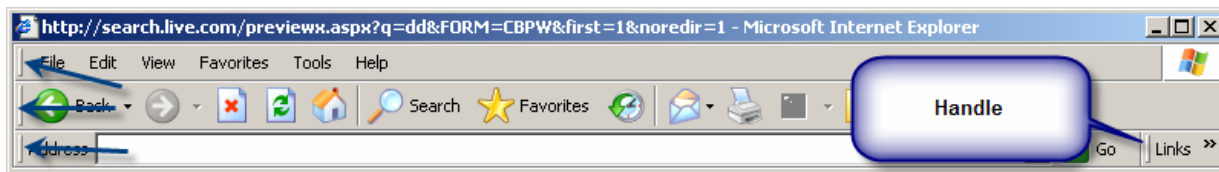
1. If your Links toolbar appears as shown in the figure below then your toolbars are locked and you will need to do two things:
 - a. Unlock your toolbars
 - b. Move the links bar down and over to the left so you can have access to all of the space it provides.



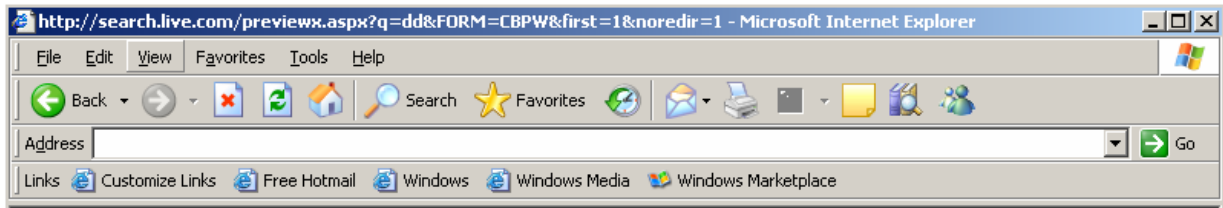
2. Right-click on an unused area of your menu bar or standard button bar (see yellow circle for an example of where to right-click) and then click on Lock the Toolbars. Since the toolbars are already locked this will have the effect of unlocking them. See below.



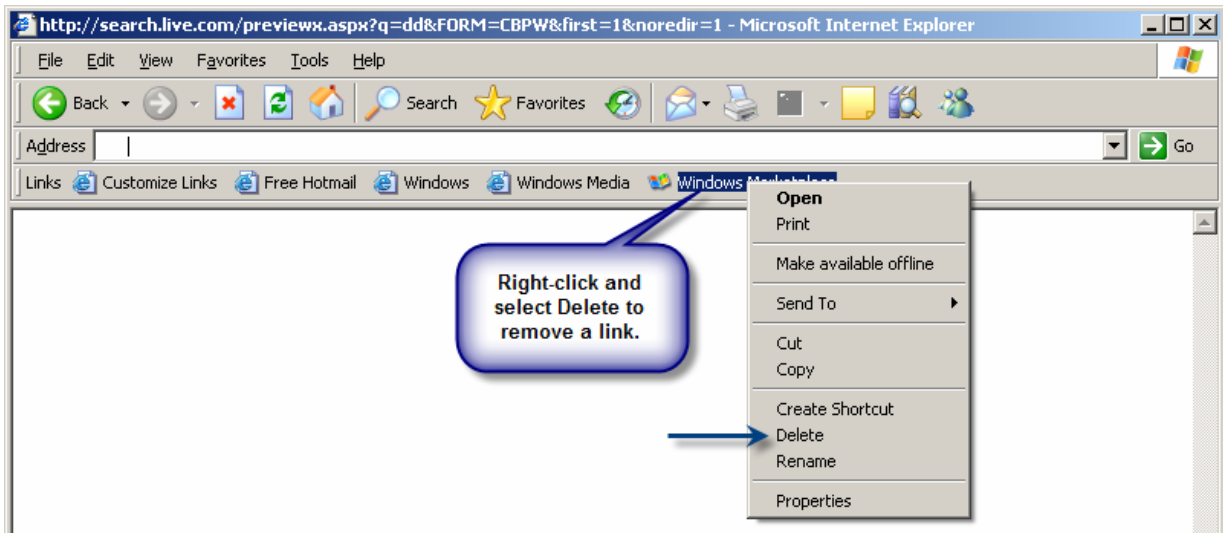
3. Once the toolbars are unlocked they will appear as shown below. Notice the "handle" on the left side of each bar. This handle allows you to move the bar up, down and sideways.



- Now you need to move the Links toolbar below the address bar. To do this simply click on the Links handle and drag it straight down. Your Links bar should look like the one below.

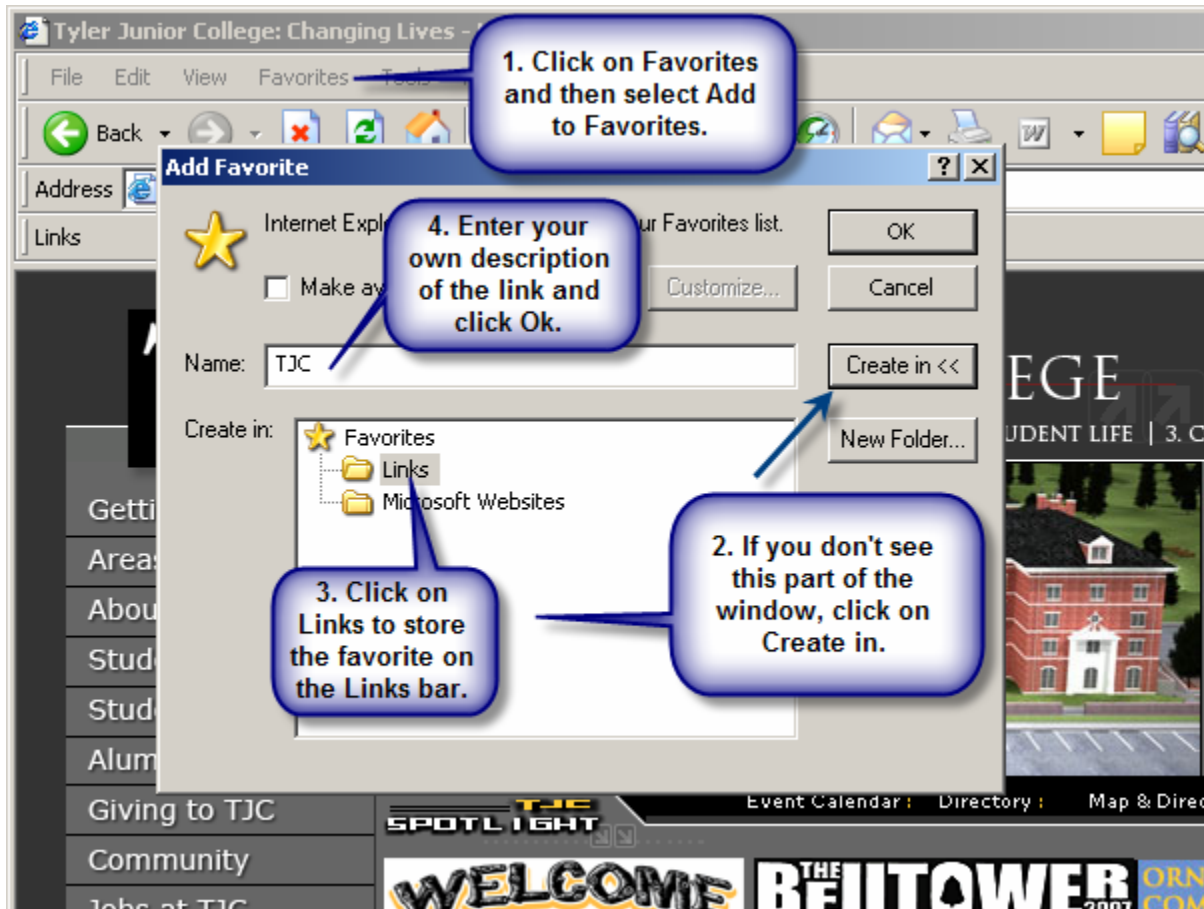


- The links that are already on the Links toolbar are pretty useless and you can remove any that you don't want by right clicking on the link and selecting delete from the pop-up menu.



Adding a Link

Suppose you have browsed to <http://www.tjc.edu> and you want to save it as a favorite on the Links bar.



You should now see a link to TJC's website on your links bar.

