

# CUSTOMIZING THE LINKS BAR TO SHOW YOUR FAVORITE WEBSITES

Did you know that you can customize the Links bar in all versions of Windows? You can add, remove, or rearrange shortcuts to your Favorites and folders of Favorites. Customizing the Links bar gives you one-click access to your favorite folders and webpages.

To manage the Links Bar:

1. Right-click on the Windows Taskbar. Click on Toolbars, and then click Links to select it (a checkmark will be displayed beside it)
2. You will now see "Links" added just to the left of the system tray (Action Center) on the taskbar.
3. To add a website shortcut to the Links bar:
  - a. Access the target website from within Internet Explorer.
  - b. Click on the Favorites tab on the Menu bar.
  - c. Click the Add to Favorites Bar. NOTE: If you are using a different browser this feature may not be implemented, or may work differently.
4. To remove a shortcut from the Links bar: Right-click the shortcut in the Links bar, and then click Delete
5. To rearrange how your Favorites show on the Links bar: on the Links bar, drag a shortcut to a new location.