

## CUSTOMIZE THE LINKS BAR TO SHOW YOUR FAVORITE WEBSITES OR DOCUMENTS

Because of its popularity, the Links bar has appeared in all versions of Windows through Windows 10. However, you have to set it up.

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 Taskbar. From the popup menu, click on Toolbars.
2. Click Links to select it (a checkmark will be displayed beside it)
3. You will now see "Links" added just to the left of the system tray on the taskbar.
4. 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.
5. To add a **folder or document** to the Links bar:
  - a. Access the folder or document from within File Explorer.
  - b. Right-click on the target folder or document.
  - c. Click on Send to: Desktop (create shortcut).
  - d. Now drag the new shortcut and drop it on top of the Links bar.
6. To remove a shortcut from the Links bar: Right-click the shortcut in the Links bar, and then click Delete
7. To rearrange how your Favorites show on the Links bar, simply drag a shortcut to a new location.