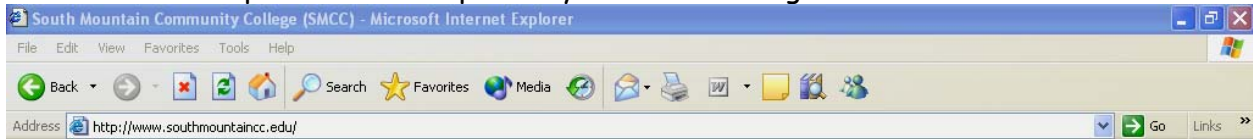


Customize Your Links in Internet Explorer

Do you have web sites you need to visit often? Would you like an easy-to-find shortcut, but don't want everything on your desktop? You can put your favorite links in Internet Explorer's standard toolbar.

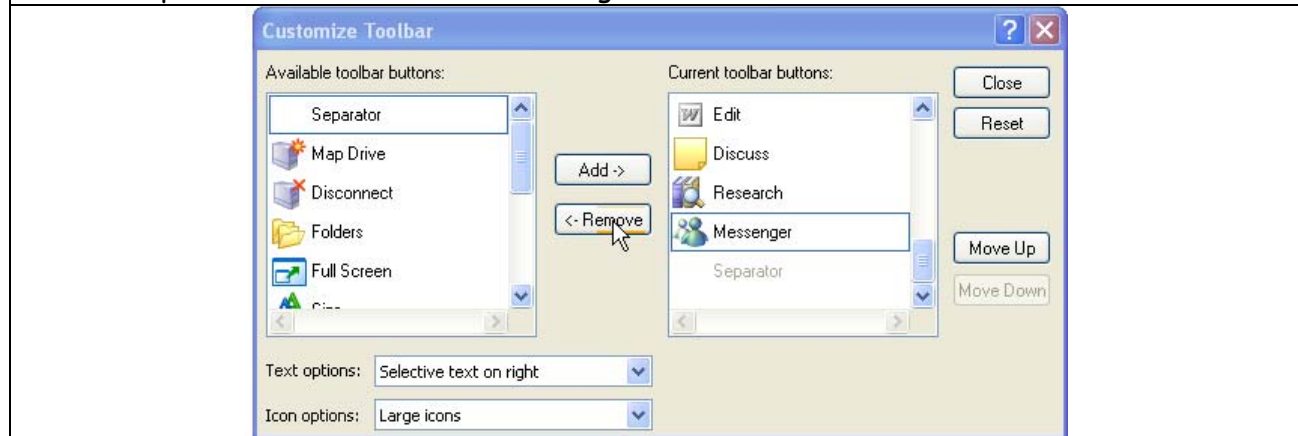
Your Internet Explorer toolbars probably looks something like this:

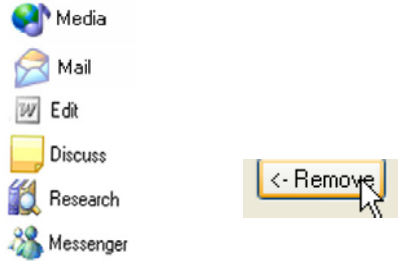
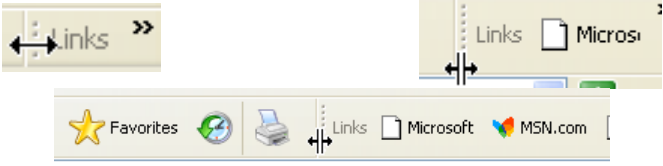
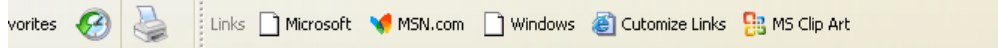
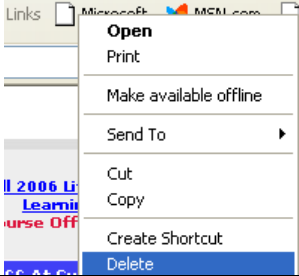

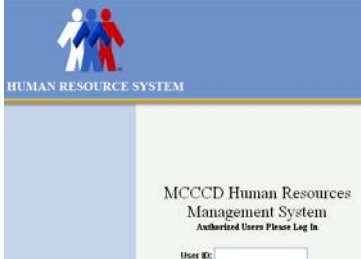
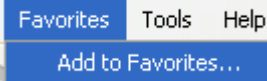
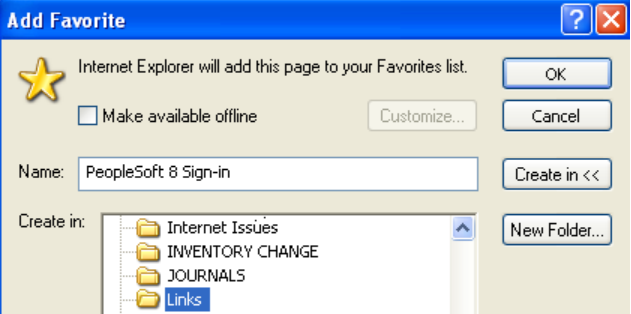


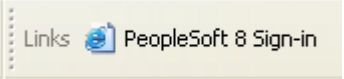
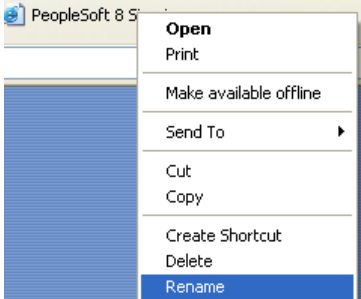
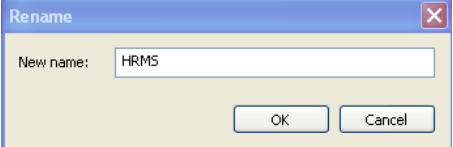
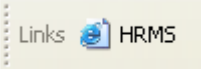
There are unused icons in the standard toolbar, a long address line and the links are hidden in the corner.

Why not customize Internet Explorer to better meet your needs?

<p>Open Internet Explorer. From the Menu Bar, select View > Toolbars > Lock the Toolbars.</p> <p>"Lock the Toolbars" is a toggle command. Since the default setting is locked, selecting this command will UNLOCK the toolbars.</p>	<p>The screenshot shows the View menu open, with the Toolbars submenu also open. The 'Lock the Toolbars' option is highlighted, and it has a checkmark next to it, indicating it is currently enabled.</p>
<p>From the same menu, select Customize.</p>	<p>The screenshot shows the View > Toolbars > Customize option highlighted in the menu.</p>
<p>This will open the Customize Toolbar dialog box.</p>	



<p>You can select those icons which you never use and remove them. (They can be restored whenever you wish.)</p>	
<p>Move your cursor over the separator next to the word "Links", click and hold your mouse button down while dragging your links up to the standard toolbar.</p>	
<p>Now you have your links out where you can see them, but they are the default links set by Microsoft.</p>	
	
<p>Right click on each of the default links and select delete from the drop down menu.</p>	
<p>Once you have deleted the links you don't want, you are ready to start adding the links which you actually use.</p>	
<p>Navigate to the web page you wish to save in Links, such as the HRMS page (where you can create an RPS).</p>	
<p>Select Favorites > Add to Favorites.</p>	
<p>In the Add Favorites dialog box, select Links and click on OK.</p>	

<p>The name of the web page will be added in the Links bar.</p>	
<p>You may want to change the name to something you can more easily recognize.</p>	
<p>Right click on the new link and select Rename.</p>	
<p>In the dialog box, type the name you want to give to your link and click on the OK button.</p>	
<p>The new name will appear on the Links bar.</p>	
<p>When you have finished adding all of your own links, don't forget to lock the toolbars again.</p>	