Hidden Toolbar

You can create a Hidden Toolbar that only appears when you want it. This comes in handy for Shortcuts so they don’t clutter up your Desktop.

You need to start the process by creating a Folder

**To Create a folder;**

- Right mouse click the Desktop, Select **New**
- Choose **Folder**
- When the Icon appears give the folder a name (E.g. Shortcut List)
- Put in the files, folders or shortcuts, you want to include on the Toolbar.

- Move the folder to a permanent location. If you move or delete the folder the Toolbar is deleted automatically.

**To Create a Hidden Toolbar;**

- Drag the folder (from it's location) to the edge of the screen (as if you were trying to push it off the screen).
- Release your mouse button.
- A toolbar should appear at the side with the items inserted.
- This is called “docking” the toolbar.
- By default it uses large icons and is permanantly on the Desktop

**To Adjust Toolbar settings;**

- Right Mouse click on the Toolbar heading and a Menu will appear.
- Choose you options.
  - **Auto-Hide** will cause the toolbar to disappear everytime you use another object or you click on the Desktop. To see the toolbar again just move your cursor to the edge of the screen where the toolbar is located.
  - The **View** option alows for Large or small Icons.

**Maintaining the Toolbar;**

- While the toolbar is open, you can;
  - Adjust the width of the Toolbar – by dragging the edge.
  - Change to position of the icons – by dragging them
  - Add afile – If you add a file by dragging directly to the Toolbar it will only put a shortcut in the toolbar.
  - Delete icons – Right mousede click the Icon.
  - You can make the Toolbar “float” on the Desktop if you want to leave it open. To dock it simply move it back to the edge.
  - You can use the original folder as well to maintain the toolbar.