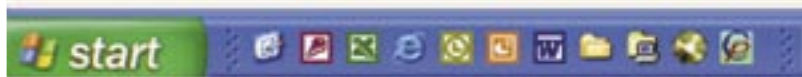


By ANDY ZAVOINA, CRCM

Toolbars

M

Y FIRST PERSONAL COMPUTER, BOUGHT IN 1984, was a Macintosh. Being a non-typist, I appreciated the GUI, (graphical user interface), which used a mouse more than all the “command, backslash, prompt” keyboarding I saw other people doing. And I was more productive than many of them. Sometimes it depends on what you know and how you know how to do it.



Soon, Microsoft introduced its GUI, incorporating the mouse as a navigation tool. I remember hearing complaints when something required two mouse clicks instead of one. How lazy can a person be? But there was a lesson to be learned: Ease of use has merit. If you save moving the cursor from one side of the screen to the other once a day, you haven’t saved anything. If you save moving the cursor from side to side a thousand times a day, you have saved a little time and lot of workflow. The double-clicks issue was similar to this—and so is the toolbar.

To get the most understanding from this article, read it in front of your computer and follow along, customizing your taskbars and toolbars to best meet your workflow requirements.

Many programs allow the customization of the toolbar, starting with the default taskbar toolbar on Microsoft Windows systems such as Windows XP, which can be moved from the bottom to either the right, left or top of your screen. It depends on where you want to give up that real estate. The taskbar shows what tasks you are working on by showing you what programs are open. To move it from one location to another, simply left-click on a blank area of the toolbar, keep the mouse button pressed, and drag the toolbar to the desired side or top.

Try it; you can always drag it back to the bottom if you prefer.

You can right click on a blank space as well, and scroll to “Toolbars” to turn others on and off as needed. If you scroll to “Properties” instead, you can customize this one as well. I like to turn on the Quick Launch toolbar so I can use my mouse pointer to open my common programs instead of navigating through the “Start > All Programs” menus. (Talk about lazy.) You can add your programs here and what is added and deleted is up to you.



You also have several other customization options. By selecting “Auto-hide the taskbar,” you will get back that screen real estate you value so much. When the taskbar is not being used, it

will disappear and you’ll be amazed how handy that little extra strip of viewing space sometimes is. To bring it into view, move the cursor to the area where the taskbar is docked and it will come back for use. After a few moments of inactivity, such as when you go back to a Word document, it disappears again. You can also take the middle-of-the-road approach by deselecting “Keep the taskbar on top of other windows” in the “Properties” dialogue box. Doing this will stop it from disappearing, but you can put another window over it and still reclaim that space. If the window isn’t as long as the taskbar, you can see what is there and activate the taskbar by clicking on it. When you’ve found the perfect home for your taskbar, in the “Properties” box select “Lock the taskbar” to stop it from being moved until you return to this box and deselect “Lock the taskbar.”

When navigating from one open program to another, use the “Alt + Tab” key combination if you prefer the keyboard, or click on the program as it shows on the taskbar. If you want to go backwards using “Alt + Tab” process, simultaneously depress the “Shift” key. While you are in the “Properties” window, reduce some of the bulk in your taskbar by selecting “Group similar taskbar buttons.” If you have three Word documents open, for example, it will show only one button. This saves space. You can still click on that button and when there are two or more of those windows available, scroll to the one you want by the file name.

If you have a lot of programs open you may see an up and down arrowhead on the right of the taskbar. If you want to see all the programs (tasks) that

are open without scrolling with these, hold your mouse pointer over the top edge of the taskbar. You will see that it turns into a double headed arrow. Left clicking and dragging this up will allow you to add a layer to it, reducing or eliminating the need to scroll through the layers. This has the advantage of showing what is open and allowing you to quickly click a program to go there, but you give up screen real estate to do this. This is less of a problem if you hide the taskbar when it's not in use.

Now let's take a quick look at Internet Explorer, the commonly used Web browser. Like many other programs, it has customizable options in the toolbar at the top of the screen. You may well have three, four, five, or more toolbars on the top portion of this program. Again, right click in a blank area and you will see a list of possible toolbars with several that have checkmarks next to them. These are the

ones currently turned on. You may be unsure which toolbar is which. Simply turn it off and see what goes away. Right click again and turn it back on if it is one you want to keep. Don't worry—you will not break your computer doing this.

In this toolbar area you may notice at an edge that there is a dotted line. Think of this as a handle. Holding your mouse pointer over it you will see that it changes to that double headed arrow again. Only this time the arrow is horizontal. You can move this left and right to elongate or shorten a specific toolbar. If you make a long toolbar shorter, the end that disappears doesn't go away. It is replaced by a double chevron. Click on this to see a drop-down menu that contains the choices you just cut off. They're not gone; they're just accessible in a different manner. While you have that double-headed arrow, you can

also move the toolbar vertically, so if you have a short one above and below, you can put them on the same line, recapture that screen real estate and reduce some of your mouse movements. You can also click on a blank space and see that mouse pointer turn into a four-headed arrow. This also allows you to move that toolbar to another location.

You can also rearrange the toolbars to put them into a more logical order for the way you work. If you want the toolbar with "File Edit View..." at the bottom, click and drag it to the last layer of toolbars.

Customize further by right-clicking on the toolbar in Internet Explorer and selecting "Customize." The window that pops up is common to many programs. On the left you will see a list of the available toolbar buttons. You can select one and use the buttons in the middle to add it to the window on the right.



So many questions. One great source for answers.

As corporate counsel you are counted on to know the answers to a wide range of questions that arise throughout your organization.

Find out how Westlaw® can help you answer those questions and more. Call **1-800-248-2449** or visit west.thomson.com/corporate

© 2006 West, a Thomson business L-319895/1-06

THOMSON
WEST

For the way you work.

Westlaw.

Reach this advertiser through <http://links.aba.com>



This will add your selected button to the toolbar itself. You can add “separators,” which will allow you to space your buttons so they stand out more, and so they can be set into groups such as having one area of your toolbar that is for navigation and another for formatting. If you don’t like where the new button is placed, click “Move up” and “Move down” to place it where you want.

In Word I do a lot of cutting and pasting. When I copy or cut text from one document, such as a Web page, and paste it into a Word document I may want to keep the text formatting I already have in Word. Instead of selecting “Edit > Paste Special” and selecting from my options there, I added a “Paste Special” button to my toolbar using the following steps (which also permit similar customizations). The dialog box that will pop up is slightly different from the box for Internet Explorer.

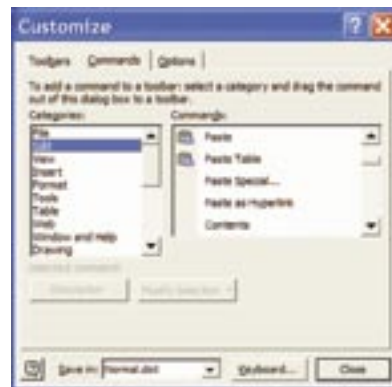
1. Right-click on a toolbar.
2. Scroll all the way down to “Customize.”

There are three tabs in the dialog box: Toolbars, Commands, and Options. Toolbars allows you to select the toolbars you want to show. Options offers a few choices, including “Large icon,” which you may consider turning off and “Always show full menus,” which enables the full drop-down menus instead of the popular choices you commonly use, with a few seconds’ delay to see the rest.

3. Select the Commands tab.

Note that in the left window you can scroll through the commands File, Edit, View, etc. With each, the contents in the right-hand window will change. The choices on the left are what you’d find under that drop-down menu if you selected it above. In this case we want “Paste special” and we know it is under the Edit menu.

4. Select Edit in the left window.
5. Scroll down and select “Paste Special” in the right window.
6. Click and drag that command to where you want it in your toolbar. You make the choices. Note that if there is an icon associated with your choice, that icon will show when you place it in the toolbar. If there is no icon, the text will show. That is all there is to it. And you can select many combinations that work for you.



In the customization window (or many others for that matter), you may not be sure what a particular command or selection does. Look in the upper-right corner of the box for a question mark. In many cases you can select that question mark and either a help window will pop open (this is what happens in my version of Office 2003) or the cursor will turn into a question mark (Office 2001); click on the command for an explanation of what it is or does.

Review your programs and decide which toolbars and taskbars you want,

in what order you want then, what selections you want in them, and in what order those selections should be. Change it to your heart’s content so your machine works best with and for you. Don’t mouse around where you don’t need to. Efficiency is the name of the game. Remember, you won’t break it and you can always put it back the way it was. These customization capabilities were added for a reason—so you could work smarter, not harder. **EC**

ABOUT THE AUTHOR

Andy Zavoina, CRCM, is an executive vice president with the Glia Group, best known for its involvement with BankersOnline.com, where he is also a BankersOnline Guru. He joined Gila in 2003.

Mr. Zavoina, who has been in finance and banking for 23 years, was the 2003 recipient of the American Bankers Association’s Distinguished Service Award for his involvement and accomplishments in the field of regulatory compliance management. He is a past chairman of the ABA Compliance Executive Committee and served on the ABA Bank Compliance Editorial Advisory Board, and currently serves Compliance Action magazine, and the ABA Compliance School Board. He also served on the Texas Bankers Association’s Compliance Committee.

He is a graduate of the ABA National Commercial Lending School, National Compliance and National Graduate Compliance Schools, and is a Certified Regulatory Compliance Manager with the Institute of Certified Bankers. You can reach Andy on the Internet by using his e-mail address, andyz@bankersonline.com, or visiting his personal Web site at <http://home.hot.rr.com/zavoina/home.html>.