Brownbag Lunch Topics – Part – Spring 2005

1. Using Quick Launch
2. StartUp Folder
3. MS Config Utility

1. Using Quick Launch

The Quick Launch toolbar is included in Windows 98/ME/2000/XP to enable instant, single click access to your favorite programs, documents, and tools.

To install the Quick Launch bar:

- right-click on the Taskbar (If Lock the Taskbar has a check mark next to it, click on Lock the Taskbar to remove the check mark and unlock the task bar.)
- right-click the taskbar again, select Toolbars and select Quick Launch to add Quick Launch to the right of the Start button
- click and drag the vertical divider bar (98/ME/2000) or the vertical dot cluster (XP) to the right to reveal the icons in the Quick Launch bar

To add icons in the Quick Launch bar:

- click, hold, drag and drop any icon into the Quick Launch bar

Note: This can be done for programs, tools, folders and even individual documents.

To delete icons in the Quick Launch bar:

- right click the icon and select delete

Advanced:

To add other toolbars to the Taskbar, including ones for Control Panel, My Documents, and My Computer:

- right-click the taskbar
- select Toolbars and select New Toolbar
- browse to the location that is to be added to the taskbar
2. Windows Startup Folder

Customize the Windows Startup folder to control which programs or documents open when Windows starts.

Adding programs to the StartUp folder:

- copy the shortcut that’s going to be placed in the Startup folder
- right-click on Start select Explore All Users
- click Programs and select Startup
- right-click and select Paste Shortcut

Note: To modify the Startup folder for specific user account go to C:\Documents and Settings, click the folder for the particular user name, and navigate down through the Start Menu and Programs folders to the individual Startup folder.

Deleting programs from the StartUp folder:

- click Start and select Programs
- select Startup
- right-click on the program and select Delete

Note: The less you have in your startup folder, the faster Windows will load.
3. **MSCONFIG (Microsoft System Configuration Utility)**

The MSCONFIG utility can be used to ensure that your computer boots faster and crashes less. MSCONFIG lists the “hidden” programs that are loading in the background. Some of these hidden programs are essential, but most aren’t. Turning off some of these hidden programs can significantly increase your computer’s performance and reliability.

**Accessing MSCONFIG:**

- click **start** and select **Run**
- type **MSCONFIG**
- click the **Startup** tab

![MSCONFIG Utility](image)

The list of startup items are the programs that are automatically loaded every time you turn on your computer. Some startup programs are absolutely necessary others are simply a waste of RAM.

- uncheck the programs that you do not want to start when your PC boots

**Note:** Disable only those programs that you recognize and don’t need to have running all the time. When in doubt, leave it on.