WINDOWS EXPLORER TOOLBAR CUSTOMIZED

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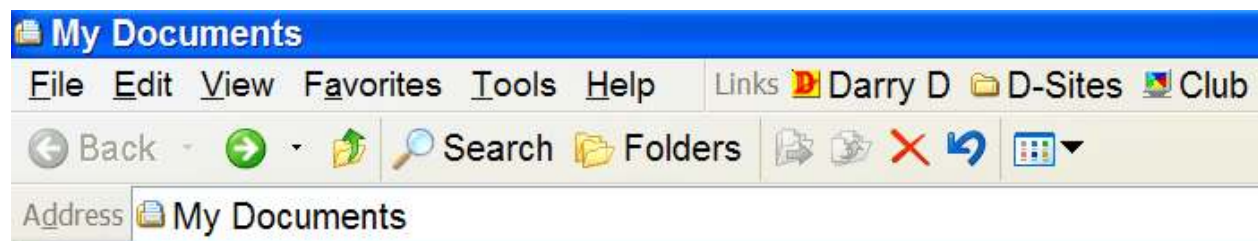By default (what happens unless you direct otherwise), when you open My Computer, My Documents, or any Windows folder, you are presented a ToolBar along the top with navigation commands. These include Back, Forward, Up One Level and more.

Did you know you can customize this ToolBar to add commands for Copy, Paste, Cut, Undo, etc.?

Here is how:

1. From the desktop, select Start ➤ My Documents. You'll see something like **Figure 1**.
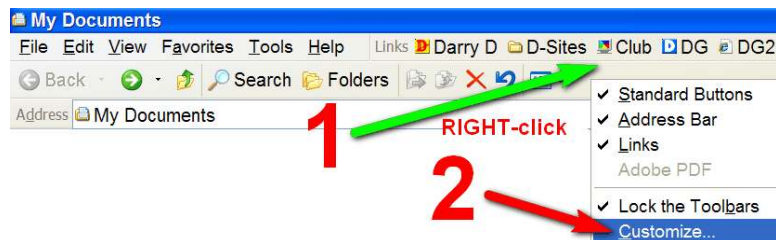

Figure 1

2. To see all the options (**Figure 2**):

❶ RIGHT-click on an empty spot in the ToolBar at the top.

❷ Left-click on Customize.

Figure 2

4. Left-click, hold, and drag the items you want to add from the left-side to the right-side (**Figure 3**). Then, Left-click, hold, and drag them to arrange the order you want them to appear.

5. Left-click on the "Close" button (**Figure 3**).

Figure 3

Like everything else in Windows, it's simple once you know how.