

## Toolbars and Shortcuts for Windows 98

### Searching Microsoft for help:

<http://support.microsoft.com/directory/>

### Searching the Microsoft knowledge database for toolbar produced this results page:

<http://search.support.microsoft.com/kb/psssearch.asp?SPR=w98se&T=B&KT=ALL&T1=7d&LQ=toolbar&PQ=PastQuery&S=F&A=T&DU=C&FR=0&D=kbwin98SEsearch&LPR=&LNG=ENG&VR=http%3A%2F%2Fsupport.microsoft.com%2Fsupport%3Bhttp%3A%2F%2Fsupport.microsoft.com%2Fservicedesks%2Fwebcasts%3Bhttp%3A%2F%2Fsupport.microsoft.com%2Fhighlights&CAT=Support&VRL=ENG&SA=GN&Go.x=28&Go.y=23>

## How to Create and Customize a User-Defined Toolbar in Windows 98

[http://support.microsoft.com/support/kb/articles/Q216/6/63.ASP?LN=EN-US&SD=gn&FR=0&qry=toolbar&mk=2&src=DHCS\\_MSPSS\\_gn\\_SRCH&SPR=W98SE](http://support.microsoft.com/support/kb/articles/Q216/6/63.ASP?LN=EN-US&SD=gn&FR=0&qry=toolbar&mk=2&src=DHCS_MSPSS_gn_SRCH&SPR=W98SE)

The information in this article applies to:

Microsoft Windows 98

Microsoft Windows 98 Second Edition

### SUMMARY

This article describes how to create and customize a user-defined toolbar in Windows 98.

### MORE INFORMATION

To create a user-defined toolbar:

1. Create a new folder to hold the contents of your new toolbar. For information about how to create a folder, click Start, click Help, click the Index tab, type "new folder" (without the quotation marks), and then double-click the "New Folders" topic.
2. Copy the items you want on your toolbar to the folder you made in step 1. Typical items on a toolbar might include shortcuts, folders, and so on.
3. Right-click the taskbar, point to Toolbars, click New Toolbar, browse to the folder you created in step 1, click this folder, and then click OK.
4. Restart your computer. Note that your new toolbar is visible before you restart your computer, however, you still must restart your computer to complete the toolbar creation process.

To customize a user-defined toolbar, right-click the toolbar, and then click to place or remove a check mark from the appropriate item on the menu that appears. For example, you may want to remove the text label associated with your toolbar by right-clicking your toolbar, and then clicking Show Text to remove the check mark. To add an item to your toolbar, drag the item to the toolbar, and to remove

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an item from your toolbar, drag it off the toolbar, and then delete it. Also, you can move this toolbar by dragging it to a new location.

### How to Change the Start Menu in Windows 98

#### **Adding an application or file to the Start menu:**

Left click on the application or file icon and drag to the Start button. The application or file is now in the Start menu.

#### **Deleting an application or file from the Start menu:**

Left click on the Start button. Move the mouse cursor up to the application or file icon to be deleted. Right click on the icon and choose “delete” from the drop-down menu.

### How to Change the Applications or Files that Automatically Start When Booting in Windows 98

#### **Adding an application or file to automatically start:**

Right click on the Start button and left click on “open” in the drop down menu. Double-click the programs icon. A Programs window will open. Scroll down the list of applications and double-click the StartUp icon. A StartUp window will open. Left click on the desired application or file icon (such as on the desktop or in Windows Explorer) and drag to the StartUp window. The application or file will now automatically open when the computer boots.

#### **Stopping an application or file from automatically starting:**

Right click on the Start button and left click on “open” in the drop down menu. Double-click the programs icon. A Programs window will open. Scroll down the list of applications and double-click the StartUp icon. A StartUp window will open. Left click on the application or file icon in the list of applications and files, and press the “delete” key. The application or file will now **NOT** automatically open when the computer boots.

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### Keyboard Shortcuts for Windows

[http://support.microsoft.com/support/kb/articles/Q126/4/49.asp?LN=EN-US&SD=gn&FR=0&qry=toolbar&mk=7&src=DHCS\\_MSPSS\\_gn\\_SRCH&SPR=W98SE](http://support.microsoft.com/support/kb/articles/Q126/4/49.asp?LN=EN-US&SD=gn&FR=0&qry=toolbar&mk=7&src=DHCS_MSPSS_gn_SRCH&SPR=W98SE)

The information in this article applies to:

- Microsoft Windows Millennium Edition
- Microsoft Windows 98 Second Edition
- Microsoft Windows 98
- Microsoft Windows 95

### SUMMARY

This article lists keyboard shortcuts you can use with Windows.

### MORE INFORMATION

#### Windows System Key Combinations

- F1: Help
- CTRL+ESC: Open Start menu
- ALT+TAB: Switch between open programs
- ALT+F4: Quit program

#### Windows Program Key Combinations

- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic

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### General Keyboard-Only Commands

F1: Starts Windows Help

F10: Activates menu bar options

SHIFT+F10 Opens a shortcut menu for the selected item (this is the same as right-clicking an object)

CTRL+ESC: Opens the Start menu (use the ARROW keys to select an item)

CTRL+ESC or ESC: Selects the Start button (press TAB to select the taskbar, or press SHIFT+F10 for a context menu)

ALT+TAB: Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)

ALT+SPACE: Displays the main window's System menu (from the System menu, you can restore, move, resize, minimize, maximize, or close the window)

### General Folder/Windows Explorer Shortcuts

To Copy a File: Press and hold down the CTRL key while you drag the file to another folder.

To Create a Shortcut: Press and hold down CTRL+SHIFT while you drag a file to the desktop or a folder.

### General Folder/Shortcut Control

F4: Selects the Go To A Different Folder box and moves down the entries in the box (if the toolbar is active in Windows Explorer)

F5: Refreshes the current window.

F6: Moves among panes in Windows Explorer

CTRL+Z: Undo the last command

CTRL+A: Select all the items in the current window

BACKSPACE: Switch to the parent folder

SHIFT+click+Close button: For folders, close the current folder plus all parent folders

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### Microsoft Natural Keyboard Keys

Windows Logo: Start menu

Windows Logo+R: Run dialog box

Windows Logo+M: Minimize all

SHIFT+Windows Logo+M: Undo minimize all

Windows Logo+F1: Help

Windows Logo+E: Windows Explorer

Windows Logo+F: Find files or folders

Windows Logo+D: Minimizes all open windows and displays the desktop

Windows Logo+TAB: Cycle through taskbar buttons

Windows Logo+Break: System Properties dialog box

Application key: Displays a shortcut menu for the selected item

### Dialog Box Keyboard Commands

TAB: Move to the next control in the dialog box

SHIFT+TAB: Move to the previous control in the dialog box

SPACEBAR: If the current control is a button, this clicks the button. If the current control is a check box, this toggles the check box. If the current control is an option, this selects the option.

ENTER: Equivalent to clicking the selected button (the button with the outline)

ESC: Equivalent to clicking the Cancel button

ALT+underlined letter in dialog box item: Move to the corresponding item

## Toolbars and Shortcuts for Windows 98

Frequently Asked Questions (FAQs) and highlights of Windows 98 SE

<http://support.microsoft.com/directory/content.asp?ID=FH;EN-US;w98se&SD=gn&FR=0&LN=EN-US>

Frequently Asked Questions (FAQs) of Windows 98

<http://support.microsoft.com/directory/content.asp?ID=FH;EN-US;w98>

Frequently Asked Questions (FAQs) for Microsoft products

<http://support.microsoft.com/directory/faqs.asp?sd=gn&fr=0>

Compatibility of hardware with Microsoft Windows operating systems

<http://www.microsoft.com/hwtest/default.asp>