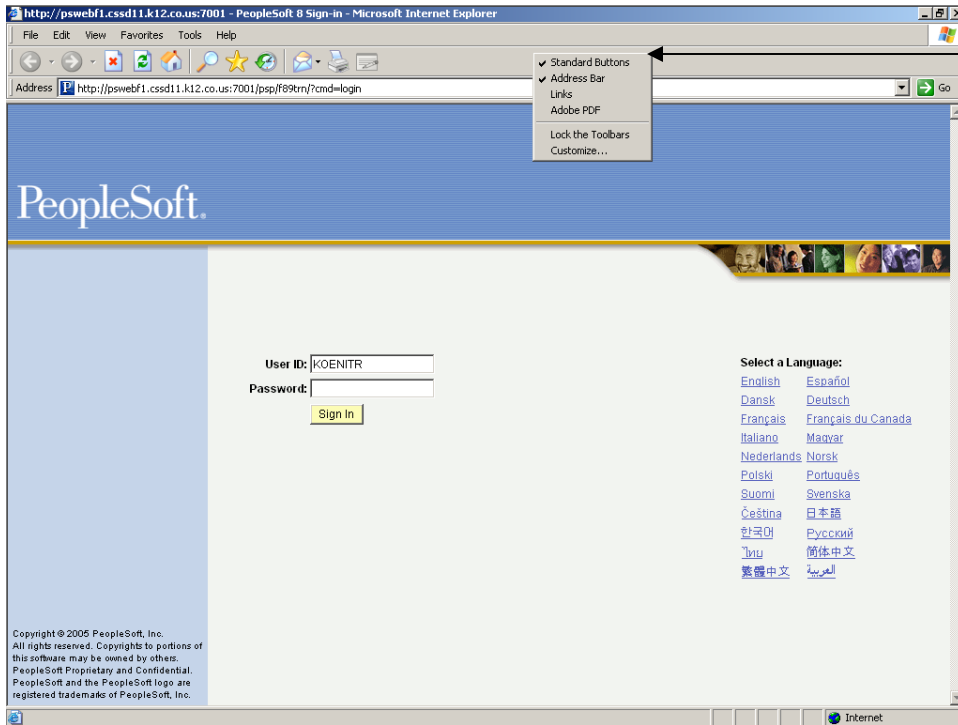


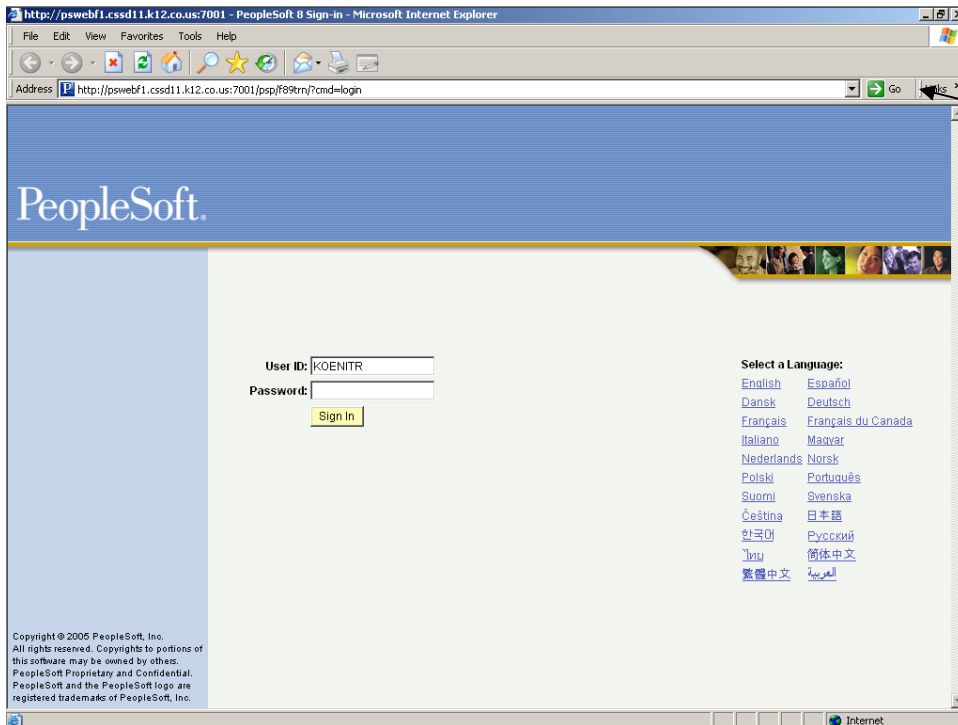
Set up and Navigation tips for PeopleSoft 8.4



Right click on any blank space on your task bar to get this Pop-up box. Left click on “Links” to create a check mark next to it.

The new taskbar titled “Links” will appear. Drag it so that it is under your address bar

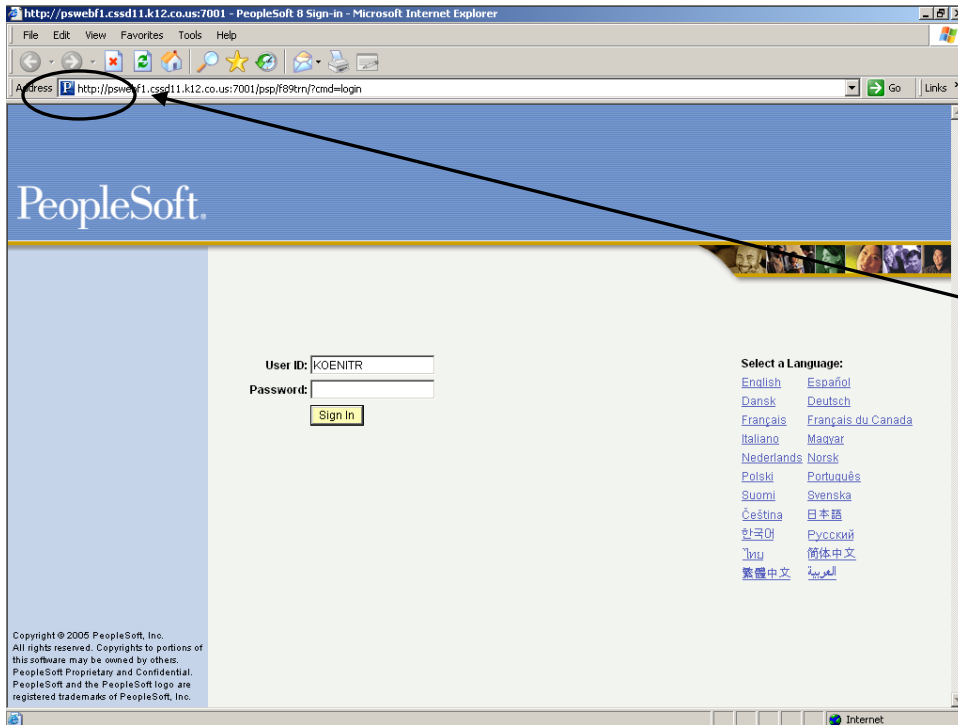
Note: If you are using Windows 98, 2000, or XP, you may need to *unlock* your toolbar – right click on an empty space and de-select (uncheck) the phrase, “Lock the Toolbar”



The Links toolbar:

Bring your cursor over to the bar next to the Links title until it becomes a double-sided arrow.

When you left click on this, it becomes a double-sided arrow with two bars in the middle. That is your “signal” that you can left-click - *hold* and drag it down until you see it under your “Address” bar. If you cannot get the “signal”, you need to unlock your toolbar. {See Note above



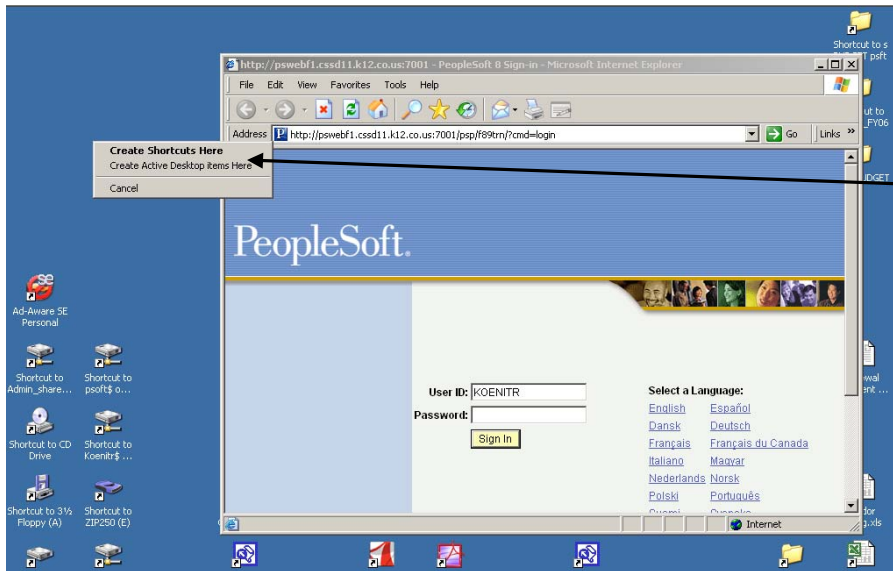
This is handy -

You can add any favorite Internet site to your links toolbar by left clicking on the Internet Explorer “e” (or “P” in this case) and dragging it to your Links. Try it - with a little practice, you’ll be a PRO!

CAVEAT:
If this address is refreshed with a new URL, you will need to *recreate* this shortcut!

TINA TIP: Click your “F11” key to expand your page to full size! Click it again to return!

You can also create a shortcut to your desktop for PeopleSoft. **CAVEAT:** Remember: *If* this is refreshed with a new URL at some time, you will need to *recreate* this shortcut!



RIGHT click and drag the Internet Explorer “e” and bring it to your desktop. When you release the cursor, you will get this Pop-up.

You **MUST** select “**Create Shortcut(s) Here**”. The name that comes up for the shortcut may not be easily recognized – you can change it...

Right click on the name of the new icon and select “Rename” – How about “PSoft 8.9”?? !!!

Remember, as a shortcut, the address may be changed. At that point, the shortcut will not work and you would not be able to use it (right click to delete that “bad” shortcut) - *you will need to recreate it again!*

Keep this instruction page handy!