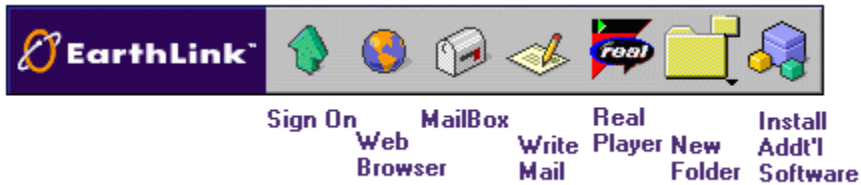




EarthLink Toolbar

The EarthLink Toolbar is a tool for accessing programs, files, and Web sites (Internet locations) quickly. When first installed, the toolbar contains buttons to access EarthLink programs and your Internet tools. You can add additional buttons for any program, file or Internet URL. This gives you quick and easy access to your computing tools. You can even include a folder that can contain an additional collection of buttons. For example, you could [add a folder](#) for Games that contains buttons to all of your game programs. (We've added a new folder to this toolbar.)



Here's what you can do with the toolbar:

[Start the Toolbar](#)

[Set the Toolbar to Start with Windows](#)

[Close the Toolbar](#)

[Add a Folder to the Toolbar](#)

[Add a Button for a File or Program](#)

[Add a Button for an Internet Location](#)

[Add a Button for an Email Address](#)

[Reorganize the Toolbar](#)

For more information about EarthLink 5.0, see [EarthLink Help](#).



Starting the Toolbar

By default, the toolbar is set to start automatically with Windows. (The **Startup with Windows** option on the Toolbar menu is checked.) If you have closed the toolbar, you can always start it again.

To start the toolbar:

▶ Click **EarthLink Toolbar** on the Start menu.

OR

▶ Select EarthLink Toolbar from the EarthLink Network folder in Programs.



Setting the Toolbar to Start with Windows

To set the toolbar to start with Windows:

- ▶ Right click on the toolbar and check **Start with Windows** on the menu.



Closing the Toolbar

To close the toolbar:

- ▶ Right click on the toolbar and choose **Close**.
- ▶ Right click on the Toolbar icon in the System Tray or EarthLink on the Toolbar to display the menu.
- ▶ Select **Close**. You can always launch the Toolbar again from the Start menu.



Sending the Toolbar to the System Tray

To send the toolbar to the System Tray:

- ▶ Right click on the toolbar and click **Hide**. The toolbar icon appears in the System Tray.



[Retrieving the Toolbar from the System Tray](#)



Retrieving the Toolbar from the System Tray

To retrieve the toolbar from the System Tray:

- ▶ Click on the toolbar icon



in the System Tray.



Keeping your Toolbar Always on Top

To keep you toolbar on top:

- ▶ Right click on the toolbar and check **Always On Top**.

TIP: This is very useful if you [dock](#) and [autohide](#) your toolbar,



Turning Off "Always On Top"

If you don't want your Toolbar to always be on top of your other programs, you can turn Always On Top off.

- ▶ **Right Click** EarthLink on the Toolbar to display the menu.
- ▶ Uncheck **Always On Top**.



Making the Toolbar Dockable

To dock the toolbar:

- ▶ Right click on the toolbar and check **Dockable**.

TIP: If you plan to dock your toolbar and make it hide automatically, turn on [Always on Top](#) so your toolbar doesn't get lost beneath open windows.



Docking the Toolbar

The toolbar can float on your screen or you can “attach” or “dock” it to the side of your screen. By docking your toolbar, you keep it out of your way but still visible. Your toolbar must be set to “Dockable” before you can dock it.

To dock your toolbar:

- ▶ [Make it Dockable](#)
 - ▶ Drag the toolbar to the desired side of the screen.
 - ▶ Watch the toolbar attach itself.
- [Making the Toolbar Hide Automatically](#)



Dragging your Toolbar to a New Dock

To drag your toolbar to a new dock:



Turn off Autohide if necessary.



Click and hold down the mouse button on the toolbar.



Drag it to a different screen edge and release the mouse button.



Making the Toolbar Hide Automatically

To make the toolbar hide automatically:



Right click on the toolbar and check **AutoHide**.

To turn off AutoHide:



Right click on the toolbar and uncheck **AutoHide**.



Using Drag and Drop

You can drag programs from your desktop or Windows Explorer to the Toolbar. A button for the program appears on the Toolbar. Clicking on the button once it resides on the Toolbar launches the program.

You can also drag a button from one location on the Toolbar to another, this includes dragging a button from the main Toolbar to a folder, or from a folder toolbar to the main Toolbar.



Changing Toolbar Button Size

There are two button sizes available for the EarthLink toolbar, large buttons and small buttons. A toolbar with small buttons takes up less room on your screen and allows you to show more buttons in a single row. A toolbar with large buttons takes up more room on your screen but it's easier to see the icons on the buttons.

To make the buttons (and the toolbar) smaller:



Right click on the toolbar and check **Small Buttons**.

To make the buttons (and the toolbar) larger:



Right click on the toolbar and uncheck **Small Buttons**.



Reorganizing your Toolbar

To reorganize the buttons on your toolbar:



Click and hold the left mouse button down on the button you want to move then drag it to its new location.



Release the mouse button.

You can also [add folders](#) to your toolbar and [move buttons into the folders](#).



Selecting a Toolbar Folder

When you're adding a new button, you can choose where the button will 'live' – you can place your new button on the main toolbar (by selecting Toolbar root from the Toolbar Folder field on the New Toolbar Button dialog), or you can place the new button in another folder. If you haven't created any folders for your Toolbar yet, you need to create a folder before you see it listed under Toolbar Folder on the New Toolbar Button dialog.



Adding a New Folder

You can add folders to your toolbar to group similar buttons. For example, add a folder for your favorite Internet locations; add another folder for frequently used Email addresses; add another folder for one of those games you like to play.

To add a new folder:



Right click on the Toolbar to display the Toolbar menu.



Choose **New Folder...** to open the New Folder window.



Enter a name for the folder that identifies the type of programs or files you intend to keep in it.



Optionally, click **Change Icon...** to choose a different image for your folder button.



Click **Ok**. Your new folder button appears on the Toolbar.

Next time you add a button for a file, Internet location, or email address, you can select this new folder from the list of Toolbar folders.



Opening a Folder

To open a folder:



Click on a folder to display its icons. Click on an icon to start the program or go to the URL.



Deleting a Folder

To delete a folder:



Right click on the folder icon you want to delete and click **Remove**.



Changing the Icon for a Folder

To change the name or icon for a folder:



Right click on the folder icon you want to change to display the menu.



Click **Properties** to display the folder properties dialog.

The EarthLink Toolbar selects an icon for your button based on the file extension. For example, if you add a button for a PDF file, the icon is a standard Acrobat PDF icon.

To change the icon:



Click the **Change icon...** button on the New Shortcut dialog to display the [Select an icon](#) dialog.



Select an icon from those displayed, then click **Ok**.

If you don't like your icon options, use **Browse** to [locate a different icon](#). Many programs contain multiple icons that are included as part of the program or you can choose an icon file.



Adding a Button to a Folder

The quickest way to add a button to a Toolbar folder is to drag it to the folder button and drop it. Click on a folder to see the button you just added.

To add a button to a folder:



[Drag a button](#) from the toolbar to the folder.

OR



Right click on the folder icon, then choose **Add button** to display the New Shortcut dialog.



[Add a file](#) or [add an Internet Location \(URL\)](#), then click **Ok**.

To add a button for a file:



Right click EarthLink on the Toolbar to display the Toolbar menu.



Select **New button...** from the menu.



Enter the Display Name for the file. This name will display when the cursor passes over the button on the toolbar.



Enter the File Name or click **Browse...** to select the file from a directory. Toolbar selects an icon for the button based on the file extension of the file you selected (.doc file will show the image of a page). You can [change the icon](#).



Select the Location for the button, either the Toolbar root or a folder you previously added to the Toolbar, then click **Ok**.

Note: The Toolbar supports drag and drop - you can drag your favorite program or file to the Toolbar (or to a folder in the Toolbar) and Toolbar adds a button for it.



Dragging a Button to a Folder

To drag a button to a folder:



Click and hold down the left mouse button on the button you want to move then drag the mouse until the cursor is over the folder.



Release the mouse button.



Changing the Icon for a Button

To change the icon for a button:



Right click on the button to popup the menu.



Select **Properties**.



Click **Change Icon...** to display the Select an icon dialog. This dialog shows the name of the file the buttons come from.



Highlight a different icon and click **Ok** to select it or click **Browse...** to look for a button elsewhere.



Click **Ok** to close the properties dialog



Adding a Button for a Web Page URL

To add a button for a Web site:



Right click on the toolbar to popup the menu.



Select **New button...** to display the New Toolbar Button dialog. This dialog enables you to add a button for a file, an Internet Location (URL) or an Email Address.



Click the **Internet Location (URL)** tab.



Enter the name that you want to appear when the cursor moves over the button.



Enter the URL or click **Import...** to select a URL from your list of Favorites. If you have more than one browser on your system, there will be a tab listing the favorites/bookmarks from each browser. Click the desired tab and select the desired URL, then click **Ok**.



Select the folder you want to put the new button in. If you have not created any folders for your toolbar, the only option will be Toolbar root.



Optionally, click **Change Icon...** to select a different icon for the file.



Click **Ok** to save the new button and add it to the toolbar.



Adding a Button for a Program or File

To add a button for a program or file:



Right click on the toolbar to popup the menu.



Select **New button...** to display the New Toolbar Button dialog. This dialog enables you to add a button for a file, an Internet Location (URL) or an email Address.



Enter the name that you want to appear when the cursor moves over the button.



Enter the file name or click **Browse...** to select the file from your hard drive.



Select the folder you want to put the new button in. If you have not created any folders for your toolbar, the only option will be Toolbar root.



Optionally, click **Change Icon...** to select a different icon for the file.



Click **Ok** to save the new button and add it to the toolbar.



Adding a Button for an Email Address

To add a button for an Email address:



Right click on the toolbar to popup the menu.



Select **New button...** to display the New Toolbar Button dialog. This dialog enables you to add a button for a file, an Internet Location (URL) or an Email Address.



Click the **Email Address** tab.



Enter the name that you want to appear when the cursor moves over the button.



Enter the email address or click **Import...** to select an Email address from your Address book. If you have more than one mail program on your system, there will be a tab listing the email addresses from each mail program. Click the desired tab and select the desired email address, then click **Ok**.



Select the folder you want to put the new button in. If you have not created any folders for your toolbar, the only option will be Toolbar root.



Optionally, click **Change Icon...** to select a different icon for the file.



Click **Ok** to save the new button and add it to the toolbar.



Removing a Button from the Toolbar

To remove a button from the toolbar:



Right click on the button you want to remove then choose **Remove**.



Moving a Toolbar Button

To move a Toolbar button, drag it to a new spot on the Toolbar.



Selecting Toolbar Options

There are a collection of options for the Toolbar.



Right click EarthLink on the Toolbar to display the Toolbar menu.



Right click on a button to display its options (Open, Remove, and Properties).



Right click on a folder to display its options (Open, Add Button, Remove, and Properties).



Adding a Button to the Toolbar

You can add a button for [a file or program](#), [an email address](#), or [an Internet Location](#).

Note: The Toolbar supports drag and drop - you can drag your favorite program or file from the desktop or Windows Explorer to the Toolbar (or to a folder in the Toolbar) and Toolbar adds a button for it.



Adding a Button for an Internet Location (URL)

To add a button for an Internet Location (URL):



Right click EarthLink on the Toolbar to display the Toolbar menu.



Select **New button...** from the menu.



Click on the Internet Location (URL) tab.



Enter the Internet Location (URL) or click **Import...** to select an Internet location from your list of Favorites. Toolbar displays the default icon for the file type. You can [change the icon](#) if you don't like it.



[Change the Display Name for the file](#), if necessary. This is the name that displays when the cursor passes over the button.



If you have [added a Folder](#) to your Toolbar, select the **Location** for the new button from the drop down list. This list box shows the Toolbar root (the main toolbar) and the names of any folders you have added. This option is not available if there are no folders on your Toolbar.



Click **OK**.

Note: The Toolbar supports drag and drop - you can drag your favorite program or file to the Toolbar from the desktop or from Explorer (or to a folder in the Toolbar). The Toolbar adds a button for it.



Browsing for Different Icons

If you don't like your icon options, use **Browse** to locate a different icon.



Click **Browse** on the Select an Icon dialog.



By default, the Open dialog is set to look for Icon files. If you've downloaded icons from download.com or filepile.com, then you should look for icon files. However, if you want to look at the icons other programs developers have included with their programs, select Files of type Executable files.



Select the folder you want to look in, then click **Open**. The icons appear on the Select an Icon dialog.



Select the desired icon, then click **Ok** to return to the New Shortcut window.



Changing the Display Name for a Button

The Display Name for a button is the text that appears when the cursor moves over the button. If you don't like the text description, you can change it.



Right click the button you want to change text for.



Select **Properties**.



Delete the Display Name as it appears.



Type a new Display Name.



Click **Ok**.



Using the System Tray

The System Tray is part of the Windows Taskbar and usually appears in the lower right corner of your screen. (The clock lives in the System Tray.) Many programs that run when you start Windows place an icon in the System Tray to show that they are running on your system. (When you're connected to the Internet, there is a little connection icon in the System Tray.)



Drag your mouse over an icon to display a description of the icon.



Right click on an icon to display the menu for that icon.



Double-click on an icon to open the program.



Using the Windows Taskbar

The Windows Taskbar usually resides at the bottom of your screen. The Taskbar consists of the Start button, buttons for each of the programs you have open and the [System Tray](#).

Like everything else in the Windows world, the Taskbar has properties associated with it – properties you can set to suit you.



Right click on the Taskbar to display its menu.



Select **Properties** from the menu to reset Taskbar properties.



Check the properties you want to use:

- Always on Top
- Autohide
- Show small icons in Start Menu
- Show clock



EarthLink Toolbar Keyboard Shortcuts

With the EarthLink Toolbar menu open:

- C Close
- D Dockable (On/Off Toggle)
- F New folder
- H AutoHide (On/Off Toggle)
- N New button
- O Always on Top (On/Off Toggle)
- S Startup with Windows (On/Off Toggle)

Always on Top keeps the Toolbar on top of all windows, not allowing it to be hidden by another window. This is very helpful if you use your toolbar a lot and don't want it to be hidden by another program.

Move to Tray - Moves the Toolbar to the [System Tray](#) (the area in the [Taskbar](#) where the time “lives”). Click the icon in the tray to restore the Toolbar back to its last position.

Dockable - Allows the Toolbar to attach itself to the edge of the screen when you drag it there. You can drag it from one side of the screen to the other and it will reattach. You can even have it retract and hide itself from view when not in use and extend when you move your mouse back to it by checking the [AutoHide](#) option on the menu.

AutoHide - This allows the toolbar to hide itself when not in use. This function is only available when **Dockable** is checked and you have “docked” (attached) the Toolbar to a screen edge.

Small Buttons - Toggle between large and small buttons on the Toolbar.

Startup With Windows - Check this option to start the EarthLink Toolbar each time you start Windows.

New folder... - Displays the Add folder dialog so you can [add a folder](#) to the Toolbar. Folders allow you to group a collection of icons, useful if you have a lot of programs you want to be able to access from the Toolbar. Folders on your Toolbar have a little folder in the upper right corner.

New button ... - Displays the New Shortcut dialog so you can add a button for a [file](#) (program or document) or an [internet location](#) to the Toolbar (or to a Toolbar folder).

Close - Quit the EarthLink Toolbar.

About EarthLink Toolbar - Shows version information for the EarthLink Toolbar.

Help - Displays the Help menu: [About EarthLink Toolbar](#), [Table of Contents](#)

Table of Contents - Display the Table of Contents for the Toolbar Help file.

Selecting an Internet Location - When you click Import... on the New Shortcut – Internet Location (URL) tab the Select Internet location dialog appears. This dialog lists the bookmarks/favorites stored in your browser. If you have Netscape Navigator and Internet Explorer on your computer, there will be a tab for each. Select the tab for the browser from which you want to select a bookmarked URL. Highlight the desired bookmark then click OK.

Select an Icon - This dialog shows the name of the file that contains the icons available to you. By default, this is the program file for the EarthLink Toolbar, toolbar.exe. It contains the five icons shown. Select an icon from those displayed, then click Ok. If you don't like your icon options, use Browse to [locate a different icon](#).

Reviewing Properties for a Toolbar Button - The Properties of a button are its name, the file name it references, its location on the toolbar, and the icon that displays on the toolbar. To change the properties of a toolbar button: Right Click on the desired Toolbar button. Select Properties from the menu. Make the desired changes, then click OK.

Tip of the Day - Display the Tip of the Day dialog.

Display Name - Enter a name for your program, document, or Internet location as you want it to appear when your cursor floats over the button.

File Name - Enter the name of the file, or click Browse to locate the file.

Browse - Click this button to locate a file.

Change Icon - Click this button to change the icon for the file or location.

Internet Location (URL) – Shows the URL (Universal Resource Locator) or address for the selected bookmark/favorite in the format <http://www.earthlink.net>

Location - The location list box lists the Toolbar root and any folders you have added to the Toolbar. Select the desired location for the new shortcut.

Current icon - Shows the list of icons available in the directory where File name is located. The current icon is highlighted. Select a different icon by highlighting it then clicking OK.

New Shortcut – File - Use this dialog to [add a new button for a file](#) to the Toolbar.

New Shortcut - Internet Location (URL) - Use this dialog to [add a new button for an Internet Location](#) to the Toolbar.

Bookmarks/Favorites – lists the bookmarks for Netscape or the favorites for EarthLink or Internet Explorer.

Restore

Click the Toolbar Icon in the System Tray.

Dockable

A dockable toolbar sticks to a screen edge when you drag it near the edge. You can also set a dockable toolbar to AutoHide, so it disappears when not in use and reappears when your cursor goes near the dock (the screen edge the toolbar sticks to).



Right Click EarthLink on the Toolbar to display the menu.



Check **Dockable**.

AutoHide

You can set a [Dockable](#) Toolbar to automatically hide itself when not in use.



Right Click EarthLink on the Toolbar to display the Toolbar menu.



AutoHide is only available when **Dockable** is checked, therefore, check **Dockable**, if necessary. And you may want to be sure **Always on Top** is also checked so that you'll see the Toolbar when you bring it back.



Check **AutoHide**.

When you're not using the Toolbar, it slips off the screen (disappears from view). To get it back, just drag the cursor to that side of the screen. The Toolbar reappears.

Change Size

Toolbar buttons can be large or small. Small buttons enable you to fit more buttons on the toolbar and the toolbar takes up less space on your desktop.



Right Click EarthLink on the Toolbar to display the menu.



Check **Small Buttons** to make the buttons small. (Uncheck to make them large again.)

Rename

You can relabel the text that appears beneath a button when your cursor floats over it.



Right click the Button you want to rename



Click **Rename**.



Change the label text.

On Top

You can keep your Toolbar on top of all your other programs. (By default, this option is checked.)



Right Click EarthLink on the Toolbar to display the menu.



Check **Always On Top**.

The Toolbar will stay on top of all windows. This makes the Toolbar always visible, no matter how many programs you open. If you plan to “[dock](#)” or “[autohide](#)” the Toolbar, you should have Always On Top checked so you can see the Toolbar once you unhide it. Otherwise, it reappears beneath your current window.

Properties

The Properties dialog shows the name that appears when you float your cursor over a toolbar button, the icon that appears in the button, the program, URL or email address associated with the button and the toolbar folder it resides in. Use this dialog to [modify the name](#) that displays when you cursor floats over a button, to change the file name referenced by the button, or to [change the icon](#) that appears on the button. You cannot change the location of the button on the Toolbar from the Properties dialog (you simply drag the button from one Toolbar location to another).

Remove

There may come a time when you need to remove an icon from the EarthLink Toolbar.



Right click on the icon that you wish to remove.



Select **Remove**.

New Label – Enter a new label for this button.

Enter the Filename or click **Browse** to look for the file on your computer.



Add Button

EarthLink 5.0 installs buttons for EarthLink programs, such as Sign On, Additional Software, Tutorials, Web Browser, MailBox, and Chat. You can add buttons to the Toolbar for any program on your computer, any file on your computer, or any Web page by dragging the item from your desktop, My Computer, or Windows Explorer to the Toolbar.

You can add a button for [a file or program](#), [an email address](#), or [an Internet Location](#).

Note: The Toolbar supports drag and drop - you can drag your favorite program or file from the desktop or Windows Explorer to the Toolbar (or to a folder in the Toolbar) and Toolbar adds a button for it.



Right click on a button, then choose **Remove** to remove it from the Toolbar.



Menu

Use this menu to change the various settings of the Toolbar and make it look the way you want it to. The Toolbar is able to attach itself to the sides of your screen (dock) and even hide itself when not in use.



Right click EarthLink on your toolbar to display the Toolbar menu.



Click on a menu option to see its description.



New Toolbar Button

Use this dialog to add a button for a file, an Internet location (URL) or for an Email Address.



Click the desired tab: [File](#), [Internet Location \(URL\)](#) or [E-Mail Address](#).



File

Use this tab to find a file and attach it to a button on your EarthLink Toolbar.



Click **Browse** to look for a file on your computer. The Open dialog appears so you can navigate to the directory/folder that contains the file.



If you want the new button to be on the main Toolbar (instead of in a Toolbar folder), and you like the icon, click **OK**. You can [select a different icon](#), or [place the button in a different Toolbar folder](#).



Internet Location (URL)

Use this tab to import an Internet location from a browser program and attach it to a button on your EarthLink Toolbar.



Click **Import** to select a bookmark or favorite from your [Web browser](#).



If you want the new button to be on the main Toolbar (instead of in a Toolbar folder), and you like the icon, click **OK**. You can [select a different icon](#), or [place the button in a different Toolbar folder](#).



New Internet Button

Each tab on this dialog lists bookmarks/favorites for a browser program. If you have more than one browser installed on your computer, you will see a tab for each.



Highlight the Internet location you want to create a button for.
The URL for that bookmark/favorite appears in the Internet Location (URL) field.



Click **OK** to select it.



Email Address

Use this tab to import an email address from an email program and attach it to a button on your EarthLink Toolbar.



Click **Import** to select an email address from your [Address Book](#).



If you want the new button to be on the main Toolbar (instead of in a Toolbar folder), and you like the icon, click **OK** You can [select a different icon](#), or [place the button in a different Toolbar folder](#).



New Email Address

Each tab on this dialog lists for an email program. If you have more than one email program installed on your computer, you will see a tab for each.



Highlight the person you want to create a button for.
The email address for that person appears in the Email Address field.



Click **OK** to select it.



Select an icon

This dialog enables you to select a different icon for your button.

The File Name shows the executable or .dll file that contains the icons you see in the Current icon area. Click **Browse** to find a different .exe or .dll file that contains icons.

The Current icon area shows the icons available in the current file. Highlight the desired icon then click **OK**.



New Toolbar Button

Use this dialog to add a new button to the toolbar.



Do one of the following:

[Adding a Button for a Web Page URL](#)

[Adding a Button for a Program](#)

[Adding a Button for an Email Address](#)



Click **OK** to save your changes or click **Cancel** to ignore any changes.



Rename

Enter the new name for the button or folder.

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