

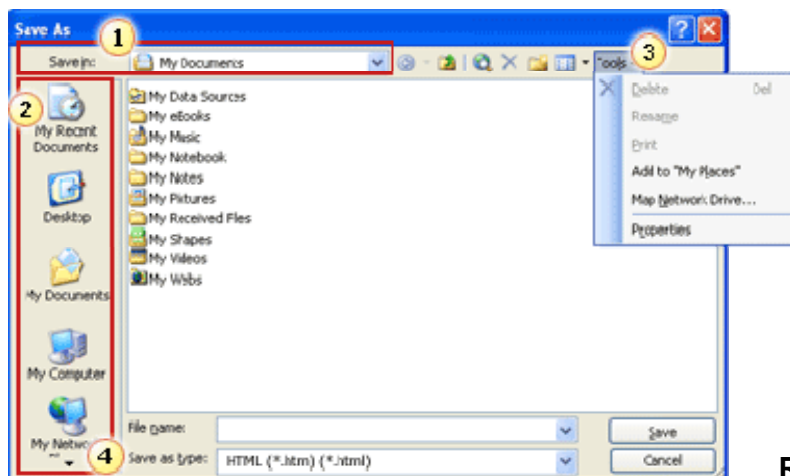


Use of the MY PLACES On Windows XP Dialog Boxes Adding Personal Favorites!

The **My Places** bar is on the left side of some dialog boxes, such as **Save As**, **Open**, and **Insert Picture**, that allows you to specify a folder where you want to store your files. You can use the **My Places** bar to help save time getting to your folders and help make it easier to access your files in your various folders. After you update the **My Places** bar in one dialog box, the changes are available in the other dialog boxes with the **My Places** bar.

- The Insert Picture dialog box shows the **My Places** bar when you insert a picture from a file (Insert menu, point to Picture, From File command).
- Microsoft Office Outlook 2003 has the **My Places** bar only in the Save As and Insert Picture dialog boxes. To see the **My Places** bar in the Insert Picture dialog box, you need to have a message open.

By default, the **My Places** bar contains shortcuts to the My Recent Documents, Desktop, My Documents, My Computer, and My Network Places folders. You can add up to 256 folders to the **My Places** bar. You cannot add files to the **My Places** bar.



- 1 To choose a folder, use the **Save in** list.
- 2 The location of the **My Places** bar.
- 3 To add your folder to the **My Places** bar, click the folder you want by using the **Save in** list, and then click **Add to "My Places"** on the **Tools** menu.
- 4 To see more folders that you added to the **My Places** bar, click the arrow

Add a shortcut to the My Places bar

1. On the **File** menu, click **Save As**.
2. In the **Save in** list, click the drive, folder, or Internet location that contains the folder that you want to create a shortcut to in the **My Places** bar.
3. Click the folder that you want to add to the **My Places** bar.
4. On the **Tools** menu, click **Add to "My Places"**. Your shortcut appears at the bottom of the **My Places** bar.

Rearrange shortcuts on the My Places bar

1. On the **File** menu, click **Save As**.
2. On the **My Places** bar, right-click the shortcut that you want to move, and then click **Move Up** or **Move Down** on the shortcut menu.

Remove a shortcut to the My Places bar

1. On the **File** menu, click **Save As**.
2. On the **My Places** bar, right-click the shortcut that you want to remove, and then click **Remove** on the shortcut menu.

Note You can remove only the shortcuts that you added to the **My Places** bar. You cannot remove the default shortcuts, such as My Documents, unless you edit your Microsoft Windows Registry. For more information about how to remove the default shortcuts, refer to the **See Also** section of this article.

Change the size of icons on the My Places bar

1. On the **File** menu, click **Save As**.
2. Right-click the **My Places** bar, and then click **Small Icons** or **Large Icons** on the shortcut menu.