

To add a personal group:

1. Right-click the Start button.
2. From the shortcut menu, choose Open.
3. In the Start Menu folder window, double-click the Programs folder icon.
4. Right-click an empty area of the window and choose New
5. From the New submenu, choose Folder.
6. Type the name of the new submenu, and then press ENTER
7. Double-click the newly created folder icon.
8. In the folder window for the new folder, right-click and choose New.
9. From the New submenu, choose Shortcut.
10. Use the Create Shortcut Wizard to add the desired items to the new personal group, closing the folder window when finished.

To remove a personal group:

1. Right-click the taskbar.
2. From the shortcut menu, choose Properties.
3. On the Taskbar Properties dialog box, select the Start Menu Programs tab.
4. On the Start Menu Programs page, in the Customize Start Menu area, choose Remove.
5. In the Remove Shortcuts/Folders dialog box, select the desired personal group, and then choose Remove.
6. In the Confirm Folder Delete dialog box, choose Yes.
7. Choose Close.
8. Close the Taskbar Properties dialog box.

To start Task Manager:

1. On the taskbar, right-click an empty area.
2. From the shortcut menu, choose Task Manager.

To use Task Manager to switch to an application:

1. If necessary, open Task Manager.
2. In the Windows NT Task Manager window, select the Applications tab.
3. On the Applications page, select the desired application.
4. Choose Switch To.