

Desktop Shortcuts – How To Create One

Desktop shortcuts and folders make frequently used items (either programs or files) more accessible.) In addition to creating access from the Start Menu, some programs create their own desktop shortcuts upon installation. However, one may wish to supplement these with items that are frequently used. The key identifier to a desktop shortcut is the small black arrow in the lower left corner of the icon. Such shortcuts can be deleted without losing the program.

Probably the most useful function in Windows is shortcuts. Unless you create your own shortcuts on your desktop and taskbar, you are missing out on the greatest advantage of Windows in saving time and increasing productivity. With shortcuts, you can guarantee one-second access to any program, file or folder or file on your computer - as many as a thousand!

Shortcuts are duplicate copies of files, folders and programs which enable you to promptly access the files, folders or programs you use most often. They are identical in appearance to the icons they represent, except for a small arrow at bottom.

An advantage of shortcuts over original icons is that they are only pointers, and take up little file space. You can also delete shortcuts without deleting the original file or icon.

Important Tip/Reminder:

If a program shortcut is deleted, the program is **not deleted**. Chances are the program is still located in your START MENU (start > all programs >)

If you do not see your program listed, try finding the program in this path:
Start > My Computer > C:\ > Program Files > (and locate the program icon you want to add)

Right click on Icon > choose "Send To" > Desktopthis will create a shortcut icon on your desktop.

3 Methods to Creating Shortcuts:

A) Creating a Shortcut to Files and Folders: Drag Method

1. On the *Desktop*, right click **MY COMPUTER** » select **Explore**
Windows Explorer opens.
2. In *Windows Explorer*, select the file or folder that you want to create a shortcut for
3. Hold down the right mouse button and drag the file or folder to your *Desktop*
4. Release the mouse button » select **Create Shortcuts Here**.
The shortcut icon for the selected file or folder appears on your *Desktop*.

B) Creating a Shortcut to Files and Folders: Menu Method

1. On the *Desktop*, right click **MY COMPUTER** » select **Explore**
Windows Explorer opens.
2. In *Windows Explorer*, select the file or folder that you want to create a shortcut for
3. From the *File* menu, select **Send To » Desktop (create shortcut)**
The shortcut icon for the selected file or folder appears on your *Desktop*.

C) Creating a Shortcut to Files and Folders: Right Click Method

1. On the *Desktop*, right click **MY COMPUTER** » select **Explore**
Windows Explorer opens.
2. In *Windows Explorer*, right click the file or folder that you want to create a shortcut for » select **Send To » Desktop (create shortcut)**
The shortcut icon for the selected file or folder appears on your *Desktop*.