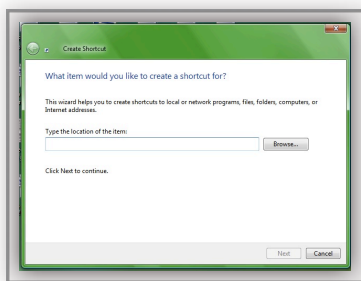
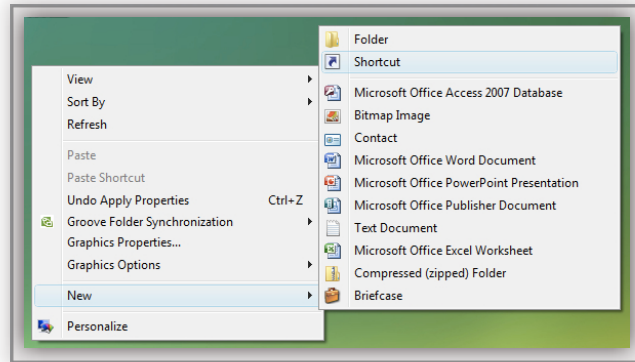


# How to Create a Desktop Shortcut

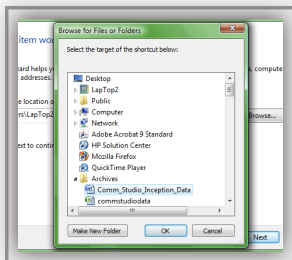
Creating a shortcut on the desktop is a convenient way to make programs, files, and folders more accessible, and is a good way to keep your frequently used items more visible and organized. There are two ways to create a desktop shortcut: from the desktop screen or from the item that you would like to shortcut.

## Creating a Desktop Shortcut from the Desktop Screen

1.) **Right click** an empty area of the desktop screen to bring up the desktop menu. Under **New**, click **Shortcut**.

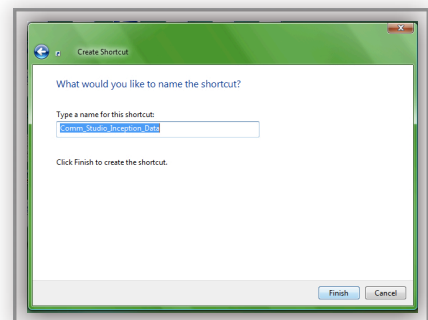


2.) A dialog box called “Create Shortcut” will appear. Click the **Browse** button to search for the desired file. You can open a folder by double-clicking either the icon or the text.



3.) Highlight the item that you want to shortcut, click **OK**, and click **Next**.

4.) You have the option to **Rename** the desktop shortcut of the item. (Renaming the shortcut will not change the name of the item in its original location; however, it is recommended that you keep the same name for your desktop shortcuts and their original items.)



5.) Click **Finish** to create your new desktop shortcut. To **rearrange** the shortcuts on the desktop, highlight them with a single click, then click and drag them to the desired area of the desktop screen.

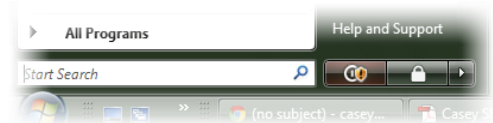


# How to Create a Desktop Shortcut

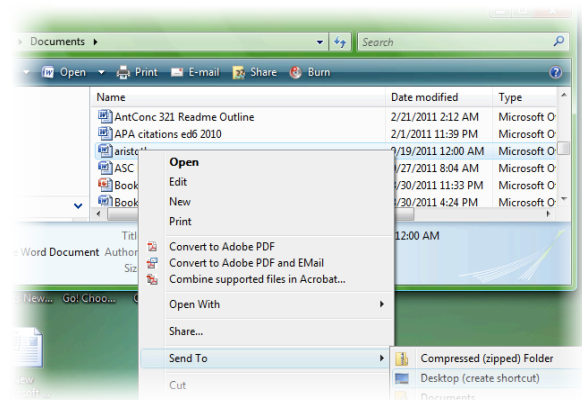
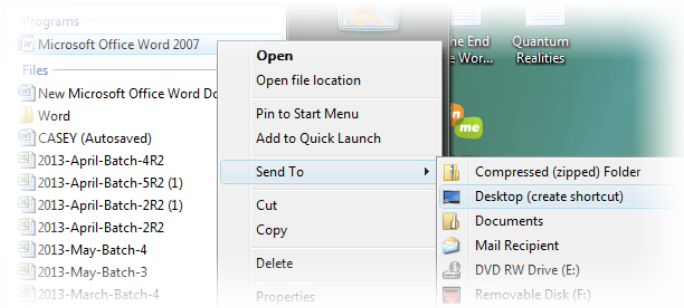
Creating a shortcut on the desktop is a convenient way to make programs, files, and folders more accessible, and is a good way to keep your frequently used items more visible and organized. There are two ways to create a desktop shortcut: from the desktop screen or from the item that you would like to shortcut.

## Creating a Desktop Shortcut Directly from a Program, Folder or File

1.) Find the item that you would like to shortcut to the desktop. There is a **search box** on the bottom of the Start menu to quickly locate an item.



2a.) From the search results, **right click** the desired item to bring up an options menu, then scroll over **Send To** and click on **Desktop (create shortcut)** from the submenu.



2b.) This task can also be performed in a folder to shortcut any program, subfolder, or file to the desktop within the folder.

3.) To **rearrange** the shortcuts on the desktop, highlight them with a single click, then click and drag them to the desired area of the desktop screen.

