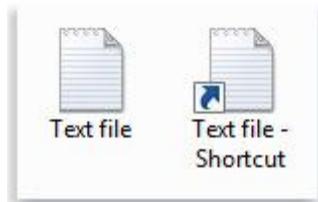


Create a Shortcut

A shortcut is a link to an item (such as a file, folder, or program) on your computer. You can create shortcuts and then place them in a convenient location, such as on the desktop or in the Favorites section of the navigation pane (the left pane), so that you can easily access the item that the shortcut links to. Shortcuts can be distinguished from the original file by the arrow that appears on the icon.



A typical file icon and the related shortcut icon

Method 1

1. Right-click an open area on the desktop, point to **New**, and then click **Shortcut**.
2. Click **Browse**.
3. Locate the program or file to which you want to create a shortcut, click the program or file, click **Open**, and then click **Next**.
4. Type a name for the shortcut. If a **Finish** button appears at the bottom of the dialog box, click it. If a **Next** button appears at the bottom of the dialog box, click it, click the icon you want to use for the shortcut, and then click **Finish**.

Method 2

1. Click **Start**, point to **Programs**, and then right-click the program you want to create the shortcut to.
2. Click **Create Shortcut**.
3. The shortcut is now at the end of the Programs list. For example, if you created a shortcut to Microsoft Word, to find that program, click **Start**, and then point to **Programs**. You will find the shortcut, named "Microsoft Word (2)" (without the quotation marks), at the bottom of the Program list.
4. Drag the shortcut to the Desktop.

Method 3

1. Right-click on an application or folder, select **Create Shortcut**, and then place it in the desired location.

Tips

- If the shortcut links to a folder, you can drag it to the Favorites section in the left pane to create a favorite link.
- Another way to create a shortcut is to drag the icon on the left side of the address bar (located at the top of any folder window) to a location, such as the Desktop. This is a quick way to create a shortcut to the folder that you currently have open.
- You can also create a shortcut to a website by dragging the icon on the left side of the address bar in your web browser to a location, such as the desktop.