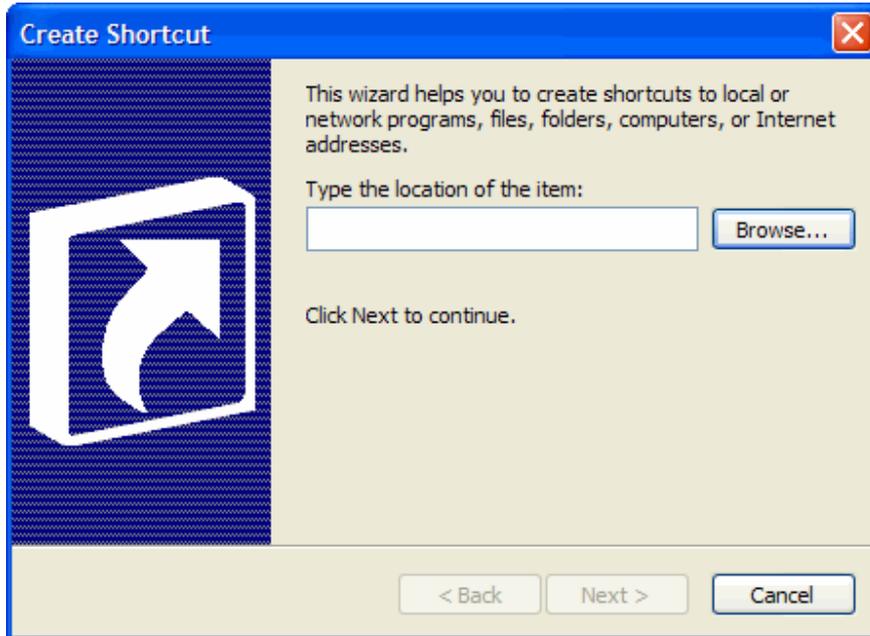


There are many ways to create desktop shortcuts. Here is one easy way to do so.

Right-click on an empty area of the desktop and select "New".



Select "Shortcut" and the "Create Shortcut" window will open:

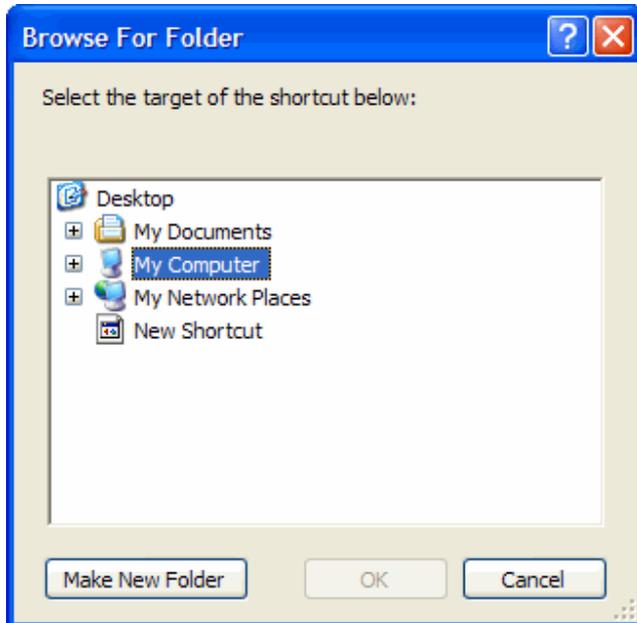


To create a link to an internet site, type or paste the URL of the page you would like to create the shortcut to. If you do not know the url, navigate to the page to retrieve it and copy it from the Address Bar. Click the "Next" button when you are done.

This is what a URL looks like:

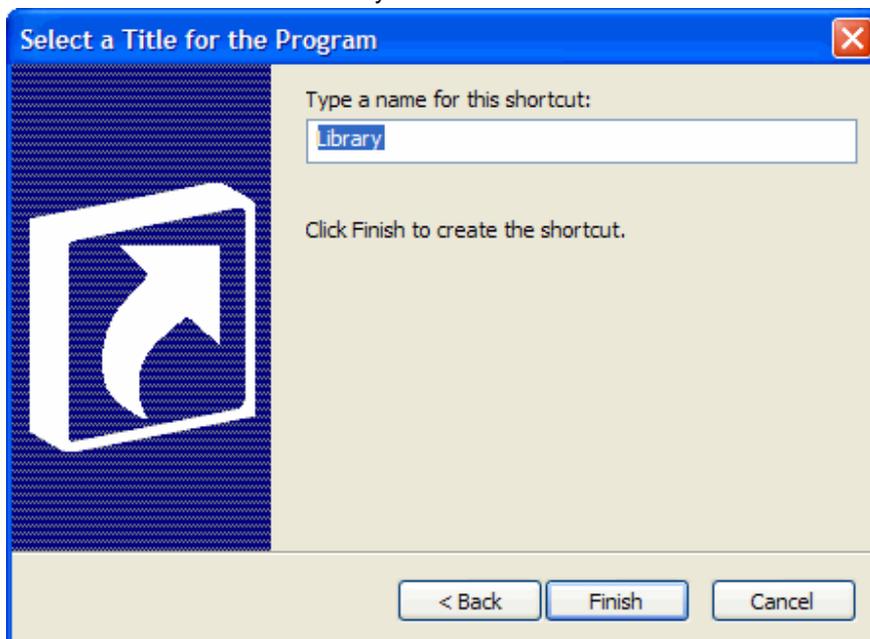


To create a link to a file or folder, click the “Browse...” button and the “Browse” window will open.



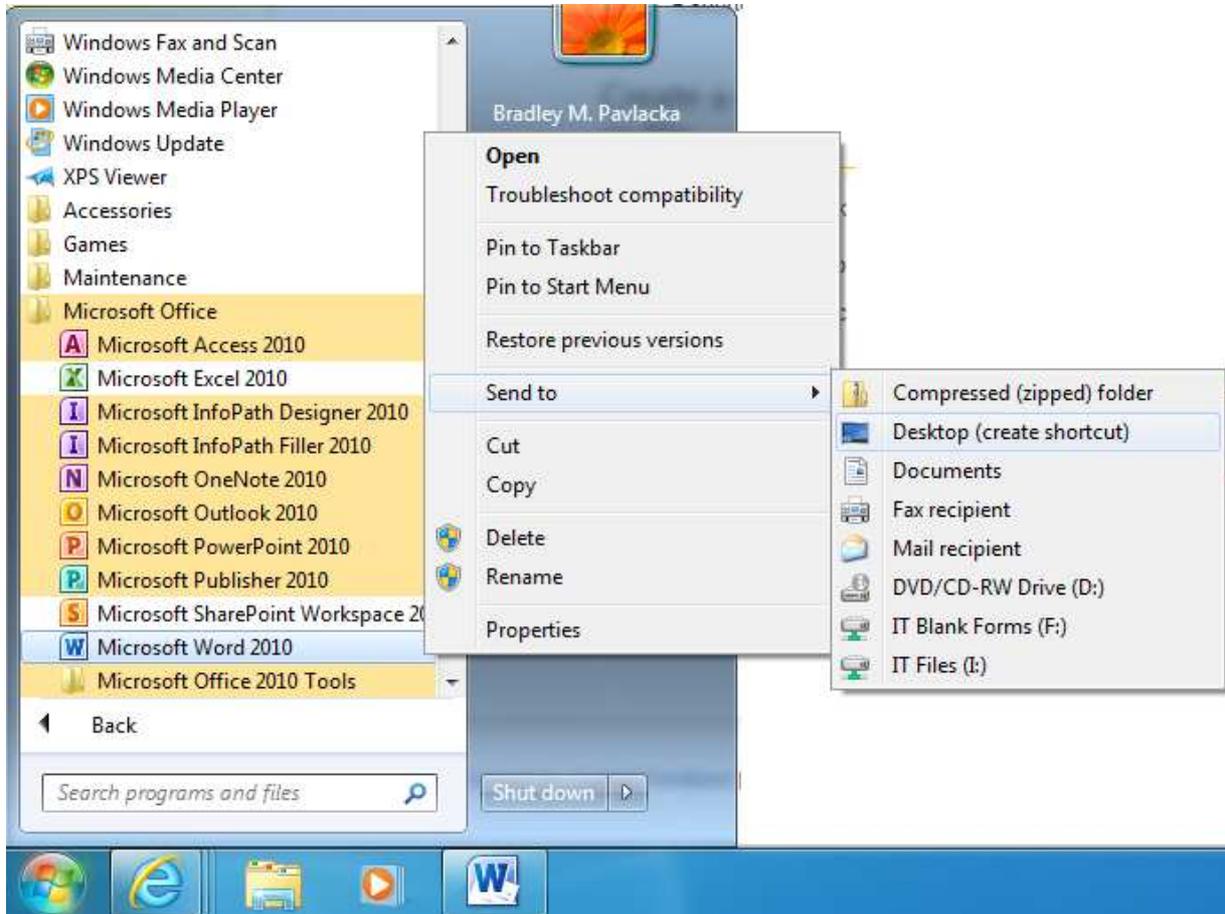
Navigate to the file or folder that you wish to create a shortcut to. Highlight (blue) the file or folder that you would like to create the shortcut to and click the “OK” button. Click the “Next” button when you are done.

You will now be asked to name your shortcut.



This is the name of the shortcut, so you can name it however you like. For files and folders, it will default to the name of that file or folder, but for internet shortcuts, it defaults to “New Internet Shorcut”, so please label it something specific to know what it is. Click the “Finish” button when the desired name for the shortcut is displayed. Your new shortcut should now be on your desktop.

To create a link to a program that is on your start menu, open the Start menu and go to "All Programs". Find the program that you wish to create a shortcut to and right-click on it. Select "Send to" then "Desktop (create shortcut)"



The shortcut should now be on your desktop. It should be named the same as it is on the Start Menu.

