



Desktop shortcuts make life easier. Here's how...

Do you want quick and easy access to the documents and programs you use most often? This article explains how you can by easily creating desktop shortcuts.

Are you sick of having to dig through **My Documents** for a file you use often or having to always go through the **Start Menu** to run a program? Well why not place a shortcut to it on your desktop to make it easier to access?

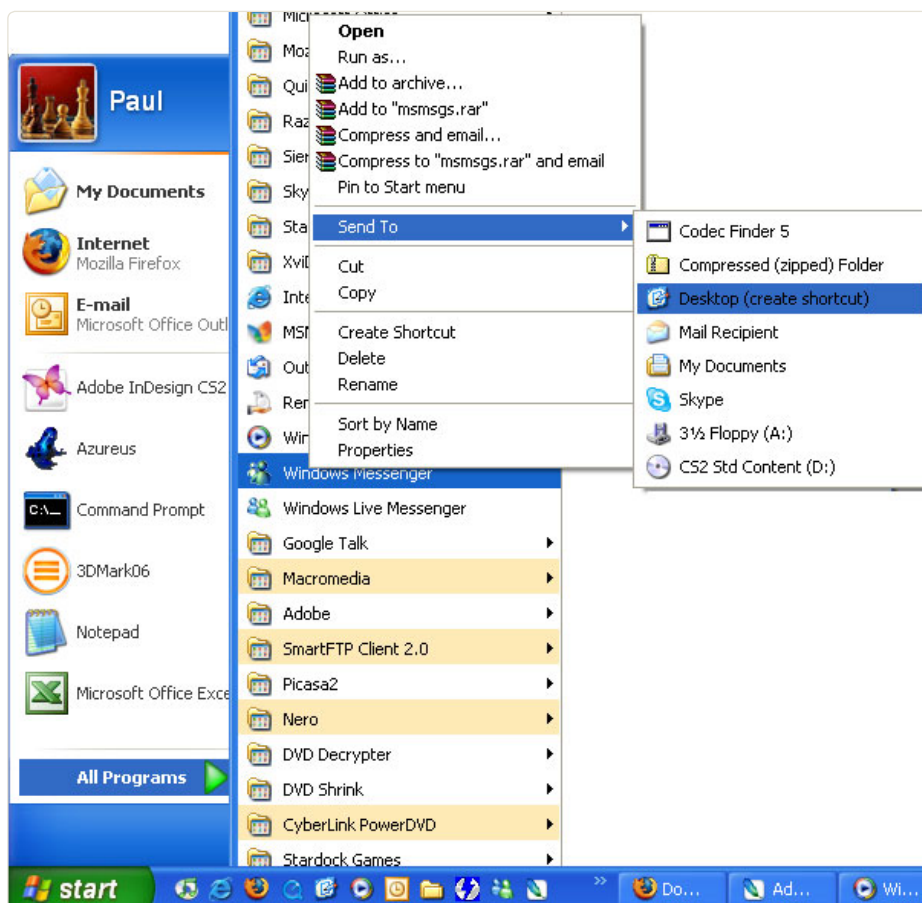
To make a shortcut to a program:

Find the icon for the program you want via the **Start** menu. When you find it **right click** once on the program name. On the menu that pops up hover the cursor over **Send To** and **left click** once on **Desktop (create shortcut)**. If you go to your desktop you will see there is now a shortcut to the program. You can **double click** this shortcut and the program will open.

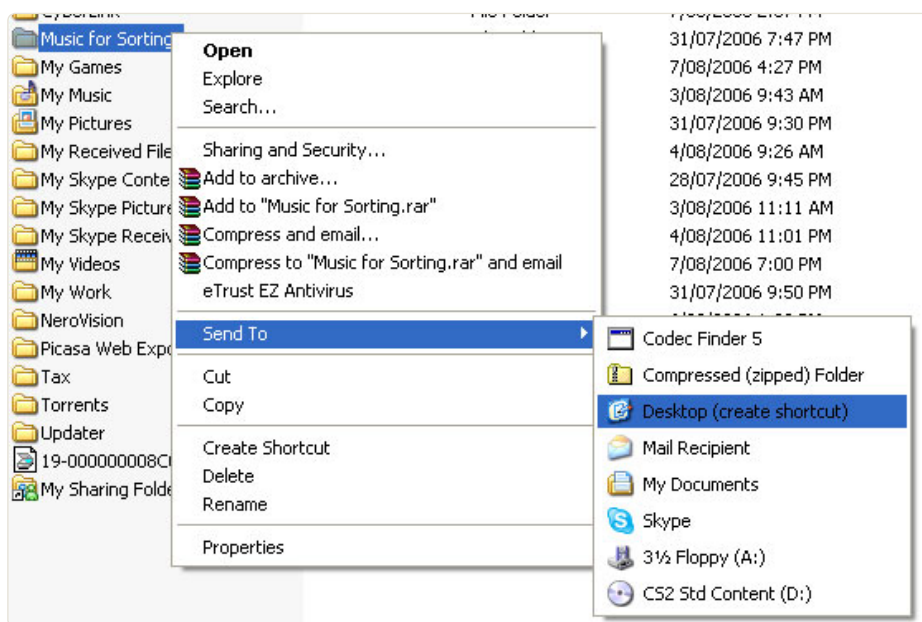
To make a shortcut to a file or folder:

Browse to the file/folder using **My Computer** and then do the same as above. **Right click once** on the file or folder. On the menu that pops up hover the cursor over **Send To** and **left click once** on **Desktop (create shortcut)**.

Another useful tip is that if the icons on your desktop seem to move of their own accord perhaps you have a feature called **Auto Arrange** turned on. To check this, **right click** on the desktop (any area of free space) and hover the mouse over **Arrange Icons By**. If **Auto Arrange** has a little tick next to it then it is turned on, **left click Auto Arrange** to turn it on or off depending on which you prefer.



Above: How to make a shortcut to a program.



Above: How to make a shortcut to a file or folder

This article applies to: