



COMPUTER TIPS AND TRICKS

Productivity Tip

Have you ever just wanted to create a shortcut for a program, file, or object on your computer but just didn't know how and could not find step-by-step instructions?

Creating a Shortcut to a Program or File

To create a shortcut on the desktop to a program or file, there are two possible methods to choose from.

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.

Creating Shortcuts to Other Objects

To create a shortcut on the desktop to other objects (such as a folder or computer), follow these steps:

1. Use **My Computer** or **Windows Explorer** to locate the object to which you want to create a shortcut.
2. Right-click the object, and then click **Create Shortcut**.
3. Drag the new shortcut to an open area on the desktop.

Helpful Tips

To modify settings for a shortcut, right-click the shortcut, and then click **Properties**. Settings that can be modified include the key combination used to start the shortcut and whether the program starts minimized, maximized, or normally.

To delete a shortcut, right-click the shortcut, and then click **Delete**. Or, you may drag the shortcut to the **Recycle Bin**. When you delete a shortcut to an object, the original object is not deleted.

After you create a shortcut to a printer, you can print documents by dragging the documents to the printer shortcut. The program used to print the document will open briefly and then close.
