



## COMPUTER TIPS AND TRICKS

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### 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.

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