

## *How To...* **Create a Shortcut on Your Desktop**

A shortcut is a link to a document, folder, or application that can be placed on your workstation desktop for convenience. The actual file is usually located elsewhere such as in your home directory and the shortcut provides a quick link to open the document or program.

Numerous shared documents and programs are centrally located on network file servers and are used by many people. If you were to have the actual file or folder on your workstation, then others would not have access to it. In most all cases, a shortcut is indicated by an icon that has an arrow in the lower left corner (see below).



Actual Folder

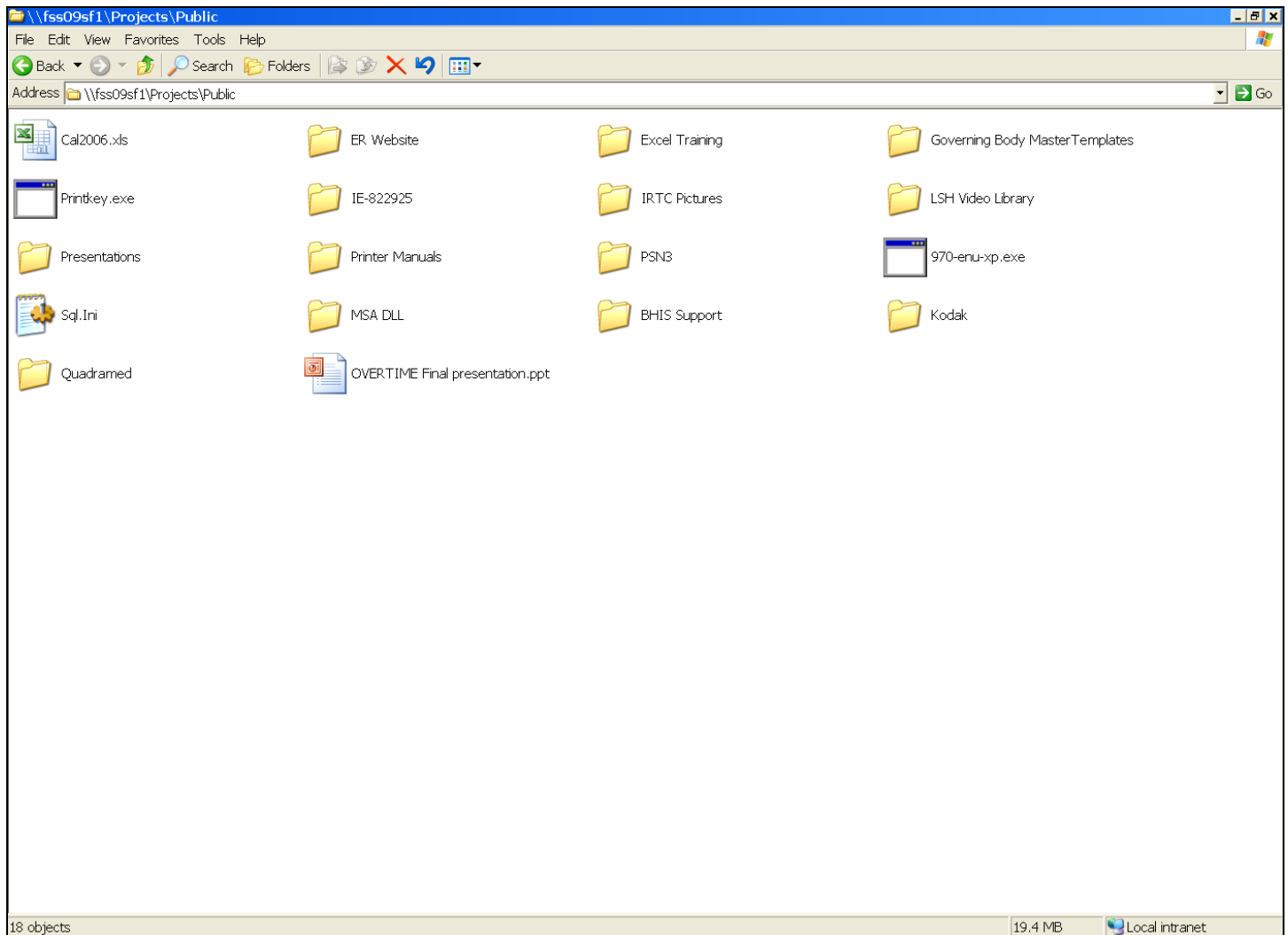


Shortcut to Folder

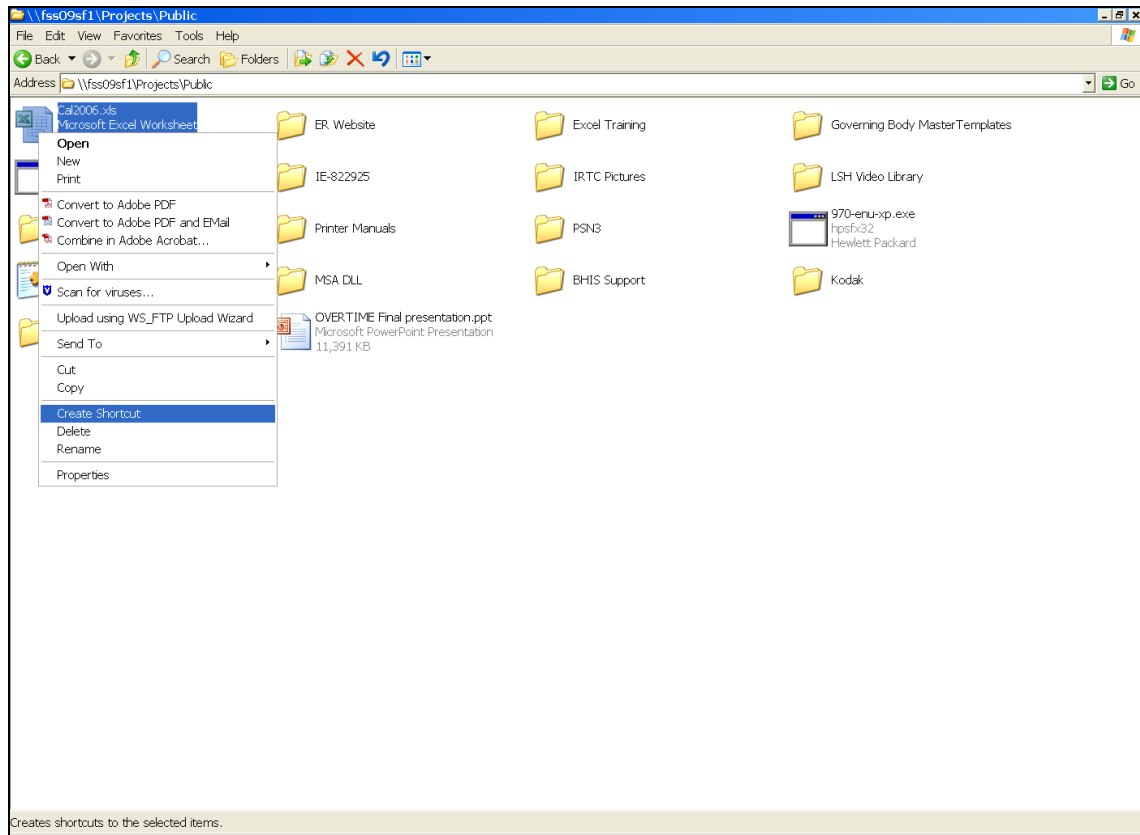
There are a couple methods to create a shortcut to a document and place this on your desktop.

### **Method 1 – The Long Way**

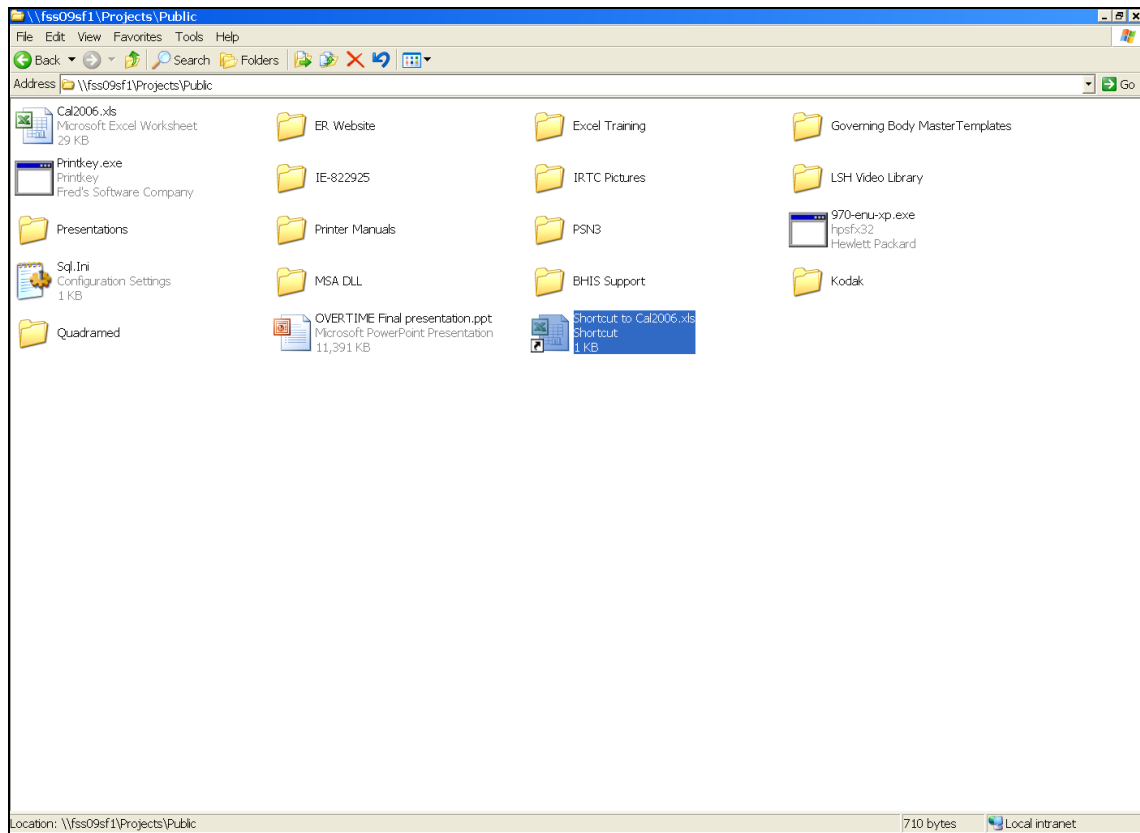
- 1) Navigate or open a window that contains the document or application that you wish to create a shortcut to.



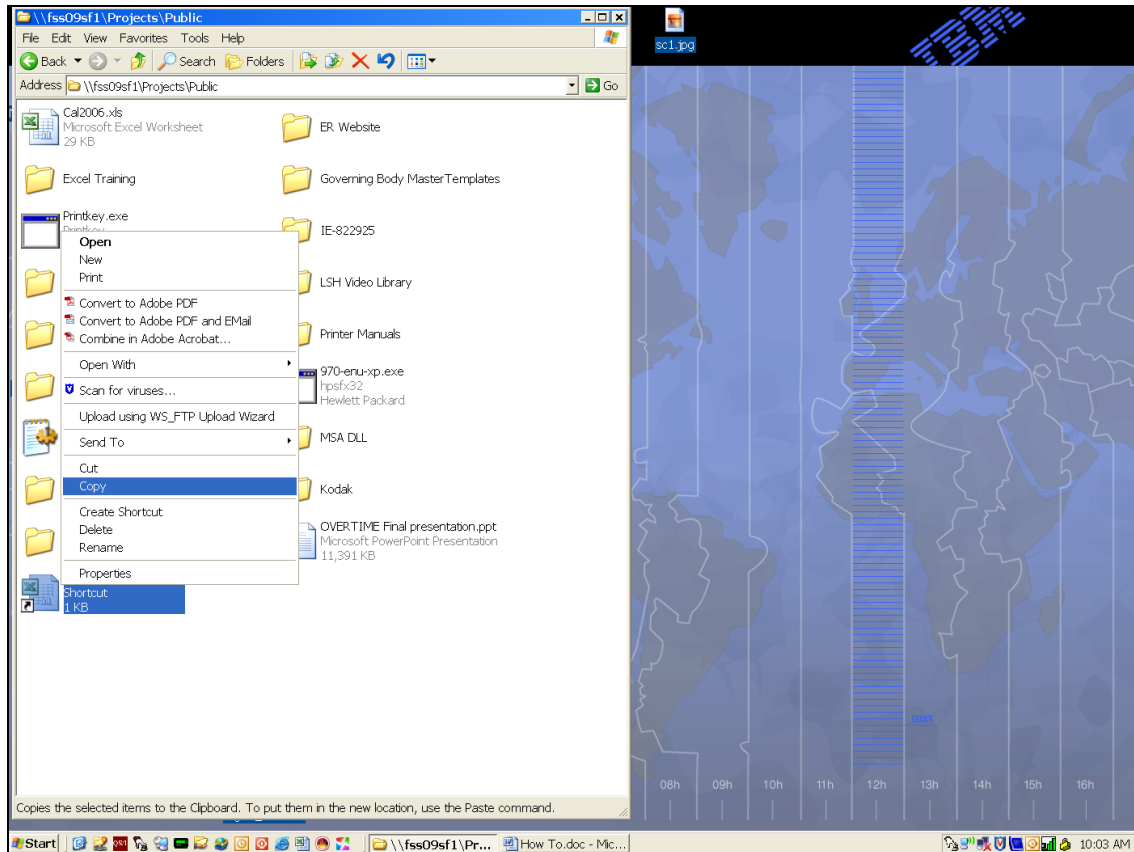
2) **Right-Click** on the file to open a menu and select **Create Shortcut** from the menu.



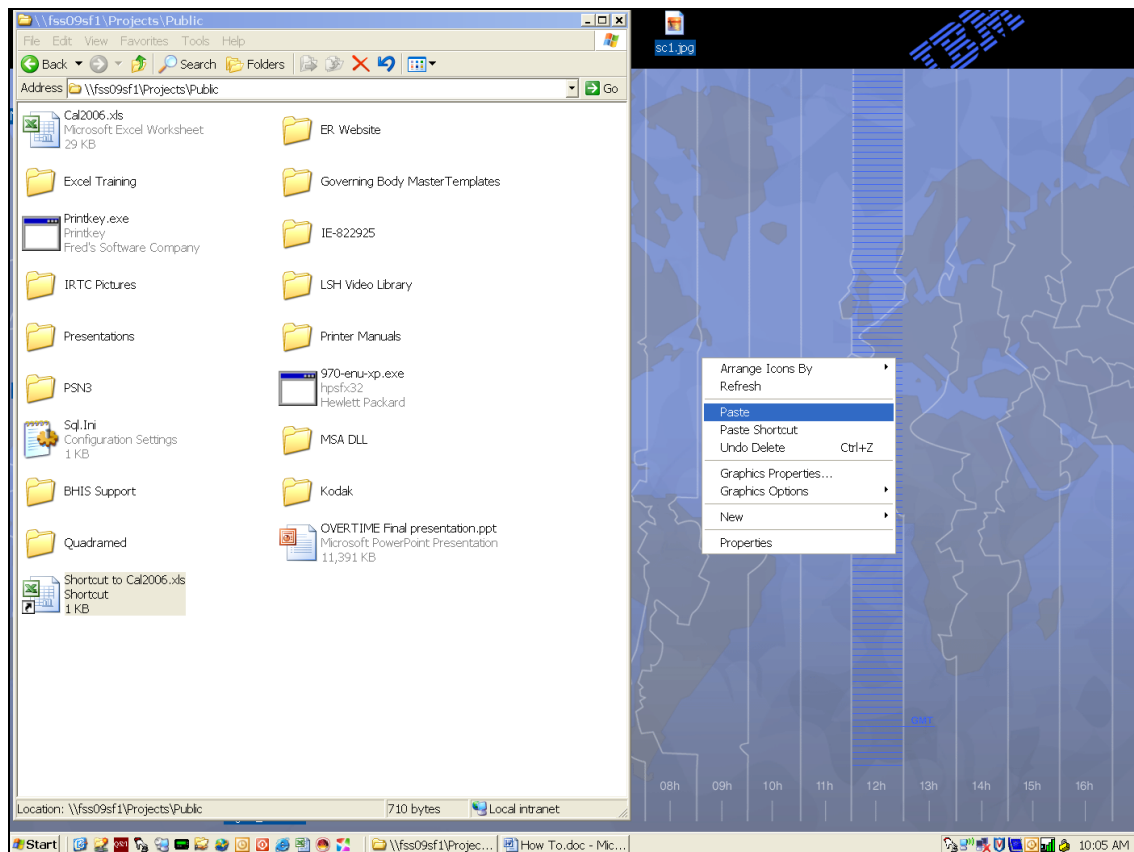
3) Notice the new icon in the folder. This is a shortcut to the actual document.



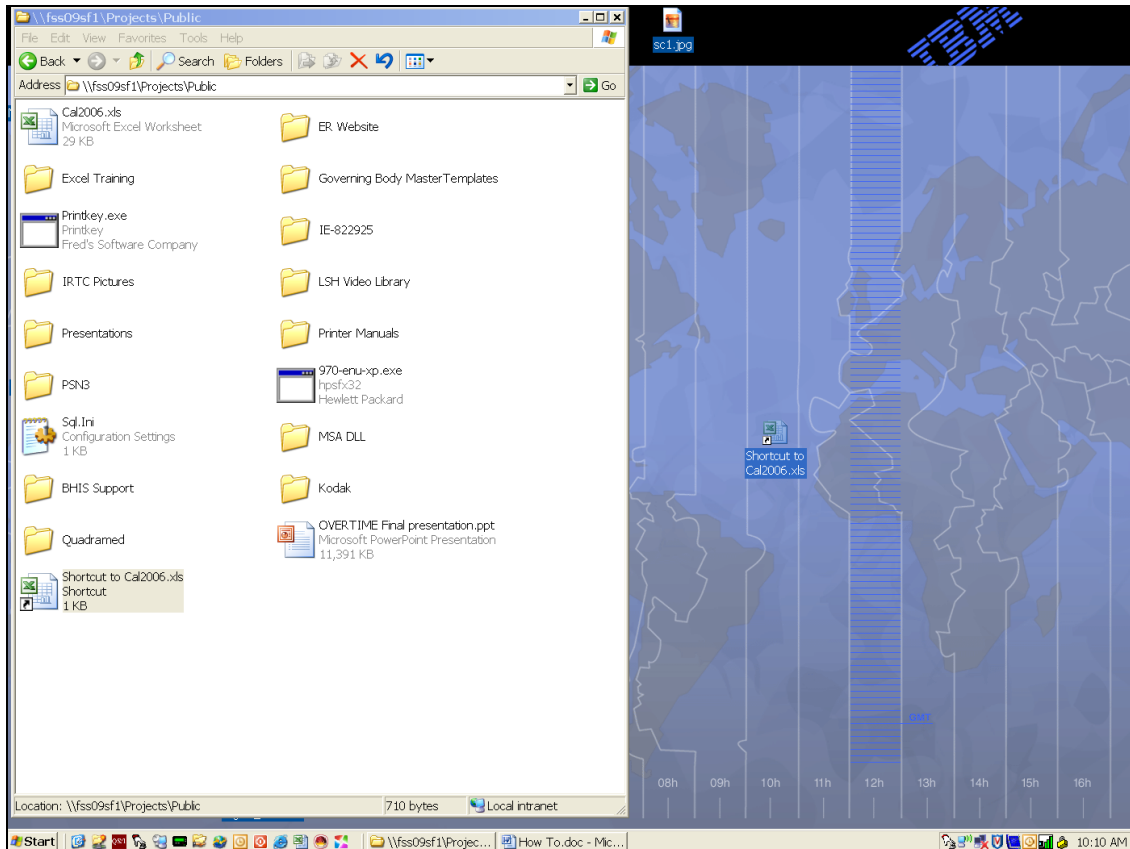
- 4) This shortcut can now be placed on the workstation desktop in one of two ways. You can **Right-Click** on the shortcut and choose **Copy** from the menu.



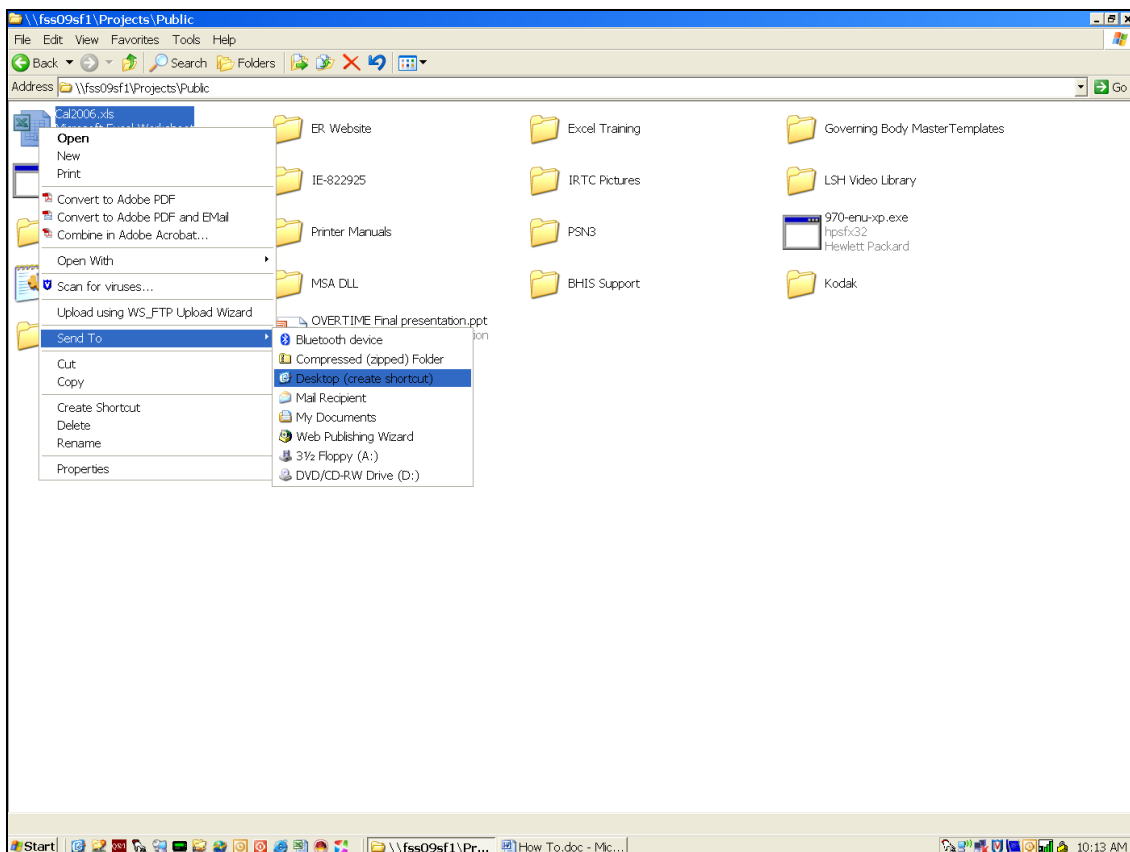
- 5) Then **Right-Click** on the desktop and choose **Paste** or **Paste Shortcut**.



- 5) Or, you can **Left-Click** on the shortcut and *hold* down the button while to *drag* the shortcut to the desktop and then *release* the button.



**Method 2 – A Shorter Way:** Right-Click on the file, choose **Send To** from the menu, then choose **Desktop (create shortcut)** from the submenu.



The 2<sup>nd</sup> method can also be used to create a desktop shortcut to an application that is installed on your workstation.

- 1) Use the **Start, Programs** menu selection to find the application.
- 2) Then **Right-Click** on the application icon, choose **Send To** from the menu and then select **Desktop (create shortcut)** from the submenu.\



**WARNING:** It is **safe to delete shortcut icons** from your desktop – look for the arrow in the lower left corner of the icon. It is **NOT safe to delete icons** (documents, folders or applications) **that are not shortcuts** – this will result in a loss of data or the ability to use an installed application.