

# Creating Shortcuts

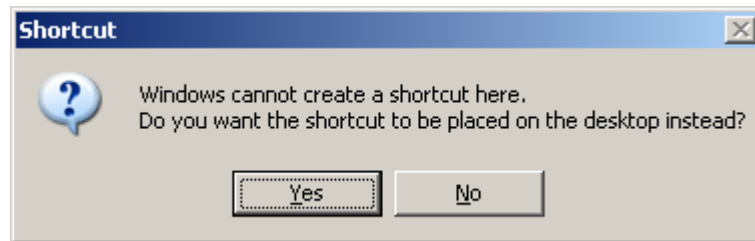
Why shortcuts? So you can have all the tools and software that you use on a regular basis on your desktop.

To create a shortcut follow these steps for making a **shortcut to a program**:

- 1) From your “Desktop” select the “Start” button on the tool bar.
  - 2) Select the “Programs” button.
  - 3) Find the program you want to make a short cut for and right click with your mouse.
  - 4) Select “Send to”.
  - 5) Select “Desktop (create shortcut)”.
  - 6) That’s it you now have a shortcut button for accessing your favorite program.
- 

To make a **shortcut to a drive** do the following.

- 1) From your “Desktop” go to “My Computer” and find the drive that you want to have a shortcut for on your “Desktop”.
- 2) Right click with your mouse on the drive icon and select “Create Shortcut”.
- 3) You will then get the prompt below:



- 4) Select yes and you now have the drive on your “Desktop”.
- 

## Taking it a step further:

**To put the shortcut on your task bar try the following:**

If you hold down the right mouse key and drag the shortcut you created to the task bar at the bottom of your screen you will see a bar appear that looks like a “bold capital I” when it is where you want it you can release the mouse button and you will now have the shortcut at the bottom of your screen.



**Deleting a Shortcut:** Just right click with your mouse and select “Delete”.  
What it again – just recreate it.