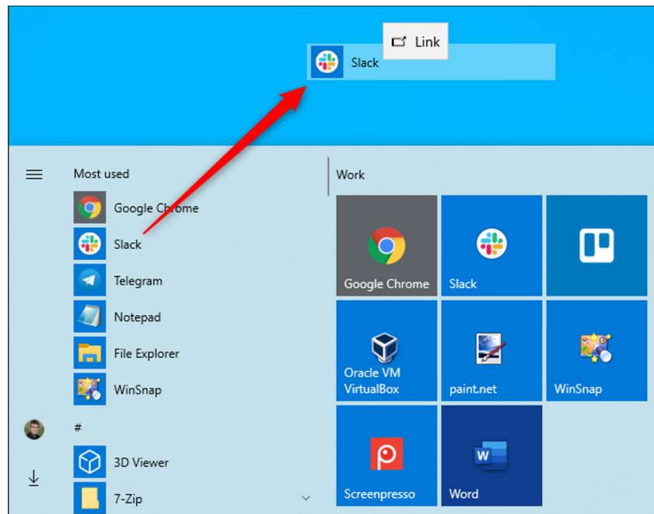


Creating a desktop shortcut: You can create desktop shortcuts for application, webpages, files, or folders.

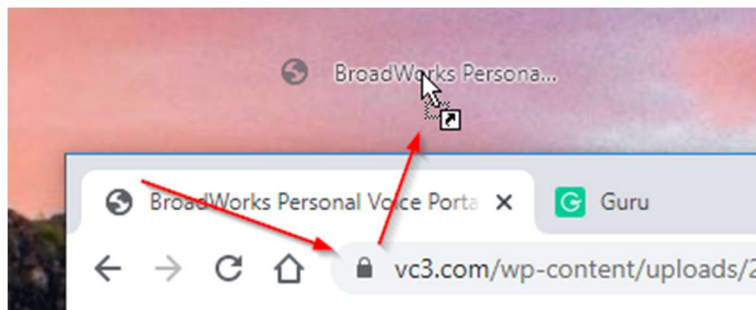
Application Shortcut:

To create a shortcut for an application, click on **Start** menu and locate the application. Once you find it, drag and drop the application to your desktop.

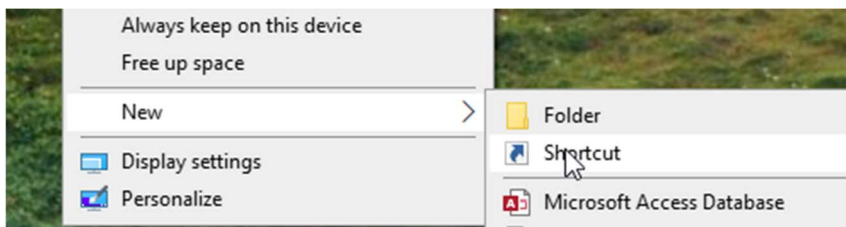


Webpage shortcut:

To create a shortcut for a webpage in Google Chrome or Mozilla Firefox, you can quickly create desktop shortcuts to websites. With a web page open, drag and drop the icon to the left of the address bar—it's generally a padlock or an "i" in a circle—to the desktop.



Or you can right click on a blank space on your desktop. Select **New > Shortcut**.



The shortcut wizard will open. Type in the website address in the box. Hit **Next**.

← Create Shortcut

What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

www.google.com

Browse...

Click Next to continue.

Next

Cancel

Type in the name of the shortcut and click **Finish**.

← Create Shortcut

What would you like to name the shortcut?

Type a name for this shortcut:

Google

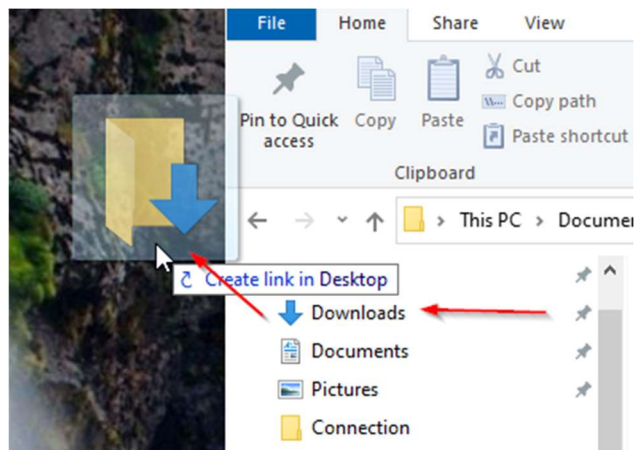
Click Finish to create the shortcut.

Finish

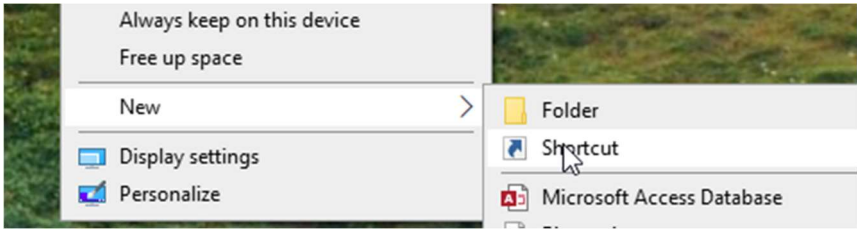
Cancel

File or folder shortcut:

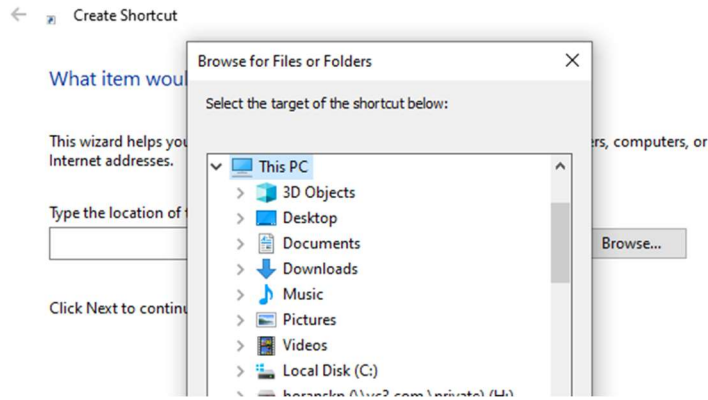
To create a desktop shortcut to a file, first, locate the file somewhere in File Explorer. Hold down the Alt key on your keyboard and then drag and drop the file or folder to your desktop. The words "Create Link in Desktop" will appear. Release the mouse button to create the link.



Or you can right click on a blank space on your desktop. Select **New > Shortcut**.



The shortcut wizard will open. You can type the path of the file or browse to it using the **Browse** button on the right.



Once you have located the file or folder, click on it, and click **OK**. Name the shortcut and click **Finish**.