

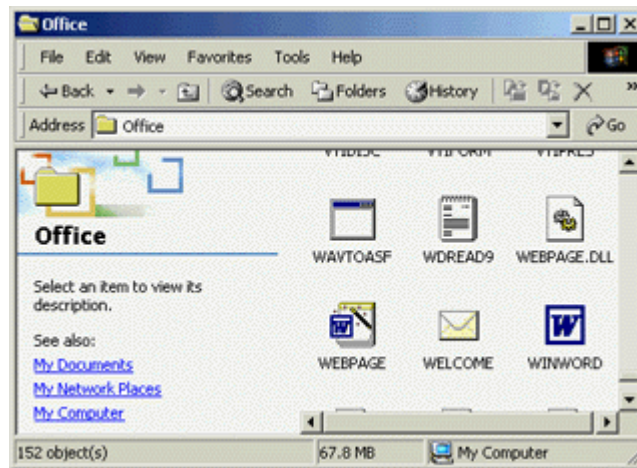
Create a Shortcut

Step 1: Open My Computer



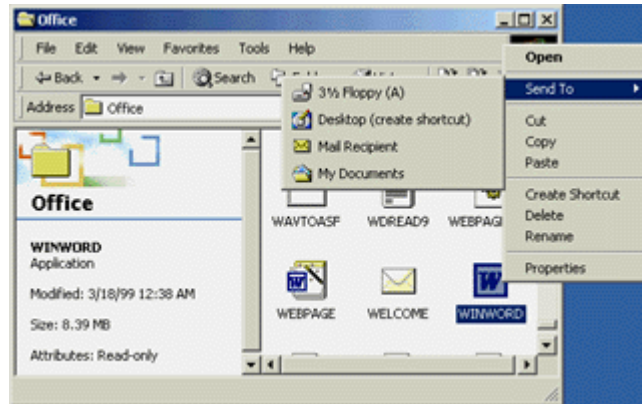
The hardest part of creating a shortcut is finding the program file. Start by double-clicking My Computer. This displays the drives on your computer.

Step 2: Open the Drive and Folder



Double-click the drive icon containing your programs. Then double-click the folder containing the program. You may have to open several folders until you find the program file you're looking for.

Step 3: Send To Desktop



Right-click the program file and then select Send To, Desktop (create shortcut). Doing so creates a shortcut icon to this program.

Step 4: Close the Folder Window



Click the Close (X) button to close the folder window. You should see your program shortcut icon on the desktop. You can double-click this icon to start the program.