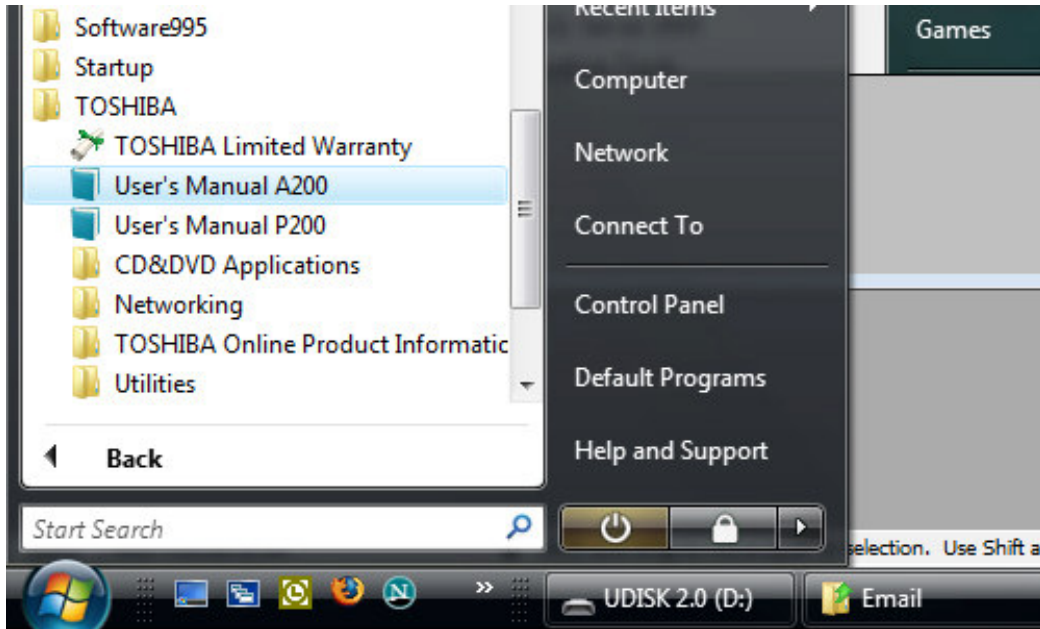


Creating Shortcuts

All of the programs on the PC or laptop can be selected via the Windows icon. The Windows icon normally located at the bottom left-hand corner of the screen. It is then possible to select *All Programs* and then select an individual program. In the example below the program to be selected is the Toshiba User Manual.

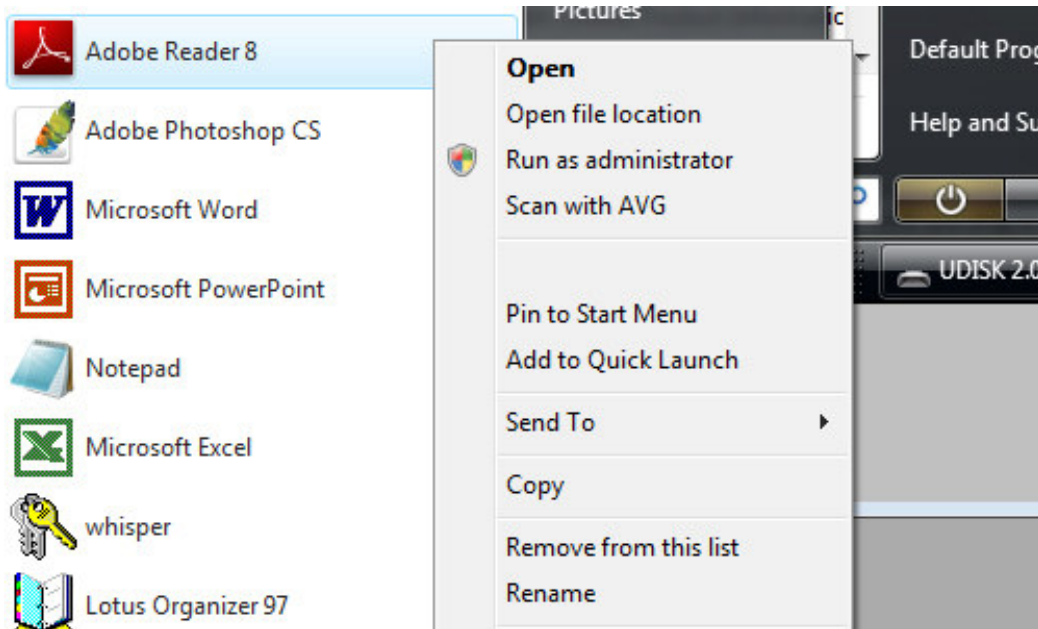


Selecting programs using this method can become tedious, especially for commonly used programs such as MS Word or Adobe Reader. Instead it is quicker to access the program eg MS Word or Adobe Reader using a Shortcut on the Desktop.

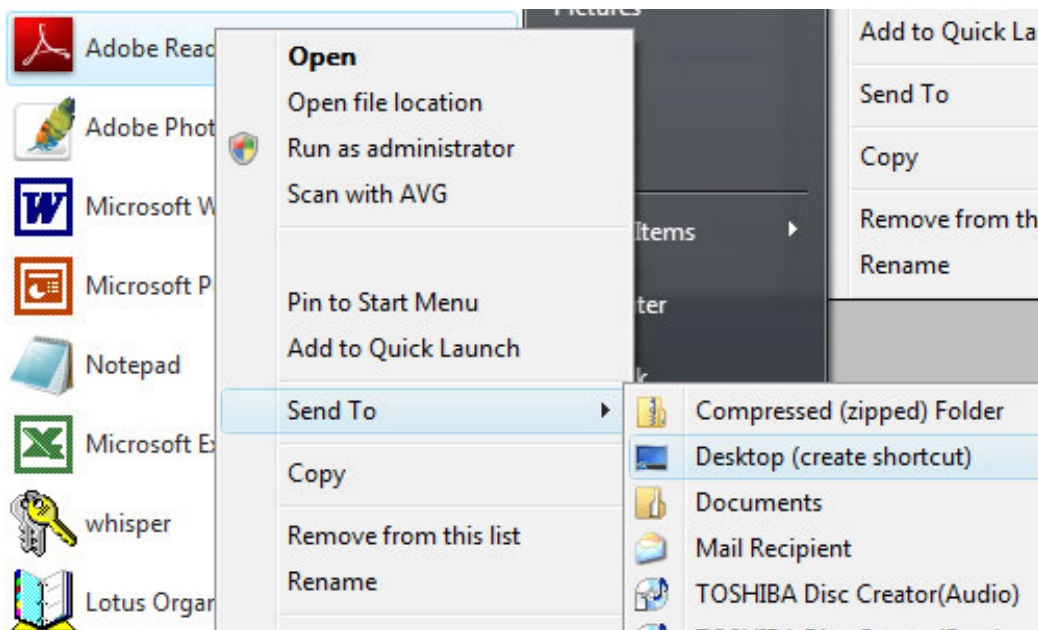
A Shortcut is not the program itself it is a small file that contains information and points to the folder that contains the (in this case MS Word or Adobe Reader) program. If you accidentally delete the shortcut it does not matter all you are deleting is the Shortcut, the program will still be on the PC, equally if you create two or three of the same shortcut it does not matter.

In the following example a shortcut to the Adobe Reader will be placed on the Desktop.

To create a Shortcut access the program as before (via the Windows Key), But instead of using the Double Click on the left-hand button of the mouse to launch the program, click once on the RIGHT-hand button and the following will be displayed.



In the menu there is the *Send to* option. Click on this option with one click of the LEFT-hand mouse button. The sub-menu will be displayed as below.



As we want to place a shortcut on the desktop Select the *Desktop (create shortcut)* option with one click of the LEFT-hand mouse button and the Shortcut icon will be placed on the desktop. The icon will look like the program icon but has a small blue arrow in the bottom left-hand corner to show it is a shortcut and not the actual program.

Place as many shortcuts as you wish on the Desktop and either arrange them manually or Windows can put them in alphabetic order (I prefer a manual grouping).