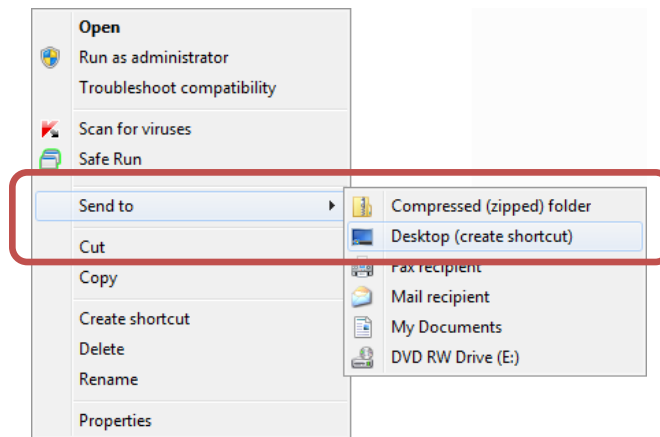


Creating desktop shortcuts

If you have a program, document or folder, that you use often, you may want to add a shortcut to it on the desktop. The easiest way to create a shortcut is to find the icon first.

To add a shortcut to the desktop:

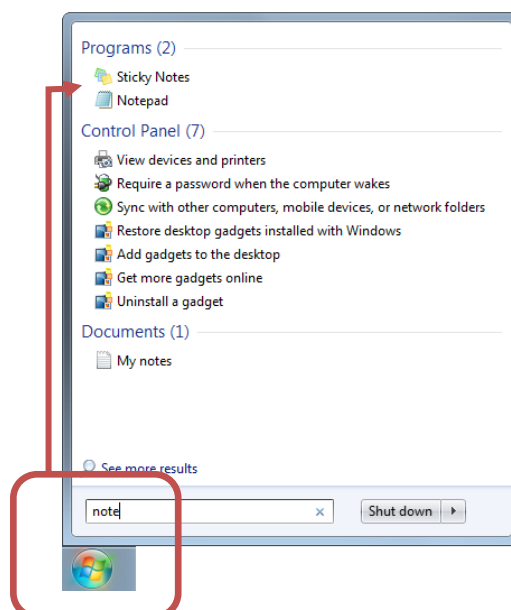
1. Right-click the program, folder or file, point to **Send to**, and then choose **Desktop (create shortcut)**.



Your shortcut will now appear on the desktop.

If you have trouble finding the required program, folder or file, but know its name, you can use the Search feature in the Start menu to find it and create a shortcut.

1. Click the **Start** button.
2. In the bottom of the Start menu, click the **Search programs and files** box, and then type the name or part of it – an example is shown below:



At the top of the Start menu you will now see a list of matching programs, and further down any matching documents.

3. Right-click the required item.
4. Point to **Send to**.
5. Choose **Desktop (create shortcut)**.

Pinning an item to the Taskbar or Start menu

You can pin an item to the Taskbar or Start menu. The easiest way to do this is to create the shortcut on the desktop, and then drag it on to the Start button.

To add a shortcut to the Start menu:

1. Create the shortcut on the desktop.
2. Drag the shortcut icon on to the Taskbar or **Start** button.

Pinning a program to the Taskbar

If you pin a program to the Taskbar, you will be able to run it with a single click, so it is useful to do this if you often use a particular program.

To pin a program to the Taskbar:

1. Start the required program.
2. On the Taskbar, right-click the program button, and then choose **Pin this program to taskbar**.

Opening a shortcut item

To open a desktop icon, choose any of the following methods:

- Double-click the icon.
- Right-click the icon, and then choose **Open**.
- Select the icon, and then press **Enter**.

To open a **Taskbar** or **Start menu** icon:

- Click the icon.

What happens when you open an icon depends on the type of icon it is:

- A folder icon, such as **Documents** will open the folder.
- A program icon, such as **Microsoft Word** or **Internet Explorer**, will start that program.
- A document or file icon, such as a text document or spread sheet document, will open that document together with the associated program.

Deleting a desktop shortcut

To delete a shortcut icon, choose any of the following methods:

- Select the icon, and then press the **Delete** key.
- Right-click the icon, and then choose **Delete**.

In both cases, you will be asked to confirm the deletion of the shortcut icon. The deleted icon is sent to the Recycle Bin - the program or file to which it relates is not deleted. The shortcut icon can be restored.

Unpinning items from the Taskbar and Start menu

To unpin a program from the Taskbar or Start menu:

1. Right-click the item that you want to unpin.
2. Choose **Unpin this program from taskbar**.

To unpin items from the Start menu:

1. Right-click the item that you want to unpin.
2. Choose **Remove from this list**.