

From: dopmannouncement

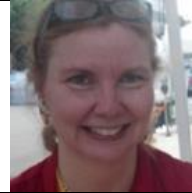
Sent: Friday, December 16, 2016 2:15 PM

To: DOPM All Users <DOPMAllUsers@uabmc.edu>

Subject: Computer Tip of the Week - Create shortcuts on your Desktop

Create shortcuts on your Desktop

Brought to you by
Lisa Schwaiger
- DOPM HelpDesk Triage
and Computer Tech



SITUATION:

I want the security of having my stuff on the network drives, but I also want the convenience of having it on my Desktop. How can I have the best of both worlds?

SOLUTION:

Continue to have anything important actually be located on a network drive (which are any drives labeled H:drive thru Z:drive) because these are safe and frequently backed up.

But then create a shortcut on your Desktop to your often used files or folders.

That will make it so that it appears as those these items are on your convenient Desktop, even though they're not.

Watch this 1 minute video of how <https://www.youtube.com/watch?v=eySVk1Sr6Yg>

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>