Create shortcuts for some folders	Brought to you by **Byron Chancellor** - Manager of HelpDesk/IT for DOPM (in MT-403)

QUESTION:

I am trying to create shortcuts for some folders in a PC, can you provide me some direction on how I can do that?

ANSWER:

Here is some information. Let us know if it is helpful….

Create Desktop Shortcut for a File or Folder

When you use a particular file or folder a lot, placing a desktop shortcut to that file or folder on your computer desktop can save time. A desktop shortcut is also helpful for finding a particular file or folder on their computer.

Creating a desktop shortcut for a file or folder requires navigating your way to the file or folder and sending a shortcut to the desktop.

1. Navigate to the file or folder on your computer.
2. Right click the file or folder.
   - A menu will appear.
3. Left click the Send To item on the menu that appeared.
   - A sub-menu appears
4. Left click the Desktop (create shortcut) item on the list.
   - This action creates a desktop shortcut to the file or folder on your desktop.
5. Close or minimize all open windows.

Once you close or minimize all the open windows, your desktop appears. Look around for your new desktop shortcut. It is there, probably over on the left if you don't have too many desktop shortcuts already.

The icon will be the program used to open the file if your shortcut is for a specific file. If the shortcut is for a folder, then the icon will look like a folder.

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