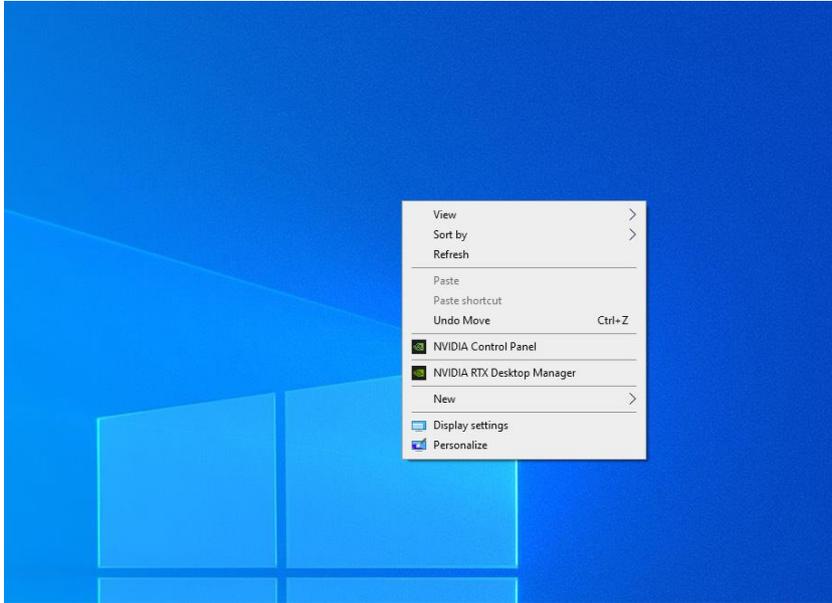
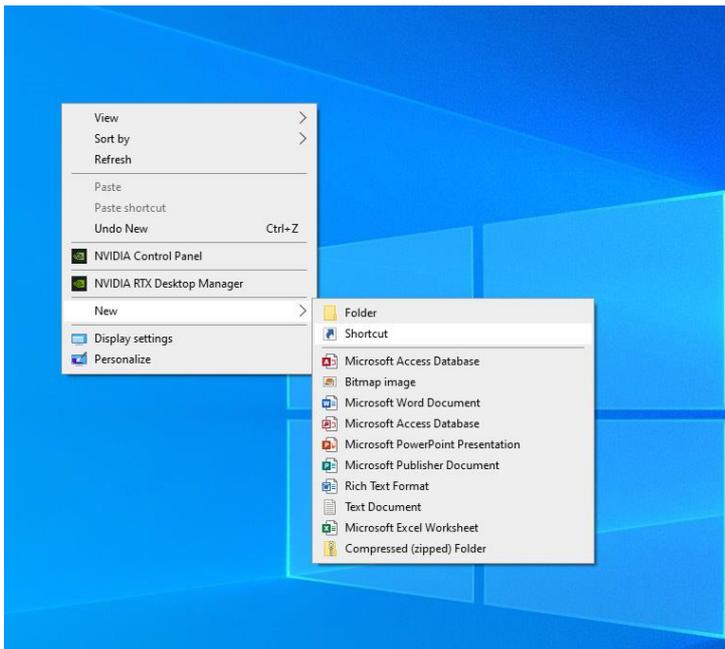


# Creating Shortcuts on Desktop

**Step 1:** Right click on any empty area of the desktop (*this will open up the "Context" menu*)

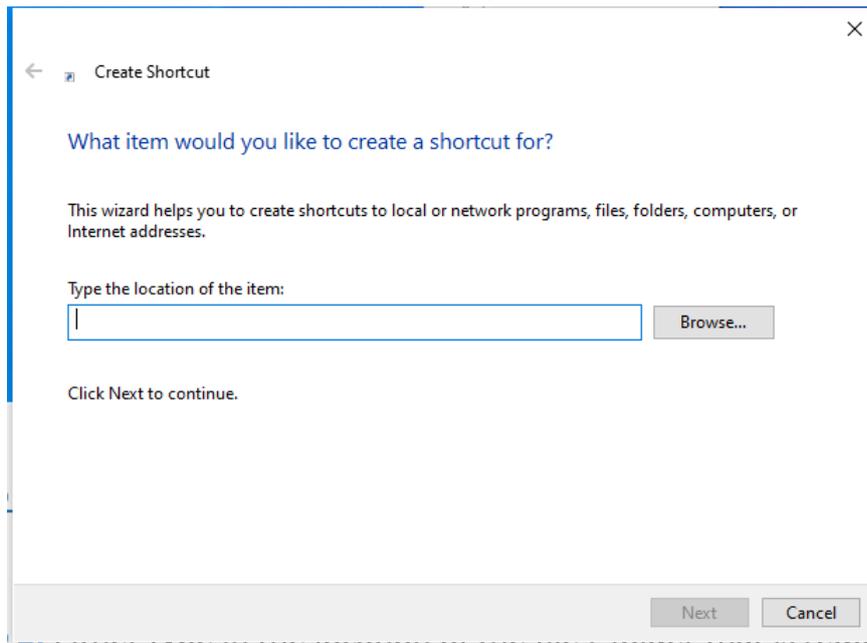


**Step 2:** Hover over "New" (*this will bring up a submenu list*), then click on "Shortcut" (*this will open up the "Create Shortcut" wizard*)



# Creating Shortcuts on Desktop

**Step 3:** Either type in the location of the file / folder that is requiring a shortcut to be created, or alternatively look for the file / folder location by using the "Browse" button. Then click on the "Next" button



**Step 4:** Type in desired name for the desktop shortcut (*the shorter the name, the better*). Then click on the "Finish" button

**The shortcut will now be created and visible on the desktop**