Creating Shortcuts on Desktop

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



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



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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

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🗧 👔 Create Shortcut	
What item would you like to create a shortcut for?	
This wizard helps you to create shortcuts to local or network programs, files, folders, computers, Internet addresses.	, or
Type the location of the item:	
Browse	
Click Next to continue.	
Nevt	Cancel
Next	Cancer

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