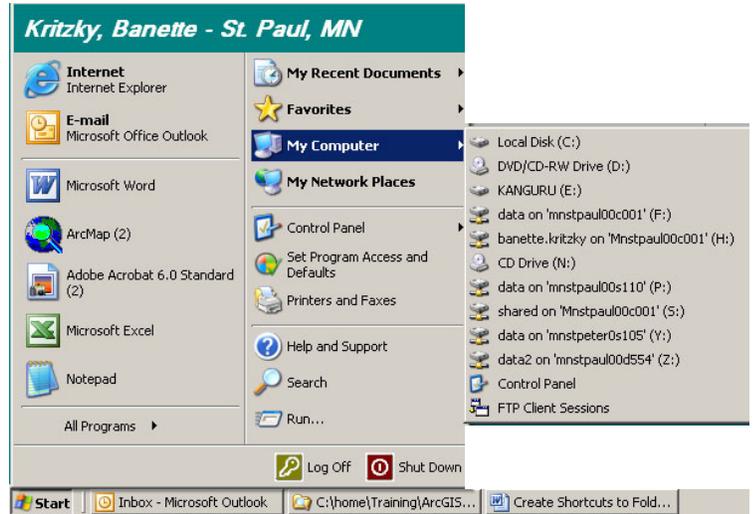


Create Desktop Shortcuts to Folders

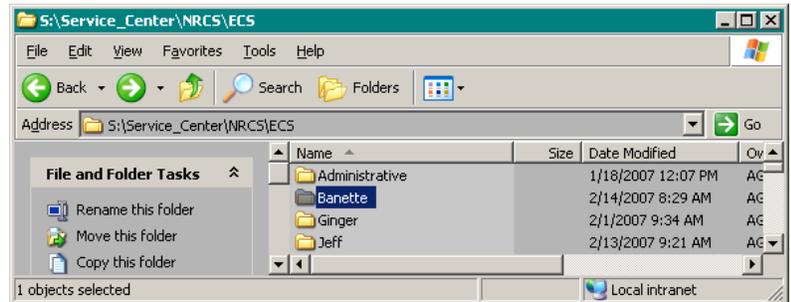
GOAL: The goal of this exercise is to create shortcuts to folders or files that you use regularly. These shortcuts can be placed on your Desktop for easy access.

1. Open **MyComputer** from the icon on your desktop.
2. If there is no icon on your desktop, then just click **Start – My Computer** – and click on the directory you want (see diagram at right). In this example, I'll go to the S drive.

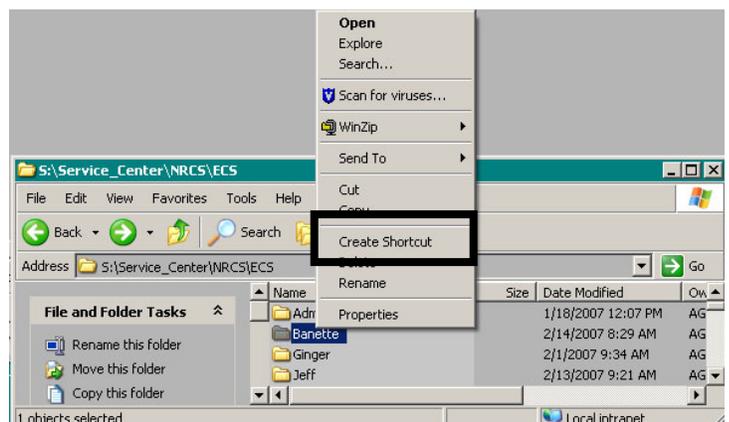


3. Navigate to the folder that you want to create a shortcut to.

In the example at right, I navigated to my folder under S:\Service_Center\NRCS\ECS\Banette.



4. **Right-click** the folder.
5. Click on “**Create Shortcut**”



6. A shortcut is then placed in that folder.
7. You need to select it, and just drag it to your Desktop (or Copy/Paste).
8. Once it's on your desktop, just click on it and **rename** it to whatever makes more sense to you. See the examples provided below right.

