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How to Create a Shortcut on Your Desktop in XP or Vista

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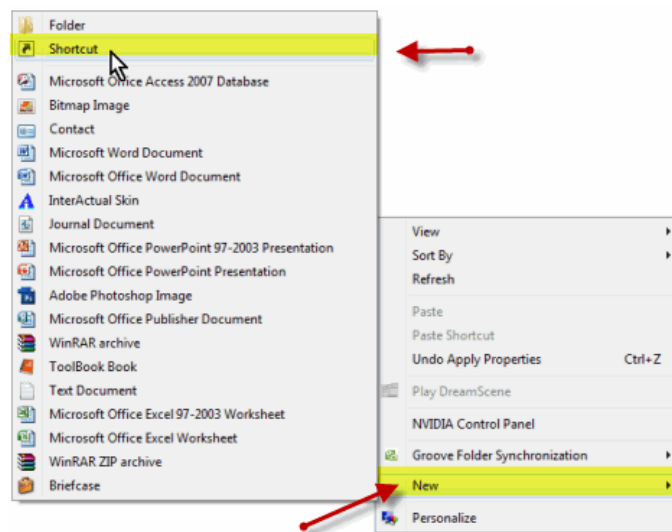


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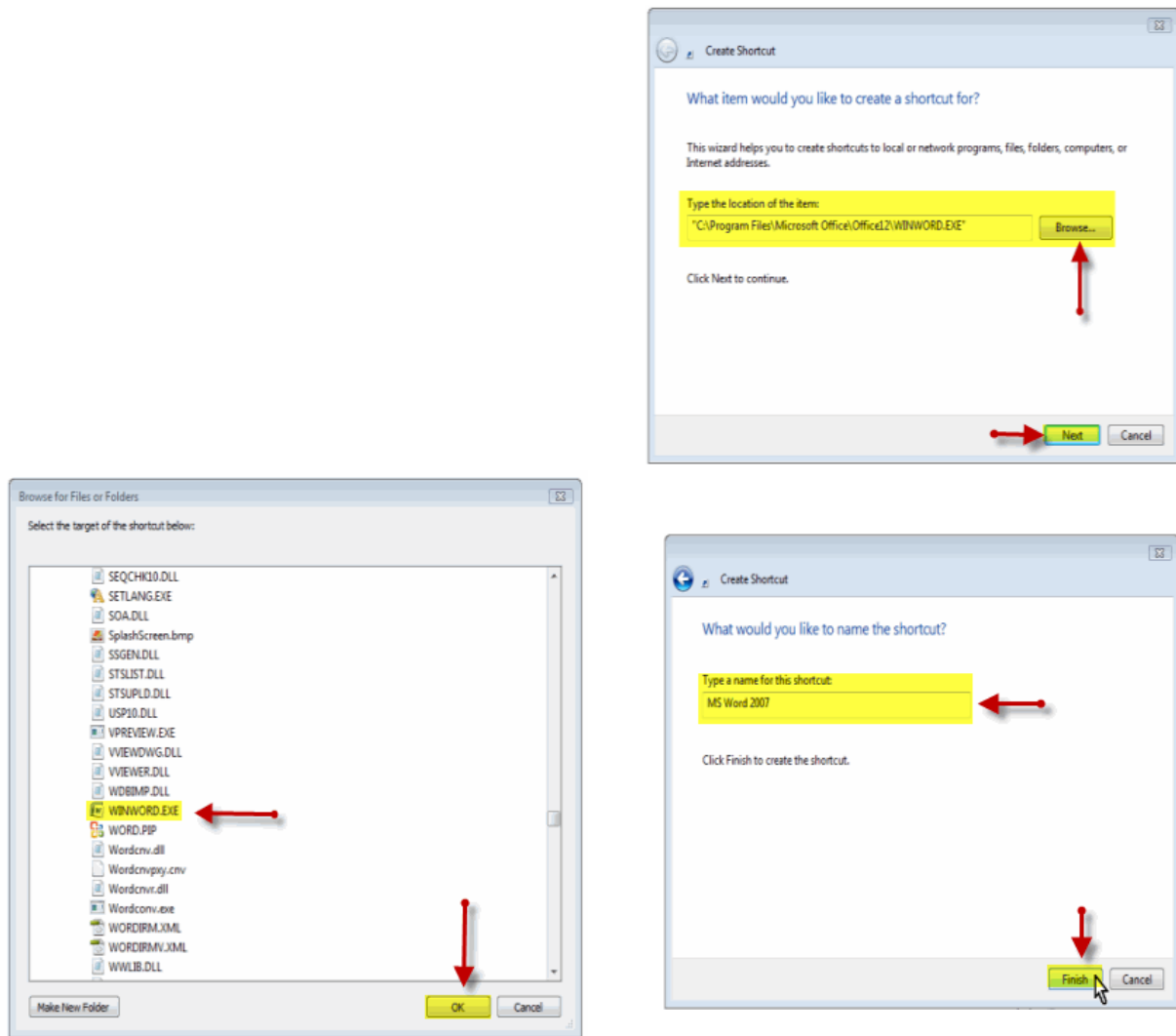
If you have file, website or program that you use often, it may be easier to create a shortcut on your desktop rather than always looking for it in Windows Explorer or the Start Menu. Examples shown apply to XP or Vista

In this example we are going to place a shortcut to MS Word 2007 onto the Desktop

1. Right click an empty area of the **Desktop**
2. Select: **New > Shortcut** as shown below



3. In the **Create Shortcut** dialog box shown click **"Browse"**
4. In the **Browse for files or Folders** dialog box shown below locate **WINWORD.EXE** (this is the program link that opens MS Word 2007 in this example and it's path/location is "C:\Program Files\Microsoft Office\Office12\WINWORD.EXE")
5. Click on **WINWORD.EXE** then **OK**
6. Click **Next** in the **Create Shortcut** dialog box
7. Enter a name for the shortcut (in this instance MS Word 2007) and click **Finish**.
8. The shortcut called **MS Word 2007** appears on the Desktop as shown below and obviously clicking it opens MS Word 2007

MS Word
2007

Shortcut on Desktop to MS Word 2007

Note:

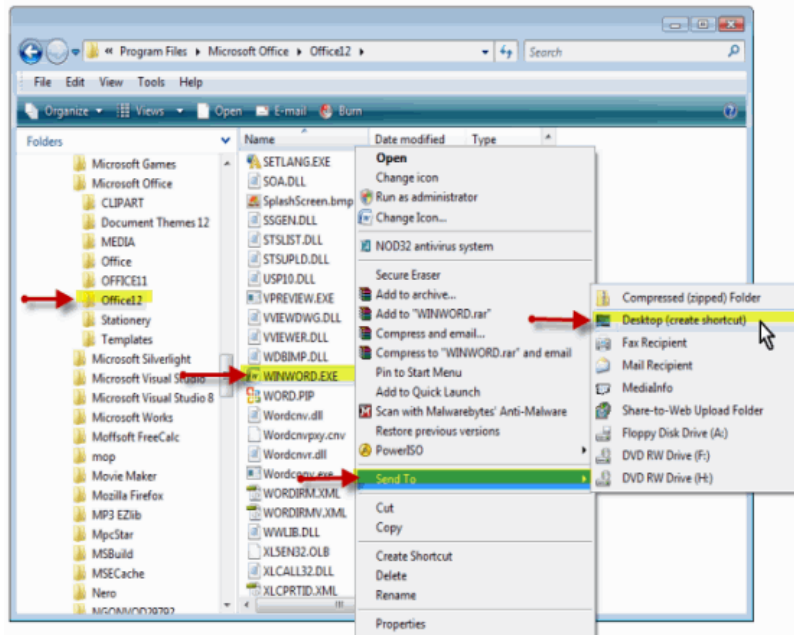
You can drag an item to the Desktop to produce a shortcut - see Drag and Drop.

Using My Computer or Windows Explorer.

You can also place a shortcut on the desktop by:

1. Locate the file, website or program in My Computer or Windows Explorer and right click it
2. In the dialog box that opens click **Send To** then **Desktop (create shortcut)**

Placing a shortcut to MS
Word 2007
on the Desktop using My
Computer or Windows
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