



L.E.T.S TALK!

HELPFUL TIPS AND TECHNIQUES

May 2007



This newsletter aims to help you find better and more effective ways of using technology.

This issue's topic: **Creating shortcuts.**

Shortcuts can make your life easier or harder depending on how you use them. By creating too many shortcuts you will clutter up your desktop.

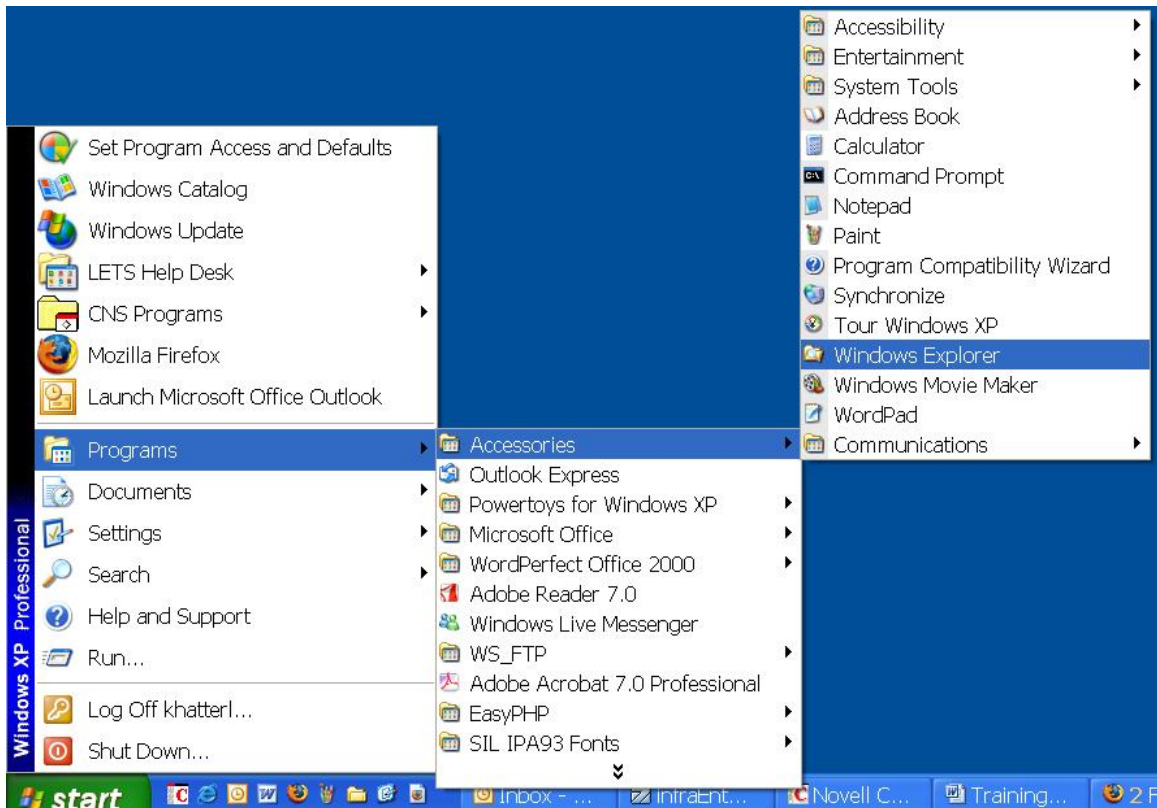
A shortcut is just a reference link on your desktop to a file or a program. For example, you could create a shortcut on your desktop of a file saved on your H:\ drive that you access everyday or quite frequently. This allows you easy access to the file without compromising the file in the case of hard drive failure.

Note: Copying or saving a file to your desktop is **not** the same thing as creating a shortcut. When you copy a file to the desktop, you actually make a duplicate copy of the original. This means you have two files now, one on the desktop and another in the original location. Making any changes to one of the files will not change the other.

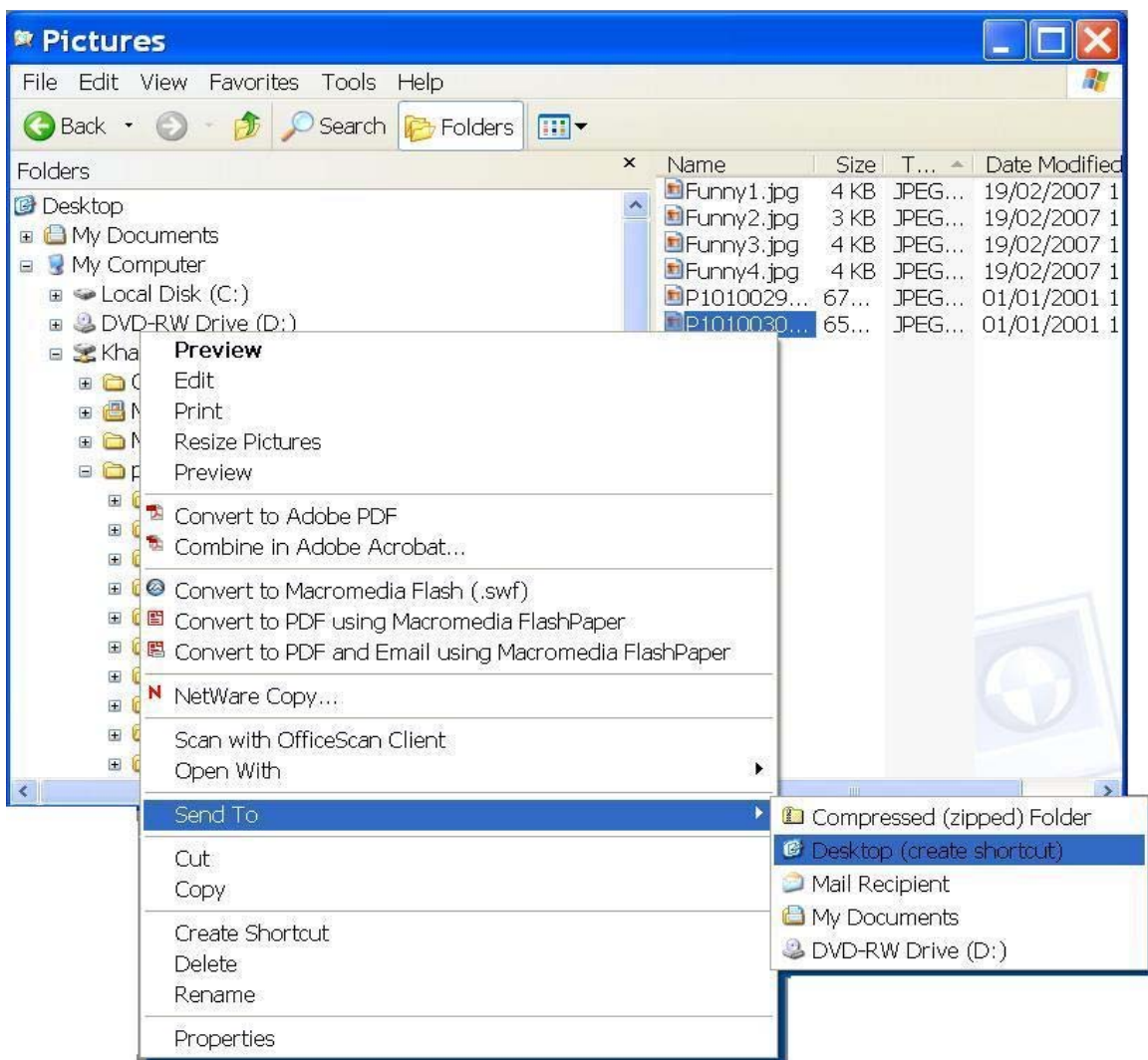
Creating Shortcuts

Here is one way to create shortcuts:

1. Click on Start → Programs → Accessories → Windows Explorer.



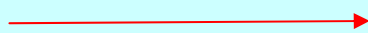
- Find the file or program you want to create a shortcut for.
- Right click on the file, then click on "Send To" and then click "Desktop (create shortcut)"



- You should now see a shortcut icon on your desktop.

NOTE: A black arrow on the icon means that it is a shortcut.

Otherwise, it may be a copy of the file.



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