

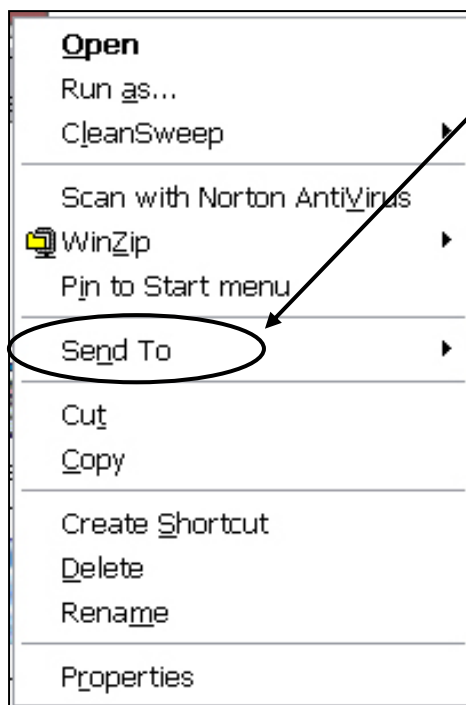
Placing an Icon (Shortcut) on the Desktop

QUESTION: I want to place some icons on my Desktop so I can start my programs quickly. How do I do that?

ANSWER: That's a good question, and very easy to do. Start from the Desktop (screen) and LEFT click the **Start** button in the bottom left corner of your Desktop. LEFT click **All Programs** on the menu that pops up.

You will see a list of programs installed on your computer. Hold your cursor over the program you want to create a shortcut for, but do NOT click the name of the program. In some cases, holding your cursor over the program name will cause another menu to pop out to the right. Moving your cursor over that name may also cause another menu to open. When you have opened the

final menu and you see the name of the program you want to create a shortcut for, RIGHT click the program name. LEFT click **Send to**. One more menu will open. LEFT click **Desktop (create shortcut)**.



Voilà! Give yourself a pat on the back. You've just created an icon!

