

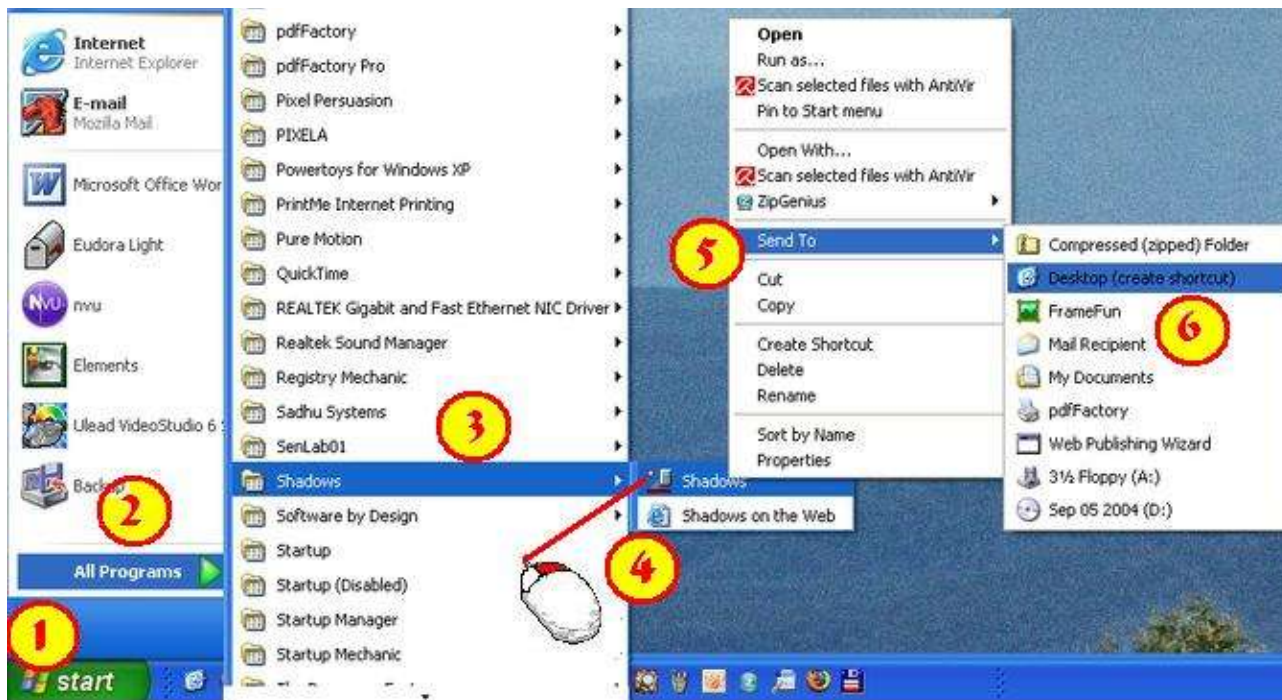


# Coffee Break

Question on Software or Operating system.

## Create a ShortCut on your Desktop

If you have a program you use quite often it's easier to have a shortcut to that program on your desktop. There are a few ways to archive this task. The method shown below is straight forward.



1. Left click the mouse button on [start].
2. Click [All Programs] to open up the list of programs on your computer.
3. Move to the program that you are going to make the shortcut.
4. Right click the mouse button on the main program.
5. A dialog box appears, scroll down to [Send To]
6. In the second dialog box click on [Desktop (create shortcut)]

The shortcut on the desktop will have the name,

**Shortcut to** (example shown)  
**Shadows**



To rename the desktop icon, move the arrow cursor onto the shortcut icon and **right click** the mouse button.

Move down to and left click [Rename]. Type in new name.

