

## Shortcuts revisited

Shortcuts to any file may be placed in any folder or on the desktop (which is really a folder). But being realistic, it only makes sense to place shortcuts to files which can be run or cause other applications to open.

In an earlier session, we created a file A:\1\TEST.TXT. (The file might have been changed to .WRI or .DOC.) Make a shortcut that can be used as a sticky note and place it on the desktop by doing the following:

### Create the shortcut

Use Windows Explorer to find the file A:\1\TEST.TXT

Click on the file once to select it.

Click File | New | Shortcut

Even though you have clicked on the file, Windows has to be patiently told where the file is located.

### Two ways to fill the command line.

The more complicated way is to select Browse. This option opens a dialog box similar to the Open and Save As dialog boxes. (See the Org 8 chapter.) Note the name Browse in the title bar. Follow these steps to find the file:

- 1) In the Look in: drop-down box, select A:
- 2) If the file is in a sub folder, you will have to double-click on the folders as you work your way down the path to finding the file.
- 3) Once you are in the correct folder, you still might not be able to see the file. Note that the bottom drop-down box, Files of type:, is set to Program. This needs to be reset to All Files. After the change, TEST.TXT will be visible.
- 4) Double-click on the file name to bring you back to the previous screen. Click Next
- 5) Here you can change the name of the shortcut. Change the name to STICKY and click finish.

The quickest way is to type in the path and file name and skip the Browse step  
A:\1\TEST.TXT then click Next.

The shortcut will appear in your A:\1 folder. However, this isn't very helpful.

### Let's move the shortcut to the desktop.

- 1) Restore the Explorer window (double-click on the title bar) to view part of the desktop. Drag the shortcut to the desktop. You might have to scroll a little to find the shortcut. Note that the drag operation was a COPY. (See Org 7)

Now for the last step. Test the shortcut. Double-click on STICKY. NOTEPAD should have opened showing you your file.

### **Placing shortcuts on the Start Menu**

Perhaps you would like to keep this shortcut a little more private.

1) Start by placing the shortcut from A:\1 on the clipboard. Click once on the shortcut if it is not already highlighted. Click Edit | Copy - We will leave it there until later.

Follow the path to open C:\Windows\Start Menu - If the Start Menu folder is highlighted, you are ready to create a new folder called My Stuff

2) Click File | New | Folder and name it My Stuff

3) Click on the '+' in front of Start Menu

4) Click on the folder My Stuff

5) Click on Edit | Paste

Go click on the Start Button and find your new personalized menu area.

Remove the Floppy disk

Try the shortcut again. Didn't work, yeh!

This once again proves that shortcuts are only good as long as the files they point to are in the right place. You might want to take advantage of this feature. Placing personal notes on a floppy which is removed when you are not using the computer might be the only way to secure information.

### **Shorter method**

Many computers are set up to make shortcuts more easily. Right-click on the source file. Did you find Create Shortcut?

If the intended location of the shortcut was the desktop, there might be another way. Right-click on the source file. Select Send To. Did you see an option - Desktop (create shortcut)?

Well, if I showed you these methods first, you wouldn't have gotten the practice using other Windows features. The purpose of this book is training and exposure to as many Windows elements as possible. Consider yourself exposed!