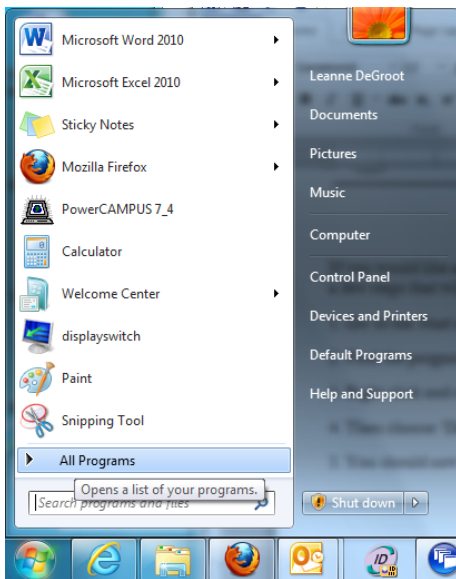




How to Create a Shortcut on Your Desktop

If you would like an icon on your desktop that will provide you with a shortcut to a frequently used program, here are a few steps that will enable you to do this for yourself or someone you know.

1. Go to the **Start** menu and select **All Programs**



2. Find the program that you would like a shortcut for.
3. Right click and choose **Send to**.
4. Then choose **Desktop (create shortcut)**.
5. You should now be able to find the icon for your shortcut on your desktop.

