

How do I create a Windows shortcut key?

Windows **shortcut keys** are a powerful, highly configurable tool that allow you to access frequently-used shortcuts using a key combination on your keyboard.

Create a shortcut for a program or file

1. Open the folder or directory that contains the program or file you want as a shortcut.
2. Right-click the program/file and click **Create Shortcut**.
3. Once done, this creates a shortcut named "Shortcut to <your program/file>" or "<your program/file> - Shortcut" in the **current directory**. If you want to rename this shortcut, right-click the file and click rename.
4. Once the steps above are completed, you can **copy** or **cut** this shortcut and **paste** it anywhere.

Assign a shortcut key to that Windows shortcut

Once the shortcut is created, to assign a shortcut key to that Windows shortcut, follow the steps below.

1. Right-click the shortcut and select **Properties**.
2. Click on **Shortcut** tab.
3. Click in the **Shortcut key** box and press a letter. For example, if you press the "P" key, the key combination to run this shortcut is **Ctrl+Alt+P**.

How to create a shortcut key that performs a function

The steps above are great for those who want to create a shortcut key to open a commonly used program. However, what if you want to create a shortcut key that performs a specific function within a program? Some more advanced programs allow you to assign keyboard shortcuts in the program. For example, in **Adobe Dreamweaver**, you can click **Edit** and then **Keyboard Shortcuts** to define the keys you want to use for a shortcut.

Unfortunately, most programs do not offer this level of customization. If you're using Microsoft Windows, you can install [AutoHotkey](#) to create scripts that can be assigned to any shortcut key.