

# Lesson 32


## SMART ROUTE

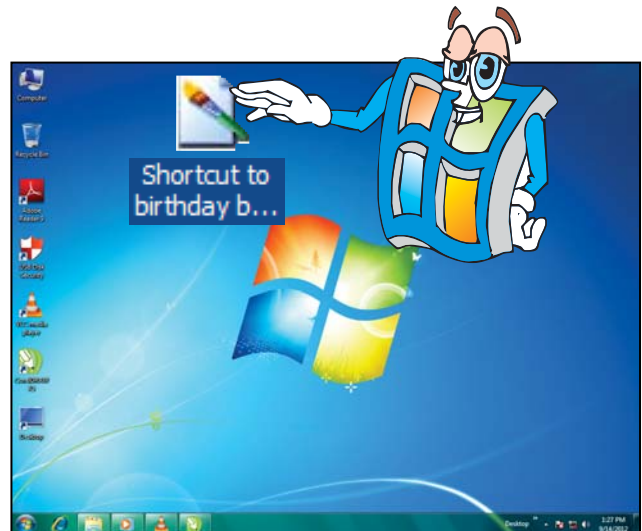
### Adding Shortcut to the Desktop


You can add a shortcut to the desktop to provide a quick way of opening a file that you use regularly.


#### FOR WINDOWS 7 USERS:

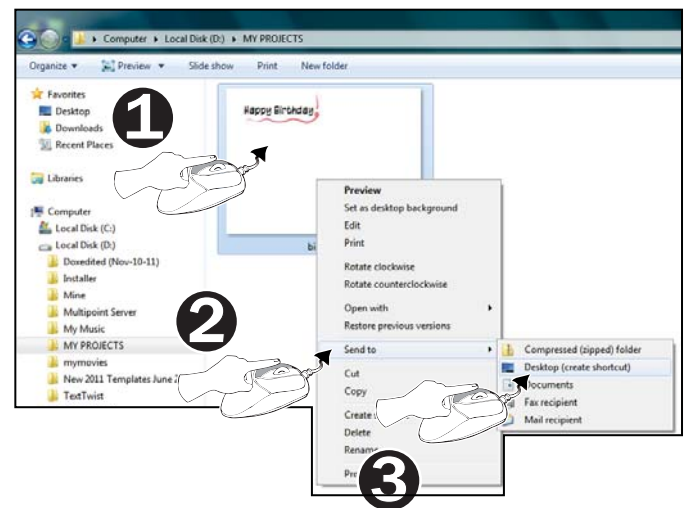
#### Adding Shortcut to the Desktop

1. Move the mouse  over the file that you want to create a shortcut and then press the right button.



2. Move the mouse  over **Send To** and then press the left button.

3. Move the mouse  over **Send To (Create Shortcut)** and then press the left button.





The shortcut appears on the desktop.




## FOR WINDOWS 8 USERS:

### Adding Shortcut to the Desktop

1. Move the mouse  over the file that you want to create a shortcut and then press the right button.
2. Move the mouse  over **Create Shortcut** and then press the left button.

Windows creates a shortcut to the file.

3. To add shortcut to the desktop, move the mouse  over the shortcut.
4. Press and hold down the left button as you drag the shortcut to an empty area on your screen.

Release the button and the shortcut appears on the desktop.

