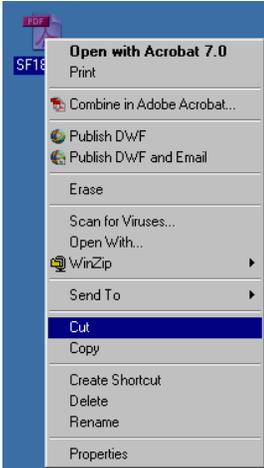


## Creating Desktop Shortcuts

There are **dangers** in saving files directly to your desktop for easy retrieval. At a minimum, if your profile is ever damaged, you may **lose all** of the files. It is strongly suggested that you get in the **habit of** saving files to your **U: drive** (which is you're your **Home Drive** or your **My Documents**) and creating **shortcuts** to those files on the desktop. Shortcuts are small in file size and easy to replace as they are merely pointers to the actual file.

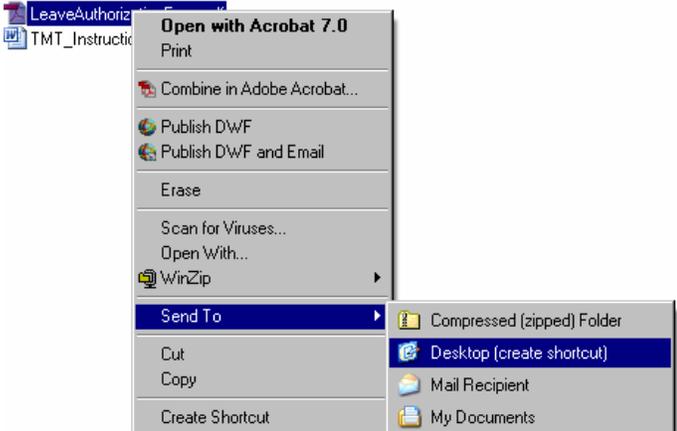
**Moving files off the desktop** This section of the job aid will show you how to move actual documents/files off the desktop and into your U: drive (My Documents). You should perform this function prior to attempting to create a shortcut to the file(s).

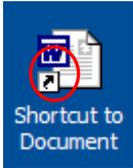
Step	Action
1.	<b>Right click</b> once on the file that you're moving off the desktop.
2.	<p>Select <b>Cut</b></p> 
3.	<p><b>Navigate to your U: Drive (aka My Documents)</b></p> <p>On the <b>Desktop</b> open <b>My Computer</b> (double click on the icon).</p> <p>Example of what the My Computer icon looks like on the desktop:</p>  <p>Where <b>kmthayer</b> is the username who is logged in to the network and <b>D11MW-WTRPE6265</b> is the name of the computer the user kmthayer is logged on to.</p>
4.	<p>Select the menu <b>View &gt;&gt; Details</b></p> <p>Double click on the U: Drive (located under the Network Drives section)</p> <p>In this example it is: <b>Home on 'D11ms-wtrpefp02\Users1\KMThayer' (U:)</b></p>

	<p><b>Network Drives</b></p> <ul style="list-style-type: none"> <li> Library on 'D11ms-wtrpeap01' (L:)</li> <li> NetApps on 'D11ms-wtrpeap01' (O:)</li> <li> Student on 'D11ms-wtrpefp' (S:)</li> <li> Tracen on 'D11ms-wtrpefp' (T:)</li> <li> Home on 'D11ms-wtrpefp02\Users1\KMThayer' (U:) ← <b>U: Drive</b></li> <li> users1 on 'd11ms-wtrpefp02' (Z:)</li> </ul>
5.	Once at the U: drive (My Documents) double click on the folder you want to move the document to. Then select the menu <b>Edit &gt;&gt; Paste</b> .

**Create Shortcuts on the Desktop**

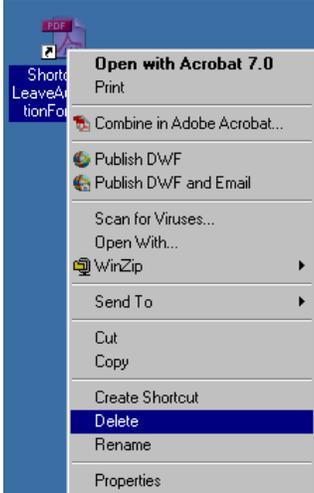
This section of the job aid will show you how to create a shortcut on the desktop to commonly used files or folders on your U: drive (My Documents) or any other location.

Step	Action						
1.	<b>Navigate</b> to your <b>U: drive</b> (or other file location). Refer to Step 3 in the section above for <i>Moving Files off the Desktop</i> .						
2.	<p><b>Right click</b> on the file that you want to create a shortcut to.</p> <p>Select <b>Send To... &gt;&gt; Desktop (create shortcut)</b></p> 						
3.	<table border="1" style="width: 100%;"> <thead> <tr> <th>If...</th> <th>Then.</th> </tr> </thead> <tbody> <tr> <td>The <b>Desktop (create shortcut)</b> option is not available...</td> <td>Continue to the next step.</td> </tr> <tr> <td>The <b>Desktop (create shortcut)</b> option was available....</td> <td>The task is completed. You're done.</td> </tr> </tbody> </table>	If...	Then.	The <b>Desktop (create shortcut)</b> option is not available...	Continue to the next step.	The <b>Desktop (create shortcut)</b> option was available....	The task is completed. You're done.
If...	Then.						
The <b>Desktop (create shortcut)</b> option is not available...	Continue to the next step.						
The <b>Desktop (create shortcut)</b> option was available....	The task is completed. You're done.						
4.	<p>Ensure you can see both your desktop and the folder or file you are working with. You may need to resize (restore down) the window to do this by clicking the restore down icon in the upper right corner of the window.</p> 						

5.	<b>Right</b> click on the file or folder you want to create a shortcut for and <b>hold</b> the mouse button down. Then <b>drag</b> the icon out to the desktop and <b>release</b> the mouse button.
6.	Select <b>Create Shortcuts Here...</b> 
7.	<p><b>WARNING:</b> You must insure you have a <b>shortcut</b> and not a copy of the file or folder. If you have a copy of the file, delete the icon from your desktop and try again.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p><b>Incorrect</b></p>  </div> <div style="text-align: center;"> <p><b>Correct</b></p>  </div> </div> <p>A shortcut has a small arrow in the lower left corner of the icon. A copy of a file does not.</p>

**Delete a Desktop Icon**

This section of the job aid will show you how to delete an icon from the Desktop.

Step	Action
1.	<b>Right click</b> once on the icon to be deleted off the desktop.
2.	Select <b>Delete</b> from the menu. 
3.	When the small window pops up that states 'Are you sure you want to delete 'filename'? Click <b>Yes</b> button.