



Dear Diane,

I have been hearing about shortcuts, drives, and mapped drives lately and I am wondering what they are, how do I do that, and what do they do?

### **Inquiring Minds**

Dear Just Asking,

Wow! You are asking about a lot of things so my reply is going to be in pieces if that is OK with you. This week let's talk about the very first part of this question, what is a shortcut?

A shortcut is a pointer to a file that can be on your hard drive or another location. This pointer can point to a program, file, or folder. It is a small file that takes very little space because it only has the information about the location of the original file. It is not a copy of the original file.

I think of a shortcut as my "easy" button to get to a specific location. Once the shortcut has been set up I don't have to know where it is going (the target), I just have to click on it. Think of a trail of bread crumbs to find my way.

If I right click on the shortcut and select delete, I am deleting the button and the trail but not the program or folder I was trying to easily get to.

If you look at an icon on your desktop and it has a little arrow in the corner that is an indicator that it is a shortcut.



Over the next few weeks I am going to discuss mapped drives, UNC paths and how to create a shortcut and map a drive.

Stay tuned...DSG