



Shortcuts and Mapped Drives (Part 3)

I know I said last week I would talk about mapping a drive but first I think we should discuss creating shortcuts and then I will finish with mapping a drive.

A shortcut is usually on your desktop as an icon and it may be the path to a program, web page, or even an often used document. It is important to know where the shortcut leads to in case it is deleted, and then you can create the new shortcut yourself.

The icon for any shortcut usually has a little arrow in the lower left corner. You can rename it by right-clicking on the icon and typing in the new name. I wouldn't suggest clicking on the name (in this case Kaseya Full Version E...) because if it turns white then you would accidentally change the name.



There are many ways to create a shortcut.

One way is if you are on a frequently visited web page click on **File** at the Explorer window, select **Send**, and then **Shortcut to Desktop**. This will give you easy access to an often used web page, as long as the page's address doesn't change. If it is changed or updated the shortcut won't be useful any longer.



You can also create a shortcut to a program or document, too. If you want any help with creating shortcuts feel free to call me or contact me via email.

Next week: Mapping a drive, really!