

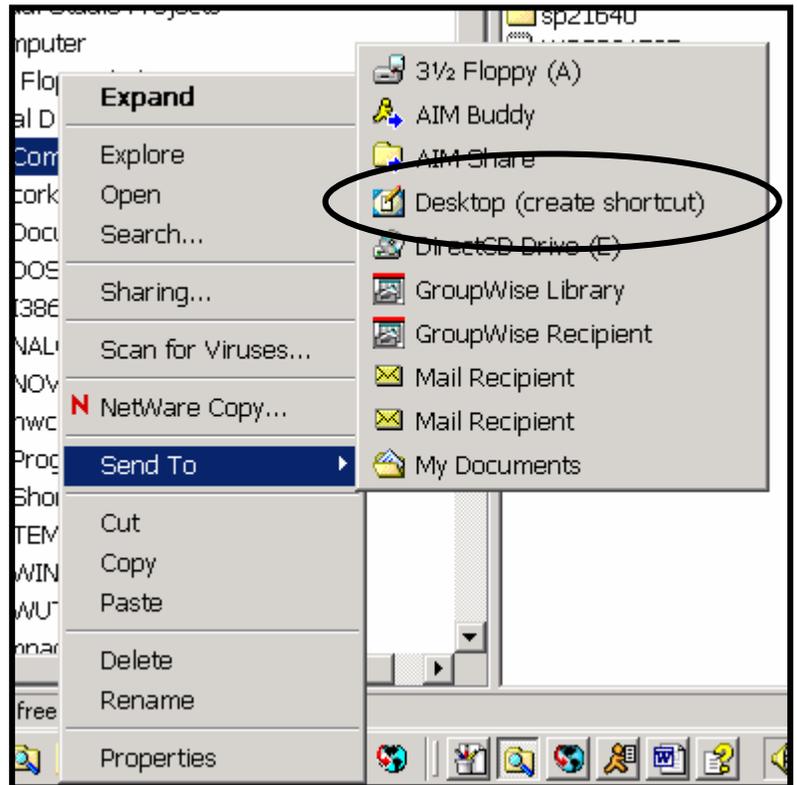
## WINDOWS XP

### HOW CAN I PUT A PROGRAM SHORTCUT (ICON) ON THE DESKTOP?

1. In **My Computer** or **Windows Explorer**, click the item, such as a file, folder, or program, for which you want to create a shortcut.
2. Right-click and select **Send TO > Desktop (create shortcut)**.
3. The icon on the desktop should have an arrow in the left hand corner. This denotes that it is a shortcut. If the icon does NOT have this arrow, you have placed the actual program or document on the desktop. If you delete this, you will be deleting the file



4. Right-click on the icon and choose **Rename** to shorten or change the name of your shortcut.



- **Note**

To delete a shortcut, drag it to the **Recycle Bin**. As long as you are sure it is a shortcut denoted by the arrow in the lower left corner, the original file, folder, or program still exists on the disk.