



Creating a Shortcut on the Desktop

Shortcuts are used for convenient access to programs that are buried deep inside a number of folders. When you create a shortcut, the operating system puts an icon on the screen and associates the actual location of the file with the icon.

To create a shortcut:

Double click on **My Handheld PC**

Go to the specific file for which you want the shortcut.

Click on the **File** menu

Click on **Send To**

Click on **Desktop as Shortcut**

An icon will be placed on the desktop.

