

# Windows XP

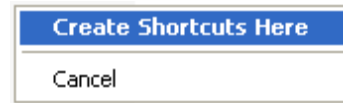


## Shortcut Icons for Files and Programs

A shortcut is a pointer to a file, program or device that you can drag onto your desktop, into a folder or the Start menu. The Shortcut feature provides easy access to often used files and programs. For example, you have a file or a program that you access daily.

To put a shortcut icon for the file or program on the desktop:

- Using My Computer or Windows Explorer, locate the item you want to place on the desktop
- Use the right mouse button to drag the item to the desktop
- Click the Create Shortcuts Here command with the left button



An icon labeled with the name of the file or program is placed on the desktop. Shortcuts are represented just like any other icon except there is a small 'jump' arrow in the lower left corner of the icon.

To remove the program from the desktop:

- Drag the icon to the Recycle Bin



**Tips:** You can also drag a program icon onto the Start button from either My Computer or Windows Explorer. The icon will appear at the top of the Start menu. It will appear as a normal menu item without the 'jump' arrow. If you create a shortcut for your printer, you can drag a document onto the icon to print the document.

To add a program icon to the All Programs menu instead of the Start menu:

- Use the right mouse button to drag the program icon so that it hovers over the **Start** button

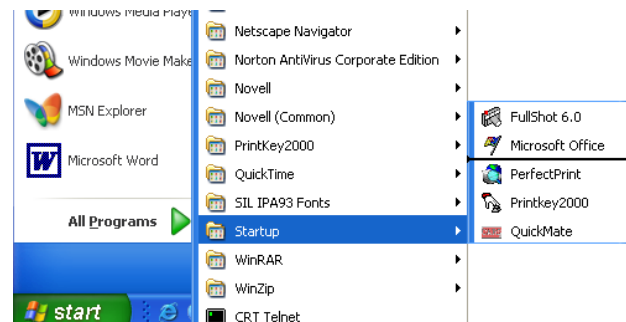
The Start menu will open.

- Continue holding down the right mouse button and hover the icon over the **All Programs** button

The All Programs menu will open.

- Drag the icon into the folder or position where you would like it
- Release the right mouse button
- Select Create Shortcuts Here with the left mouse button

A shortcut will appear where you placed the icon.



Note: You can reposition shortcuts on the Start menu and the All Programs menu by dragging them between folders with the left mouse button.

To remove a program icon from the Start menu:

- Right click the icon
- Choose Delete from the menu with the left mouse button

Note: For certain shortcuts, Delete will not be displayed. Choose Remove from This List instead.

Customizing a shortcut icon:

- Right-click on the shortcut icon and choose Properties
- Select the **Shortcut** tab and click the **Change Icon** button
- Select a new icon for the shortcut and click the **OK** button
  
- Click the **OK** button to close the dialog box

## Shortcut Menus

You can use the right mouse button to click any item and see a shortcut menu. This menu contains common commands that you can use on the item you clicked. For example, by clicking a file with the right mouse button, you can choose to open, print, cut, copy, delete or rename it.

A few of the functions that can be performed by right-clicking include:

Creating a shortcut:

- Right-click the object you want to set up as a shortcut
- Choose Create Shortcut
- Drag the icon to the desktop or the Start menu

Right-click the desktop to customize:

- Right-click any blank space on the desktop
- Choose Properties

The Display Properties dialog box appears. See the *Control Panel* document for information on how to customize the desktop.

- Close the dialog box

## Tile View and View Desktop

When you have multiple programs open and want to display them in a tiled horizontal or vertical view:

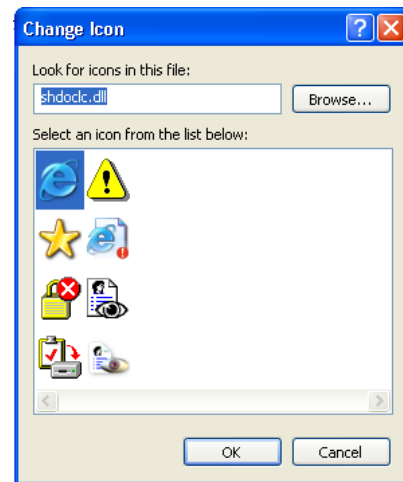
- Right-click a blank place on the Taskbar
- Choose Tile Horizontally or Vertically
- To undo the last operation, right-click a blank space on the Taskbar and choose appropriate Undo command

If you have programs open and need to quickly access the desktop:

- Right-click a blank place on the Taskbar
- Choose Show the Desktop

or

- Click the Show Desktop icon in the Quick Launch toolbar



Show Desktop icon

