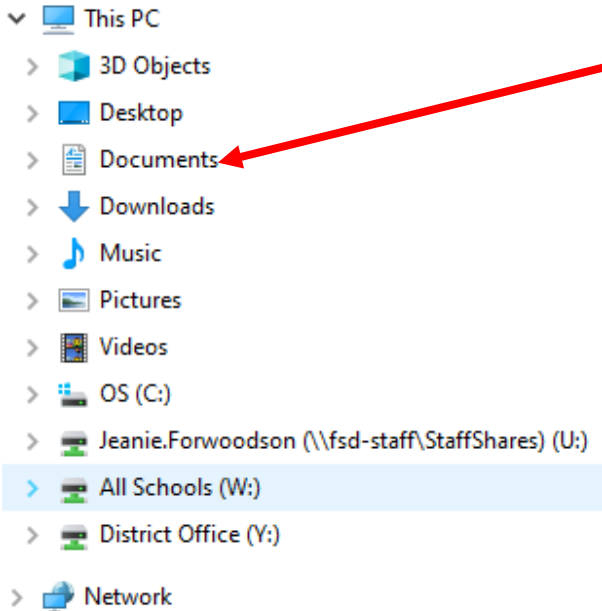
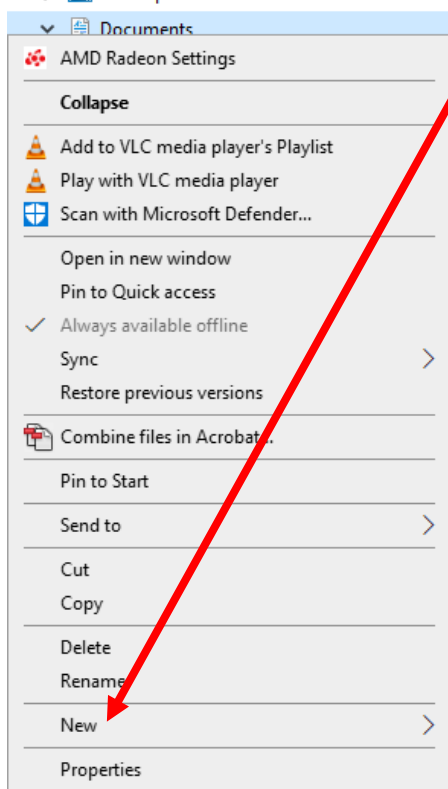


How To Create a File Shortcut On Your Desktop

- Open up your “File Explorer” by clicking on it:

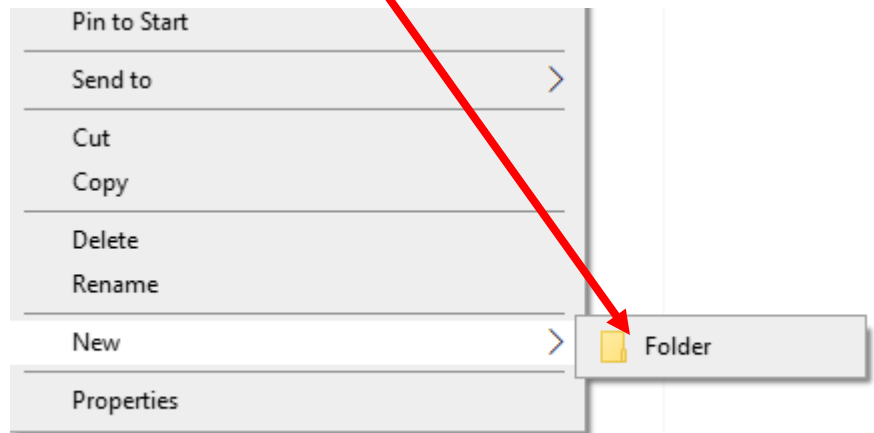


- Look for the “Documents” folder under “This PC” and then right-click on it.

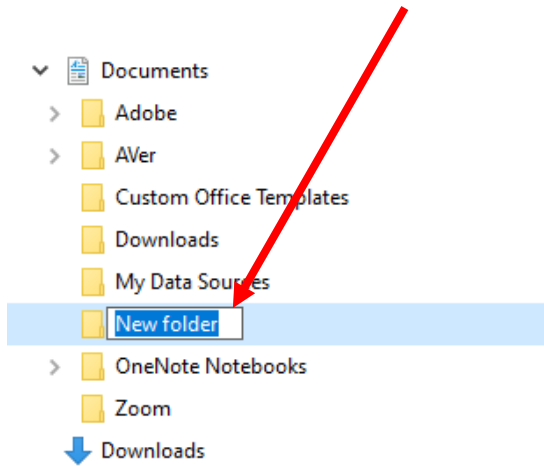


- The following menu will pop-up. Scroll down and click on “New”.

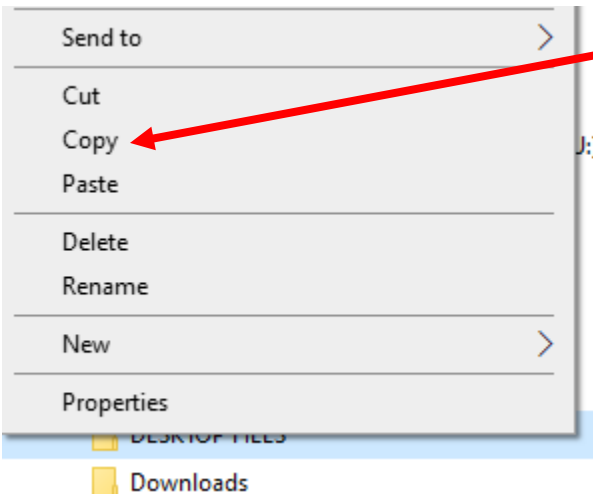
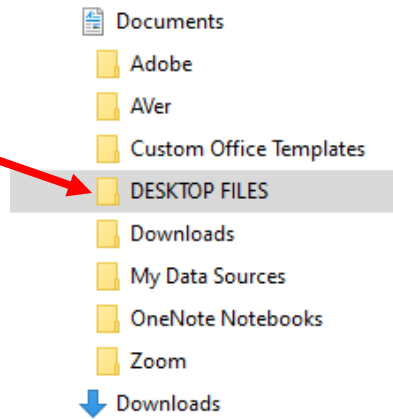
- Then click on “Folder”.



- This will automatically create a “New Folder”



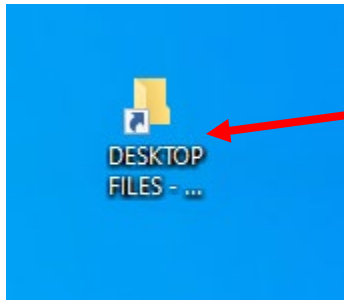
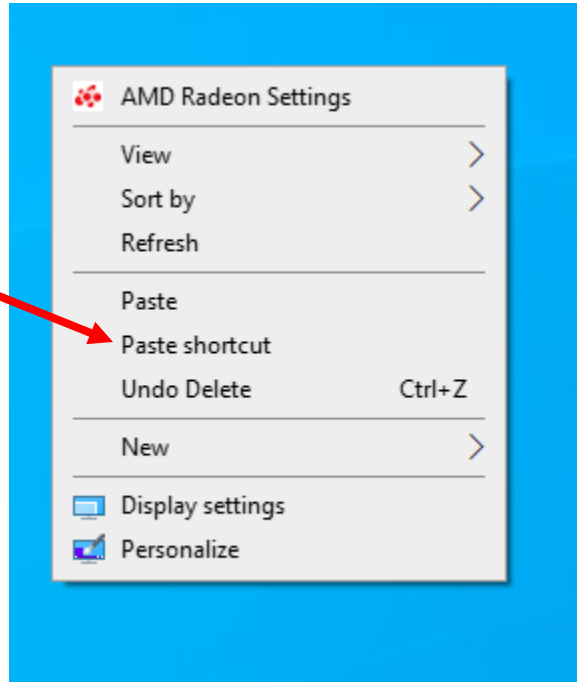
- Then name the new folder “DESKTOP FILES”



- Right-click on your new DESKTOP FILES folder and choose “Copy” from the pop-up menu.

- Now close the File Explorer by clicking on the “X” in the top right-hand corner of the screen.

- Once you are at your desktop screen again right-click anywhere and the following menu will pop-up. Choose “Paste shortcut”.



- This will automatically create a shortcut for the new DESKTOP FILES folder you just created!

- Now simply begin to “drag-n-drop” all your desktop files into the new DESKTOP FILES folder shortcut. They will move and be saved in the folder now. To access all your existing files just double-click on the DESKTOP FILES shortcut icon and it will open up. Then choose the file you need to work on!