




Create Desktop Shortcuts

Create Application shortcuts on the Mac and PC




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 =Shortcut  =Advice  =Caution

Overview

Shortcut icons are icons that startup programs, files or folders that are usually not readily available, e.g. a program in the Start menu. By creating your own shortcut icons on the Desktop you will save time by not having to startup the program from navigating through the Windows Start menu. It can be handy to have shortcut icons on your desktop for commonly used programs such as Outlook, Excel, Word and more.

The following tip demonstrates how to create a shortcut for Microsoft Excel 2007 on the Windows Desktop.

 Note: these directions work for any program for Windows XP or Windows Vista.



1. Click the **Start > Programs > Microsoft Office 2007 > Microsoft Office Excel 2003**.
A shortcut menu displays.
2. In the shortcut menu, click **Send To > Desktop (create shortcut)**.
Note: you may be tempted to click "Create Shortcut" and that is OK, but once you create the shortcut you must then move the shortcut icon to the desktop (or where ever you want it).
3. The shortcut icon is created and appears on the Desktop. If you minimize or close all windows, you will see the shortcut on the desktop.

Shortcuts on your Start menu

To add a shortcut to your Start menu:

1. Browse your programs folder to find the application for which you want to create a shortcut.
2. Drag the file to the Start button and hold it for about one second.
3. When the Start menu opens, drag the file to the location where you want to add it.
4. Drop the file where you want the shortcut, and a shortcut icon appears alongside your programs.

Application shortcuts on Mac OS X

1. Browse your applications folder to find the application for which you want to create a shortcut.
2. Hold down the Command  and Option key while you drag that application and you'll make an alias (shortcut) wherever you drop it. To confirm that it is an alias you will see a small arrow in the lower left corner of that icon. 



Note that simply dragging an application's icon (not the alias) to a new location moves the entire application.

3. You can also create a shortcut by selecting an application with the secondary (right) click. Select **Make Alias**. It creates an alias which can be dragged to the desktop.