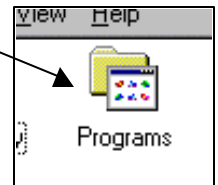


How to Put a Shortcut onto Your Desktop

By putting a shortcut onto your desktop, you make accessing a program you use often quick and easy!

1. First, slide your cursor over the **Start** button in the lower left-hand portion of your screen. **Right**-click (right-clicking is when you use the button on the *right* side of your mouse, rather than the more frequently used left button).
2. On the menu that pops up, click on **Open**.
3. In the window that pops up, double-click on the **Programs** icon (and icon is a small picture that represents a program or operation).



4. In the next window that appears, find the program you want a shortcut to. **Click** and **drag** it completely off of the window, so that it's on your desktop, and then **let go**.
5. That's it! You should now have a shortcut that will take you directly into your program with a double-click of your mouse!