How to make a Shortcut

To file or folder

• Find location where to put the Shortcut, e.g. Desktop



• Left Mouse: New / Shortcut

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Create Short	cut				
What item w	ould you like	to create a sh	ortcut for?		
This wizard help Internet address	s you to create sho es.	ortcuts to local or	network programs, f	iles, folders, comput	ters, or
Type the location	n of the item:				
				Browse	
() - ()					
Click Next to cor	ntinue.				
Click Next to cor	ntinue.				
Click Next to cor	ntinue.				

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• Find or fill the destination path to the file or folder



• Put the name and finish



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