

How to Create Desktop Shortcut Icons

WIN 7

1. Click on the “Windows Start” button in the left lower corner.
2. Click on “All Programs” and scroll to the program folder of the program you want to make a shortcut for.
3. Click on the folder to open it and scroll to the programs file in this folder.
4. Right click on the programs file and hover over the “Send to” option until the fly-out menu appears.
5. Click on “Desktop (create shortcut)”

To make a shortcut for “Disk Cleanup”

1. Click on the “Windows Start” button in the left lower corner.
2. Click in the “Search Box” just below the “all Programs” option.
3. Type “Disk Cleanup” without the quotes.
4. Right click the “Disk Cleanup” option at the top of the menu that appears.
5. From here you can pin “Disk Cleanup” to the start menu, the task bar or if you hover over the “Send To” option you can choose “Desktop (create shortcut)” from the menu that appears.

WIN 8 & 8.1

1. Click on the “Windows Start” button in the left lower corner to open the start page.
2. Click on the downward pointing arrow in the left lower portion of the screen to open the “Apps” page.
3. Right click on the app you want to make a shortcut for.
4. Click on “Open File Location”
5. The programs .exe file will be highlighted, right click on this file.
6. From the menu that appears you can pin this program to “Start”, pin it to the “Task bar” or by hovering over the “SendTo” option on the menu that appears you can click on “Desktop (create shortcut)”.

To make a shortcut for “Disk Cleanup”

1. Right click on the “Windows Start” button in the left lower corner.
2. Click on “Control Panel” in the menu that appears.
3. Click on “Administrative Tools”.
4. Right click on “Disk Cleanup”
5. From the menu that appears you can pin this program to “Start”, pin it to the “Task bar” or by hovering over the “SendTo” option on the menu that appears you can click on “Desktop (create shortcut)”.

WIN 10

1. Click on the “Windows Start” button in the left lower corner to open the start page.
2. If the program you want to make a shortcut to has a tile on the start page right click on that tile.
 - 2a. Click “More”
 - 2b. Click on the “Open File Location” option in the menu that appears.
 - 2c. The programs shortcut file will be highlighted, right click on this file.
 - 2d. From the menu that appears you can pin this shortcut to “Start”, pin it to the “Task bar” or by hovering over the “Send To” option on the menu that appears you can click on “Desktop (create shortcut)”.
3. If the program you want to make a shortcut to doesn’t have a tile on the start page then scroll through your app list to locate the program file you want and right click he file.
 - 3a. From the menu that appears you can pin this programs shortcut to “Start”, pin it to the “Task bar” or by hovering over the “Send To” option on the menu that appears you can click on “Desktop (create shortcut)”.

To make a shortcut for “Disk Cleanup”

1. Click on the “Windows Start” button in the left lower corner to open the start page.
2. Scroll to and click on “Windows Administrative Tools” in the App list.
3. Right click on “Disk Cleanup”.
4. Hover over “More”.
5. Click on “Open File Location”.
6. Right click on Disk Cleanup
7. Hover over “Send To”.
8. From the menu that appears click on “Desktop (create shortcut)”.

Or in Windows 10

1. Click on the “Cortana” button just to the right of the “Start” button on the bottom left of the screen.
2. Type “disk cleanup” without the quotes.
3. Right click on the “Disk Cleanup” option at the top of the Cortana window.
4. Click on “Open File Location”.
5. Right click on Disk Cleanup
6. Click on “Send To”.
7. From the menu that appears click on “Desktop (create shortcut)”.

If you can’t find an app tile for your app on your start page and you can’t find the app listed in your App List but you know you have the program on your computer here’s how you can find it.

- 1a. Left click on the “File Explorer” icon  on the task bar at the bottom of the screen.
- 2a. When the “File Explorer” window opens use the scroll bar or scroll wheel to scroll down to “Windows (C:)” (Fig.1) and left click.
- 3a. Now look to the right side of the “File Explorer” page and find “Program Files” and “Program Files (X86)” (Fig. 2). Your app will likely be listed in one of these two folders.
- 4a. Double click (left mouse button) on “Program Files” . The right side of the “File Explorer” page should now reveal a list of files which will contain the app files for many of the apps on your computer. Use the scroll bar or scroll wheel to find the app you want a shortcut for.
- 5a. To get a shortcut icon for the app on your desktop do the following for each app you want an icon for:
 - 5a1. Right click on the apps file in the “File Explorer” list of aps.
 - 5a2. Left click on “Send To” (Fig. 3)
 - 5a3. Left click on “Desktop (create shortcut)” (Fig. 4)

You should now have a shortcut icon for that app on your desktop.

If you can’t find your app in “Program Files”, GO TO 4a above but double click (left mouse button) on “Program Files (X86)”. Now GO TO 5a above continue.

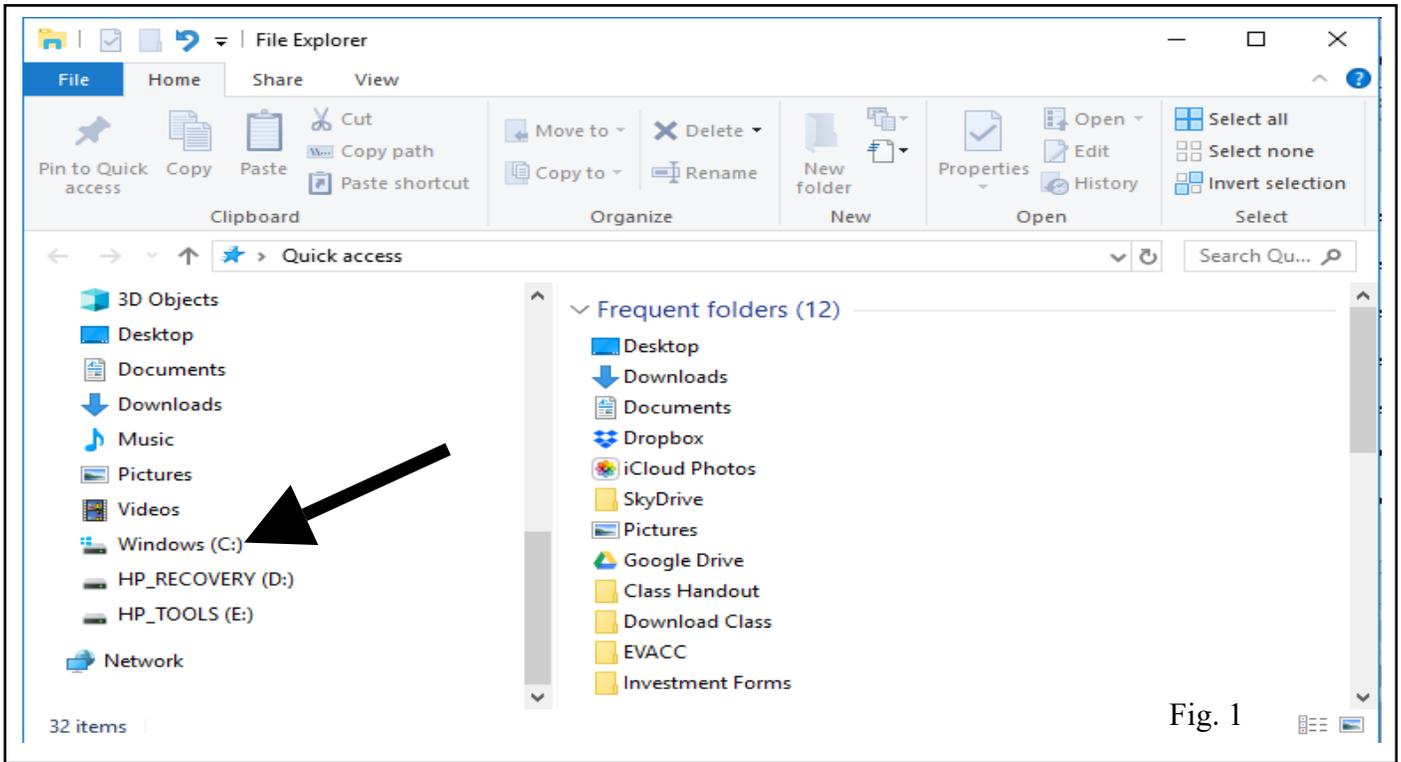


Fig. 1

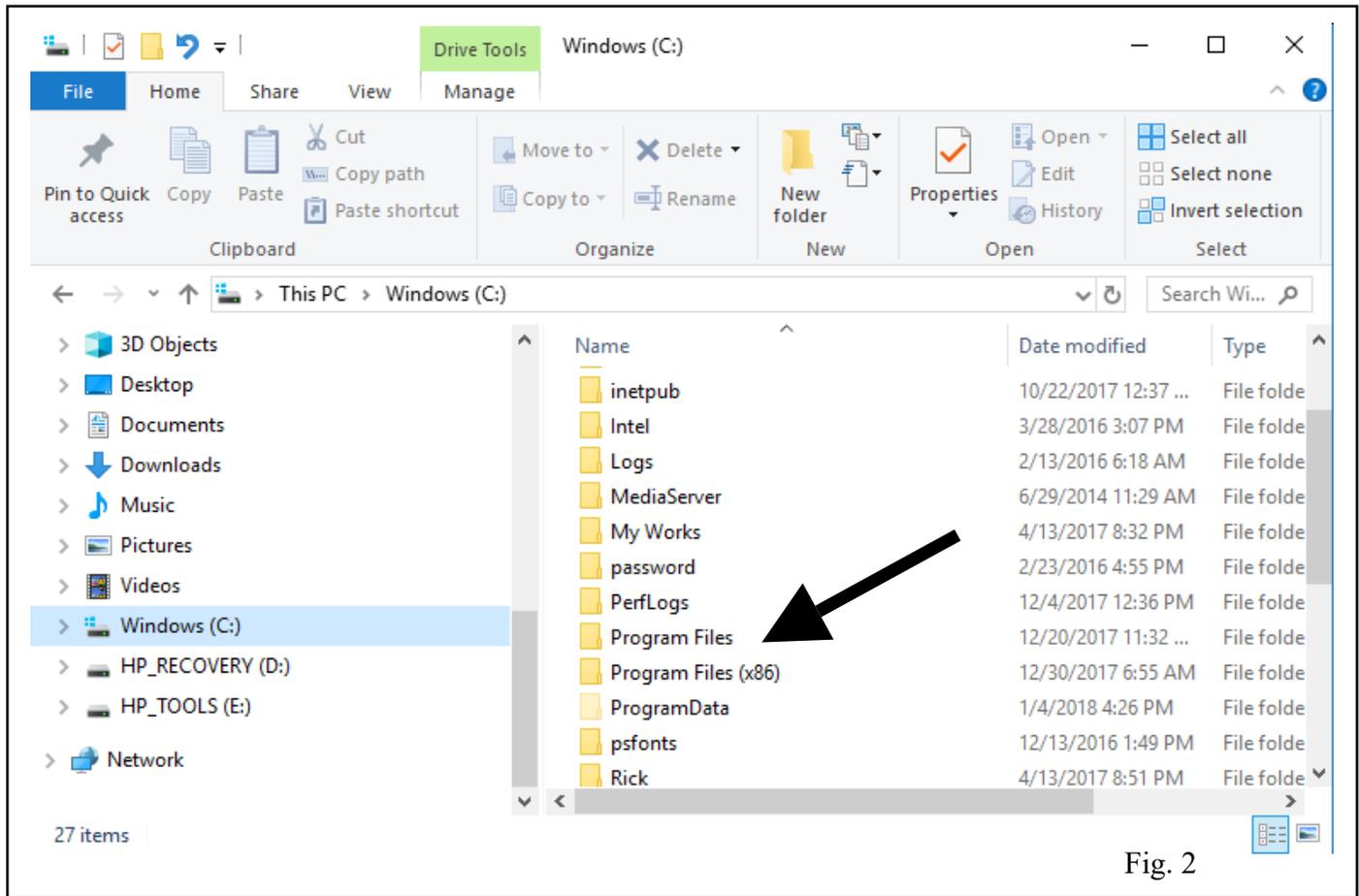
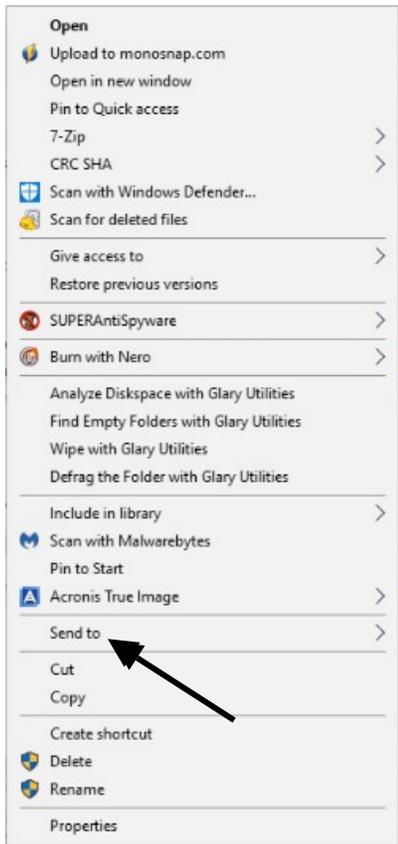
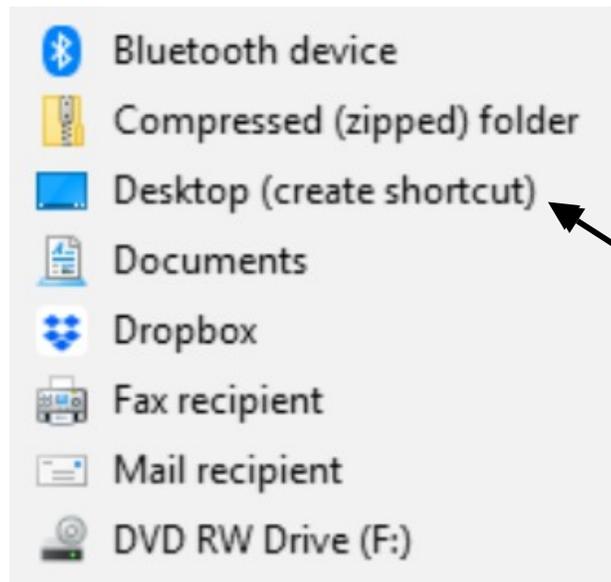


Fig. 2



(Fig.



(Fig. 4)