

Quick Links on Your Desktop

When you repeatedly visit the same website, or look at the same document, how do you get to it? If you use search, I say you're doing it wrong!

Search is for use when you don't know exactly what you're looking for. Search gives you a list of possible results, then you pick one. If that's the wrong one, you do it again. And again...

But when you know exactly what you want, why use search? The usual answer is that typing in the complete path to the location is tedious and error-prone (even when you can remember it!). Search takes longer, but you don't have to type as much.

This is the problem that links were created to solve! You can create a direct link, on your desktop, to any website, program, document, or folder you want. Just double-click, and you're there. Way faster than searching, and it works every time. Here's how to do it.

[see also <support.microsoft.com/kb/140443>

Link to a Website:

From Any Browser:

Go to the website you want to link. <scgsd.org>

Left -click on the icon in the address bar

Drag it to the desktop.

A shortcut will be generated automatically

Rename as desired

Internet Explorer only:

Go to the website you want to link. <scgsd.org>

Right -click on the icon in the top (address) bar.

Hold down the button and drag to the desktop.

Release button - click on "Create shortcuts here"

Rename as desired

(This link will use IE regardless of your default browser)

Link to a Folder/Document:

Navigate to the folder or document you want to link. <<D:\3Projects\SCG>>

Document: <<D:\3Projects\SCG\Bits and Bytes.....pdf>>

Right-click, select "Send to >", then "Desktop (create shortcut)".
A shortcut is created on the desktop.
Rename as desired.

Alternate method:

On the right-click menu, if you select "Create shortcut" instead of "Send to >", the shortcut will be created next to the folder/item itself.

You can then drag the new shortcut to the desktop.

Note: If your document was on the C: drive, the shortcut will be 'moved' to the desktop. If it's on a different drive, the shortcut will be 'copied', and thus still remain next to the document. In this case, you'll have to delete the old shortcut yourself.

Too Many Links? Put 'em in a Folder!

Right-click on the desktop. Select New | Folder.

Enter a name - e.g., 'SCG'

Drag the shortcuts you just made to the new folder

Double-click on the folder and organize it.

- a. In 'View', click 'More Options', select 'Large Icons'.
- b. Resize it to something handy.

Replace the 'folder' icon with something you can remember:

- a. Right-click on the shortcut and select 'Properties'
- b. Click the 'Customize' tab, click 'Change Icon..'
- c. Pick whatever you like from the huge selection displayed.

OR... use the neat SCG icon at

- d. Click 'OK', then 'Apply'.

Voila!

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