

Lancaster Senior Citizen Center

Computer Tip No. 10

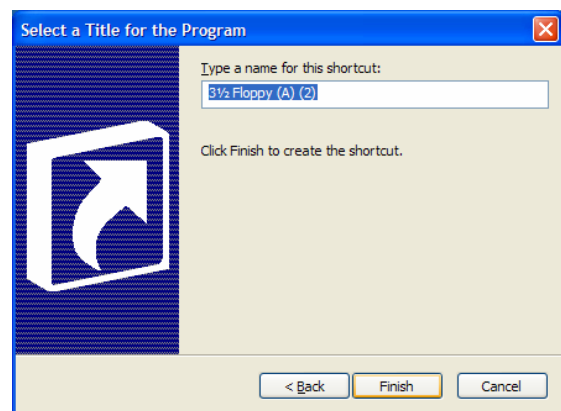
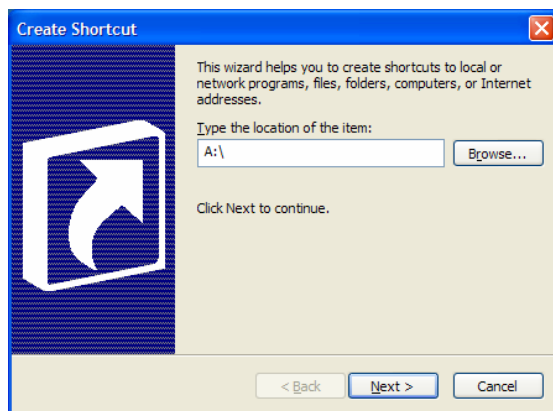
Drive Icons on Desktop

Windows Explorer is a tool for finding files within a directory. If you have several drives like C drive (hard drive), A drive (floppy), CD drive, or a Zip drive. It is easier to have a desktop icon for each drive that will open up with that drive directory when you click on it.

It would be easier than going to My Computer => C drive, just go directly to the desktop drive icon.

To make a desktop icon:

1. Right click on the desktop. Click **New** then click **Shortcut**.
2. Type in the drive letter. For example A:\ for the floppy, or C:\ for the hard drive, then click next
3. Type in a name for the drive such as My A Drive, then click **Finish**
4. Place the icon in a place on your desktop that is convenient.



I like to go one step further. If there is a particular folder that you constantly go to, like a folder that you put your pictures in, you can put that folder on your desktop for convenience. That saves you the trouble of going through the drives to find and open it. It is done the same way as above.

1. Right click on the desktop. Click **New** then click **Shortcut**.
2. Click on **Browse** and select the folder you want and click next.
3. The name will be shown in the shortcut name slot.
4. Click **Finish** and you have your shortcut