ADD TO YOUR SEND TO MENU

If you right-click on any file in File Explorer, one of the options on the resulting context menu is **Send To**. You can use this option to send the file in question to another location, person, or program.

For example, one option is to **Send To, desktop (shortcut)** . You can use this option to create a desktop shortcut for a file with which you are working. *You can make changes to the desktop shortcut file and these changes will be made to the original document.*

You can also use it to send a file to a Flash Drive, CD-RW, an e-mail recipient and more. It's probably one of the most useful, yet unused, features of Windows.

You can add other target folders to the Send To option. Just follow these steps.

1. Find a folder that you would like to include in the Send To option. You will probably find your target folder in the navigation (left) column of Windows Explorer (Windows + E).

2. Right-click on the target folder, hover over *Send to*, then click *Desktop (create shortcut).*

3. Close File Explorer and go back to the Desktop.

4. Right-click on the shortcut that you just recreated and click *cut*. This action will place the folder on the invisible clipboard.

5. Press **Windows key + R** (for run).

6. In the box that appears in the lower left corner, type: **shell:sendto**, then OK.

7. The right column (pane) will show the folders that currently reside in the Send to shell.

8. Right-click on a blank space in the column and click *paste*. This action will place your target folder in the **Send to** shell where it can be accessed easily.

9. To delete folders from the **Send to** shell, simply delete the folder from **shell:sendto**.

10. When you are done, close all open windows to return to the Desktop.