

CREATE A SHORTCUT TO A FILE OR FOLDER IN FILE EXPLORER

You may want to create a shortcut to a file or folder and place it on the Desktop for quick access or in some other location that you go to frequently. To create a shortcut, open File Explorer and follow these steps:

1. Locate the file for which you want to create a shortcut.
2. Right-click on that file and in the menu that appears, select one of these options:
 - Click Create Shortcut. This creates a shortcut in the folder where the file is found. You can then move the shortcut to another folder.
 - Click Send To; then click Desktop (Create Shortcut). This creates a shortcut to the file on the Desktop.

Shortcuts are references to the files and folders that they point to. When you delete a shortcut, the item it points to remains on your computer. On the other hand, if you delete or move the file or folder it points to, the shortcut doesn't work.

If you make changes to the shortcut file, those same changes will be replicated in the original!