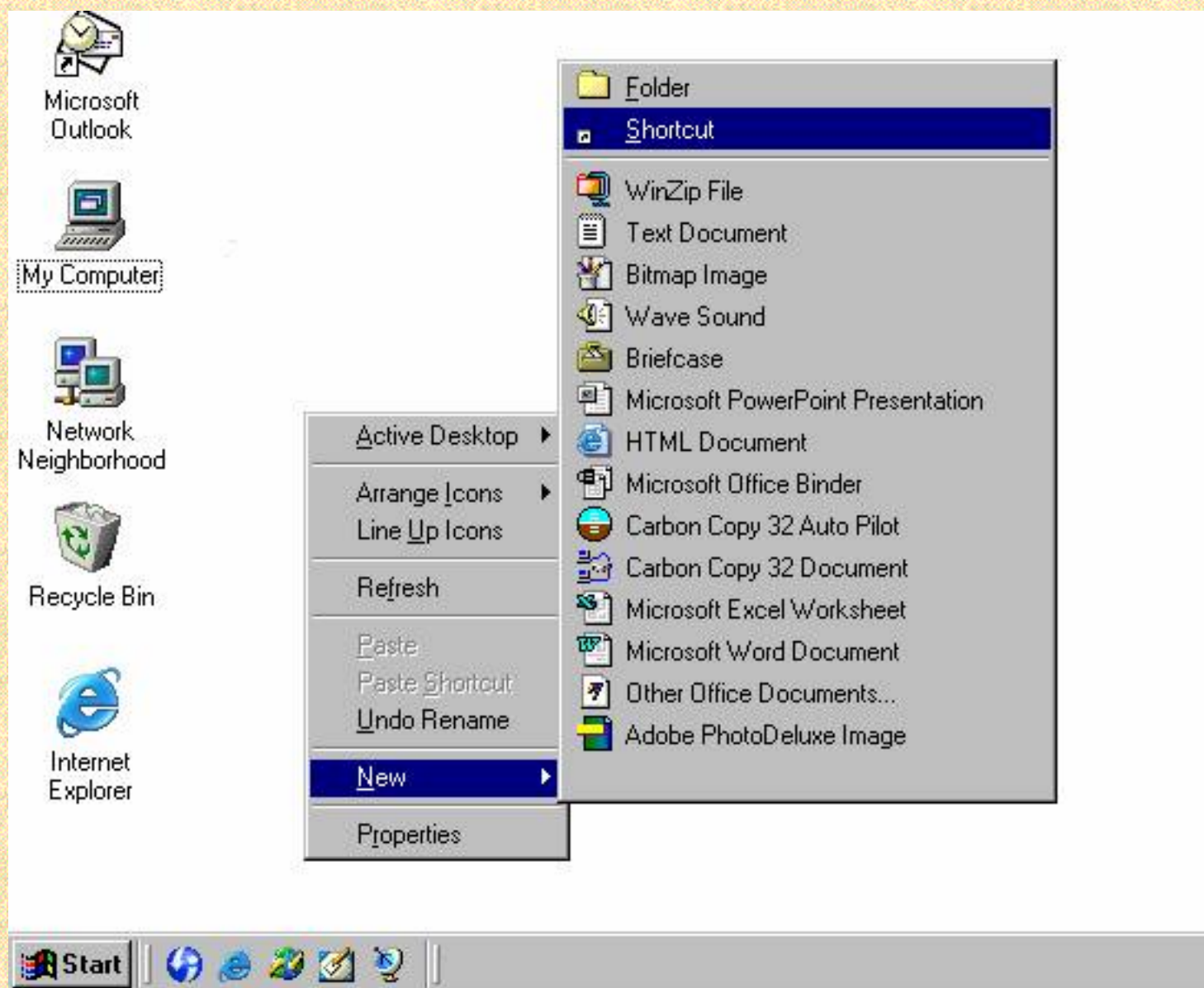


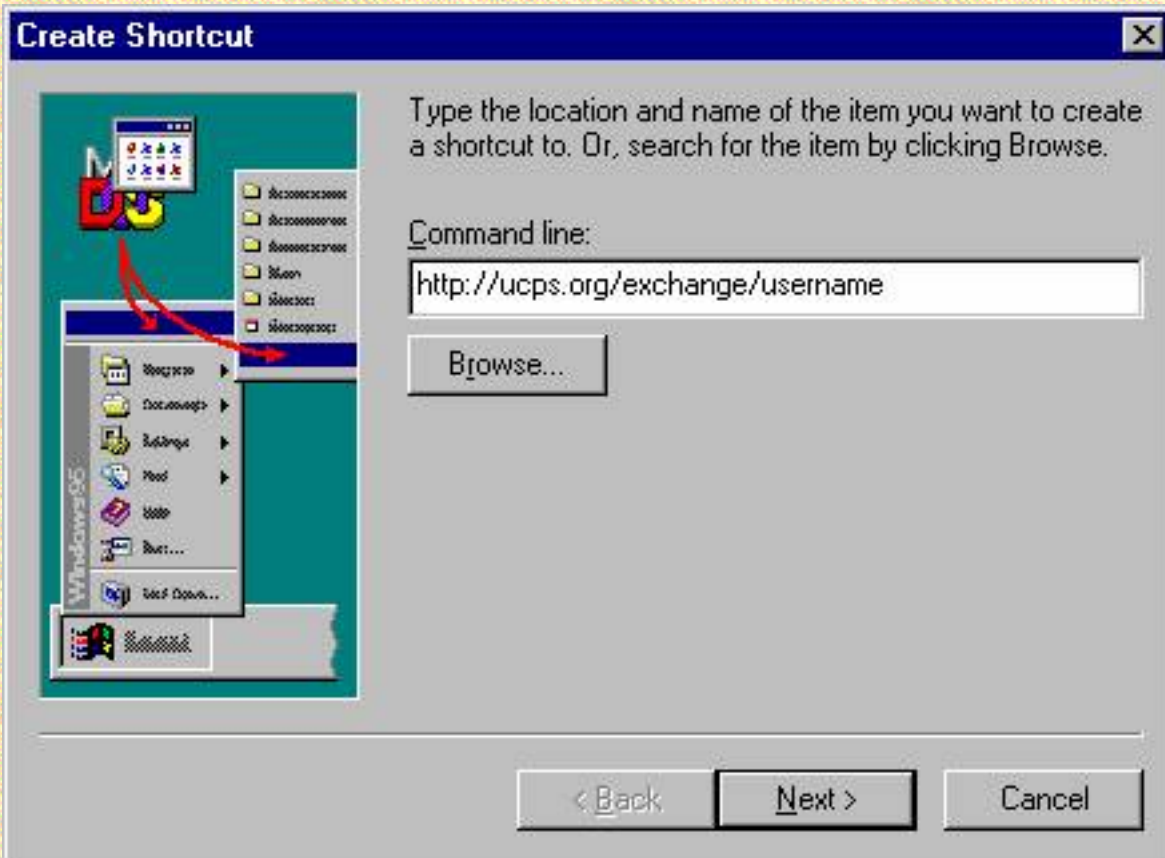
How do I make a shortcut on my Desktop?

You can make a shortcut on your desktop to help you do many things like start programs or even open a web page or your email.

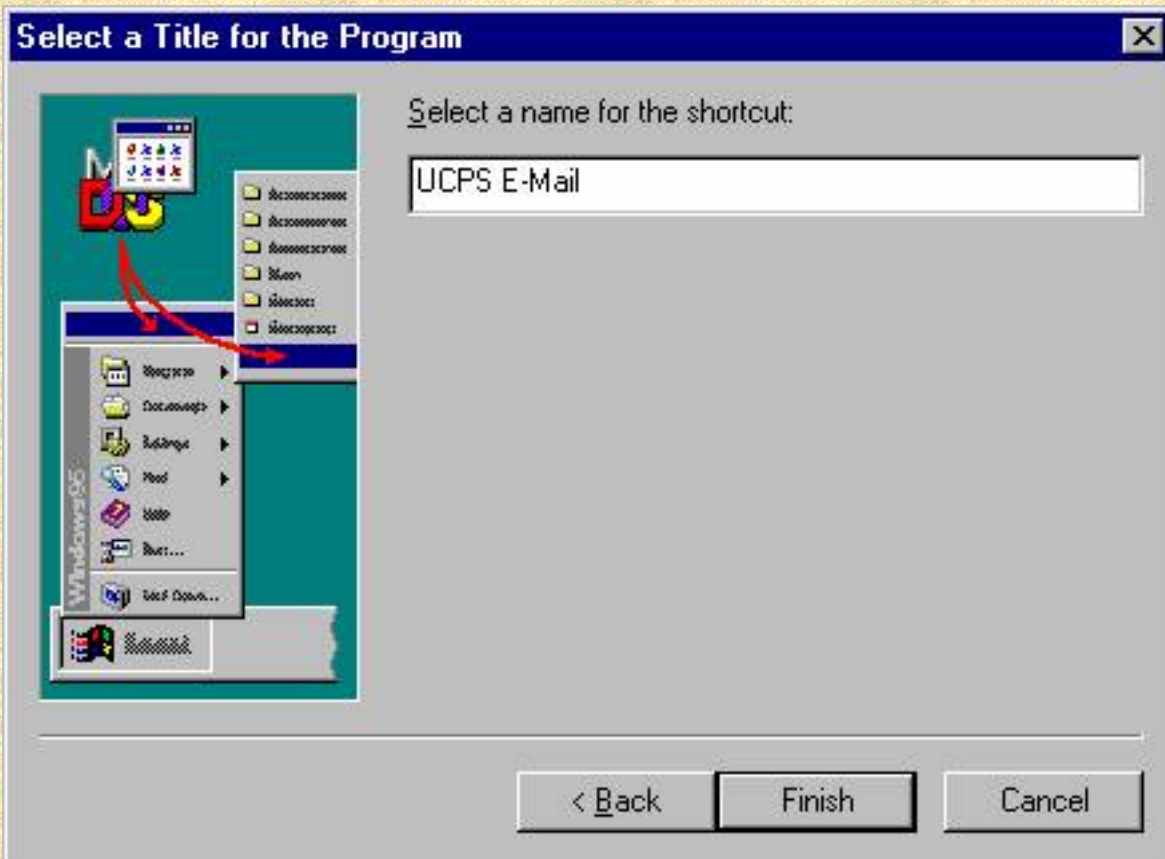
1) Right click the desktop and go to **new** then **shortcut**.



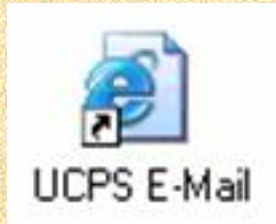
2) Type the address you wish to go to or browse for a program and click next.



3) Give this shortcut a name and click finish.



**You're done. The shortcut should appear on your desktop.
If your shortcut was to a web address it should look like this. If it was a
shortcut to a program it will have an icon for that program.**



That's it. If you have any questions please ask you technology dept.

Send mail to [Administrator](#) with questions or comments about this web site.

Union County Public Schools

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[Policy of Nondiscrimination](#)