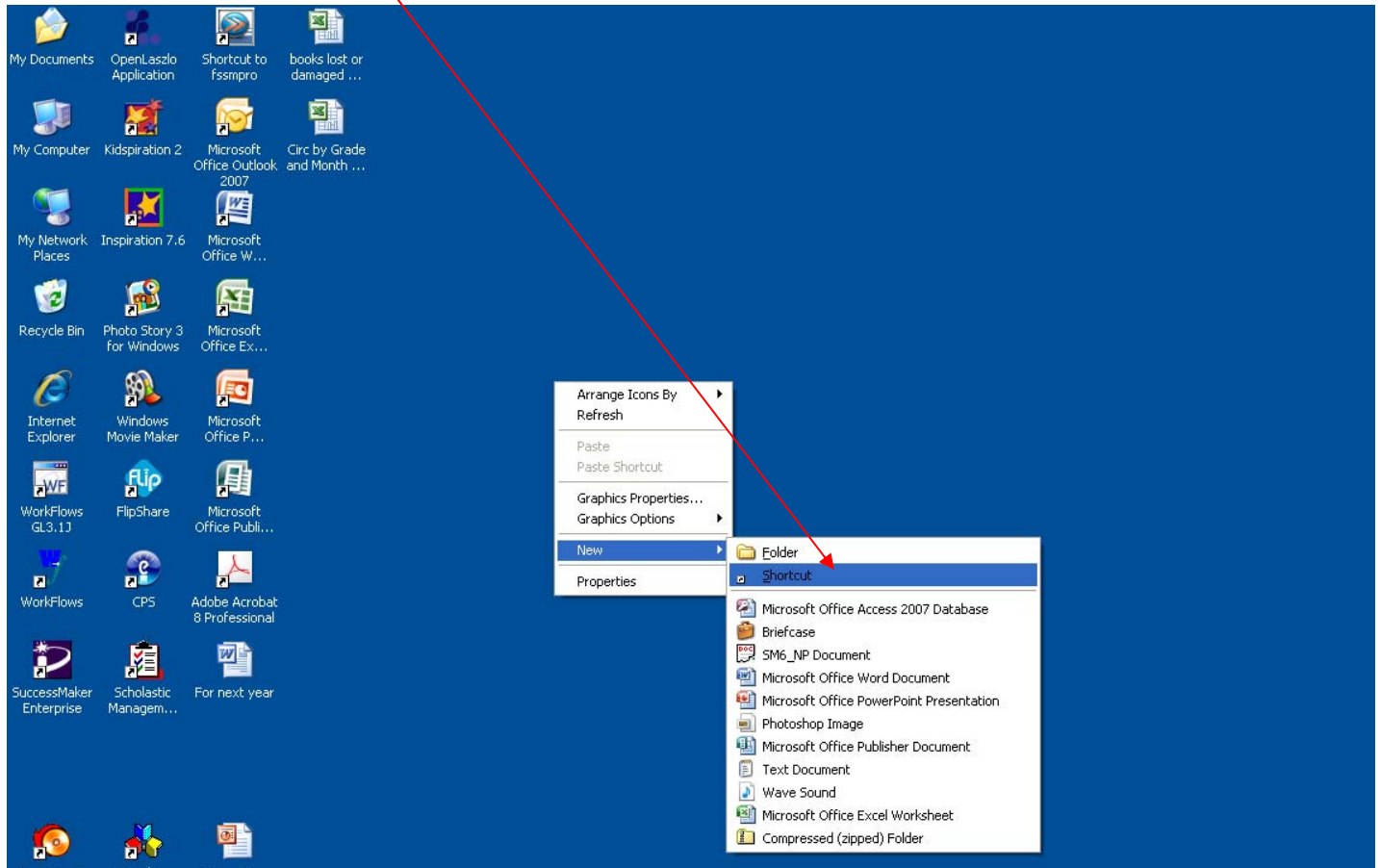
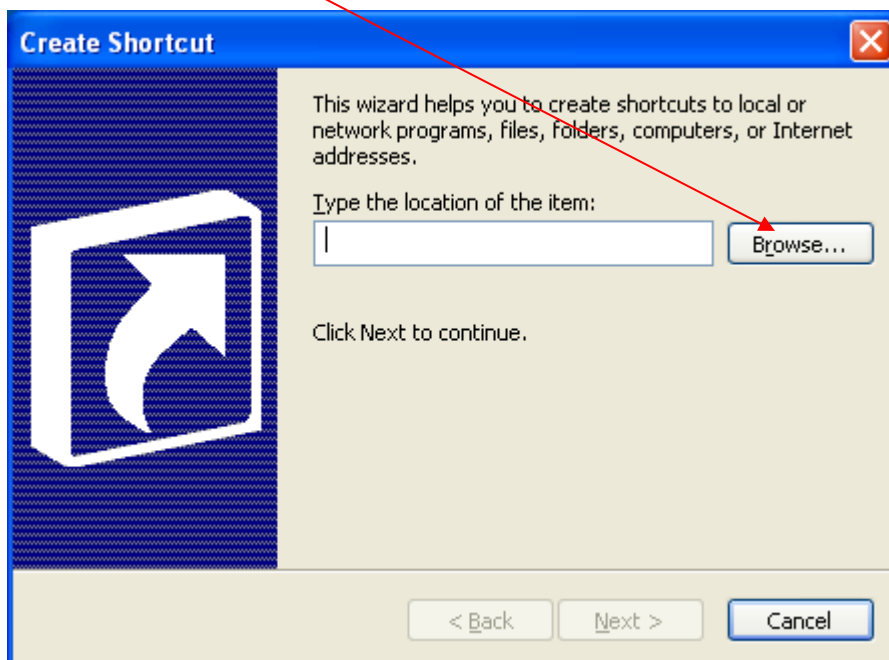


How to Put a Shortcut to a Folder on your Desktop

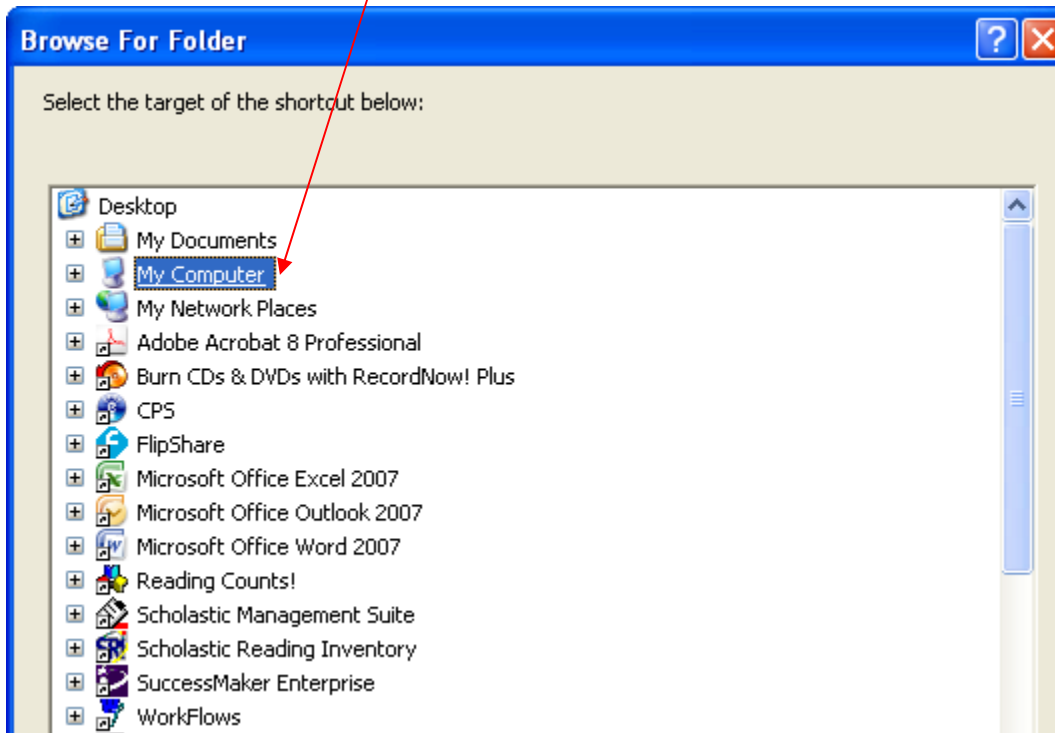
- Right Click on the Desktop
- Click New, then Shortcut



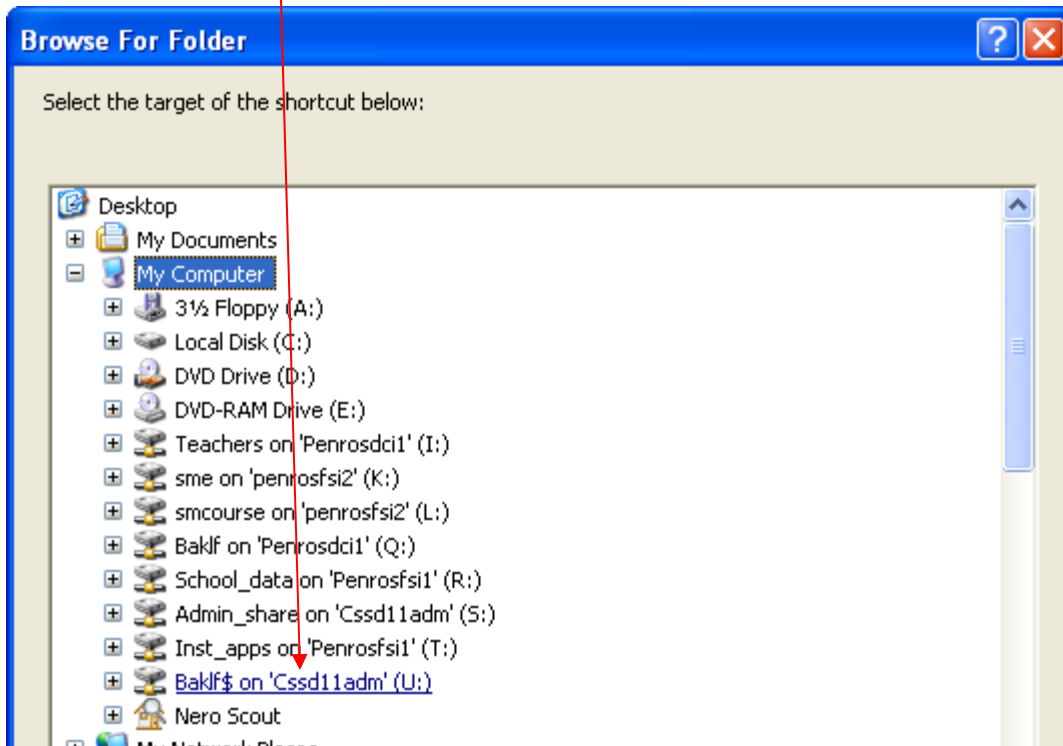
- Click on Browse



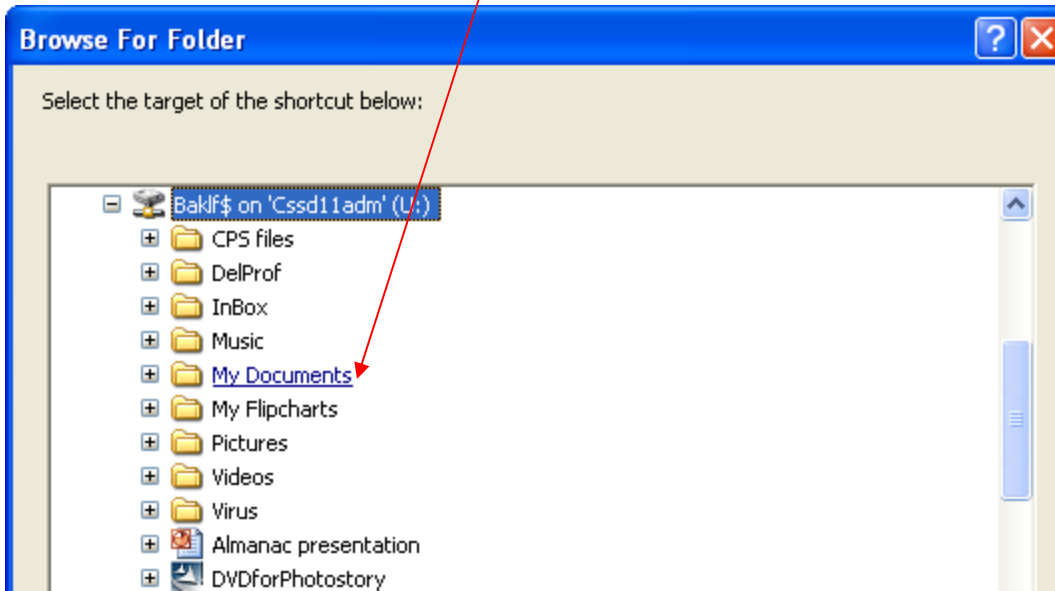
- Double click on My Computer



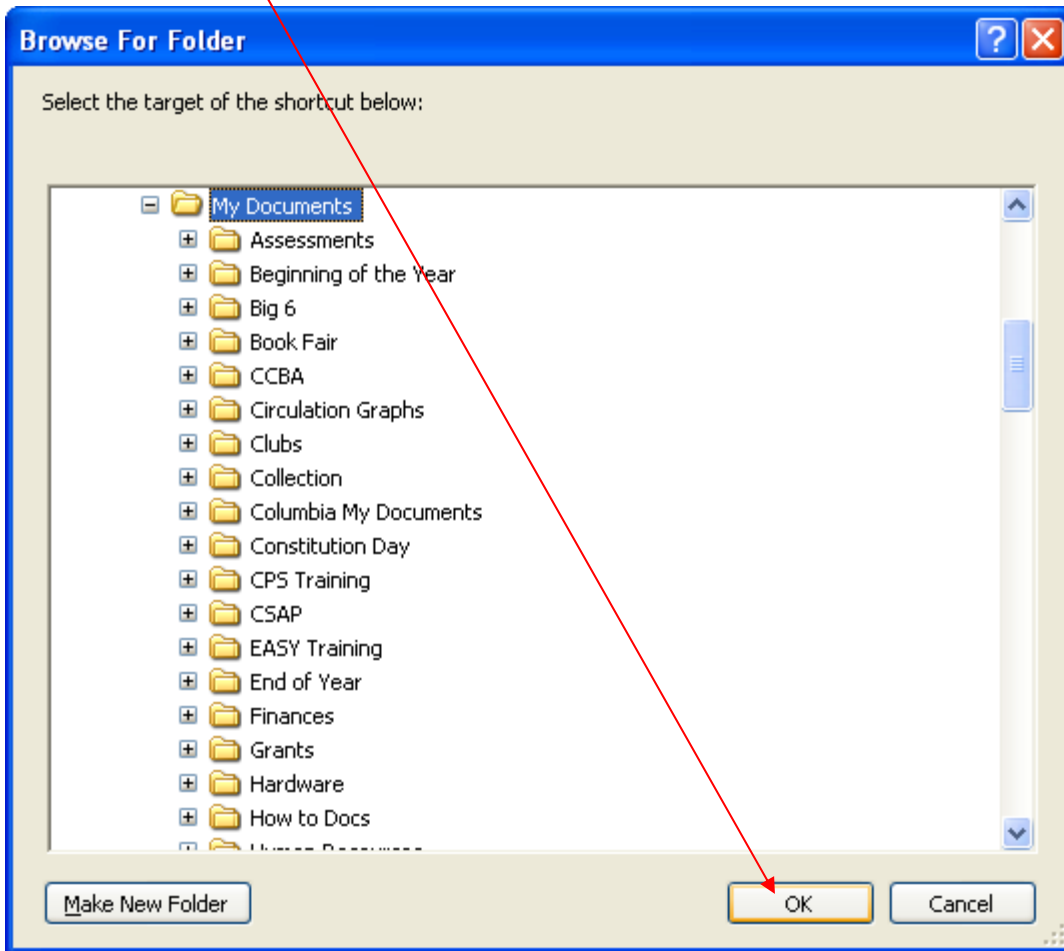
- Double click on U:



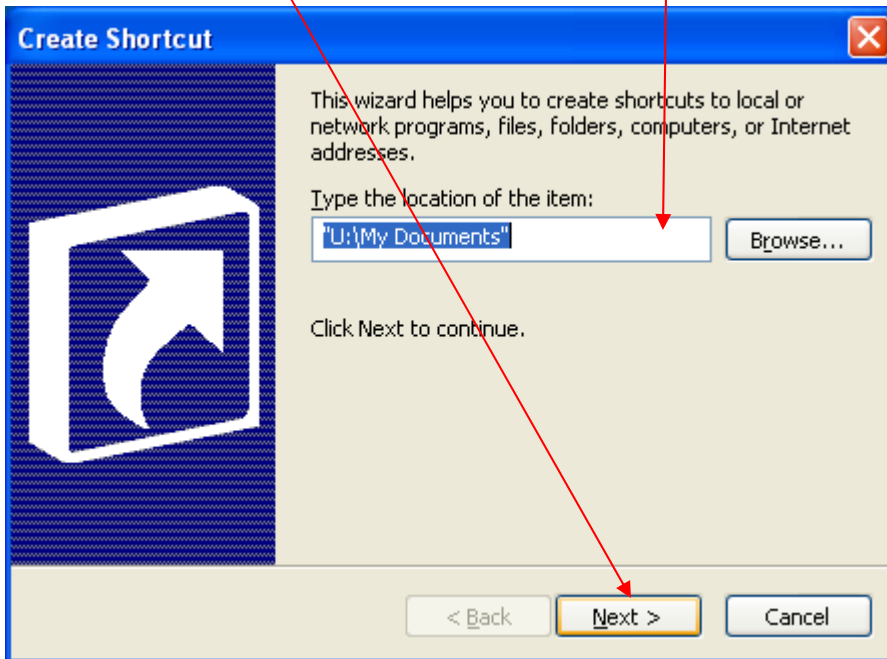
- Double Click on My Documents



- Click on OK



- The location should read "U: \My Documents".
- Click on Next.



- Name the Shortcut **U My Documents** otherwise you won't be able to tell it from your "My Documents" drive.
- Then click Finish and you'll have the shortcut on your desktop.

