

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 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. Remember: your Desktop is a 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.