

SECRET RIGHT-CLICK OPTIONS (WITH SHIFT KEY)

The basic *Send to* tool that appears as an option when you right-click on a file or folder is handy enough, allowing you to move the item quickly to a handful of locations on your PC, add it to a .zip archive, or send it off in an email or fax.

But that's just the tip of the iceberg! Holding down the Shift key as you right-click a file or folder will add an absolute ton of new folder locations to the basic *Send to* menu.