

Tweaking the Send To menu

What if none of the standard *Send to* options offer the ability to shuffle your files to the locations you commonly use? Force the issue!

First, create shortcuts to the folder locations you're like to add to the Send To menu by right-clicking them, then selecting **Send to > Desktop (create shortcut)**. Once that's done, open Windows Explorer, then type **shell:sendto** in the location bar at the top, followed by Enter. You'll be brought to the location that holds your Send To options; just drag and drop the shortcuts to the folders you want to add to the tool.