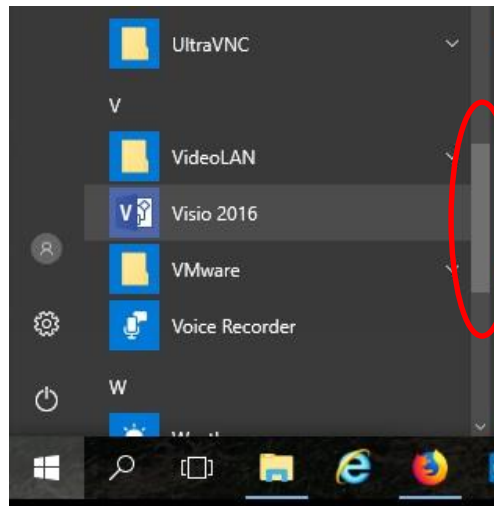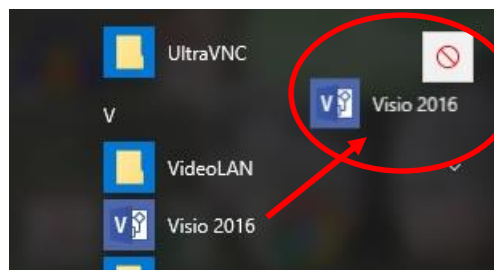# Shortcuts on Desktop, Start Menu, and Taskbar

1. Click the Windows Icon ▦ at the bottom left to expand your Start Menu and list of All Programs.

2. Scroll through the list of programs to find one for which you would like to create a shortcut. Drag the bar to the left of the list to scroll up and down through the programs.
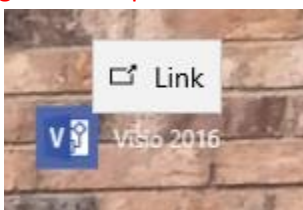

Drag the bar up and down to scroll through the programs.

3. One way to create the shortcut on the desktop, start menu, or taskbar is to drag and drop the icon from the program list. Simply click on the program you want and, while holding down the mouse button, drag it out using the touchpad to the desired location.

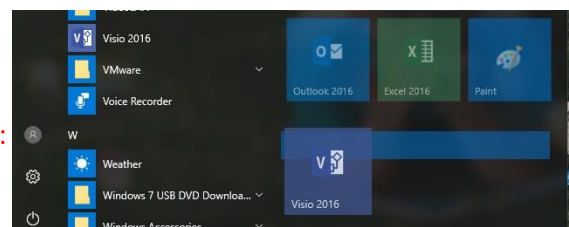Click and drag the icon out from the program list.
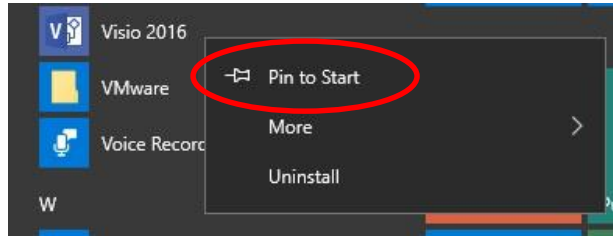
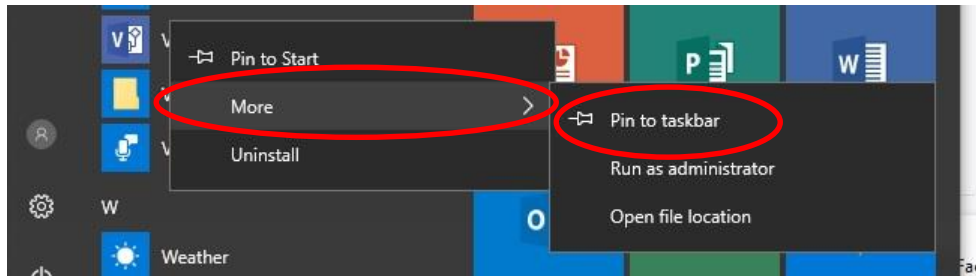Drag to taskbar:

Drag to desktop:

Drag to start menu:

4. Another way to create shortcuts on the stat menu or task bar is to right click on the desired program from the list of all programs.
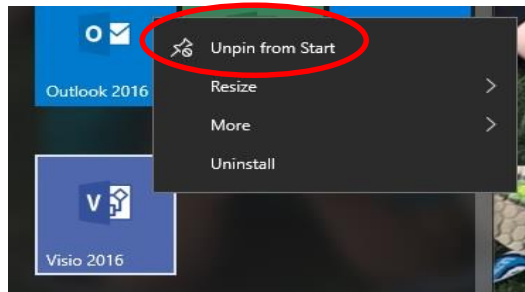   - To add to the Start Menu, select Pin to Start.

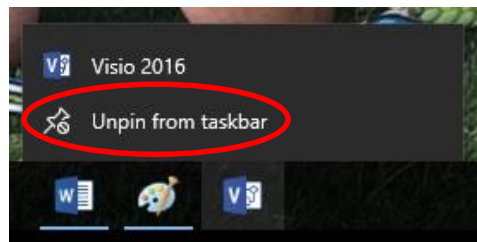   - To add to the Taskbar, click More and the select Pin to taskbar.

Removing shortcut icons from the Start menu, Taskbar, and desktop:

1. To remove from the Start menu, right click on the icon and select Unpin from Start.

2. To remove from the Taskbar, right click on the icon and select Unpin from taskbar.

3. To remove from the Desktop, right click on the icon and select Delete or drag and drop icon into the Recycle Bin.