Creating & Fixing Shortcuts on Your Desktop

I.   Fixing Shortcuts

In the process of the migration to the new file server (or any time after moving files and folders), shortcuts you have on your desktop which point to the files in the old location may be broken. The files are still intact, but they are in a new location.

If you open a shortcut that is broken, you will see the following error message:

"Windows is searching for filename. To locate the file yourself, click Browse."

If you know where the file is located, you can use the **Browse** option to find and open the correct file and the shortcut will be updated. If you don't know the exact location of the file, click on **Cancel**.

The easiest thing to do if you don't know the exact file location is to delete the old shortcut and create a new one **BUT before you delete anything, read step #1 below**.

1. Right click on the shortcut on your desktop and select **Properties**. Click on the **Shortcut** tab at the top of the window and note the path and file name found in the **Target:** field. You may want to write down this information.   Click on **Cancel** to close the shortcut window.
2. To get rid of the old shortcut, right click on the shortcut and choose **Delete**.
3. Follow the directions below to create a new shortcut to the file.

II.   Creating Shortcuts

To create a new shortcut to a file or folder you will use frequently, go into **My Computer** from your desktop and find the file (or folder) you want. Right click on the file name (or folder name) and click on **Send To** and then **Desktop (create shortcut)**. A shortcut should appear on your desktop

Note: Make sure you use the **Send To…Desktop option instead of the **Create Shortcut** option. The Create Shortcut option will put a shortcut in the current folder you are working in (on the file server, etc.) and not on your desktop.

III.   Renaming Shortcuts

To change the name of a shortcut, right click on the shortcut, and choose **Rename**. The shortcut name will be highlighted and you may over-write the existing name by typing in a new name. Press the **Enter** key when you are done.