

Tuesday TechTip:

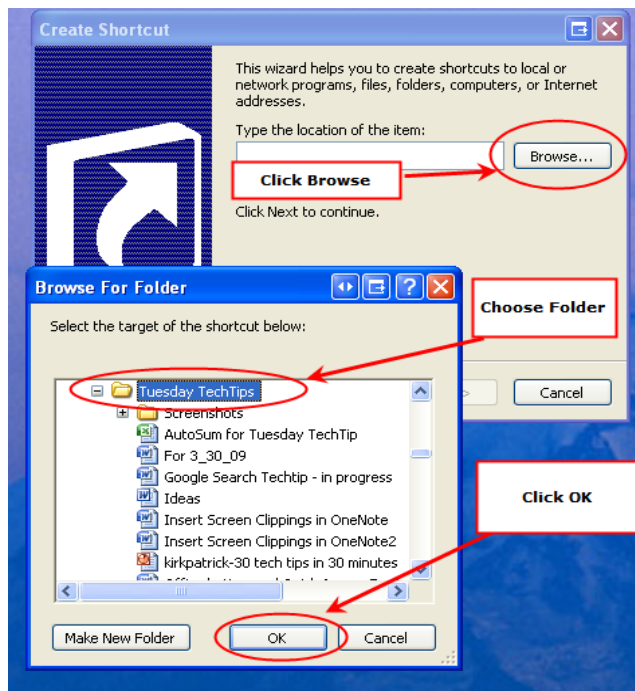
Create a Folder Keyboard Shortcut

Do you have a folder that you access several times during the week or during the day? Tired of going through the start menu to access a folder you need on a regular basis? If so then follow today's tip and assign that folder a keyboard shortcut. Creating a shortcut will allow you to open the folder no matter what other programs you are working in at the time.

Assigning a shortcut to a frequently used folder.

Customizing a shortcut for your favorite folder begins with creating a shortcut on your desktop. For example, I often work in a folder in the *My Documents* folder called *Tuesday TechTips*. I want to access it fast no matter what programs I am working in at the time. I start by:

1. Right-clicking on an open area on the desktop, point to **New**, and then click on **Shortcut**.
2. Click **Browse**.
3. Locate the program or file to which you want to create a shortcut (in our case, the *Tuesday TechTips* folder), click the program or file, click **OK**, and then click **Next**.
4. Type a name for the shortcut. Click **Finish**.



Now that I have a desktop shortcut to the *Tuesday TechTips* folder, I can assign a button combination to it so that I can open the folder while in any program. I do this by:

1. Right clicking on the desktop shortcut I just created.
2. Click on *properties*.
3. In the *Tuesday TechTips Properties* dialog box, click in the *Shortcut Key* box.
4. Press Ctrl + Alt. The text in the Shortcut Key box will change from "None" to "Ctrl + Alt +"
5. Now complete the shortcut by choosing a letter to use in combination with Ctrl + Alt. For our example, I will choose K. The text in the box will now read "Ctrl + Alt + K"
6. Click *Apply*.

Now I can access the *Tuesday TechTips* folder quickly by using the keyboard combination Ctrl + Alt + K.

Customized shortcuts:

You can assign a key combination to almost any desktop shortcut. For example, I have combinations for Internet Explorer, My Documents, Excel, and Word since I work with these programs or folders frequently. Create some of your own and have your favorites at your fingertips any time.

[Click here to check out archives of all TechTips](#)

For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>