

Creating Program Shortcuts

by Shirley Clark, [Shirley Clark Designs](#)

Is your desktop filled with shortcuts to allow you to get to those most frequently used computer programs? Get ready to clear off your desktop and use it for displaying pictures instead.

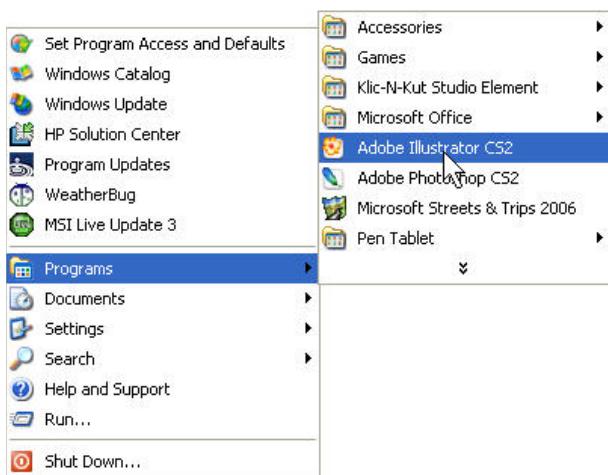
For example:

To open Illustrator, I click on Ctrl >Alt >L.

To Open KNK, I click Ctrl >Alt >K.

I open Quicken by clicking Ctrl >Alt > Q.

I love opening my programs this way. It's quick and easy and keeps my desktop clear! So here's how to set up program shortcuts.



Go to start and find a program in which you'd like to create a shortcut. For the purposes of this quick tutorial, I will choose my favorite program, Illustrator.

Instead of clicking on the program to open it, right click on it and go to properties. You'll get a pop-up window. Go to the "shortcut" tab. About half way down the page, you'll see "Shortcut Key." See the red arrow in the picture?

Click in that box (where it says "none") with your mouse but don't type. Simply press the letter you think represents that program in a way that you will remember the shortcut to that program. For Illustrator, I chose L. (I explain why I chose L instead of I later). Then click on "Apply" and "OK." Now you should be able to click Ctrl + Alt and the letter you chose to open your program.

Note: No other program can use this key combination. For instance, originally, I used Ctrl + Alt + I to open Illustrator. One day I had Photoshop open and I wanted to open Illustrator also. So it hit Ctrl + Alt + I. Illustrator wasn't opening and I kept getting a pop up Image Size Window in Photoshop. So I had to change my shortcut key to something else since that combination was already in use.

Hope you enjoy this tip as much as I have!

