

## Send To Feature

There is a relatively unknown and under utilized feature in Windows known as "Send To". It's very effective used in conjunction with the "Right Click" option associated with any file or group of files (select a group by holding down the "Ctrl" key while left clicking on multiple files).

Applications can be added to that SEND TO: list by adding that application's shortcut to the C:\Windows\SendTo folder. From then on, right-clicking a file, selecting Send To, and choosing the new shortcut opens the file in that application.

### **ADD TO YOUR 'SEND TO' MENU:**

1. Rightclick START...EXPLORE.
2. Scroll up to the SEND TO folder under Windows. (If you do not see it, then it is in your HIDDEN FILES. To see these, on the Explore menu bar click Tools...folder options...View. Scroll down to Hidden Files and place a check in the box beside Show Hidden Files and Folders.)
3. Doubleclick the SEND TO folder to see all the destinations presently listed.
4. To add to the list, locate and rightclick the folder or subfolder to be added to the list. Select COPY.
5. Scroll down and rightclick the SEND TO folder and select PASTE SHORTCUT HERE.  
Example: if you want to add your "My Documents" folder as a destination in the "Send To" menu, scroll up to My Documents and "right click" on it. Select "Copy". Scroll down to the "SendTo" folder and "right-click" again. Select "Paste Shortcut Here". Now when you want to move a file to the "My Documents" folder, "right click" on it and select "Send To" and click "My Documents".

### **ADD YOUR PRINTER TO YOUR 'SEND TO' MENU:**

1. Rightclick START...EXPLORE.
2. Scroll up to the SEND TO folder under Windows.
3. Doubleclick the SEND TO folder to see all the destinations presently listed.
4. To add your printer to the list,
  - Go up and doubleclick the My Computer folder.
  - Doubleclick the PRINTER folder
  - Rightclick the printer that has the check beside it (default printer)
  - Select Create Shortcut, when asked if you want it on desktop, say YES.
  - Scroll up and doubleclick DESKTOP. It's shortcuts will be listed in right screen.
  - Now click Desktop once to make it show left column again.
  - Scroll down to SEND TO folder.
  - Rightclick the shortcut of your printer, hold down the mouse button and drag it over onto the SEND TO folder.
  - Let go the mouse button and select COPY.

Revised 7/17/2006 JMM