

Works with:

Win ME, Win98 sr2, Win98, & Win95

To modify the "Send To" Menu.

1. **Click START, RUN**
2. **type in: *sendto* click OK**
3. **To add a shortcut to this list.**
 - a.) **Method #1 Dragging a new shortcut to this folder.**
Use the right mouse button to drag a destination to the "Send To" folder, and then click "Create Shortcut Here" on the menu that appears.
 - b.) **Method #2 Creating a new shortcut with the "Shortcut Wizard"**
 1. **On the File Menu, point to new, and then click "Shortcut"**
 2. **Follow the Instructions in the "Create Shortcut Wizard"**
4. **To remove a Shortcut from this List**

Use the right Mouse button to click the shortcut to be removed in the "Send To" folder, then click "Delete" on the Menu that appears.

References:

For additional information about the "Send To" command, click START, HELP, type: **Send To on the Index tab then View a Topic.**