

# Windows XP – Getting to *My Computer* and *My Documents* and how to put the shortcuts back on the desk top

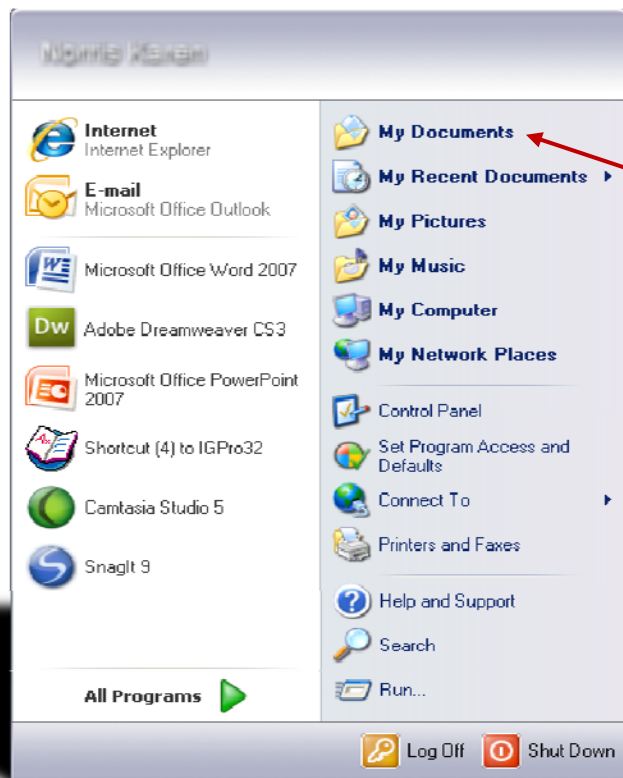
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## Getting to My Computer and My Documents

1. Click on the **Start** Button



2. Click on **My Documents** on the right side – it will open

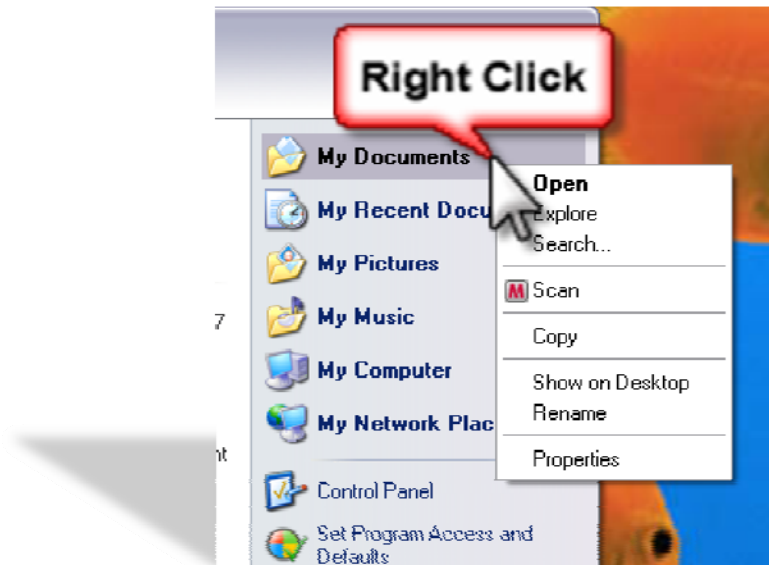


## Creating a Shortcut on the Desk Top

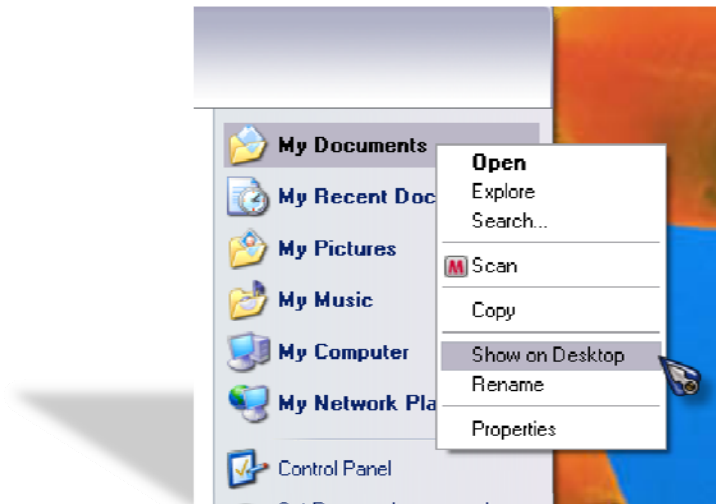
1. Click on the **Start** Button



2. **Right** click on what you want a short cut to in the upper right (**My Documents**)



3. Click on **Show on Desk Top**



4. Look for it and position it on the Desk Top

