



User's Guide: Create Desktop Shortcuts and Dock Icons

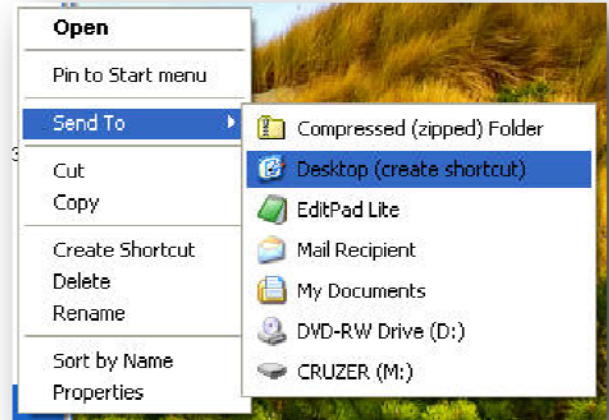
Following the spring 2008 semester, all campus computers were upgraded to Office 2007/2008. Since the upgrade, many people have contacted the Help Desk about Office icons missing from their desktop (PC) or dock (Mac).

PC Users: Create Desktop Shortcuts for Office 2007 Applications

To place Office icons on your desktop follow the steps below:

1. Click the **Start** button.
2. Go to **Programs** (or **All Programs**).
3. Go to the **Microsoft Office** folder.
4. Right-click on **Microsoft Office [Application] 2007**.
5. Expand the **Send To** menu, and left-click on **Desktop (create shortcut)**.

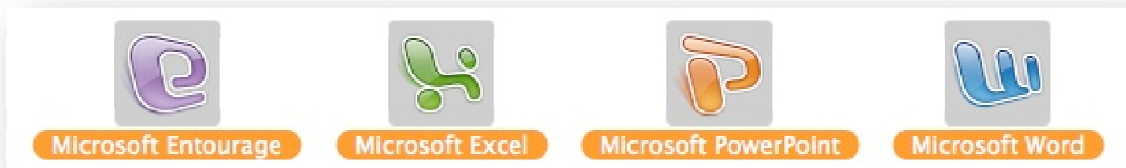
Note You can repeat the steps above to create shortcuts for other programs that you use every day. To remove desktop shortcuts for programs you rarely use, simply click the desktop icon to select it, and press the Delete key.



Mac Users: Create Dock Icons for Office 2008 Applications

To place Office icons on your dock follow the steps below:

1. From your desktop, click **Go** and select **Applications** from the menu.
2. Double-click the **Microsoft Office 2008** folder.
3. Click and drag the application icon to the dock (to select multiple applications, hold down the **⌘** key as you click).



Note You can repeat the steps above to create dock icons for other programs that you use every day. To remove a dock icon for programs you rarely use, simply click the icon and drag it to the desktop.