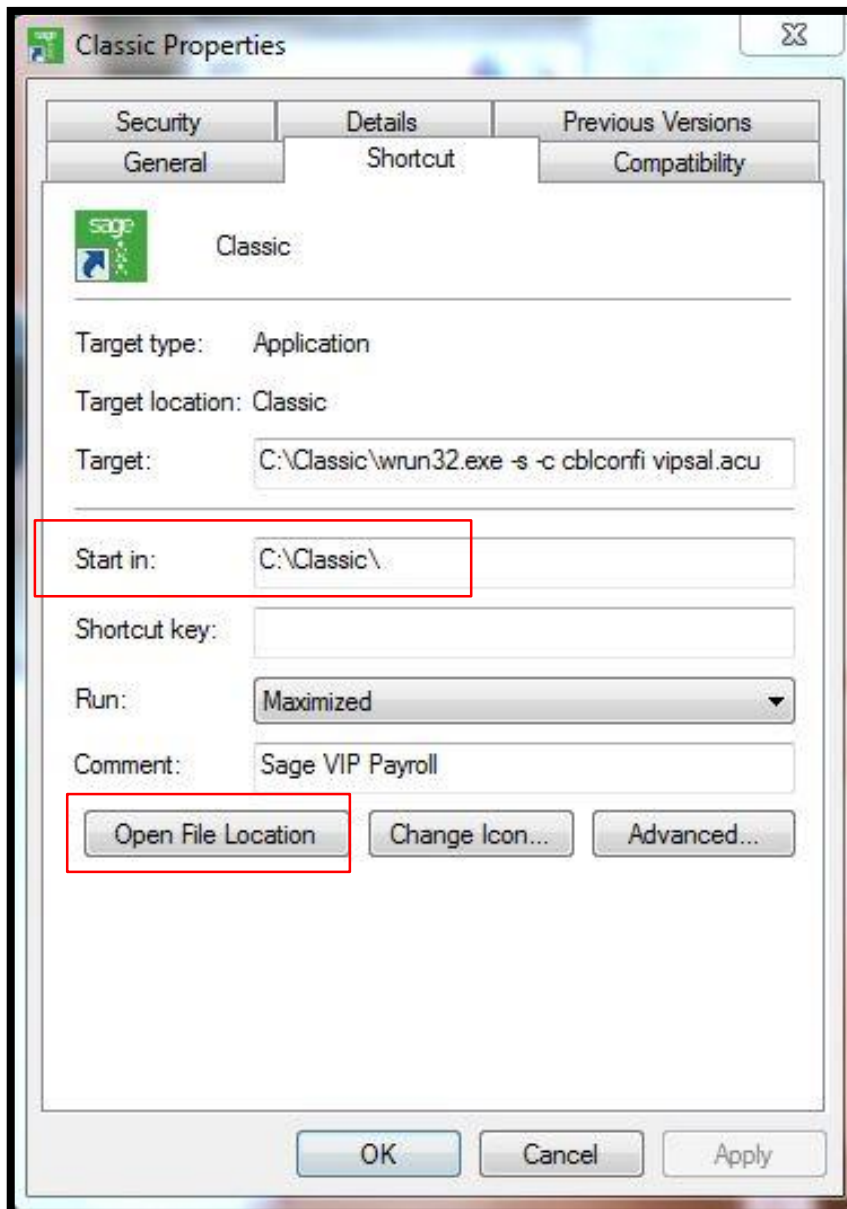# How to Create a New Shortcut
Create shortcut

Step 1: Access your VIP Directory

Right Click on your VIP Icon – Go to properties at the bottom – and look at the 'Start in' for the location of your VIP Directory.
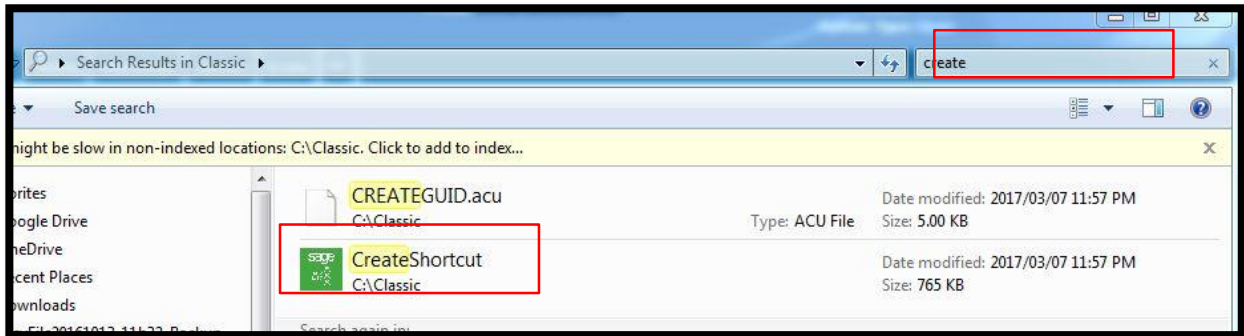

Click on the Open file location Icon to access the VIP Directory.

Step 2: Find the 'Create Shortcut' application

Once in the VIP Directory – Top right of the folder – Click in the 'Search Field and search the word 'Create'

Two files should come up and you must select to open the 'Create Shortcut' file. Double click on the 'Create Shortcut' file to run it.

Step 3: 'Create Shortcut' application

- Step 1 will automatically identify the 'System Folder' and no action is required by you.

- Step 2: You need to select the type of system. Premier, Classic, Essentials

- Step 3: Type the name of your new shortcut.

- Step 4: Click on create shortcut. Your shortcut will be placed on your Desktop.