

LESSON 23

HOT KEYS TO OPEN EXPLORER AND MS-DOS PROMPT

Windows 95 and 98 allow you to assign "hot keys" to desktop shortcut icons. Today we'll create Hot keys for the MS-DOS prompt and for Explorer. First, let's create the MS-DOS shortcut. Place the cursor anywhere on the desktop, and then right-click. Now select New, then Shortcut. In the Command Line box type COMMAND and click on Next. Now click on Finish. Right-click on your new MS-DOS Prompt shortcut icon, and select Properties. Click on the Program tab, then on the Shortcut Key. Now press the F12 key, click on Apply, then on OK.

Now let's set up a hot key for Explorer. Click on My Computer, then on your C: drive. Open the Windows folder and locate the Explorer Icon. Your Explorer window should not be full screen size. If it is, click on the two small boxes in the upper right-hand corner. Use the Scroll Bar at the bottom of the window by moving it from left to right until you see the Explorer Icon. Left-click on the Explorer icon and while holding the left mouse key down, drag that icon onto your Desktop. Close everything, and now right-click on the Explorer Shortcut. Select Properties, and click on the Shortcut Key box. Press the F11 key, then click on Apply, and click OK. Now, restart your computer. You can now bring up a DOS prompt by pressing the F12 key, or Explorer by pressing the F11 key.

You may find it helpful to have the hot key listed in the name under these Shortcut Icons. Click on the MS-DOS Shortcut, and after a brief pause click again. Now move your cursor to the beginning of the name using your <- key. Type F12 or any other hot key assigned to this Shortcut, and then add a space before the Shortcut name starts. Now just press Enter.

You can use combinations of key strokes for your Hot Keys. Pressing the CTL key, for example, places a CTL+ in the Hot Key box. I use CTL+ F12 for Netscape and F12 for my Shortcut To Earthlink Icon.

See, that wasn't so hard, was it?

