

## LESSON 194

### WINKEY - MAKE YOUR WINDOWS KEY WORK FOR YOU

The Windows key, located in the lower left corner of your keyboard, has several uses, and I've covered them in previous lessons. With a program called "Winkey", which is available as a free download, you'll have many more uses for the Windows key. You'll be able to customize and create your own Windows key-based shortcuts.

It has several extra shortcuts built in. Here's a partial list:

Windows key + 1	C:\
Windows key + 3	E:\
Windows key + 4	F:\
Windows key + C	Control Panel
Windows key + P	Printers
Windows key + U	Dial-Up Networking
Windows key + Y	My Computer
Windows key + F10	Windows key Task Manger
Windows key + F12	REGEDIT

Any preinstalled shortcuts you don't want can be removed by opening the program (click on the Windows icon it places in the systems tray), highlighting the shortcut and clicking the Remove button.

But the best part of Winkey is that you can add shortcuts to your frequently used files or applications, like your word processing or spread sheet programs. Simply open the program and click the Add key. In the next screen, in the command line, select the file or program you want easy access to. Use the "Browse to File" or "Browse to Folder" buttons at the end of the Command line to navigate to your favorites. Then select a shortcut key from the dropdown list in the Shortcut Key line. Now you have given yourself instant access to all your favorites!

The Winkey file is easy to download and install.

I prefer keeping all of the things I download in a folder I call My Downloads. You can create this folder by double-clicking on My Computer and then on the icon that represents your C: drive. Right-click anywhere in the window that displays the contents of your C: drive, select New and then Folder. A new folder will be opened. It will be named "New Folder" and that name will be highlighted. Type "My Downloads" (without the quotes) and press the Enter key. Now close the My Computer window by clicking on the X at the top right corner of the window.

To download the file, point your browser to [www.copernic.com/winkey](http://www.copernic.com/winkey). The Download section appears at the top left of your screen. Windows may want to save the downloaded file on the Desktop. Click the Browse button and navigate to the My Downloads folder. Click save and the file will be



downloaded to that folder. The download should take about 3-4 minutes on a dial-up modem connection. DSL and Cable modem connections will complete the download in much less time.

Now, run the downloaded file, Winkey.exe, by clicking on Start, Run, and then clicking on the Browse button. Navigate to your My Downloads folder, locate the Winkey.exe file, double-click on it and click OK.

Winkey will install itself and place an icon in the System tray that appears on the bottom right corner of your screen. Click on this icon and click on Open Winkey to get started.

