
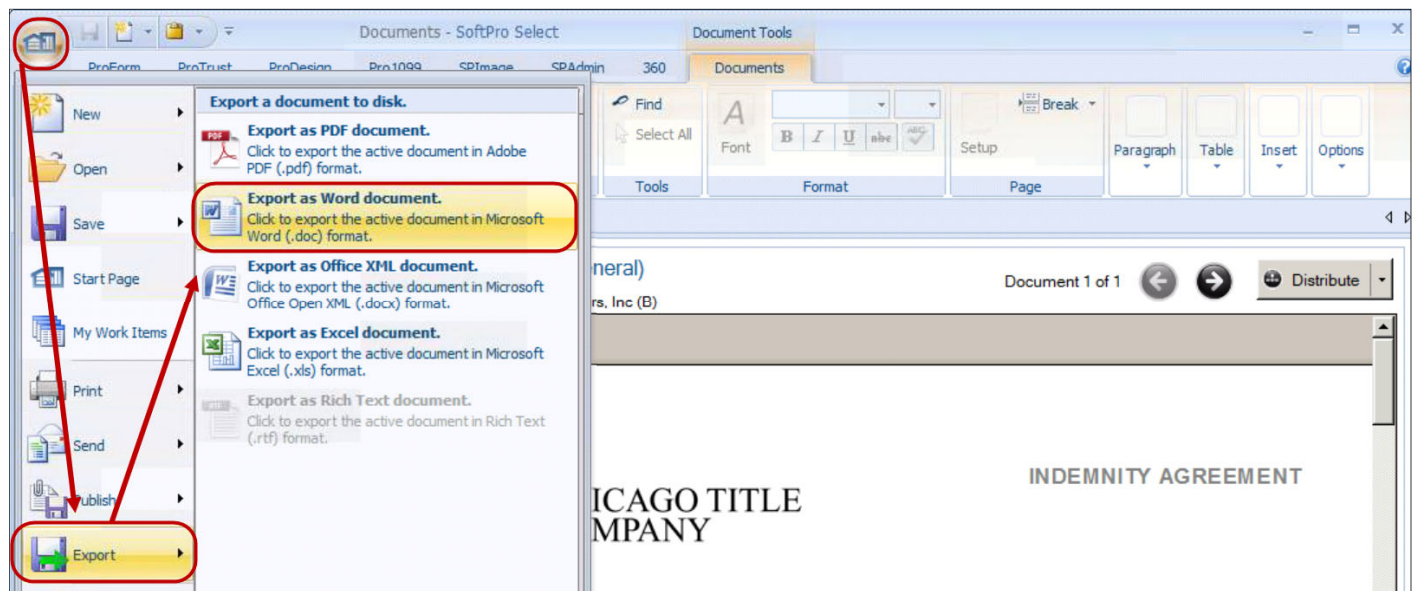


## Creating a Desktop Shortcut to the Home Drive

SoftPro automatically accesses your operation's Home drive (this may be the H-drive or a different drive letter depending upon your operation) when exporting or importing documents. To quickly access the folder on your home drive outside of SoftPro Select, you can create a shortcut on your desktop.

When you prepare a document and are ready to export,

1. Click the **SoftPro Menu**  icon
2. Select **Export**
3. Select your export option (i.e., PDF, Word, etc.), if applicable



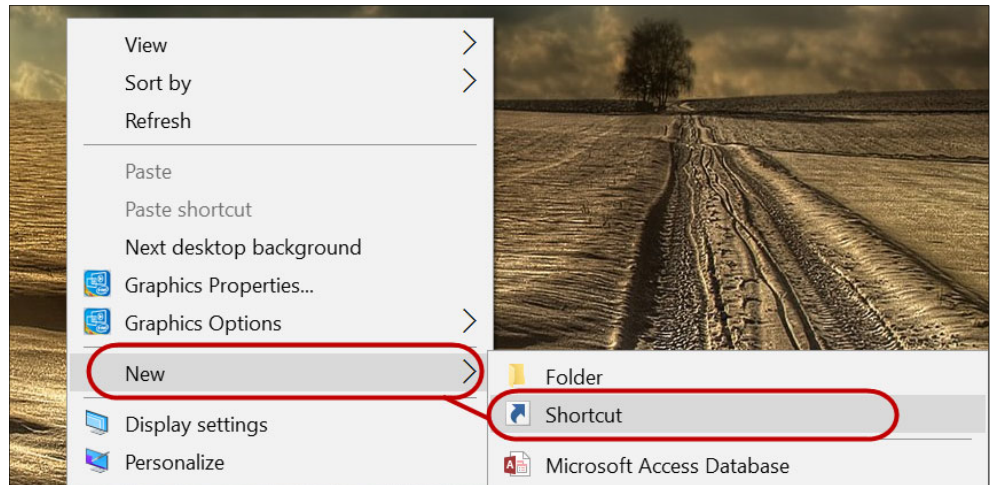
4. From the **Save As** window, make note of the path (or take a screenshot)



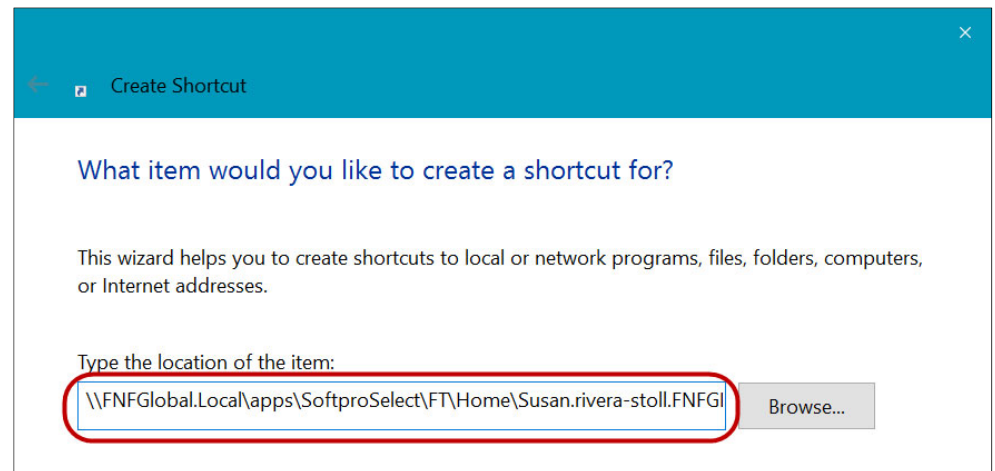
5. Complete the export of your document
6. Minimize any open programs to access your **Desktop**

## Creating a Desktop Shortcut to the Home Drive

7. Right mouse click anywhere on your **Desktop**
8. From the menu, select **New > Shortcut**

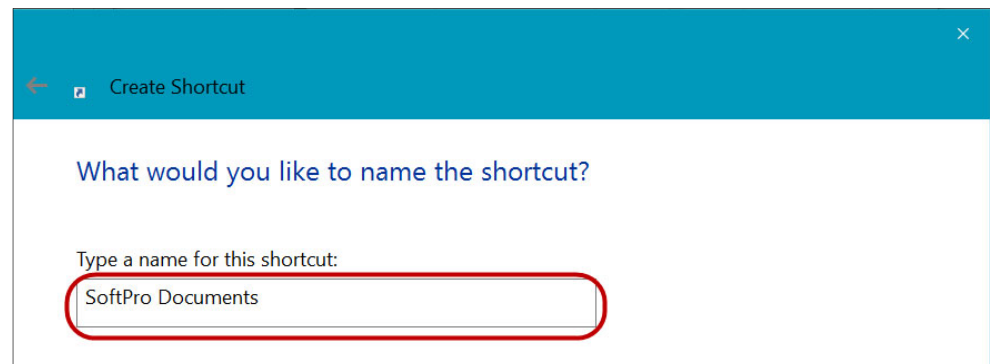


9. In the **Type the location of the item** field, enter the file path noted above (**Step 4**)
10. Click the **Next** button



**IMPORTANT:** The file path may differ from our example depending upon your operation. To obtain the path used for your operation it is best to make note of the path when exporting a document (**Step 4** above).

11. In the **Type a name for this shortcut** field, enter if desired (i.e., *SPS Exported Documents*)
12. Click the **Finish** button



You can now access your Home drive folder anytime using the shortcut on your desktop.

