

Editing the “Send To” Menu

Adding your own destinations for the “send to” command

Organizing files becomes much simpler when you use the “Send To” command. You can save a lot of time, compared to using “copy & paste”, when organizing multiple files and folders, but unless the “send to” menu contains your specific destinations it won’t do you any good at all.

To add your own destinations or shortcuts to existing locations:
select Run from the Start menu using Windows XP, (type Run in the search box on Vista or Windows7, then enter)
and type “shell:sendto” in the Run box with no spaces and without the quotation marks.

Create a shortcut of the folder or program you want to appear on the “send to” menu and move it into the “send to” folder you just opened.

Now right click on a file you want to move and you will see the shortcut you placed into the “send to” folder listed as an option.

