

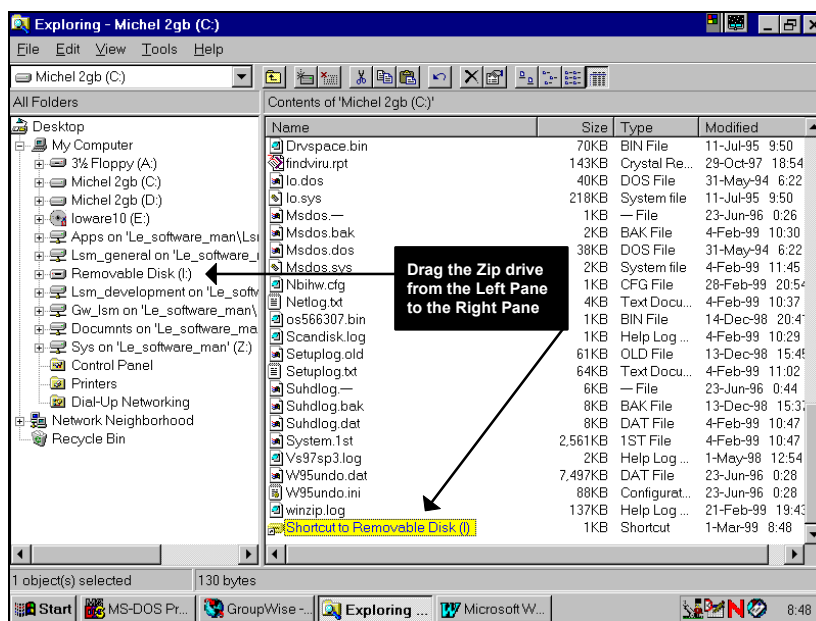
Creating a Send-To shortcut for a Zip drive

One of the quickest ways of copying a file or folder to a floppy disk in Windows 95/98 is to right click on the file in question and choose **Send To 3½ Floppy (A)**. Fast, simple. If you install an internal Zip drive in your PC, you will most probably want to do the same thing - copying files from your hard disk to a Zip disk, for backup purposes or to exchange files with someone else. However, your Zip drive may either have been installed to be managed solely by Windows 95/98, or some software that came with the drive may have also been installed. Either way, in most cases you will find that your new Zip drive does not come up automatically in the **"Send To"** menu when you right click on a file or folder. *Yet, given how useful a Zip drive can prove to be, it would be extremely convenient if it were possible to copy files to the Zip drive in the same simple, easy, and fast manner as one can do to floppy disks.*

The purpose of this document is to help you create that missing "Send To" menu item that will enable you to copy to your Zip drive by just right-clicking on the file and choosing **"Send To Zip Drive"**.



Start Windows **Explorer**.



Drag the Zip Drive entry from the Left Pane of the Explorer window, to the Right Pane of the Explorer window, as shown above.

- When you do that, Windows tells you that you cannot move the Zip Drive, and asks you instead *"Do you want to create a shortcut to it"*. Answer **Yes**.
- Next, rename the shortcut you have just created to **"Zip Drive"**. (Right-click on it and choose "Rename")
- Cut and Paste that shortcut into the **C:\Windows\SendTo** directory. (Right-click on it and choose "Cut", then move to the C:\Windows\SendTo directory, click anywhere inside it in the right pane of Explorer, and choose "Paste")
- Test by right-clicking on a file/directory and see if the **Zip Drive** now appears in your list of "Send To" options. It should do.
- You're done.**

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