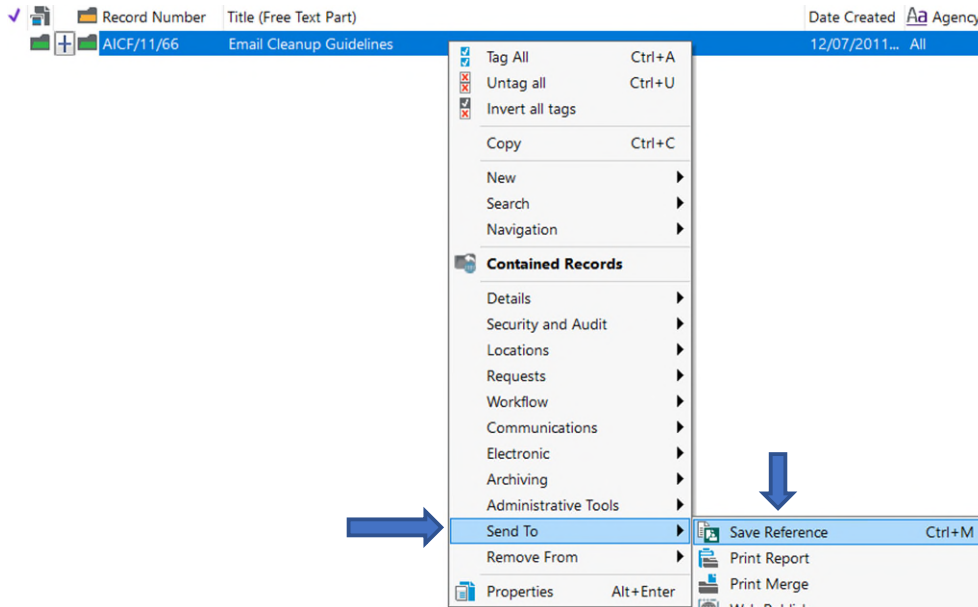
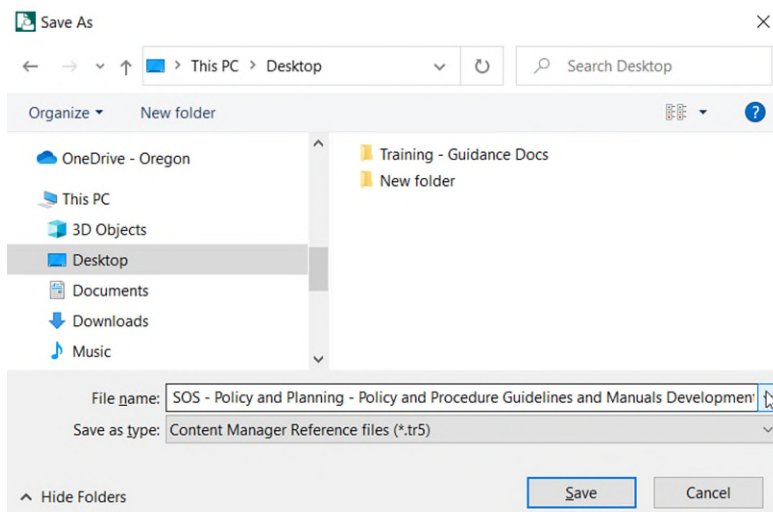


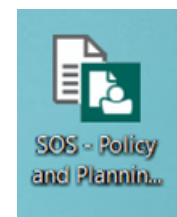
To create a direct “shortcut” to a folder, document, volume, etc. in Content Manager: **right click** on the item. Go to **Send To** then **Save Reference**.



A window will appear, asking where you would like to save the .tr5 file. Once you decide on a location click **Save**. You may choose to place it on your desktop for quick access or into a shared folder.



.tr5 shortcut link saved to desktop.

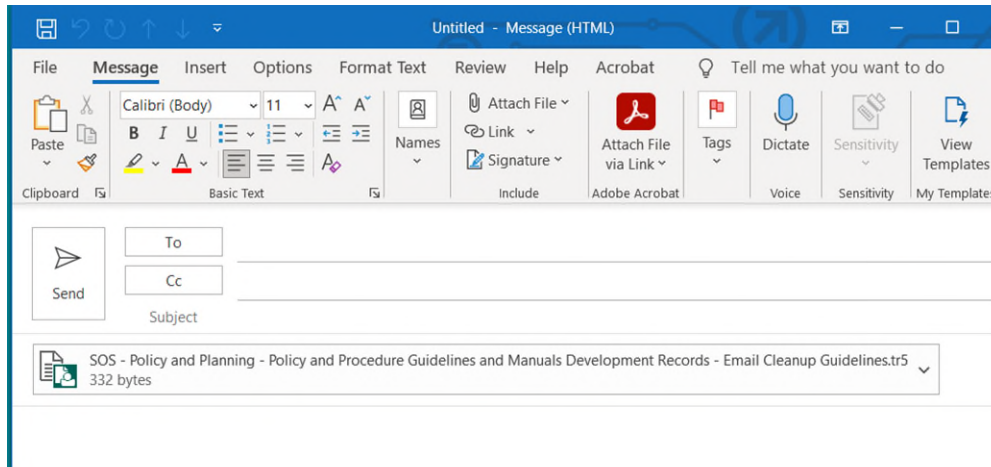




Creating Shortcuts (.tr5 Files)

You can also attach the .tr5 file in an email to share with others. To do this, drag and drop the .tr5 file into an email.

NOTE: .tr5 files will only open on computers with Content Manager installed.



These .tr5 files act as shortcuts to directly open a specific Content Manager item. They can be deleted without fear of deleting anything in Content Manager.