

The Ins & Outs Of Send To In WinXP

This Month In Windows Tips & Tricks

Catch A CAB & Fix Win98

Clean Up A WinXP Start Menu

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Next Month

Add Favorites To Your Start Menu

The Send To option is a little gem of a Windows XP feature: Right-click any file or files on your Desktop or in any folder window and click Send To. You'll see a list of destinations to which you can send your file(s) with a single click. Send To is also a nearly hidden gem: Lots of longtime Windows users have never used it, and most don't know it can be customized. In this article, we'll show you how to do both.

The Send To Defaults

Right-click any file(s) in any folder, or on the Desktop, and select Send To. At minimum, the Send To menu will contain the following:

Compressed (Zipped) Folder. This compresses the selected file(s) into a zipped folder. If you select a single file, the folder will have the same name as the file, but with a .ZIP extension. If you select several files, Windows will name the folder after any one of the files in the group. Windows saves the zipped folder to whatever folder you're working in, but you won't be able to see the zipped folder until you choose View and Refresh from the folder window menu.

Desktop (Create Shortcut). This creates a shortcut to the selected file to the Windows Desktop—a great way to speed access to frequently used files.

Mail Recipient. This is one of the handiest of the default Send To items: Click it, and it opens an email form from your default email program with the selected file or files already attached. All you have to do is address your message, replace the placeholder text with your own, and click Send. Note that while this feature will let you prepare an email message whether your email program is running or not, the message won't be sent unless, or until, your email program is running.

My Documents. This sends a copy of the selected file to the My Documents folder.

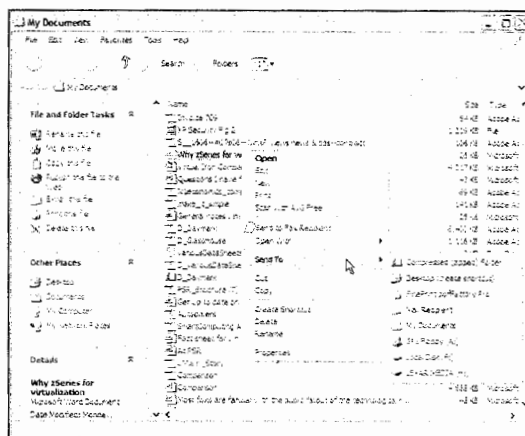
(This feature is intended for use in folders other than My Documents as a quick way of getting files to the My Documents folder.)

Other Items You Might See

Depending on your PC's configuration, your Send To menu might contain additional items.

3½ inch Floppy (A:). Use this to copy the selected file or files to a floppy in your floppy disk drive.

AIM Buddy or AIM Share. If you've installed AIM (AOL Instant Messenger), you'll see these two items. The first opens AIM and



The default Send To menu gives you a handful of places to send any file or files without opening folders or launching programs.

sets you up to send the selected files to a person on your Buddy List; the second opens AIM (again, if necessary) and lets you add the file to a shared folder. If you've configured AIM not to allow either of these capabilities, the items will still appear on the Send To menu, but AIM will ultimately not allow you to complete the associated action.

CD-RW Drive (X:) or CD-R (X:). (Where X is the drive letter of your CD-R [CD-recordable] or CD-RW [CD-rewriteable])

drive.) You'll see either of these if you have a CD-R or CD-RW drive, as well as software, such as DirectCD, that allows you to write files directly to the drive (instead of through Windows' CD-writing procedure). You may also see an item for the CD software, such as DirectCD Drive (X:). Choose either item to copy the selected files to the CD-R or CD-RW in the optical drive.

Local Disk (X:). (Where X is the drive letter.) You'll see this if you've attached or installed an external (removable) hard drive to your computer. If you have a memory stick or flash drive attached to the computer, you'll see a similar item for it. As you've likely already guessed, click this item to copy the selected file or files to the external drive.

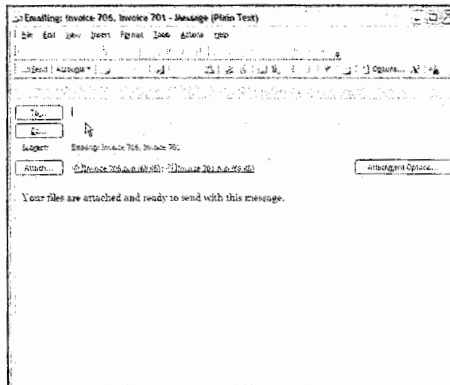
A printer or PDF (Portable Document Format)-creator name. Some printers and PDF-creation programs add the printer's or PDF program's name to the Send To menu. These items will open the selected file or files, print them using the printer or program in question, and close the selected files.

Adding Items To The List

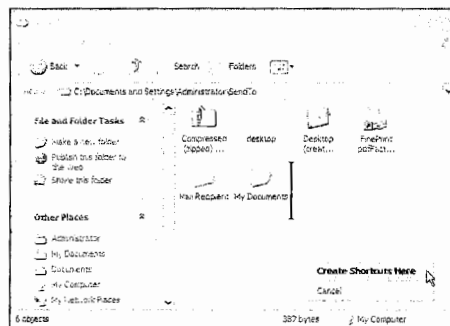
You've probably already thought of several other items you wish were on the Send To menu. You can add some—specifically, you can add any drive or folder, any fax program, and any printer.

Say you'd like to add Microsoft Fax (if you've installed it) to the Send To menu, so that you can select a file and fax it from any folder window. First, open the Send To folder. To do so, click Start and then My Computer; double-click your C: drive icon and navigate to C:\DOCUMENTS AND SETTINGS\

Next, click Start and then Printers And Faxes. (If Printers And Faxes does not appear on your Start



When you select multiple files and choose Mail Recipient from the Send To menu, Windows attaches the files to a blank email form that's ready to fill and send.



To add a fax service, printer, folder, or other item to the Send To menu, drag a shortcut of the item to the Send To folder.

menu, click Control Panel [make sure you're in Classic view] and double-click the Printers And Faxes icon). Using your right mouse button, drag the Fax icon to the Send To folder; release the mouse button and select Create Shortcuts Here. That's all there is to it. If you select a file, right-click it, and choose Send To and Fax, Microsoft Fax will transform the document into a faxable image and then prompt you to enter the appropriate fax number to send the fax.

You might want to add to the Send To menu any folder to which you're constantly adding files. To add a folder, it's often easiest to use the Create Shortcut Wizard, which lets you browse for the folder. Right-click any blank area of the Send To folder and choose New and then Shortcut. When the wizard appears, click Browse. Find and select the folder and click OK. Click Next, and rename the shortcut if necessary; otherwise, click Finish. The shortcut appears in the folder and will appear on your Send To menu from now on. You can use

it just as you'd use the My Documents shortcut.

You can also add CD or DVD drives and Windows programs to the menu, but you may not always get the results you want. If you've added a CD-R/RW or DVD+R/RW drive yourself, the drive may require special software, and you may not be able to write to the drive via a Send To menu shortcut. And many Windows programs don't perform as expected in Send To. If you add a secondary email program to the menu, selecting files and clicking the Send To shortcut may open the email program, but may not necessarily open a message and attach the files.

Go For Convenience

One thing we've noticed is that the more items there are on the Send To menu, the more slowly it displays. Add only those items you'll use often. And if you find you're not using an item much or at all, delete it: Open the Send To folder, right-click the icon, choose Delete, and click Delete Shortcut. ■

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