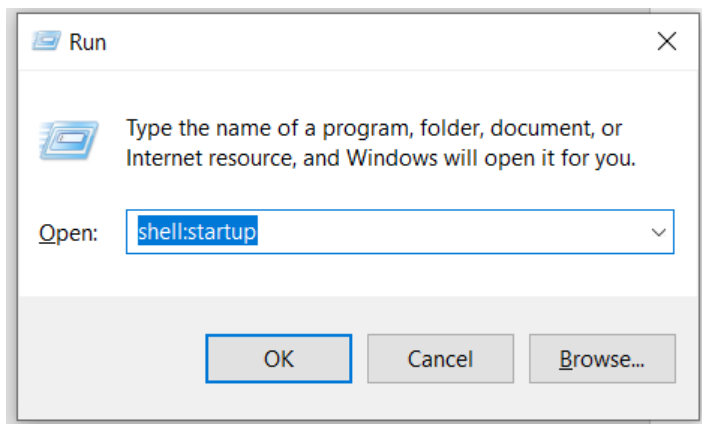# Smart Start Up Guide (Windows)

With this guide, your most used programmes, documents and browsers will be opened automatically, when you start your computer. By moving most used programmes, documents and browsers into the 'Startup' Windows folder, they will automatically open, when you start your computer.
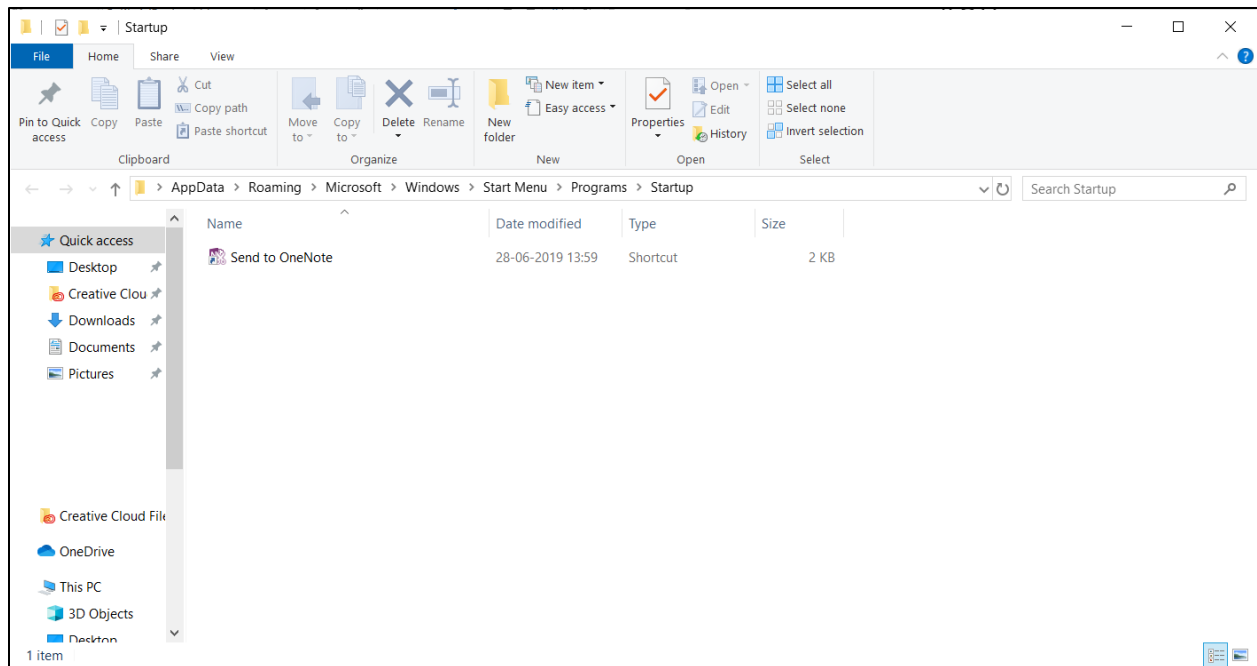
Step 1: Type **Windows button + R**

This box will appear.

**Step 2:** Type *shell:startup* in the textbox and click **'OK'**

The box below will now appear (if you have programmes etc., that already startup automatically, they will appear in the list).
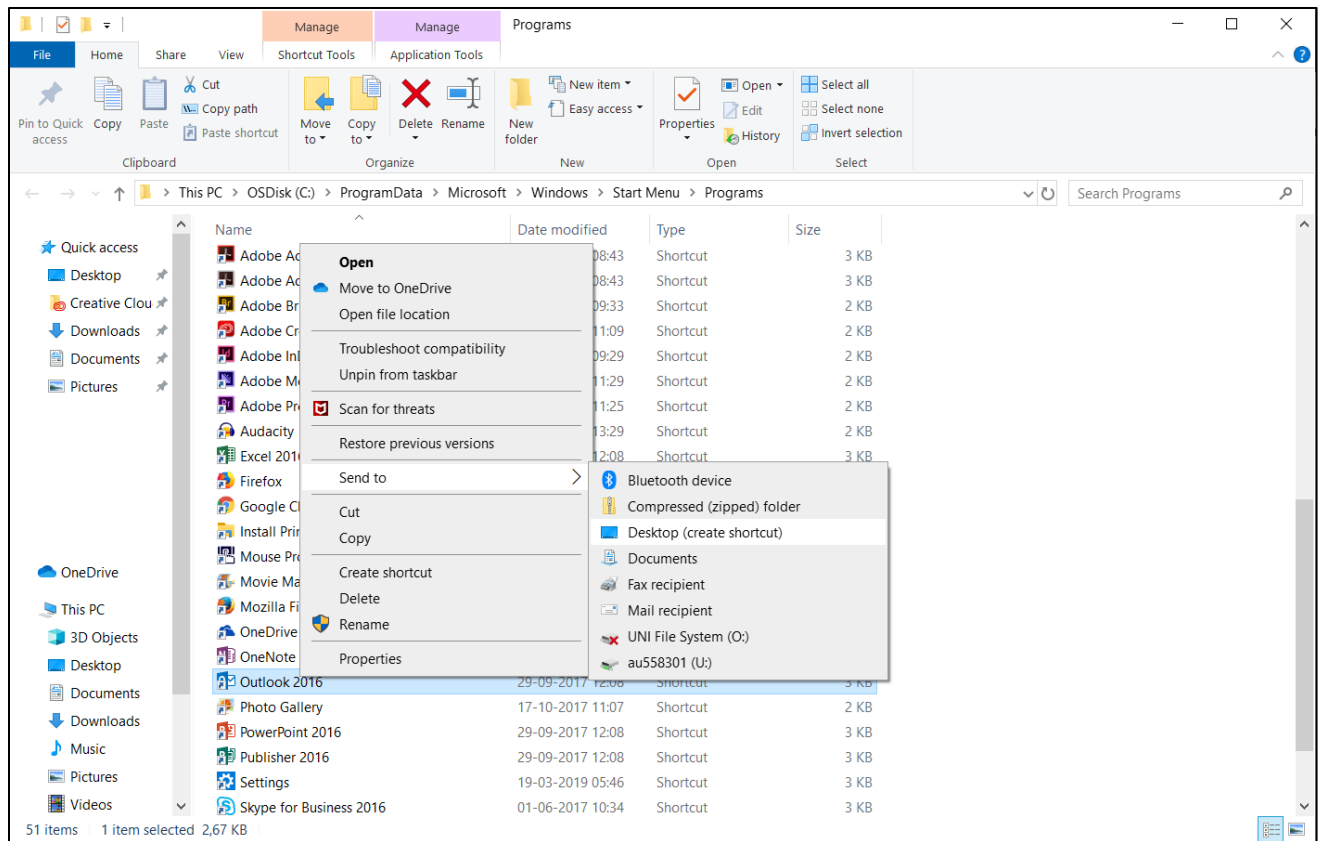
Step 3: **Press the Windows button** and **search** for the programme, document, browser etc. That want to open automatically (for example Outlook)

Step 4: Right-click on the programme, document, browser etc. and **click 'Open file location'** (see picture to the right).

Now the box below will appear, and here you are to find your programme, document, browser etc. on the list.
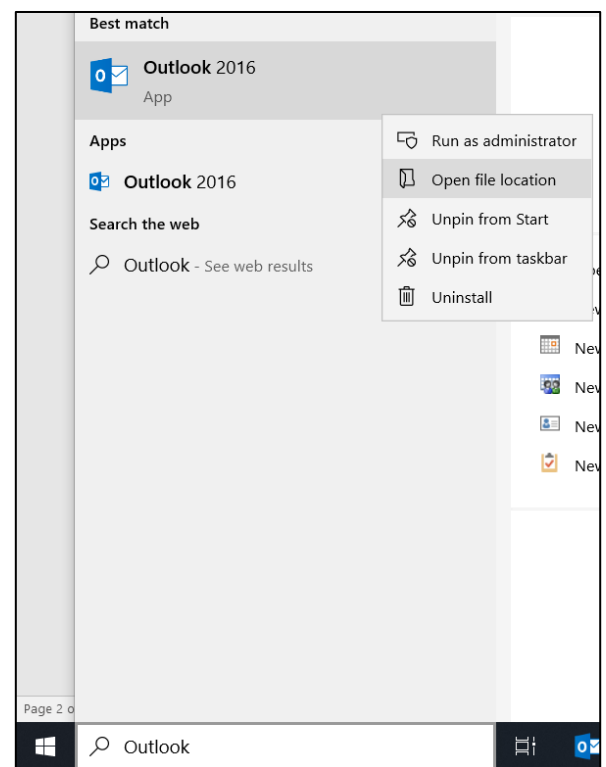
Step 5: Right-click on the selected programme, document, browser etc. and **click 'Send to' and click again 'Desktop (create shortcut).'**

Step 6: Go back to your desktop and find your selected programme, document, browser etc. Right-click on the programme, document, browser etc. and **click 'Copy'** (see picture to the right).
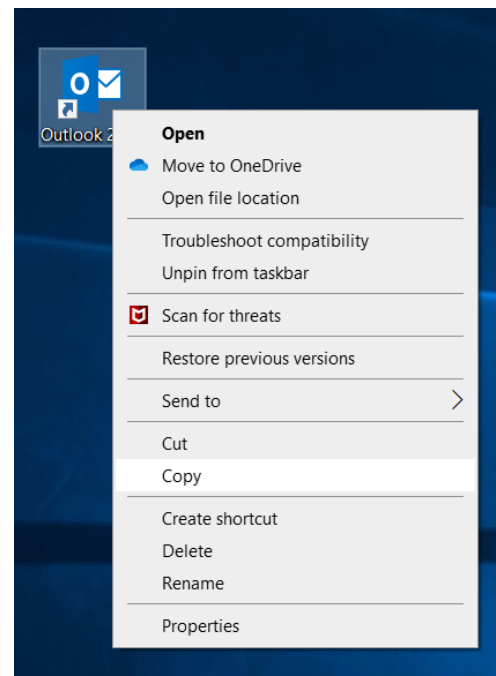
Step 7: **Go back to the 'Startup folder'** that you opened at step 2. Right-click and **click 'Paste'**
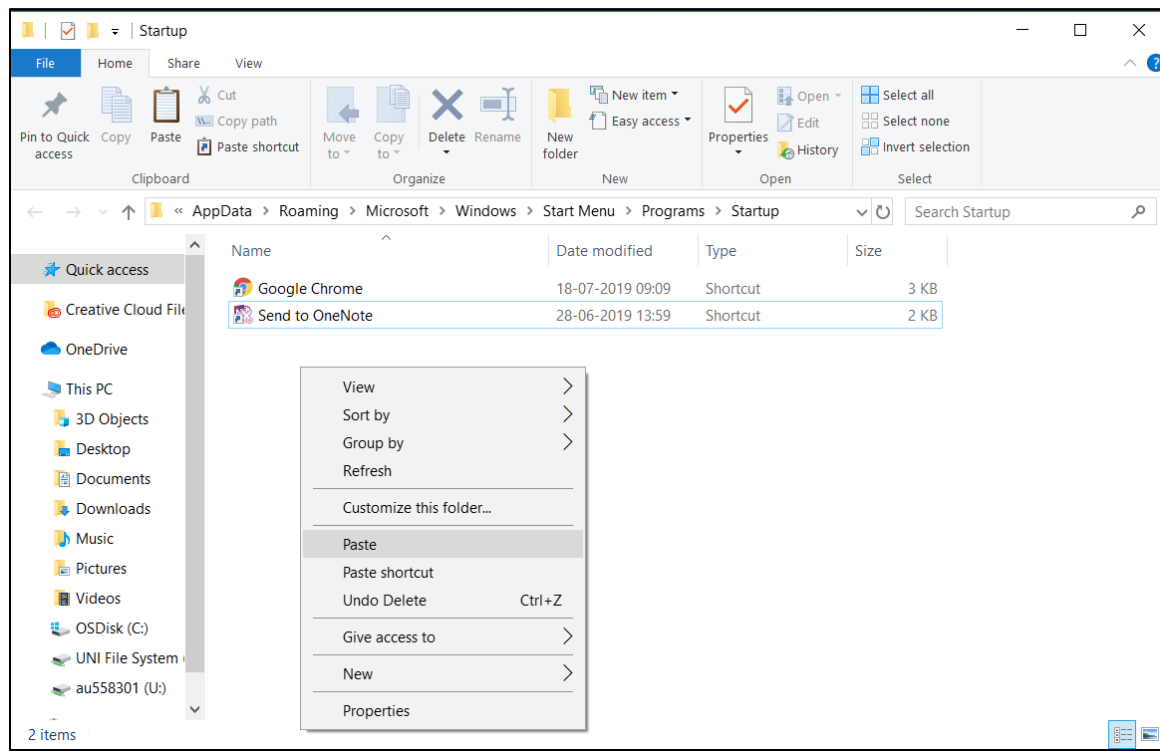
Step 8: Repeat step 3-7 with the remaining programmes, documents, browsers etc. that you want to open automatically, when you start your computer.

All your selected programmes, documents, browsers etc. will now appear in the 'Startup folder' and will open automatically, when you start your computer.

Notice: At any time, you can remove a program, document, browser etc. from this folder, if you no longer want it to open at automatically. Click on the program, document, browser etc. and **press the Delete button.**