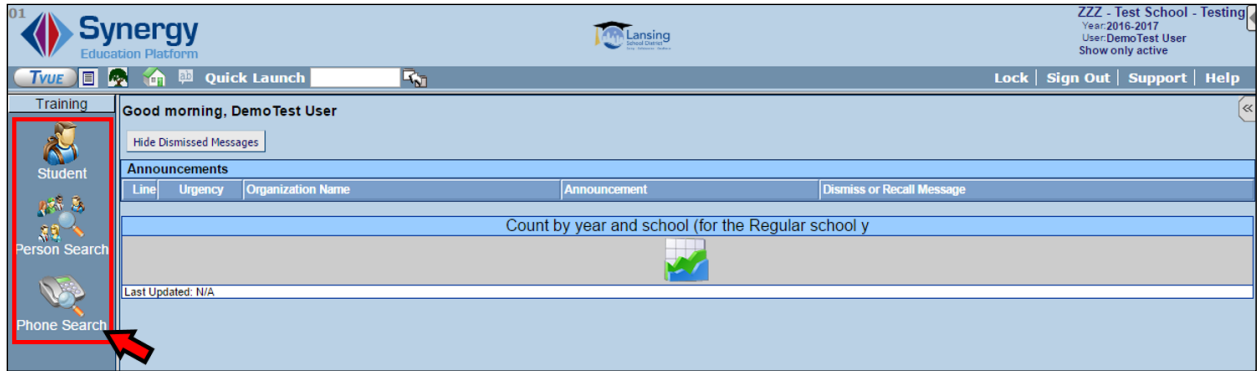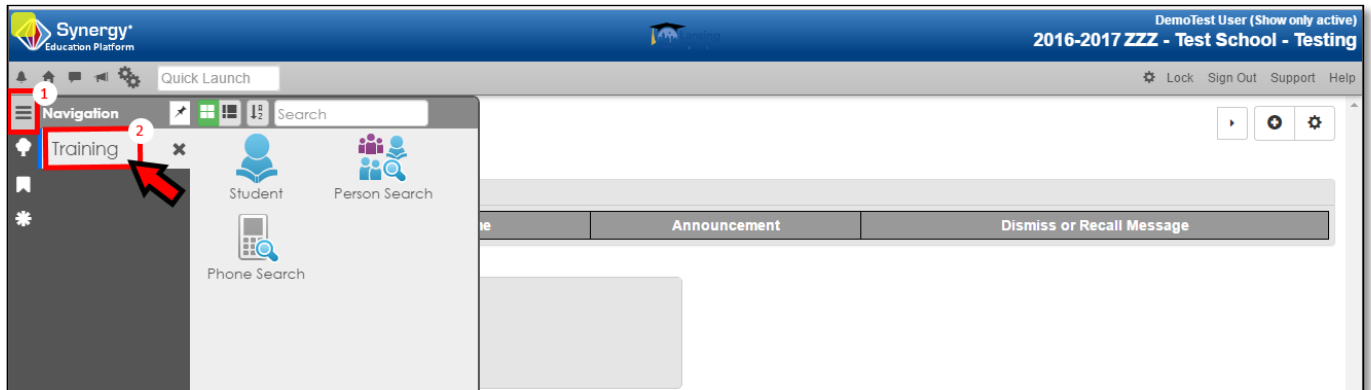# How to Access Shortcuts in Synergy Version 10

This document describes how to access / create shortcuts within Synergy Version 10. Synergy 10 shortcuts reside in a different panel than previous versions, but the process to add shortcuts is the same.

In Version 9, shortcuts were accessed from the Bookmarks area of the Synergy window, as shown below.

In Version 10, shortcut items are located in the Navigation Panel. To access the shortcuts:

(1) Click the Navigation Panel Icon. The Navigation Panel opens.
(2) Click the shortcut group name to open the window that displays the items.
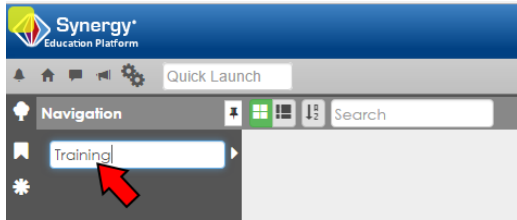

Note: If you do not see a group name under the Navigation Panel you will need to create one before adding shortcuts. To create a new group name, right-click the grey Navigation Panel area, then choose **Add New Group**.

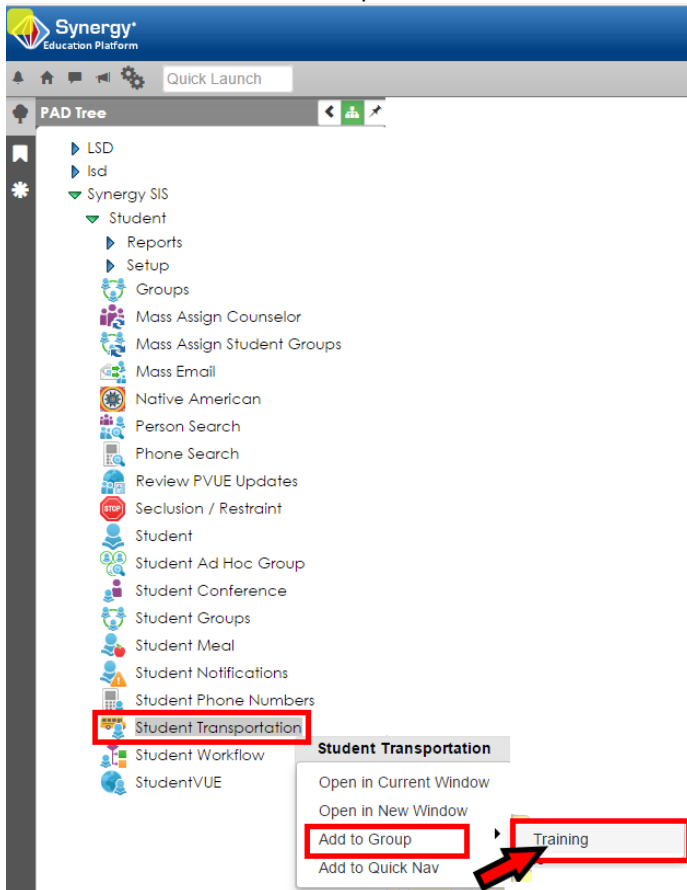# How to Access Shortcuts in Synergy Version 10

A new group text area opens. Enter a name for the new group (example: Training).

When complete, you will notice that the group has been added to the Navigation Panel.

To add a new shortcut to this group, find any item you wish to add from the Pad tree, right-click the item, then choose the option to add the shortcut to your existing group.   The example below shows how to add the Student Transportation item to the Training group.

End of Document.