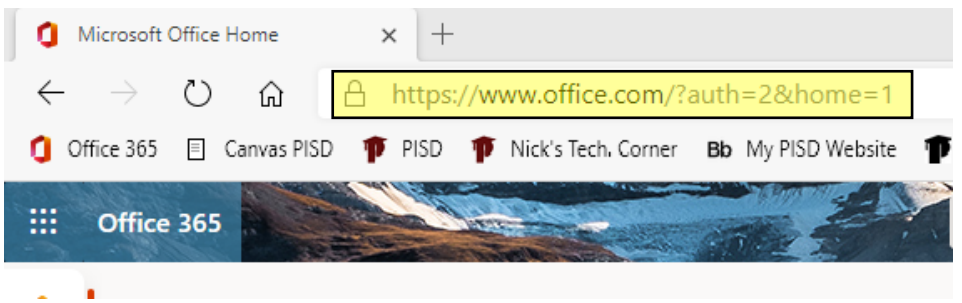


The process is the same for any website, or if you want easy access to a file that you have saved in a folder on your computer.

Step 1: Launch your browser or file manager and navigate to the website or file you wish to make into a shortcut.

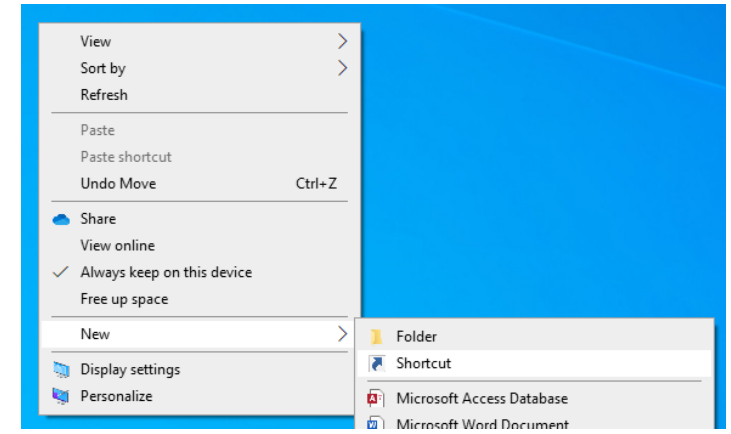
Step 2: Select and Copy the URL address or file location address from the address bar.



Ctrl + C

Step 3: Shrink all windows down so that only the open desktop remains.

Step 4: Right Click in an open area of the desktop and select New > Shortcut.



Type the location of the item:

Step 5: Paste Here (Ctrl + V) [Browse...]

click next

Type a name for this shortcut:

Step 6: Name Your Shortcut

click finished

