USING THE WEB

CREATING A DESKTOP SHORTCUT TO A WEB PAGE

If you are going to be accessing a web page frequently, you may wish to create a desktop shortcut to that web page.

El Camino College   Microsoft Outlook Web Access   Login to FLEX Reporter   **Etc.**

Once created, double-click a web page shortcut to open your **default web browser** and display the current version of the web page.
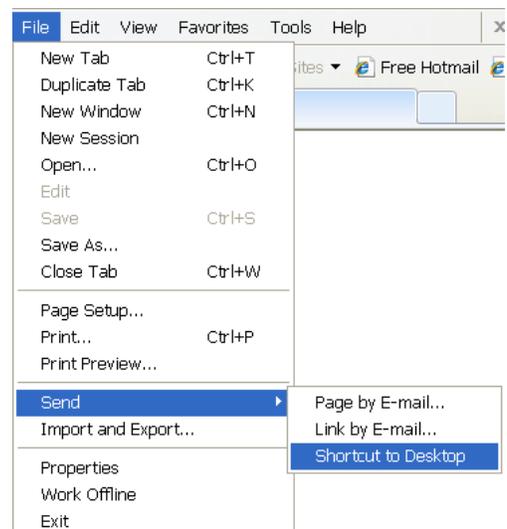
There are a few ways to create a desktop shortcut to a web page depending on your web browser and operating system. In each instance, the shortcut will have the same name as the title of the web page. (You can change the name by right-clicking the shortcut and selecting **Rename**.)

For some web pages, a unique icon is also created.

Here's how to do it in Internet Explorer!

1. Open Internet Explorer, and browse to the web page for which you wish to create a desktop shortcut.

2. In the menu bar, click **File** > **Send** > **Shortcut to Desktop**.

And that's it! Check your desktop to find your new web page shortcut.

Here's how to do it in Mozilla Firefox!

1. Open Mozilla Firefox, and browse to the web page for which you wish to create a desktop shortcut.

2. Resize the Firefox window so you can see both your computer's desktop and the Firefox window on the same screen.

3. Locate the site icon on the left of the Location bar, i.e. where the web address (URL) is shown. **Click and drag** the site icon to the desktop, then release the mouse button.
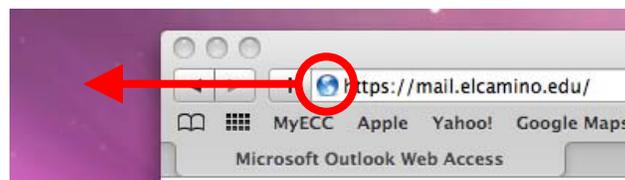

And that's it! Check your desktop to find your new web page shortcut.

NOTE: You can also drag and drop items to the desktop from the **Bookmarks** menu and the **Bookmarks** and **History** sidebars to create shortcuts.

Here's how to do it in Apple Safari!

1. Open Safari, and browse to the web page for which you wish to create a desktop shortcut.

2. Resize the Safari window so you can see both your computer's desktop and the Safari window on the same screen.

3. Locate the site icon on the left of the Address field, i.e. where the web address (URL) is shown. **Click and drag** the site icon to the desktop, then release the mouse button.

And that's it! Check your desktop to find your new web page shortcut.

NOTE: You can also drag and drop items to the desktop from the **Show All Bookmarks** screen to create shortcuts.