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# TECHNOLOGY TIP

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## HOW TO CREATE A DESKTOP SHORTCUT OF YOUR FAVORITE WEB PAGE

**From Google Chrome:** At the top right hand side of the page click the three dots. Go to More tools and then create shortcut. In the box that appears you are able to change the name that appears for the shortcut. Once you are happy with the name, click Create. Your new favorite web page will be accessible from your desktop.

**From Internet Explorer:** Right click on a blank spot at your favorite web page (do not right click on a picture or link). Click Create shortcut and then Yes. Your new favorite web page will be accessible from your desktop. If you are not happy with the name of the new shortcut, right click on it and then click rename. Type the name you prefer and hit Enter.

**From Firefox:** Resize the Firefox window so you can see both your computer's desktop and your favorite web page on the same screen. Click and hold the i next to the website name in the address bar. Drag it to the desktop and let go of the mouse. Your new favorite web page is on your desktop. If you are not happy with the name of the new shortcut, right click on it and then click rename. Type the name you prefer and hit Enter.

**From Edge:** At the top right hand side of the page click the three dots. Go to More tools and then Pin this page to Start. Next, click on the start button and drag the shortcut you just created to the desktop. If you are not happy with the name of the new shortcut, right click on it and then click rename. Type the name you prefer and hit Enter.

**From Safari:** From your favorite web page select the entire address in the address bar at the top of the browser. Click and drag the address onto the desktop and release the mouse button. Your new favorite web page is available on the desktop. If you are not happy with the name of the new shortcut click on the shortcut twice and rename it.