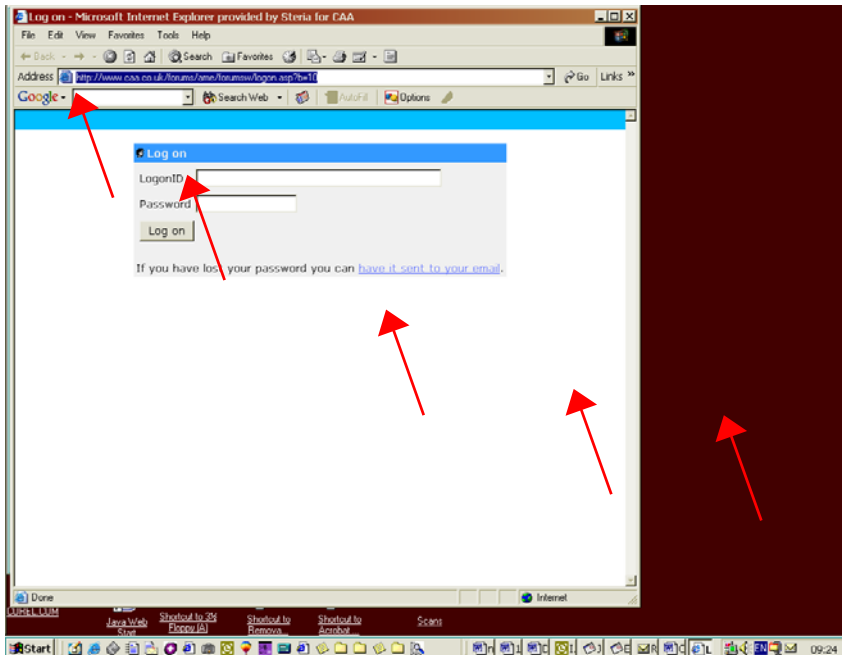


# To Create a shortcut on your desktop or in your “Start Bar”

## From a web page:

Once you have the address for the site you want in the address bar, reduce the size of your Internet Explorer (IE) window, so that you can see a few square inches of your desktop outside the IE window.



Click on the **IE** icon to the left of the website address and drag (hold your left mouse button down and move the icon across the screen) it onto the area of visible desktop. You now have a shortcut to the desired web page on your desktop.

## From a document/folder

You can do the same with any document, program or even a folder by right-clicking and creating a short-cut then dragging that to wherever you will find it easiest.

Alternatively, right-click and click “**send to**”, then “**desktop (create shortcut)**”

Alternatively, you can drag the icon straight down into the start bar (if you have Windows 98 or above).

