

# FAVORITE WEB SITE SHORTCUTS ON YOUR DESKTOP

Beginners' Kaffee Klatch  
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How would you like to have a shortcut on your desktop that with just a double click would display a favorite Web site? It's very easy to do, so if you haven't done so already, follow the steps for the two choices given below.

First, right click on your desktop and choose **New, Shortcut**. When the wizard pops up, type in the Web address of the site you want to add. Do keep in mind that it has to be a Web site that starts with the normal "www." Other URLs will not work. Once you have that typed in, click **Next**. You can then type in a shortcut name for that Web site. Just give it a name that you will remember so you'll know what each shortcut is for. Click **Finish** when you're done. You will then see a new icon appear on your desktop.

A second approach: From your browser, e.g. Internet Explorer, open the Web site for which you want to create a shortcut. Once you are there, look in the address bar at the top left corner and you'll see a little Internet Explorer icon (it's a blue "e"). **Drag** that with your mouse and just **drop** it onto your desktop. (Adjust the size of the Website's window, and minimize or close all the other windows, so that the desktop is visible in the background.) A new icon for it will then appear. You can then right click the icon, choose **Rename** and give it a name. Then when you're ready to visit the site, just double click on the icon and you will be taken to it automatically.

There is a third choice that, although not directly related to a desktop icon, is very easy to use, provided you know how to use the **Links** toolbar that is a part of the **Taskbar**. Actually, many users find this approach to be the best of the bunch. We will review this strategy during the BKK presentation.