

How To Bookmark a Website or Make a Desktop Shortcut to it

To Bookmark a website:

- 1) Get into the website you want to bookmark.
- 2) Do this by typing the name of the website, e.g., www.kohresweb.org into the search box of any web browser, e.g., Chrome, Firefox, Internet Explorer, Opera, or Safari.
- 3) Once there, type **Ctrl-D** on a PC-type machine or **Command-D** on an Apple computer. That will create your bookmark.
- 4) On the top line (called the "tool bar") of your browser, you will see a tab called Bookmarks. When you click on it, you will see the names of the bookmarks you have created. By clicking on the one you want, you will get to it on the world wide web.
- 5) This works for any popular browser you are using (whether Chrome, Firefox, Internet Explorer, Opera, or Safari).

To make a Desktop Shortcut to a website on a PC-type computer:

- 1) Navigate to your favorite page and click the wrench icon in the right corner of the screen.
- 2) Scroll down to Tools and select Create Application Shortcuts.
- 3) From the dialogue box, choose whether you want the shortcut to appear on your Desktop, in your Start menu or pinned to your Taskbar.

If you use the Chrome browser, there is an article complete with pictures of pages that appear on your computer (called screen shots) showing how to make a shortcut in Chrome at this website:

<http://www.laptopmag.com/articles/how-to-create-desktop-shortcuts-for-web-pages-using-chrome>