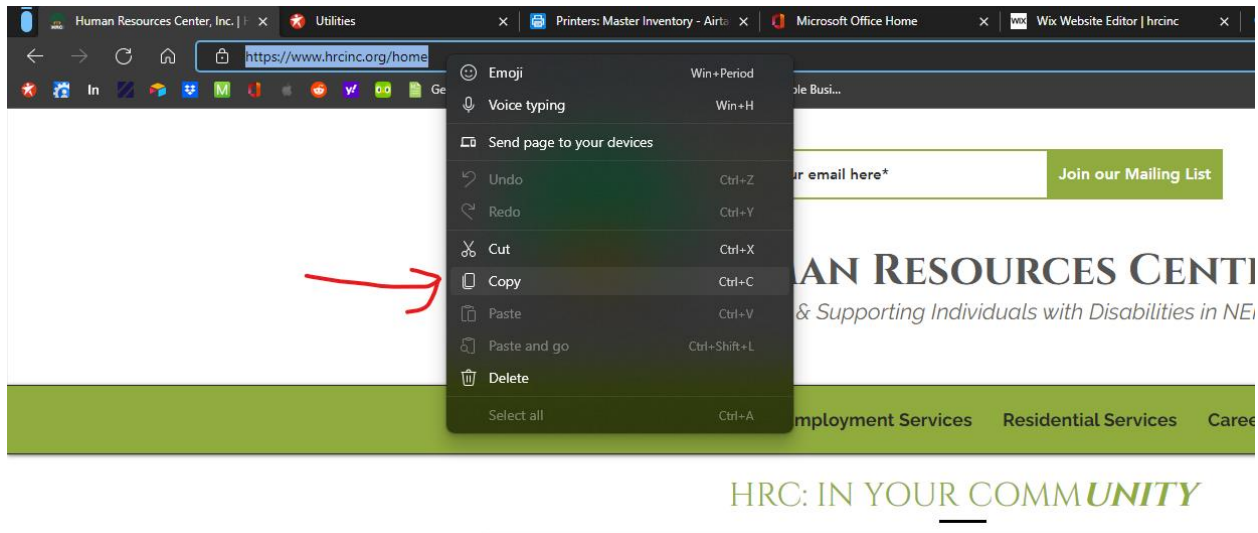


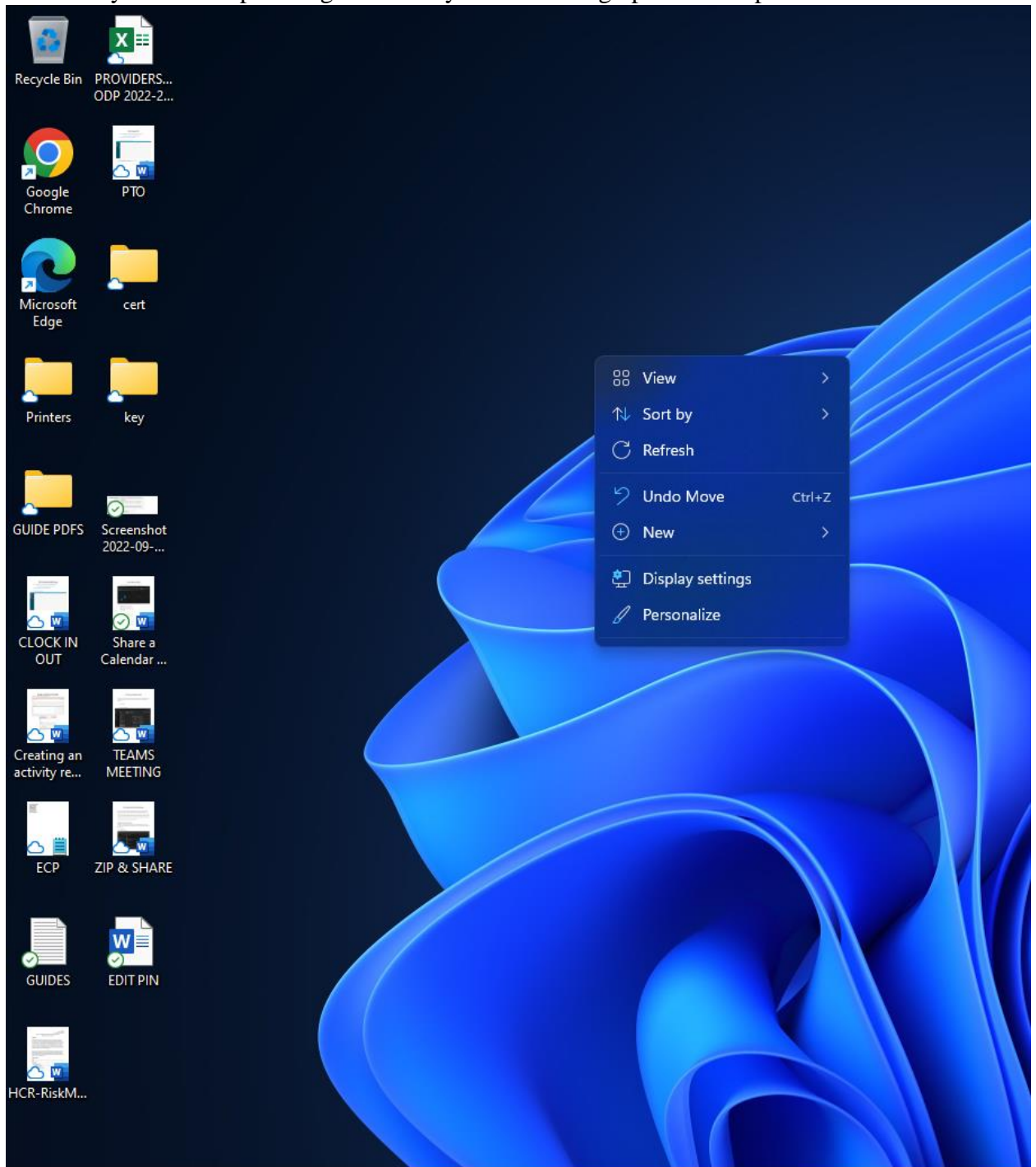
## Create a Shortcut to any Webpage

Shortcuts are a great way to quickly navigate to sites you frequently visit. This guide will show you the general steps to create a shortcut to any webpage on the Internet.

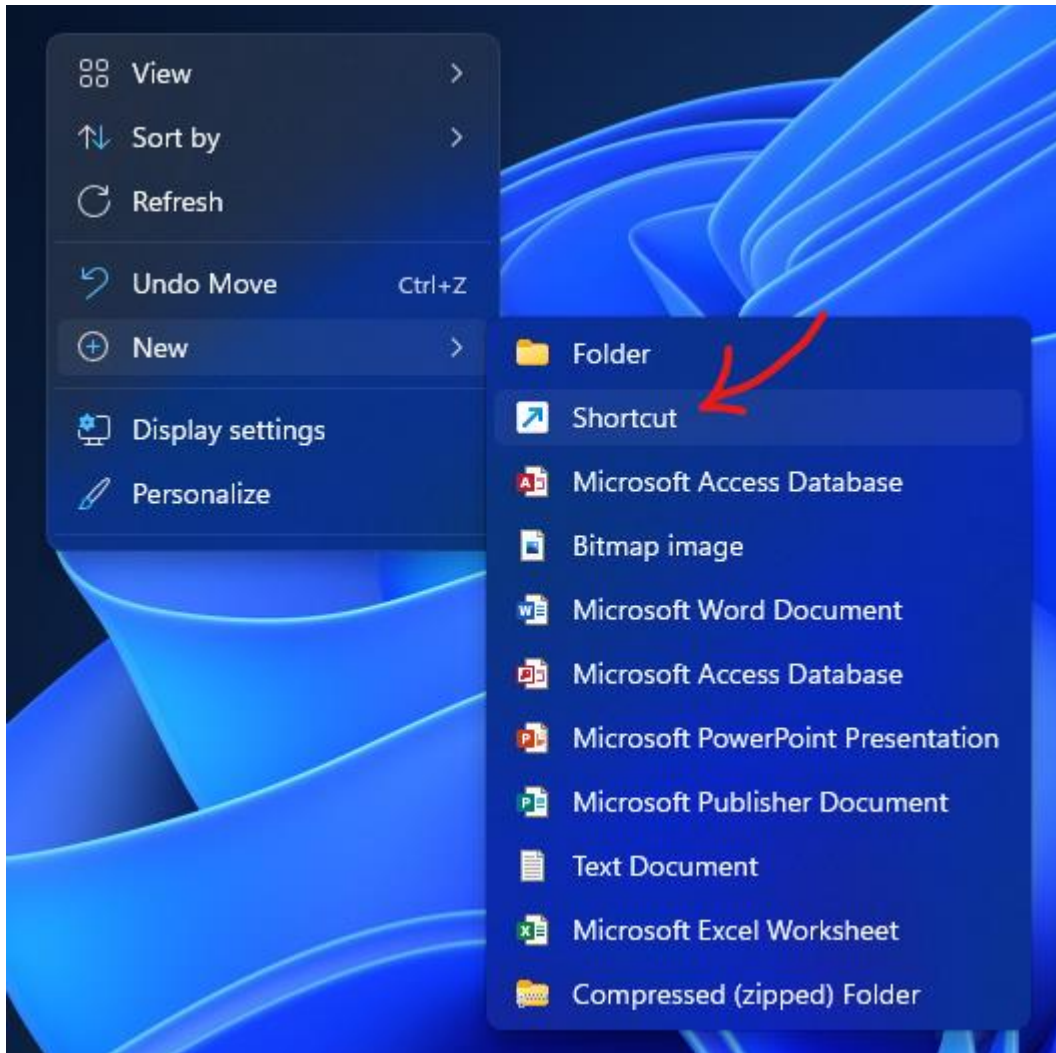
- 1) Navigate to the webpage. Once there, highlight and copy the contents of the address bar.



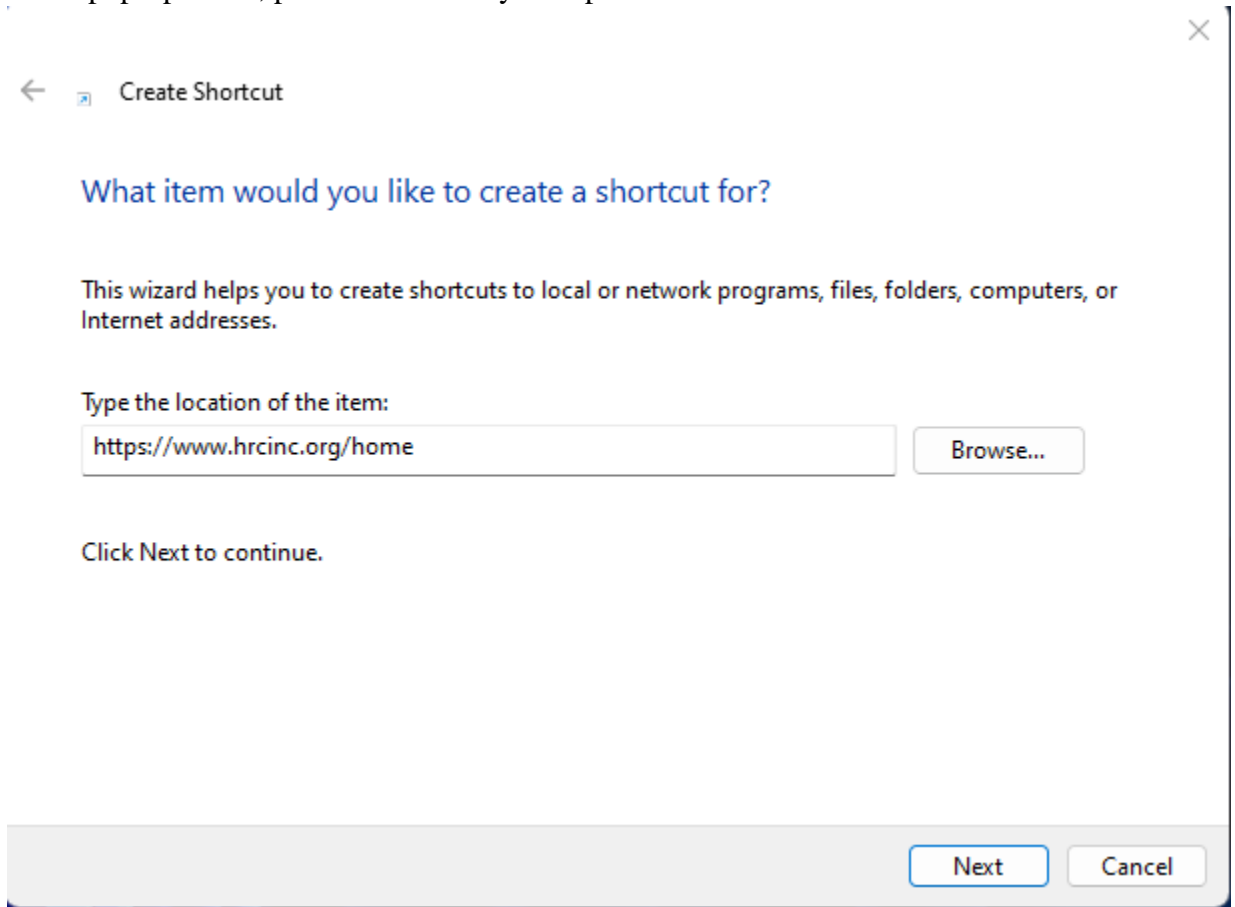
2) Return to your Desktop and right-click anywhere to bring up the menu pictured below



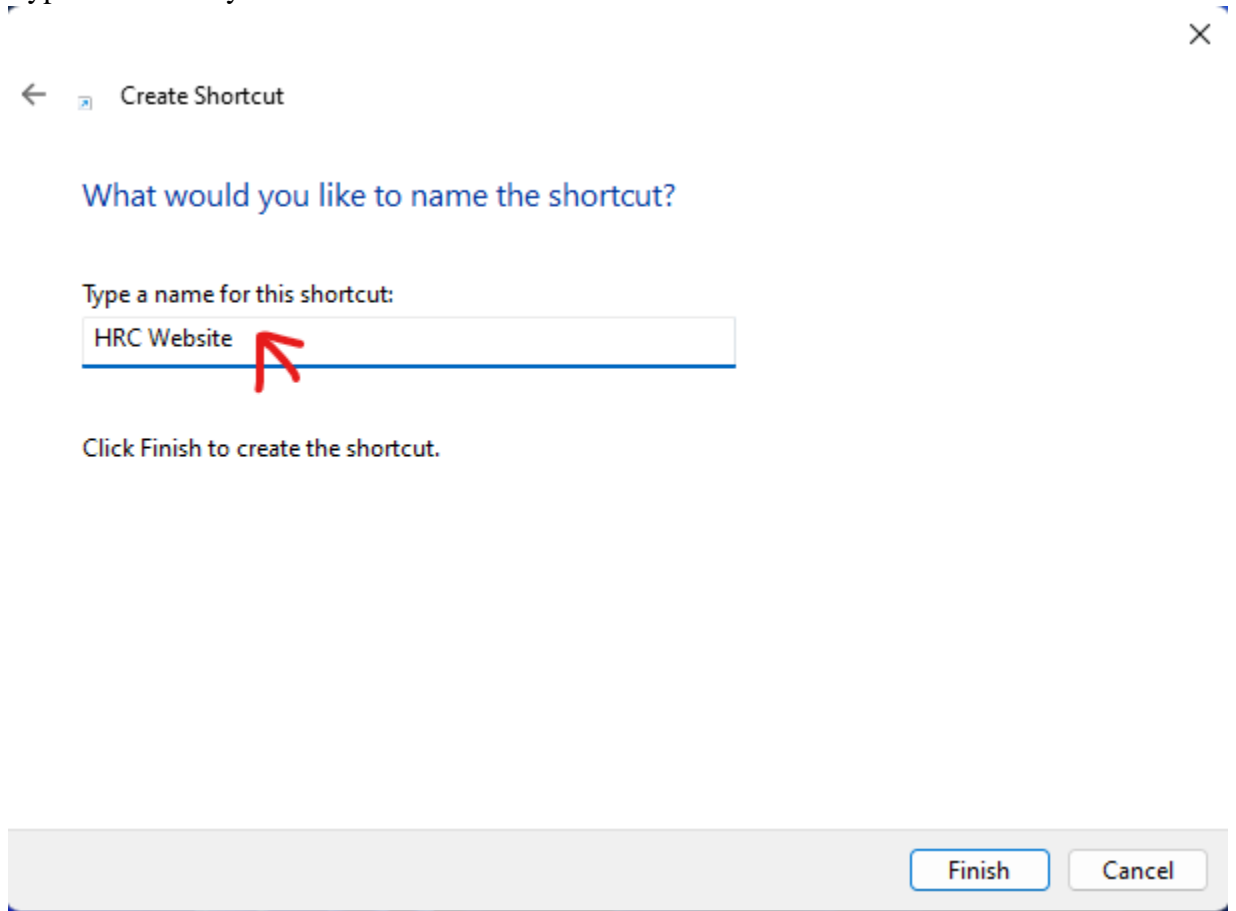
3) Hover over “New” and then click “Shortcut”



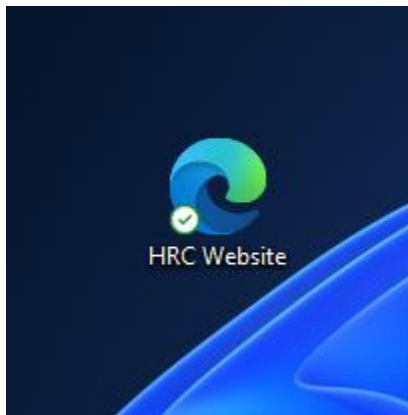
4) In the pop-up menu, paste the address you copied into the text field and click Next



5) Type a name for your shortcut and click Finish



You will now see the shortcut on your desktop.



Double-click to access at any time!