**Creating Internet shortcuts to desktop.**

It’s no secret that we have the world at our fingertips. Sometimes though, we want things even more convenient. One of those minor conveniences is having a website as an icon (aka shortcut) on the desktop. This guide will give you a step by step instruction on how to do just that!

1. Navigate to webpage you would like to save.
2. Highlight text in address bar.
3. Right-Click on highlighted text and click “Copy” or “Cut”
4. Navigate to your desktop.
5. Right click anywhere on the desktop (not on an existing icon).
6. On the popup menu, mouse over the “New” tab.
7. Mouse over and click on “Shortcut”
8. Right-click in the text box and click “Paste” and click “Next”
9. Name your Shortcut
10. Click Finish