

# CREATE FAVORITE AS DESKTOP SHORTCUT

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This lesson describes how to place a shortcut onto your Desktop for a Favorite website.

## USING MENUBAR

1. If you have the MenuBar showing in  
① Click on “Favorites”.
- ② RIGHT-click on the Favorite for which you want a Shortcut.
- ③ Left-click on “Send to”.
- ④ Left-click on “Desktop (Create Shortcut)”.

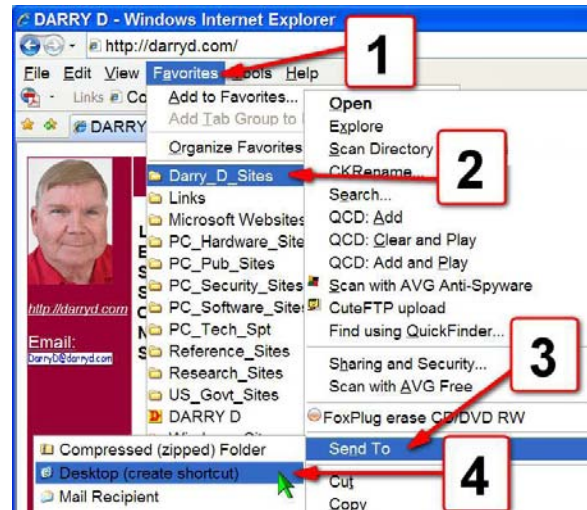


Figure 1

## WITHOUT MENUBAR

If you do *not* have the MenuBar showing in Internet Explorer 7:

1. Get a pop-up menu (Figure 1):  
① RIGHT-click on Desktop.  
② The menu appears.



Figure 2

## 2. Select Shortcut (Figure 3):

- ❶ Left-click on “New”.
- ❷ Left-click on “Shortcut”.

NOTE: The menu beginning with Folder may pop-up on either the right or the left side of the original menu, depending on where on the Desktop you clicked.

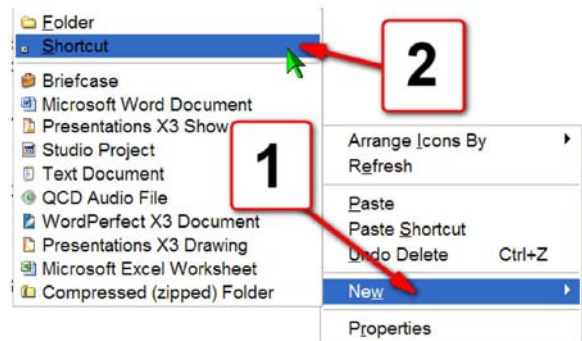


Figure 3

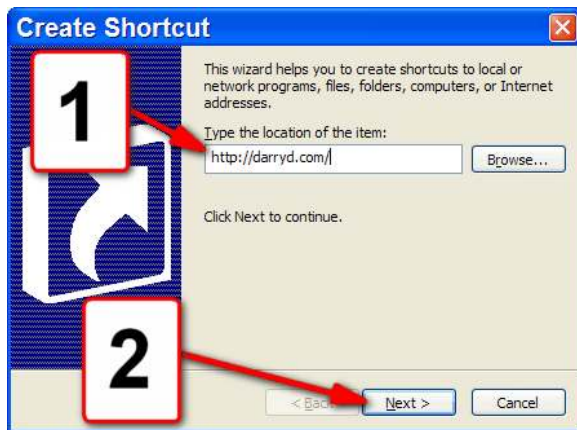


Figure 4

## 3. List the location (Figure 4):

- ❶ Type the Universal Resource Locator (URL) including the “http://”.
- ❷ Click on the “Next” button.

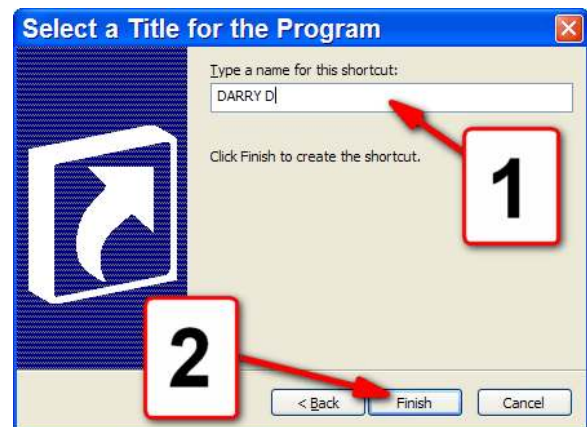


Figure 5

## 4. Select a Title (Figure 5):

- ❶ Type the name you want for the Shortcut.
- ❷ Left-click on the “Finish” button.



Figure 6

## 5. The Shortcut appears (Figure 6).

