

How to create a shortcut to a website on your desktop:

Greetings, Longhorns! Since we will all be using the WT White Exchange site in the future, I thought I would share the easiest way to make a shortcut to that site right from your computer desktop.

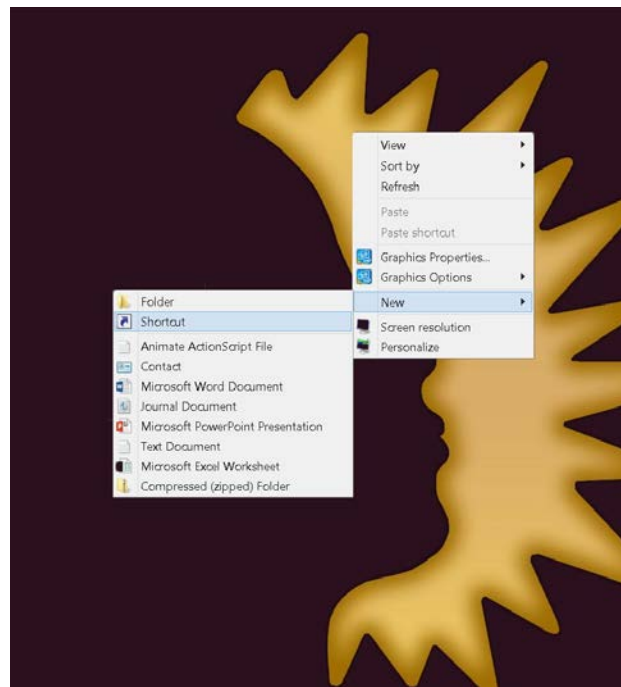
First, go to the site in any browser. The URL is <https://sites.google.com/dallasisd.org/wtwexchange/home>

Go to the address bar at the top of the page, highlight the URL (address) and copy the information. You may either do this by right-clicking the highlighted address and selecting *Copy* or by selecting [Control+C] on your keyboard to copy the highlighted address.



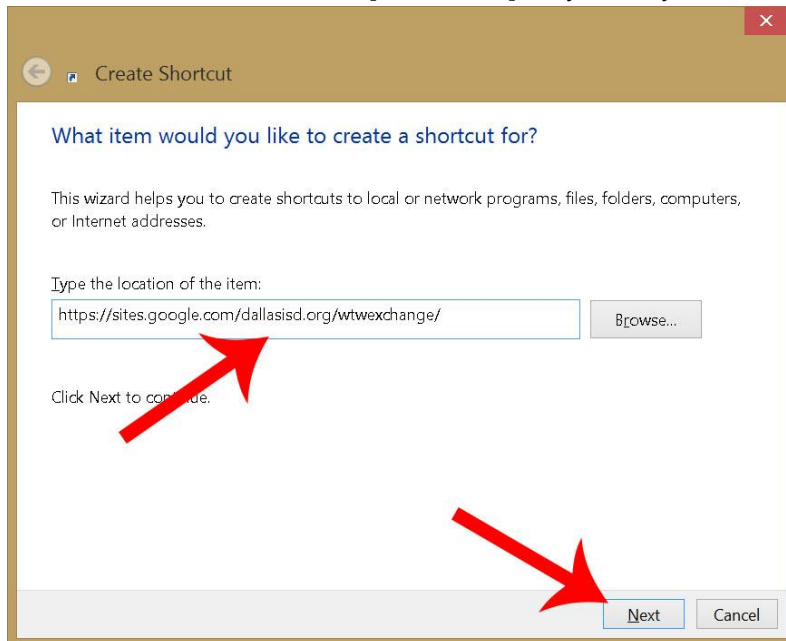
Minimize the browser window and all other windows so you have a clear view of your computer desktop.

In a free and open part of that desktop home screen, right click your computer mouse. You will see a menu appear with options. Select *New>Shortcut* from that menu.



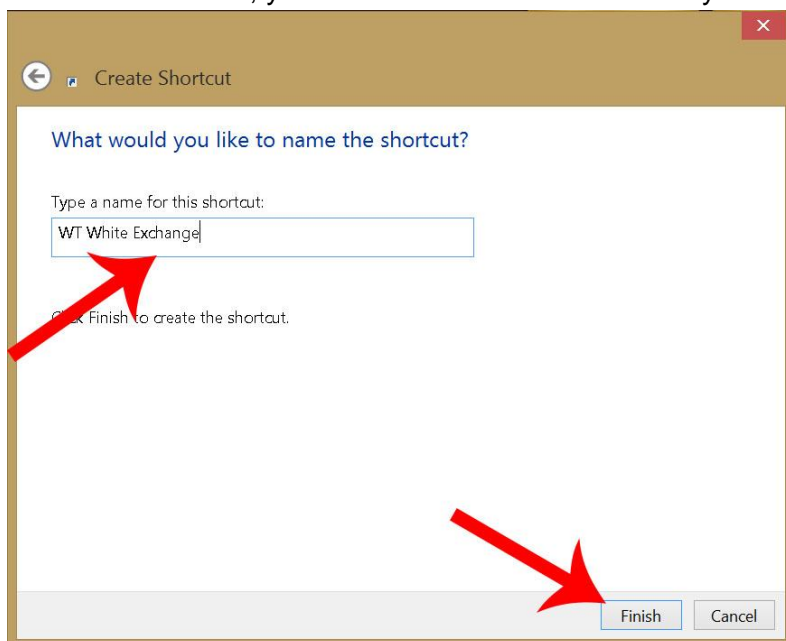
The interface that appears will ask you

what shortcut you want to create. In the field where you can type, either right click and select *Paste* from the list or select [Control+V] on your keyboard.



Once the URL is in the field, click *Next*.

In the next window, you can name the shortcut. It may be helpful to call it *WT White Exchange*.



Finally, press *Finish*, and you will see a shortcut on your desktop.

Hope that helps!

