

Creating a Desktop Shortcut to a Web Page

A desktop shortcut is a link to an item on your computer. You can create shortcuts and place them on your desktop screen so you can easily access the item. While attending Guilford Technical Community College you will frequently access web pages like Moodle, Titan Cruiser, and Titan Email just to name a few. This tutorial will show how to create a desktop shortcut for any web page.

1. Open up your web browser, and browse to the web page for which you wish to create a desktop shortcut.



2. Resize the web browser window so you can see your desktop screen as well.



3. Locate the site icon on the left of the location bar beside the web address. Click and drag the site icon to the desktop screen, then release.



4. If successful you will see the shortcut on your desktop screen.



This tutorial is also available in video format
Please check website
<http://www.gtcc.edu/students/at-lab>

If you need additional assistance you can come to the Open AT Lab
Monday – Thursday 7am to 6pm
Friday 7am to 5pm

Hours may vary during the Summer Semester
Please check website for additional info
<http://www.gtcc.edu/students/at-lab>