

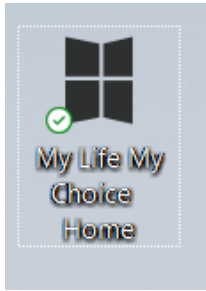


How to add a shortcut to your desktop

These resources have been made alongside an Expert by Experience.

Thank you to the Good Things Foundation for funding the creation of these resources.





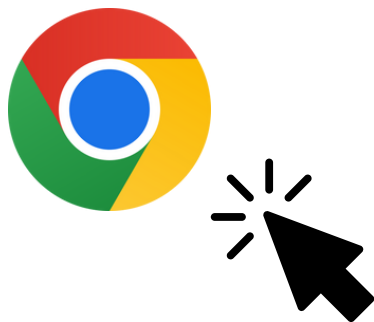
This guide will go through the steps on how to add a **shortcut** to your **desktop**.



Your **desktop** is the home screen on your laptop.



A **shortcut** is a button you can click on to take you to a website.



Step 1

Click on the Google Chrome button.

This is the internet.



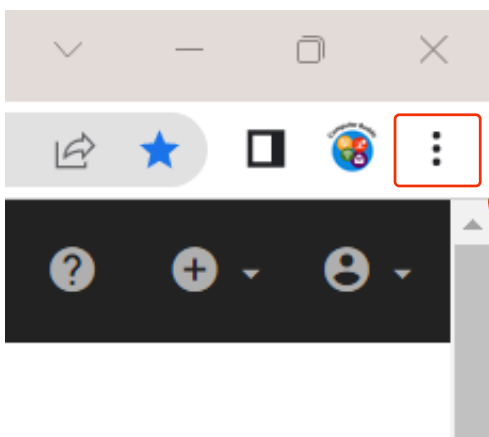
Step 2

Type in the search box the name of the website you would like to create a shortcut for.



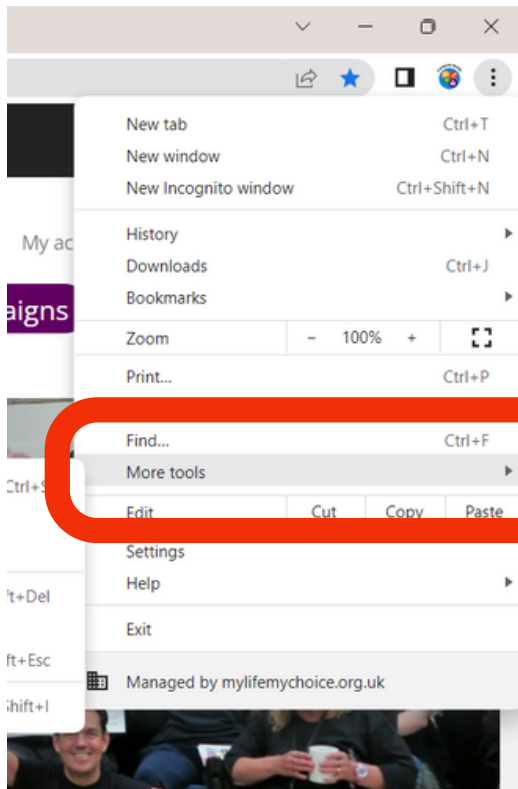
Step 3

You will see a list of websites. Click on the name of the website you want.



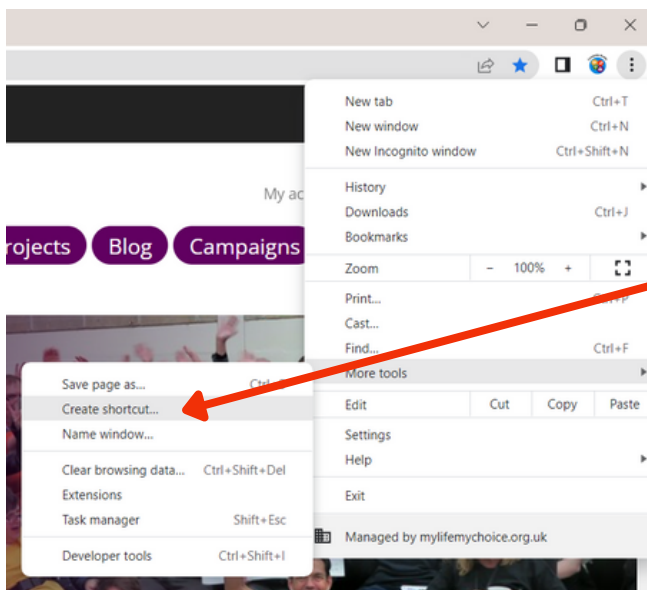
Step 4

Click on the three dots in the top right corner of the screen.



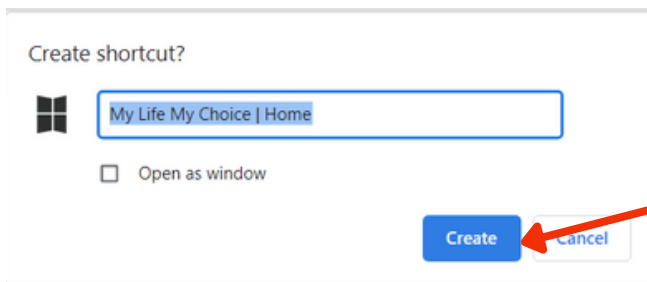
Step 5

Find the words 'More tools...'



Step 6

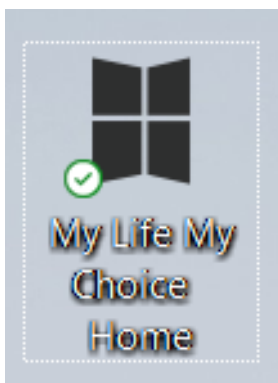
Click on 'Create shortcut...'



Step 7

This box will come up.

Click the blue button that says 'Create'.



Step 8

You will now have a shortcut button for this website on your desktop.

For the My Life My Choice website, it will look like this.



For a video guide on how to do this, please visit the My Life My Choice website:
www.mylifemychoice.org.uk