How to create a shortcut to the Derbyshire Day Services Framework Directory web page from your desktop

Windows:

- 1. Open the Derbyshire Day Services Directory page (or the web page you want a shortcut to).
- 2. Right click anywhere in the blank part of the screen:



- 3. Select 'Create Shortcut' and 'Yes' in the box that pops up.
- 4. Go back to your screen desktop and the shortcut will be there.

Mac

You can find instructions on how to make a shortcut on an Apple Mac system on the Macworld website: <u>http://www.macworld.co.uk/how-to/mac-</u> <u>software/how-create-shortcuts-on-mac-3613491/</u>

Shortcuts are known as an alias on OS systems.

Phones and tablets

You can make a shortcut to a web page on most smartphones and tablets. If you are unsure how to do this on your device, perform an internet search for 'how do you create a home screen shortcut on a (device name)?' and you in most cases you will be able to find simple instructions.