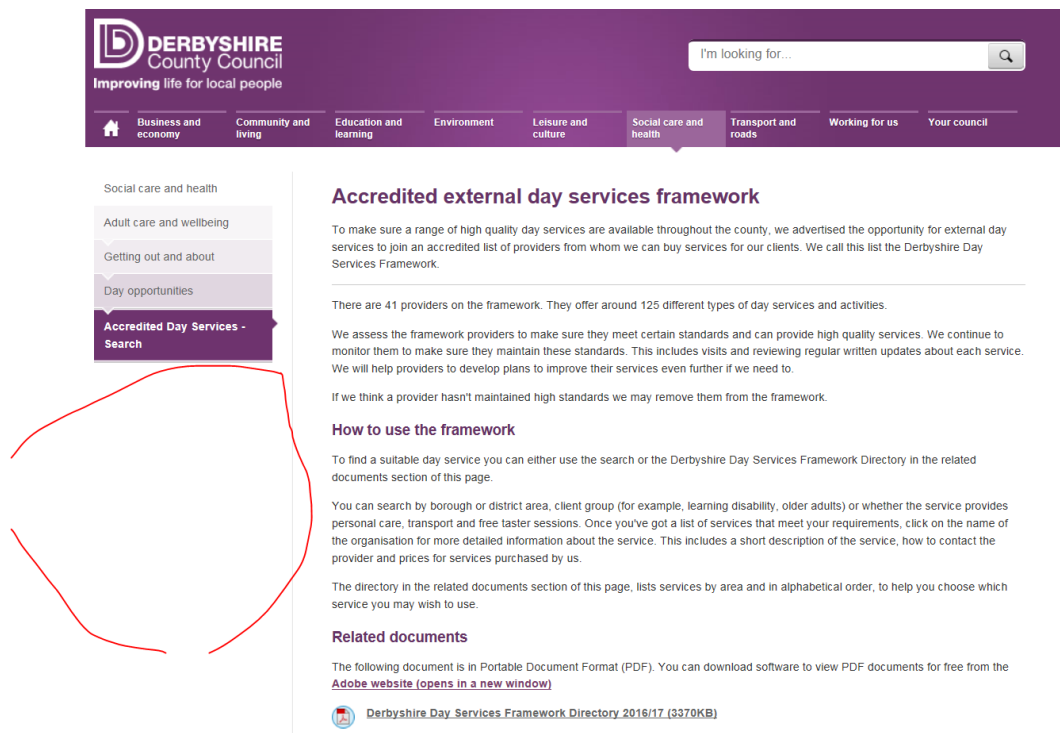


How to create a shortcut to the Derbyshire Day Services Framework Directory web page from your desktop

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: <http://www.macworld.co.uk/how-to/mac-software/how-create-shortcuts-on-mac-3613491/>

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.