

Create a Desktop Shortcut for a Favorite Web Page

Windows provides a variety of ways to let you work more efficiently. One way is through shortcuts. You can create shortcuts to run programs, open files, go to Web pages, etc. In addition, you can place these shortcuts on the desktop or the Taskbar so that they're easily accessible whenever you need them.

Say that you frequent a certain Website, such as **<http://www.scscbkk.org>**. Instead of having to launch your browser, type the address in its locator bar, and tell it to go, you'd rather have a desktop shortcut that you can simply double-click and be taken directly to the Saturday Seminar page with its more than 1500 documents.

To do this, right-click on an empty space on your desktop and choose **New | Shortcut** from the pop-up Context menu.

When you click **Shortcut**, you'll be led through a two-step wizard that allows you to create a shortcut for your Website. You are first asked for the location of the item. This is where you type the URL of your Website. Make sure you include the full URL, such as this:

<http://www.scscbkk.org>

Clicking **Next** takes you to the second (and last) step of the wizard, where you are prompted to enter a name for the shortcut. You might want to call it something descriptive, such as "Saturday Seminar". When you click **Finish**, your new shortcut appears on the desktop. Right-click on the shortcut, then **Open** and you'll be immediately taken to the target Website. As an alternative, you can double-left click.