

How to Create a Website Shortcut – Clinical Staff

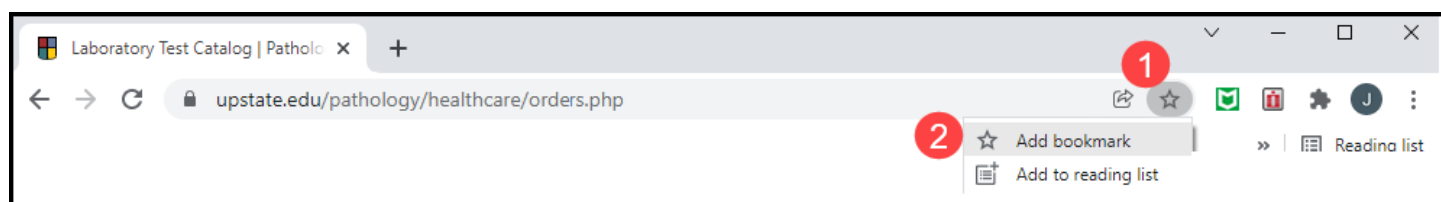
There are a few ways to create a shortcut to a website you use frequently. Doing this will save you valuable time.

For the new lab catalog, use the website <https://www.upstate.edu/pathology/healthcare/orders.php>

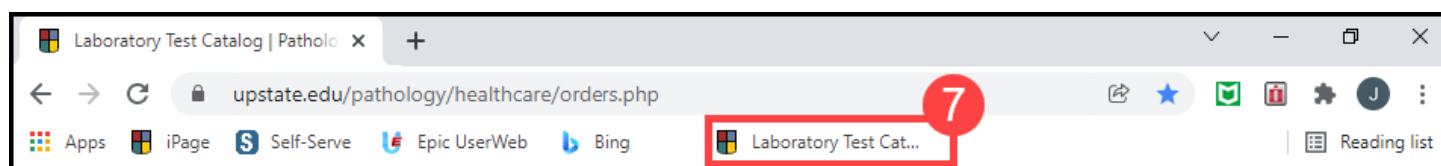
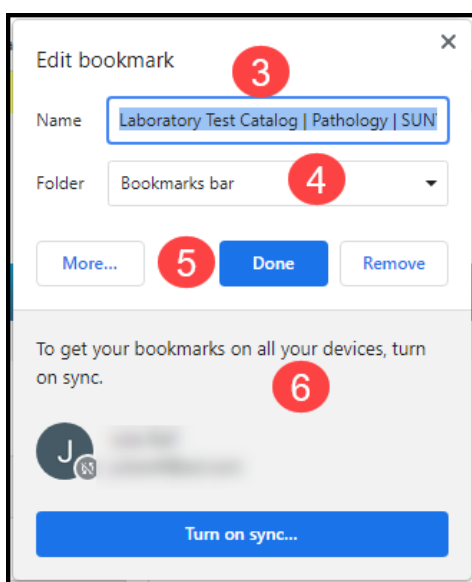
****NOTE:** While the link is active, the **new** lab catalog goes live on **January 19, 2022**.

Make it a Favorite on Google Chrome

1. When the desired website address is in the browser, click the **star** on the right of the address field.
2. Select **Add Bookmark**.

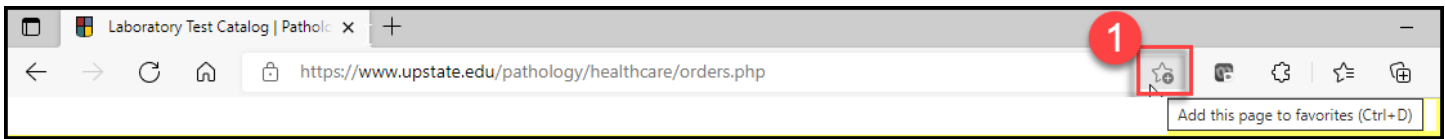


3. Name the bookmark. You can shorten the name to anything you like.
4. The folder defaults to the **Bookmarks Bar**. Make sure this is selected.
5. Click **Done**.
6. As an FYI, if you Turn on sync, the bookmarks will show on all your devices.
7. When you click **Done**, the bookmark will save under the address field as a quick button for easy access.

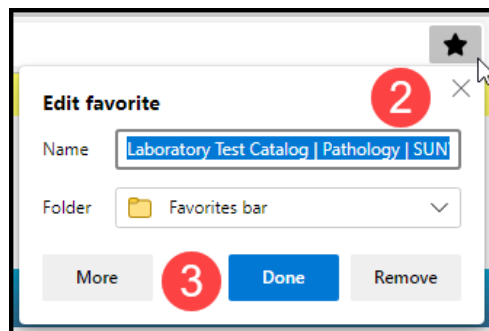


Make It a Favorite on Microsoft Edge

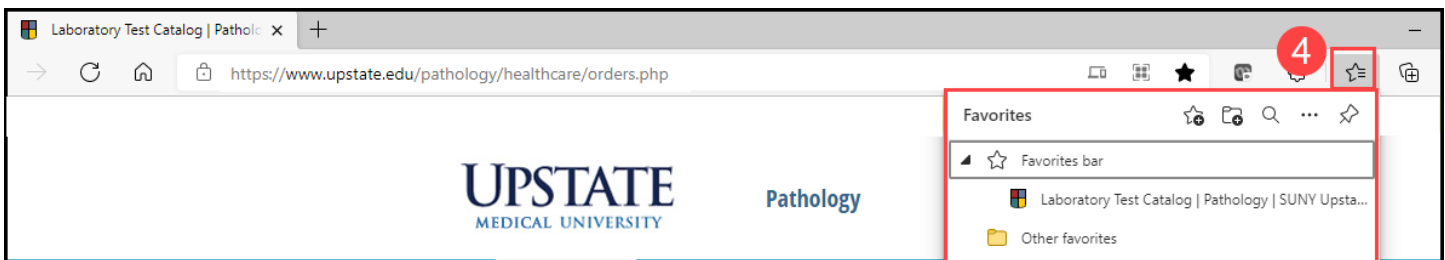
1. When the desired website address is in the browser, click the **star** icon on the right of the address field. This adds the page to your “favorites”.



2. The star becomes shaded, and when clicked, you can edit the name that will save in your Favorites Bar folder. You can choose another folder to save to if needed.
3. Click **Done** to save any changes.

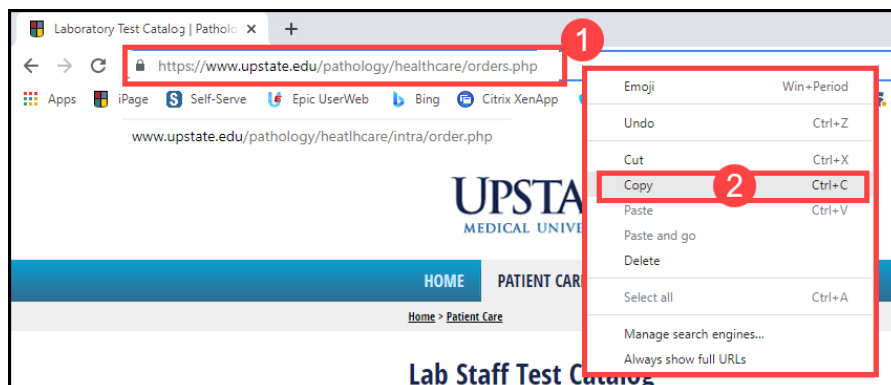


4. Saved favorites can be found by clicking the **lined star** icon in the top right of your browser.

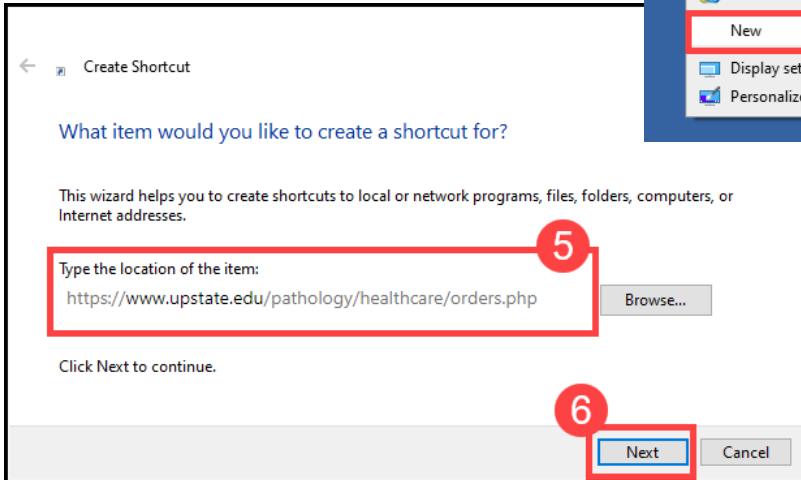
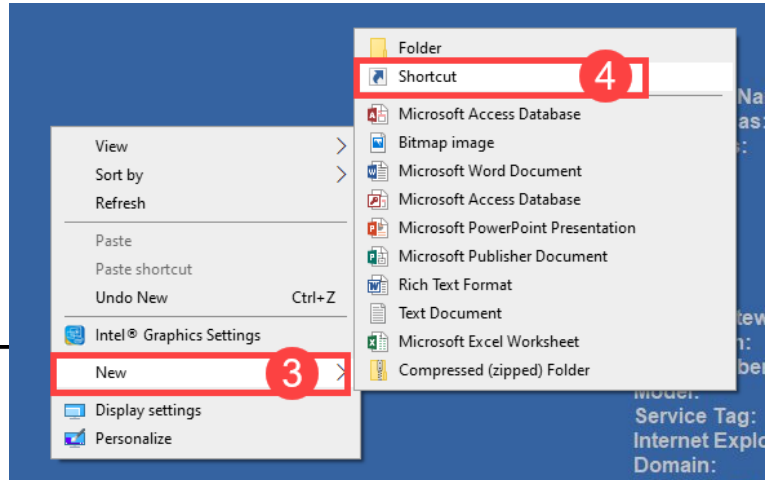


You Can Also.... Create a Desktop Shortcut

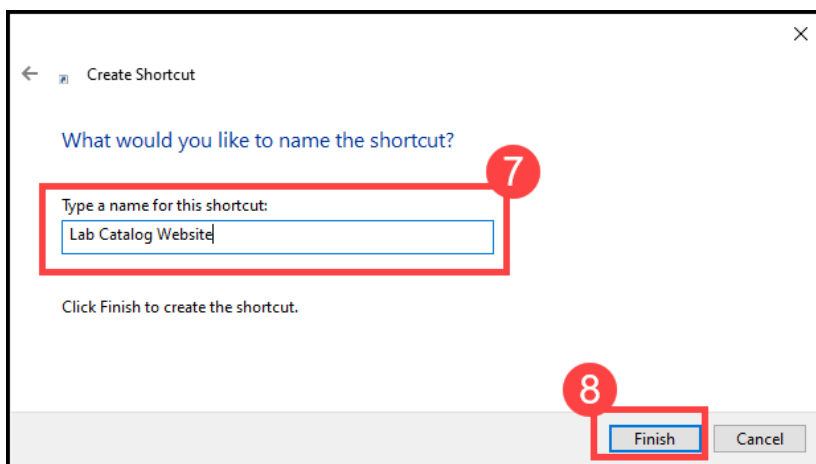
1. **Right click** on the web address in the browser.
2. Select **Copy**.



3. On your desktop, **Right Click** and select New.
4. Select **Shortcut**.
5. Paste the web address into the location field.
6. Click Next.



7. Enter a **name** for your new Desktop shortcut.
8. Click **Finish**.



9. Your new shortcut will show on your Desktop for easy access.

