

CARSON VALLEY WOMEN'S GOLF CLUB

Creating A Desktop Shortcut

A Unser Manual

Kathy Belvel

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This document has been created to guide users through the process of creating a desktop shortcut to an application, website, folder, etc. This document assumes the user is using a computer running a Windows operating system.

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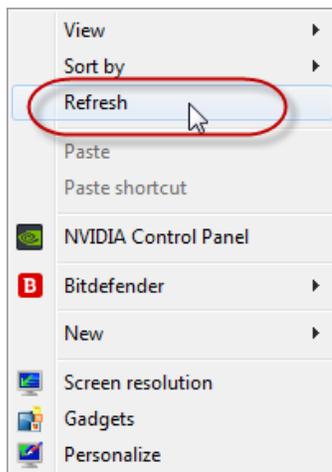
Introduction

A shortcut is a nothing more than a link to an executable file for an application, such as Word or Excel, or to a web site address, such as cvwgc.com. It should be noted that if a shortcut is deleted the underlying application or web site is not deleted; it just needs to be recreated. However, before recreating a shortcut steps should be taken to ensure that it has actually been deleted.

Checking for a Missing Shortcut

Refresh the Desktop

Right click anywhere on the desktop and click **Refresh** on the dropdown menu.

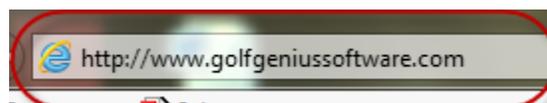


Review all icons on the desktop to see if the shortcut is there.

Adding a shortcut to the Desktop

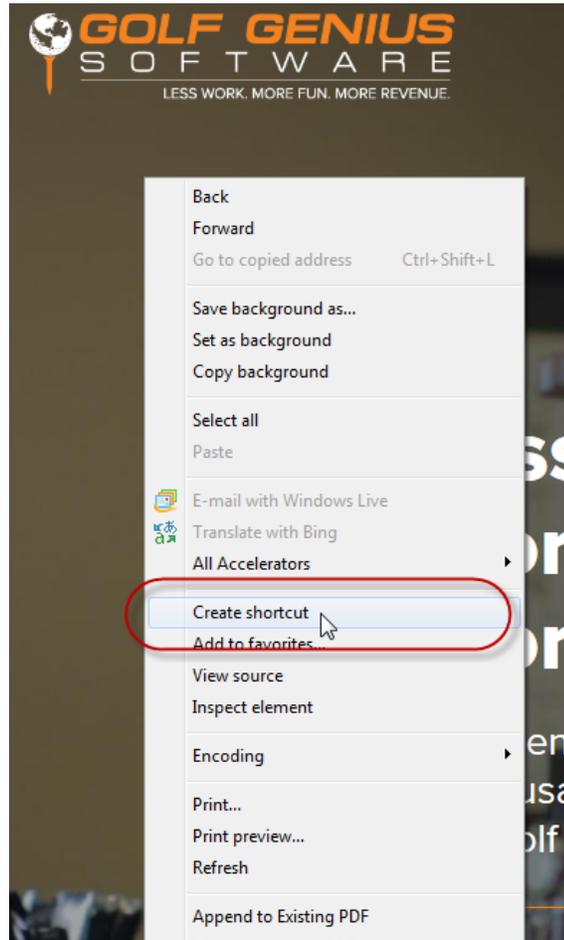
1. Open the **Internet Explorer (IE)**.
2. In the address box (upper left corner) enter the following address;

<http://www.golfgeniussoftware.com>

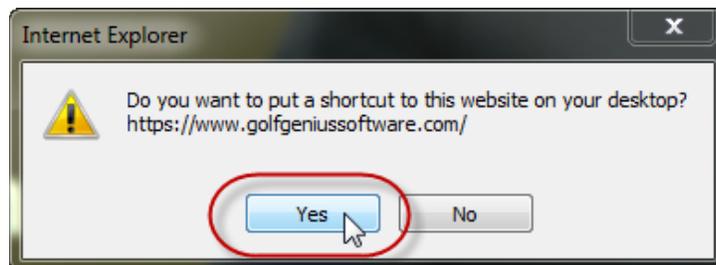


3. From the keyboard, depress the **Enter** key.

4. At the **Golf Genius Software** home page, right click anywhere on the page to and select **Create Shortcut** from the dropdown menu

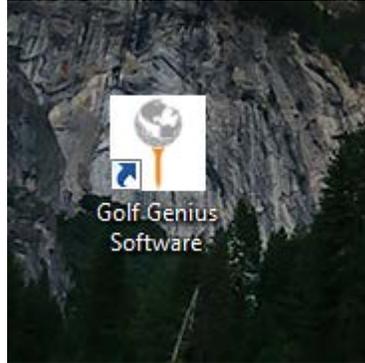


5. At the **Internet Explorer** dialog box, click the **Yes** button to place a shortcut on your desktop for this web site



6. Close the **Internet Explorer (IE)** and go to your desktop

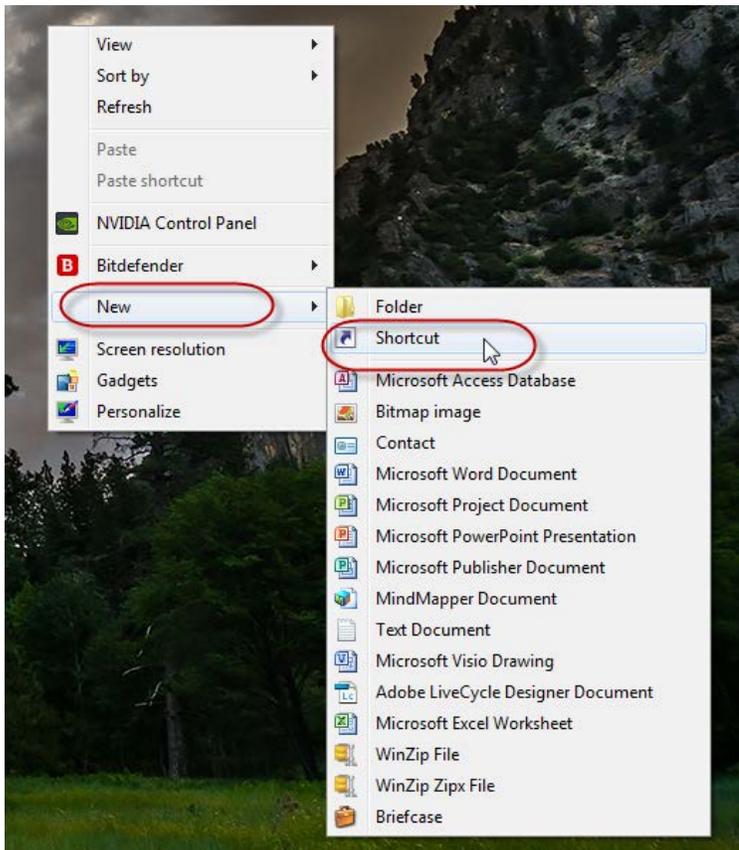
7. From the desktop look for the **Golf Genius Software** shortcut icon



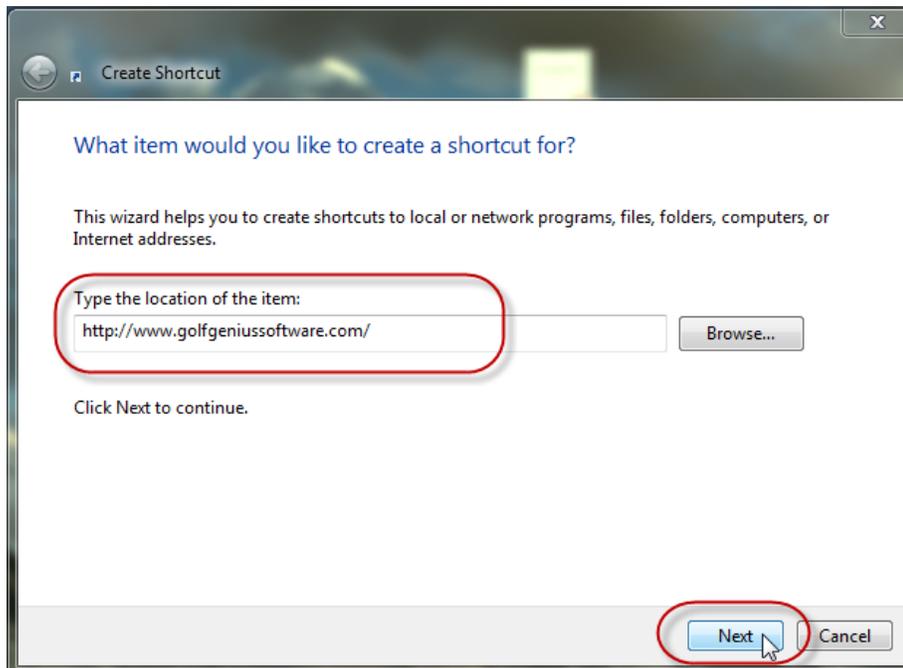
8. Once located, double click the icon and verify that **IE** has in fact opened to the **Golf Genius Software** home page.

Alternate Method

1. Right click anywhere on the desktop and select **New >** and then **Create Shortcut** from the dropdown menus



- At the **Create Shortcut** dialog box, enter the **Golf Genius Software** address (<http://www.golfgeniussoftware.com>) in the “Type the location of the item:” text box and click the **Next** button



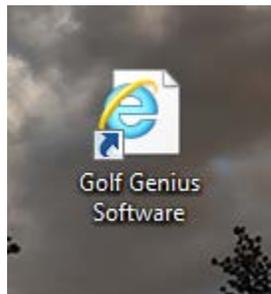
- At the next **Create Shortcut** dialog box, enter the following;

Type the name of this shortcut:

Golf Genius Software

and click the **Finish** button

- From the desktop look for the **Golf Genius Software** shortcut icon



Note: This icon will be the default **Internet Explorer** icon and not the **GG** icon.

- Once located, double click the icon and verify that **IE** has in fact opened to the **Golf Genius Software** home page.