Desktop Shortcut Setup Guide

Make it easier for users to find the Access to Research website and add a logo shortcut on your library's computer's desktop.

PLS | Access to Research

Creating your Desktop Shortcut

01 'Restore' your web browser so that both the browser and your desktop are visible.

02 Once on www.accesstoresearch.org.uk, drag and drop the page icon on the left-hand side of the address bar onto the desktop (if using Firefox, drag and drop the URL itself).

03 After creating the shortcut, rename it and follow the instructions below.

Attaching the Shortcut to the Logo

01 Move the file "ATR-Desktop-Icon.ico" to a location which is accessible to the workstation (ideally the hard disk).

02 Right-click the shortcut and click 'properties'.

03 Click 'change icon', 'browse', then select the icon file you have just saved and select 'ok'.

Please note, you may need to be logged in with administrator permission to install shortcuts.

www.accesstoresearch.org.uk