


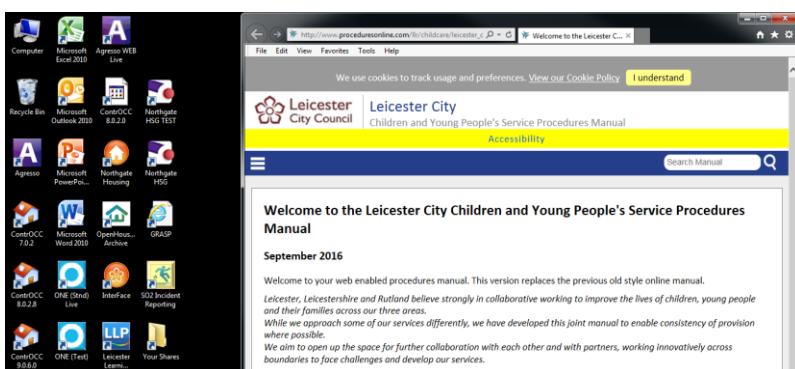
Creating a shortcut icon to 'Procedures Online' on your desktop


1. Open the link to the '**Leicester City Children and Young People's Service Procedures Manual**' by pressing CTRL and clicking on the following link:

http://www.proceduresonline.com/llr/childcare/leicester_city/index.html

This will open up the web page in a new window

2. Ensure you can see your desktop in the background (you can do this by clicking on the 'Restore Down' button in the top right hand corner of the internet window – the middle button in ).



3. Select the small  icon in the top left of the browser window by clicking on it, holding down the mouse button and then dragging it to the desktop:



4. This will create a new shortcut icon on your desktop

