




## Add a calREDD™ Shortcut to Your Desktop

For easy access to calREDD™ many users have added a shortcut to their computer's desktop. It's simple to add and takes just seconds!

### Shortcut to Desktop Using Internet Explorer

1. Launch Internet Explorer and then go to your calREDD™ site.
2. While on the splash page of calREDD™ (not the login screen), click on **File** and then scroll down the menu and click on **Send**. A menu will pop-up with 3 options, you'll want to select the last one - **Shortcut to Desktop**.
3. The shortcut appears as a black circle with a white C inside 

### Shortcut to Desktop Using Google Chrome

1. Launch Google Chrome and then go to your calREDD™ site.
2. While on the splash page of calREDD™ (not the login screen), click on the icon in the upper right corner of the Chrome toolbar  to display the menu, and then click on **Create Application Shortcuts...**
3. The “**Gears**” window will appear with three choices of where the shortcut can appear. Click on **Desktop**, and then click on **OK** and the calREDD™
4. The shortcut appears as a black circle with a white C inside 

### Shortcut to Desktop Using Mozilla Firefox

1. Resize the Firefox window so you can see both your computer's desktop and the Firefox window on the same screen.
2. Click on the site icon next to the Location bar, i.e. where the web address (URL) is shown.
3. While still holding the mouse button down, move the pointer to the desktop, and then release the mouse button. The shortcut will be created on your desktop.
4. The shortcut appears as a black circle with a white C inside 