

HOW TO CREATE SHORTCUT ON YOUR DEVICE:

You might find it helpful to be able to refer to information on the Newsbriefs website without having to rely on the reminder email that is sent out on Wednesdays and Sundays. (When it says to navigate to the site you want, it is the link sent in the email, or the following):

<https://www.lakehenrystates.com/news/>

HOW TO CREATE SHORTCUT ON IPHONE/IPAD

How to Create a Website Link on Your Home Screen

1. Launch Safari on your iPhone or iPad.
2. Navigate to the site that you want to create a Home screen shortcut to.
3. Tap the Share icon (the square with an arrow pointing out of it) at the bottom of the screen.
4. Scroll down to the list of actions and tap Add to Home Screen. (

HOW TO CREATE SHORTCUT ON ANDROID

Add website shortcuts to your Android phone's home screen

1. Open the Chrome browser.
2. Navigate to the website you want to create a shortcut for.
3. Tap the three-dot menu in the top left corner.
4. Tap "Add to Home screen" and a shortcut icon will appear on your home screen.

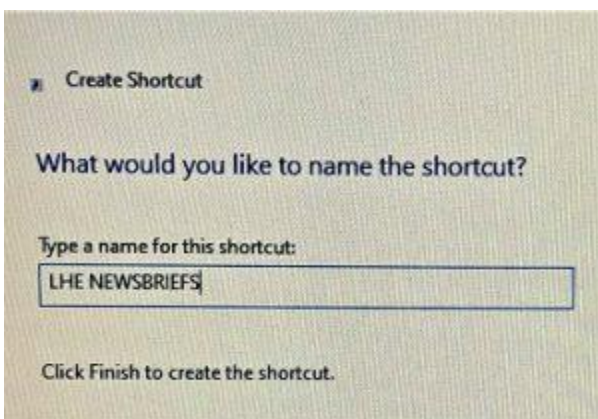
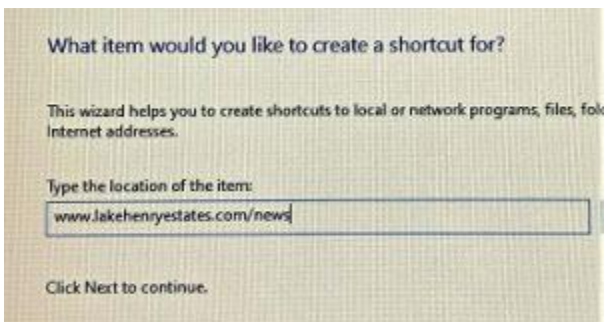
HOW TO CREATE SHORTCUT ON MAC

Adding Desktop Shortcuts to Websites on Mac

1. Open up Safari on your iOS device.
2. Navigate to the website that you want to save as a home screen shortcut. ...
3. Tap the Share button on the menu bar. ...
4. Tap on Add to Home Screen.
5. On the next page you'll give the shortcut a name and confirm the web address.

HOW TO CREATE SHORTCUT ON YOUR PC with WINDOWS

RIGHT click on an empty spot on your desktop screen, then follow directions below.



SAVING PHONE DIRECTORY TO YOUR DESKTOP:

Some of you might find this helpful.

Download the pdf version of the Phone Directory as emailed. On my PC, it shows up on the bottom of my screen with a tiny arrow.

Click on the arrow and a drop down box will appear, listing several options.
Choose the "Show in Folder" option.

This takes you to Downloads. Select and RIGHT click on the desired title "LHE Phone Directory.pdf" and choose COPY.

Downsize everything to get to your desktop screen.

Choose an empty spot on the desktop and RIGHT click again, this time choosing PASTE.