

HOW TO MAKE A CLICKABLE DESKTOP ICON FOR THE NEWS RELEASES WEB SITE.

1. Minimize all your windows so you can see your desktop.

2. Open one browser window and "middleize" it. Resize and position the browser window so you can see BOTH the browser window AND ALSO some desktop space. If your browser window isn't already *middle-ized*, click the middleize button at top right.



3. Go to: <https://wcms.epa.gov/user?destination=newsreleases>

Don't log in.

4. Using the mouse, grab the little **ICON** next to the URL in the browser address bar and **DRAG THE ICON TO YOUR DESKTOP**.

The icon might be the EPA flower, or a padlock, or something else.

5. **LET GO**. A clickable, "shortcut" icon should appear on your desktop.

DONE.

USING IT:

When you double-click the icon you just made, it should open you up right to the page where you log in.



If it does this for you in IE, **change your default browser to Chrome** (or Firefox is OK too).

ALSO - you can rename your clickable icon if you wish, like, "News Release Log-In."

To rename your icon: right-click the icon and stop on "Rename." Type a name you want.

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your desktop

your browser window, "middleized"

