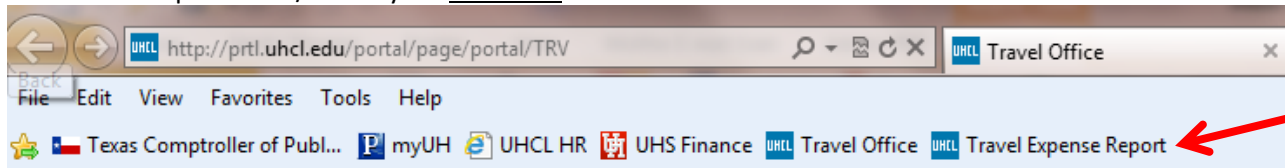


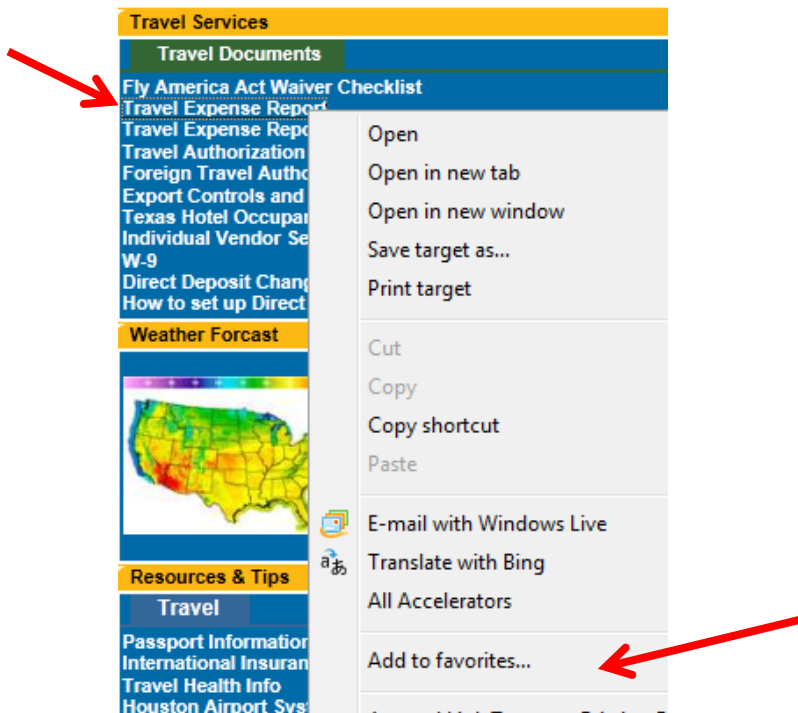
How to Bookmark a File or Link

Open your internet browser (i.e. Internet Explorer or Mozilla Firefox) and navigate to Travel's webpage: www.uhcl.edu/travel.

A. To add a specific file/link to your **Favorites**:

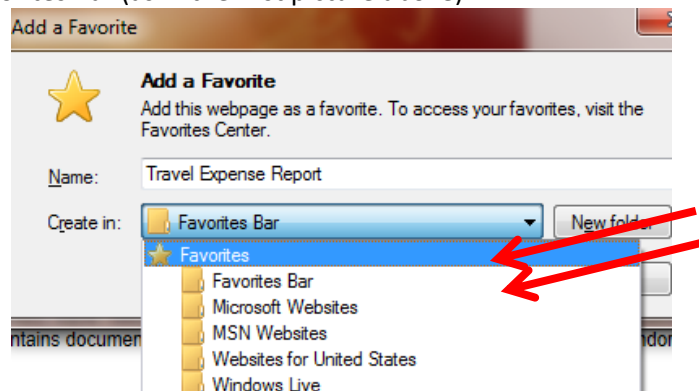


1. Right-click on the link or file that you wish to bookmark (such as "Travel Expense Report" below).



2. Then left-click on "Add to favorites..." (or in Mozilla Firefox: "Bookmark this Link").

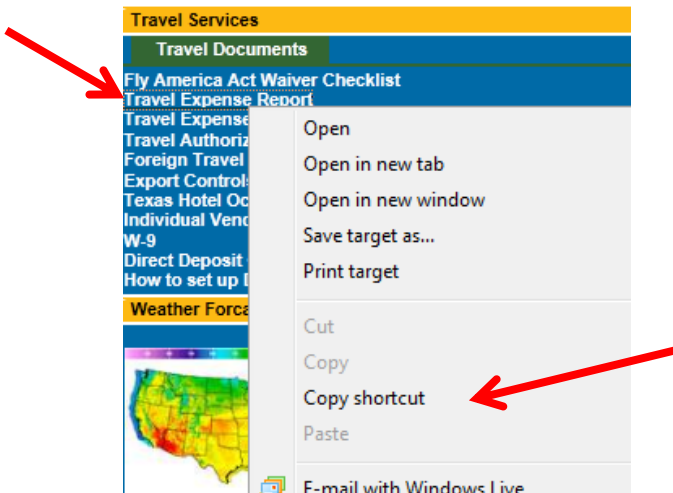
3. In the window that opens, specify whether you'd like the link added under the "Favorites" Menu or to your Favorites Bar (as in the first picture above).



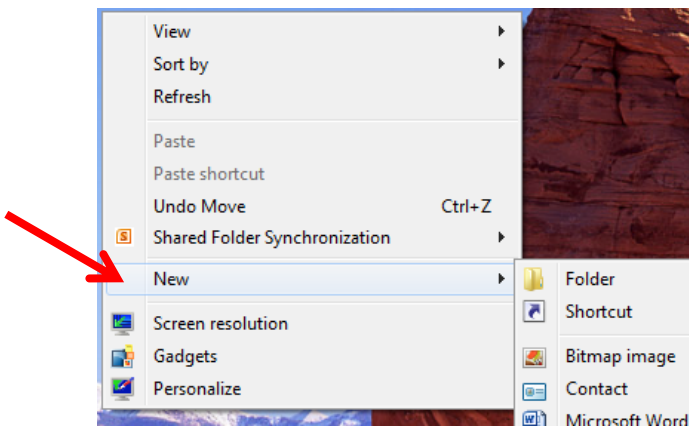
** Note: if you have too many favorites on your Favorites Bar, after adding this new bookmark, there will be a right arrow at the right end of the Favorites Bar that you will need to click to preview a list of the remaining websites you have bookmarked. To delete any bookmarks that you no longer need, right-click on the name of the website in your Favorites Toolbar and left-click "Delete".

B. To add a **shortcut to your desktop**:

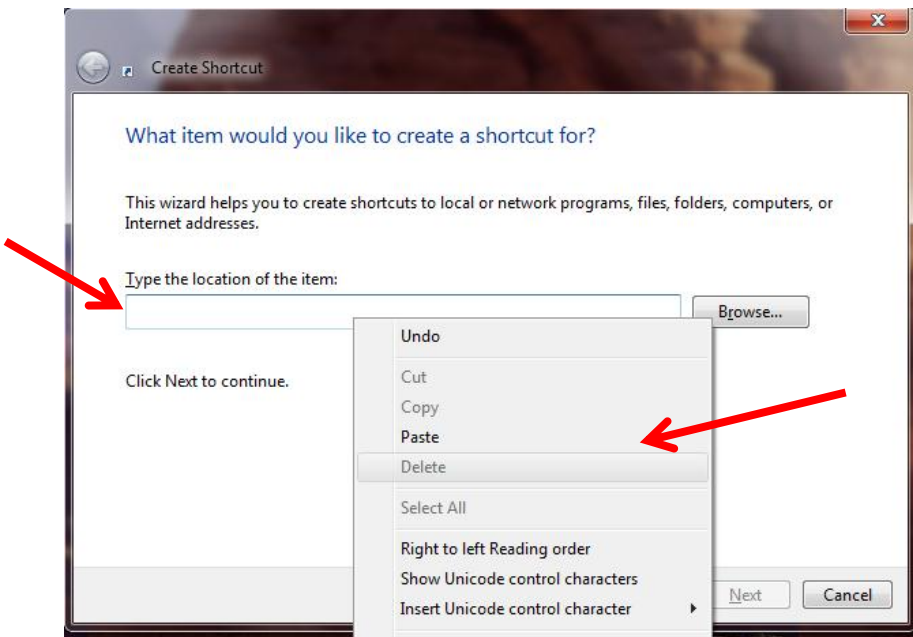
1. While previewing the Travel website in your internet browser, right-click the file or link that you wish to save a shortcut to on your desktop.



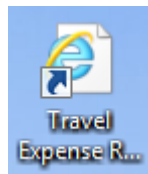
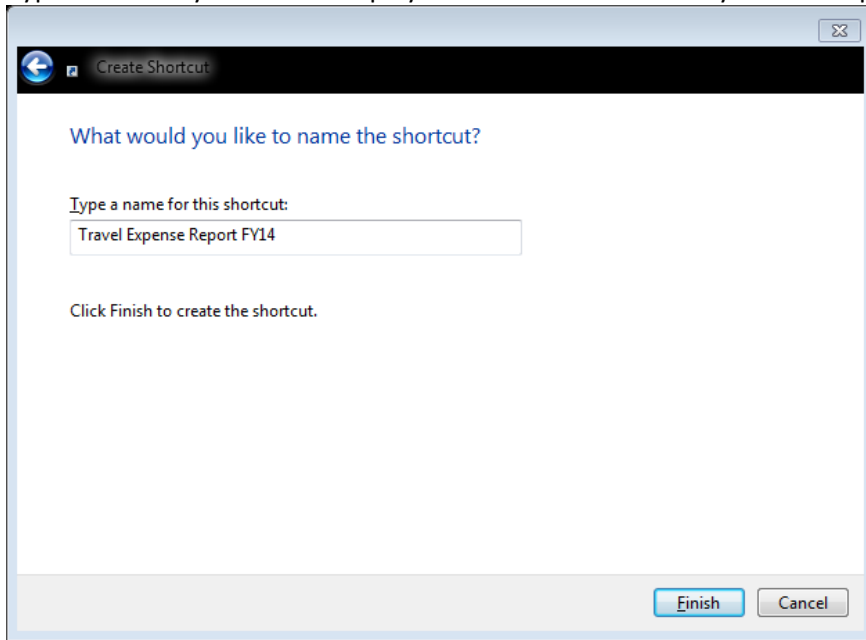
2. Left click "Copy Shortcut" (or in Mozilla Firefox "Copy Link Location").
3. Go to your desktop.
4. Right-click on your desktop where you would like your new shortcut to be saved and the below menu appears.
5. Left-click "New" and then left-click "Shortcut".



6. In the window that appears, right-click in the Location box and then left-click "Paste".



7. Click "Next".
8. Type the name you wish to display for this shortcut icon on your desktop and click "Finish".



9. An icon should appear on your desktop like this: