

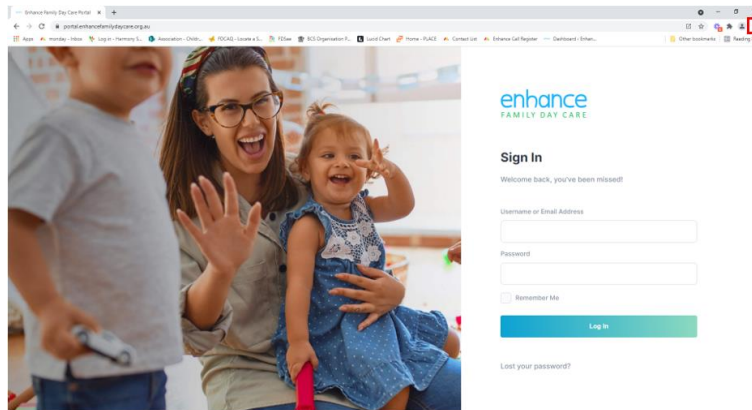
Saving a Web Page



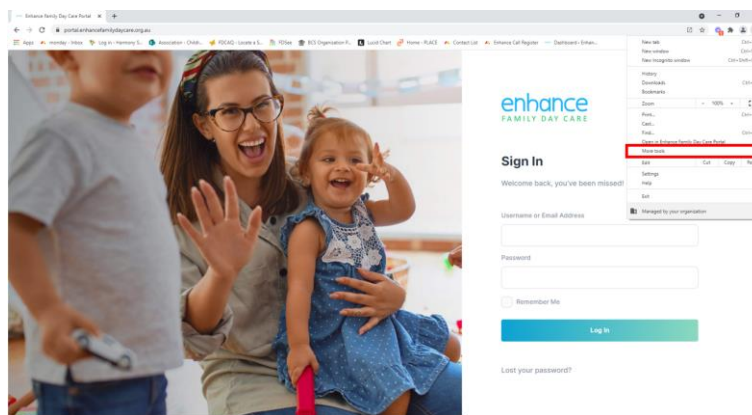
Information on how to save a web page that is frequently accessed to an icon on a desktop computer or smart phone. [Click here](#) for a video on how to save a web page as a desktop icon.

On a Desktop Computer

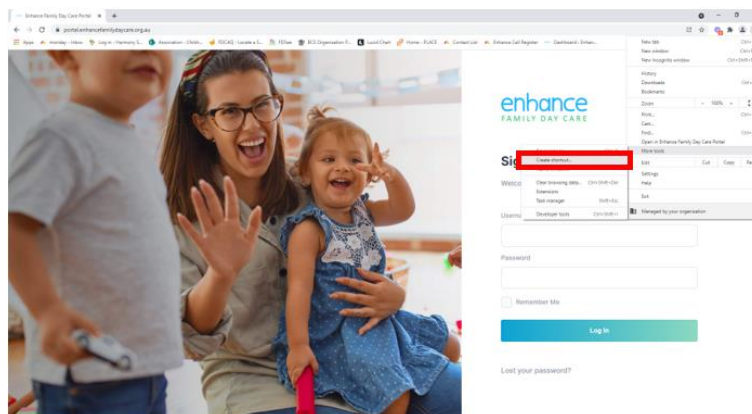
1. Go to the web address in browser (Google Chrome, Windows etc.). For web pages that require a log in, log in to the web page and select Remember Me for log in details to be remembered for next access.
2. Select the Menu Options to at the top right hand side of the browser.



3. Highlight More Tools to display additional web page options.

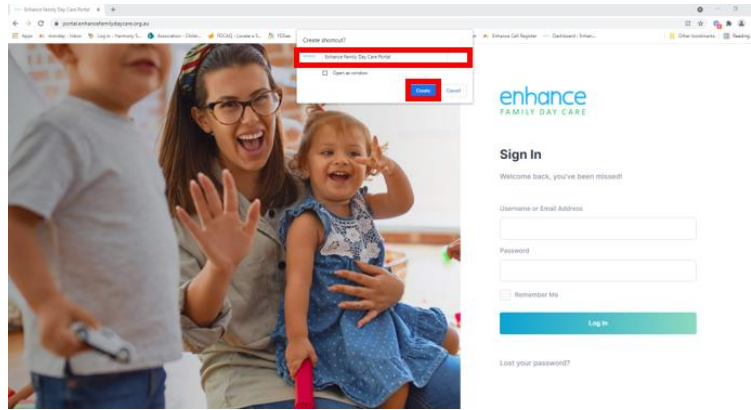


4. Select Create Shortcut..



Saving a Web Page

5. In window prompt enter the name to display for web page shortcut and select Create.



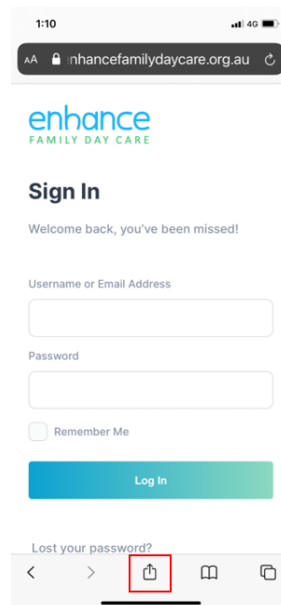
6. Web page icon will display on desktop and can be selected to access the web page.



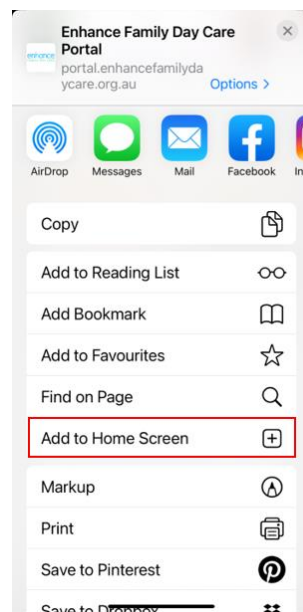
Saving a Web Page

On an iPhone

1. Open the web address in phone browser. For web pages that require a log in, log in to the web page and select Remember Me for log in details to be remembered for next access.
2. Select the Share icon from the menu bar.



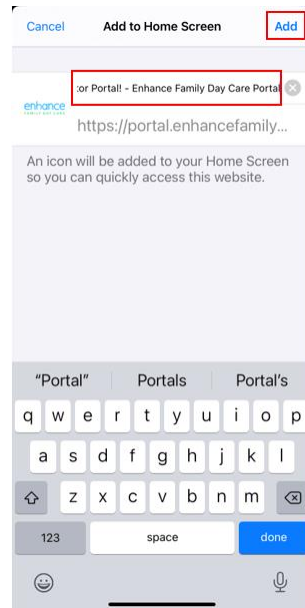
3. Select Add to Home Screen from displayed options.



Saving a Web Page



4. Enter a name to display for web page shortcut and select Add.

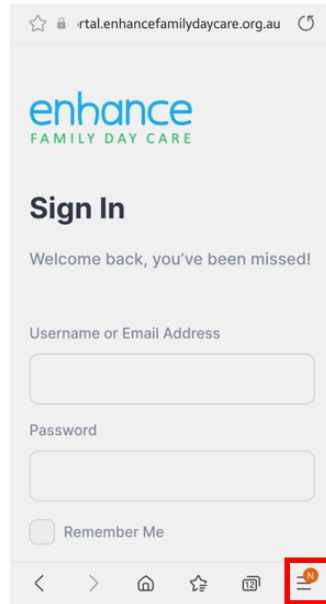


5. Web page icon will display on home screen similar to an app and will be able to be accessed when the icon is selected.

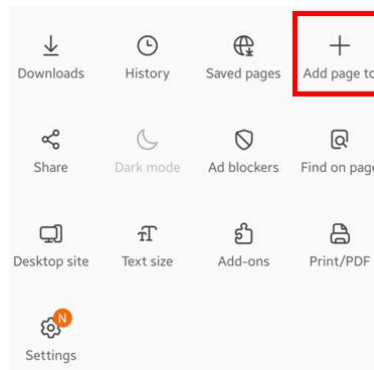
Saving a Web Page

On a Samsung

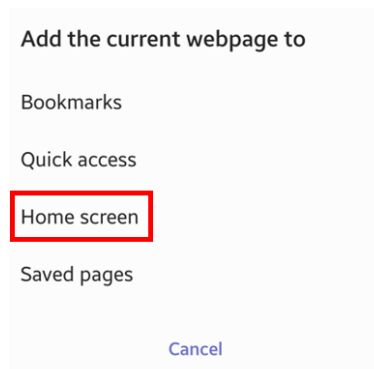
1. Open the web address in phone browser. For web pages that require a log in, log in to the web page and select Remember Me for log in details to be remembered for next access.
2. Select the menu option in phone browser, for Samsung phones this displays as three horizontal lines.



3. Select Add Page To from available options.



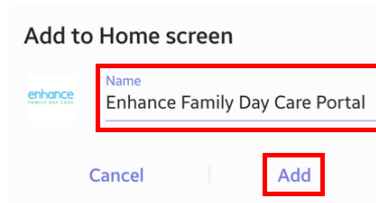
4. Select Home Screen from available options relating to where the webpage can be added.



Saving a Web Page



5. In window prompt enter the name to display for web page shortcut and select Add.



6. Web page icon will be added and appear similar to an app on phone's home screen.