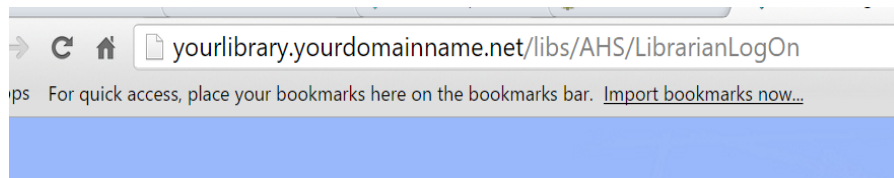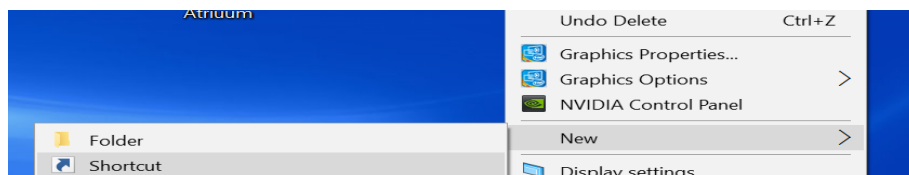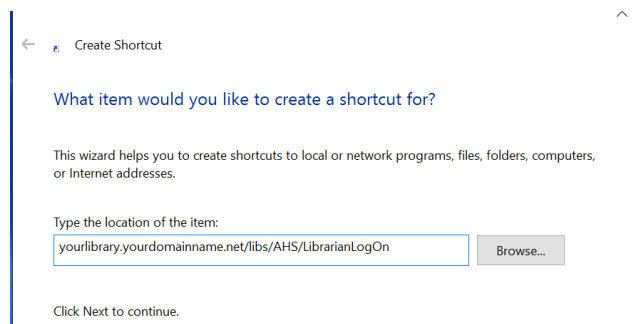# Creating a Desktop Shortcut to Atriuum

- Open a browser window. This example uses Google Chrome, but it works for all browsers.

- Type the IP address of Atriuum into the address line of your browser and press Enter.

- Click Librarian Log On (blue link) beside the library names.

- Click Log On (blue link) next to your library name.

- Block (highlight) and Copy (press Ctrl–C) the text in your browser's address line.

- Minimize all open applications until you can see your Desktop. A floating menu will appear.

- Do a right mouse click on a blank spot on your Desktop.

- Click New (option) on the floating menu.

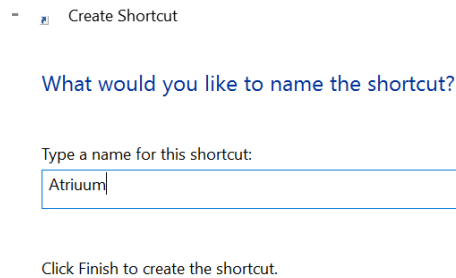- Click Shortcut (Sub menu option); see illustration below.

- On the Create Shortcut dialog screen, in the field labeled "Type the location of the item:" Paste (press Ctrl-V) the address you copied from your browser's address line (see above).

- Click Create Shortcut or Next on the screen.

- On the Select a Title for the Program dialog screen, type Atriuum (or whatever you want your shortcut to be named) in the dialog field beneath the label, "Type a name for this shortcut."

- Click Finish. Your new shortcut to Atriuum should be displayed on your desktop.