


Creating a Desktop Shortcut or Bookmark

User guides are updated when new PharmaClik Rx functions or content are released. If you want to save any user guides for quick access in the future, it is recommended that either a [shortcut is created](#), or the [document is saved as a bookmark](#). This ensures the documents you are using are always up to date.

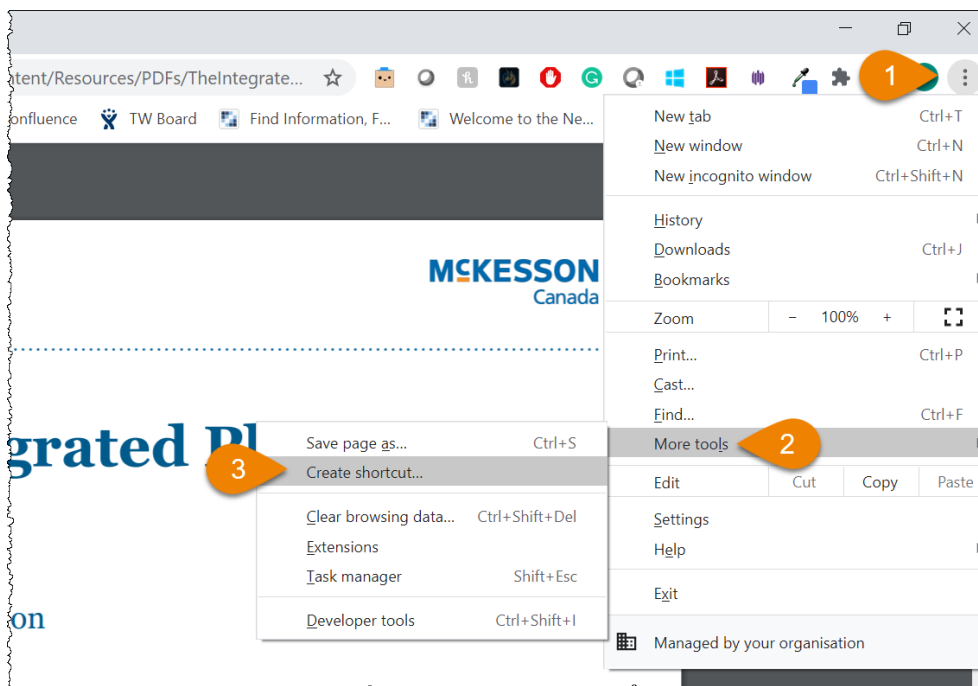
Creating a Desktop Shortcut

Creating a desktop shortcut is done differently depending on the type of internet browser you are using. The following steps outline how to create a desktop shortcut for [Google Chrome](#) and [Internet Explorer](#).

 **Tip:** Create a folder on your desktop named **User Guides** and store all the user guide desktop shortcuts in there. This ensures all your user guide shortcuts are saved in one location and are not taking up space on your desktop.

Google Chrome

To create a desktop shortcut from Google Chrome, in the document you want to save on the desktop, select the **Menu** button > **More tools** > **Create shortcut...**



A shortcut is created on the desktop.



Questions? Contact PTS Customer Care
ptscustomer@ckesson.ca
1.800.387.6093

Internet Explorer

To create a desktop shortcut from Internet Explorer, in the document you want to save on the desktop:

1. Select and drag the internet explorer icon in the URL from the internet browser to the desktop.
2. Rename the shortcut by right-clicking on the shortcut and selecting **Rename**.




A shortcut is created on the desktop.



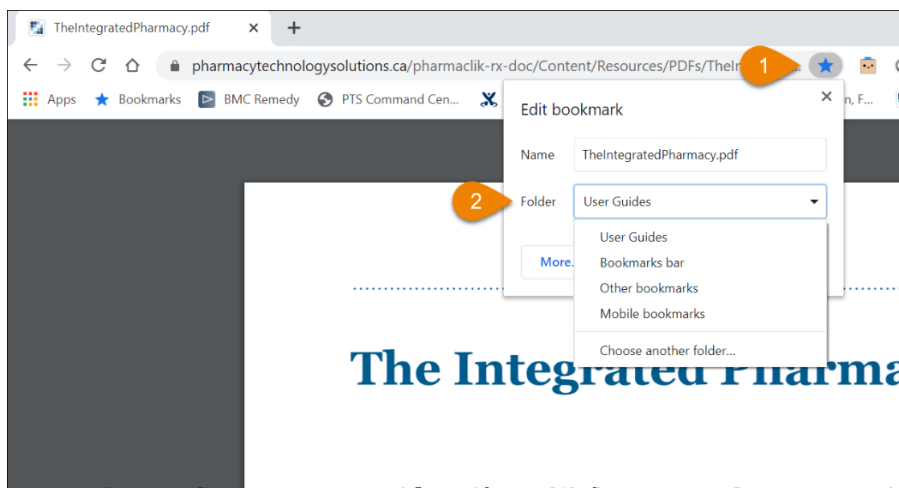
Saving a Bookmark

Saving a bookmark is similar in both Google Chrome and Internet Explorer.

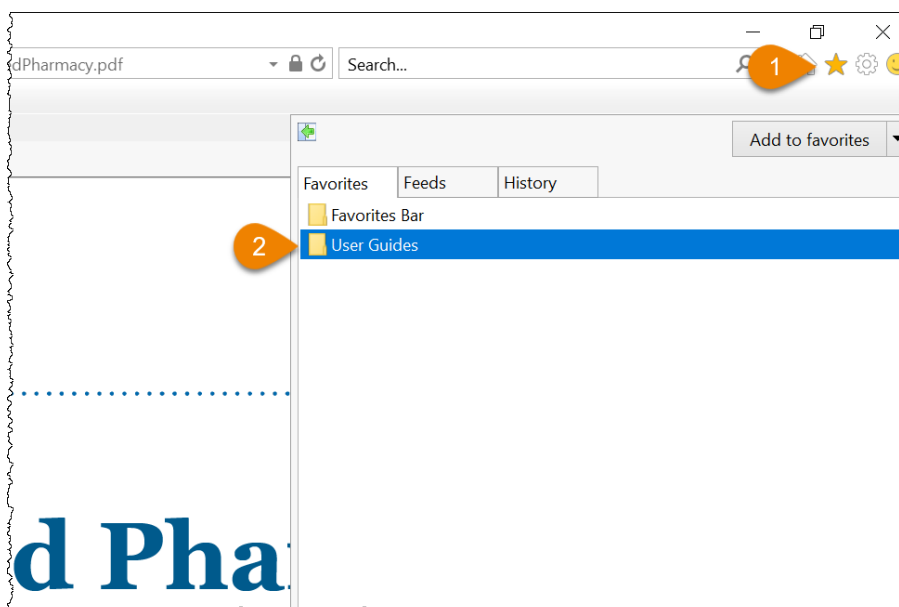
To save a bookmark, in the document you want to bookmark select the **Star** icon and then select the **Folder** you want the bookmark saved in.

 **Tip:** Create a bookmark folder in your browser named **User Guides** and store all the user guide bookmarks in there. This ensures all your user guide bookmarks are saved in one location.

Google Chrome



Internet Explorer



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