

## **Bookmarking Tips: Creating a Shortcut to the Data Bank Home Page**

If you use Internet Explorer or Mozilla Firefox to browse the Internet, you have a couple of options for storing a shortcut to the Data Bank Web site Home Page. The two most common methods are described below. [NOTE: The Data Bank supports Internet Explorer versions 7 and 8 and Mozilla Firefox versions 2 and 3. The methods discussed in this document have been tested with those browser versions.]

1. Add to Favorites – Probably the most common method for saving links to Web pages, Favorites are an Internet Explorer tool. If you use Firefox, you have a Bookmark tool available to you that is similar to Favorites. Both Explorer and Firefox permit you to save a Web address with a name that’s meaningful to you; for example, you can save the page <http://www.npdb-hipdb.hrsa.gov/> with the name *Data Bank* or *NPDB*, which will make it more recognizable to you. This saved Favorite or Bookmark will serve as a one-click access point into the Data Bank Web site. Find instructions here for saving a shortcut to the Data Bank Web site Home Page [in Explorer](#) or [in Firefox](#).

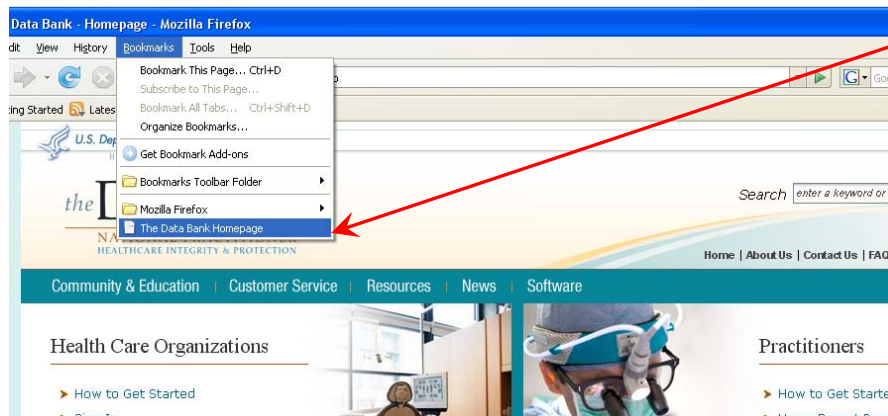
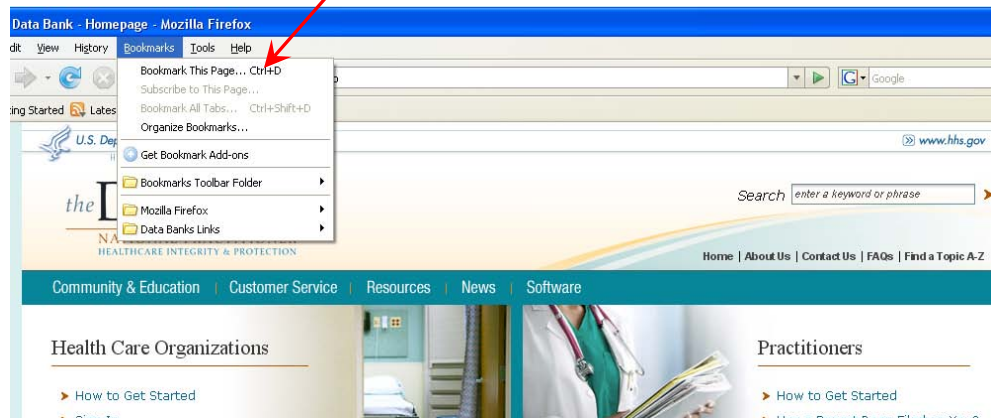
2. Link directly from Desktop – Offering quicker access than using Bookmarks or Favorites, this method makes the link visible and clickable right from your desktop, without having to open your browser first. [Click here for instructions](#) on creating a desktop shortcut.

## Instructions for Creating a Bookmark in Firefox

Go to the Data Bank Web site Home Page and click Bookmarks at the top of your browser window. Select "Bookmark This Page" in the drop-down menu.

Give your shortcut any name that will be meaningful to you, such as *The Data Bank Home Page*. Click OK twice.

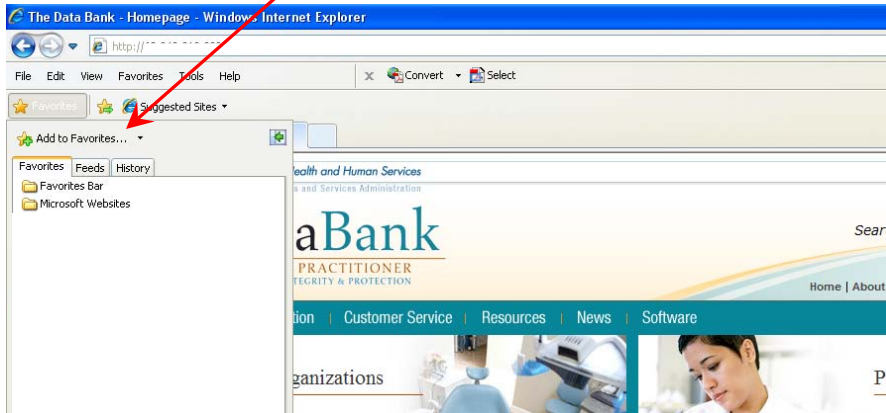
To use your new shortcut, open your browser and click Bookmarks at the top of your browser window.



Find your shortcut name, *The Data Bank Home Page*, in the drop-down list of bookmarks, and click it. Your browser will take you immediately to the page you bookmarked.

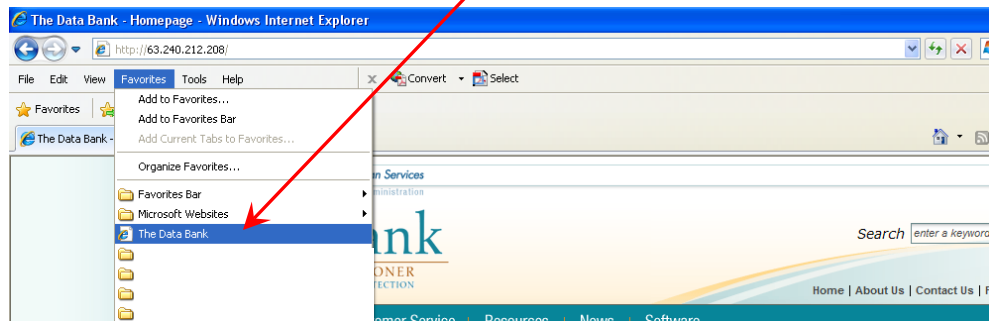
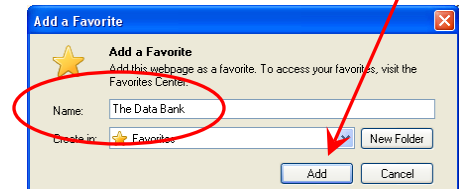
## Instructions for Creating a Favorite in Internet Explorer

Go to the Data Bank Web site Home Page and click Favorites at the top left of your browser window. Select “Add to Favorites.”



An “Add a Favorite” box will display where you can type a name for your shortcut. Give your shortcut any name that will be meaningful to you, such as *The Data Bank*. Click Add.

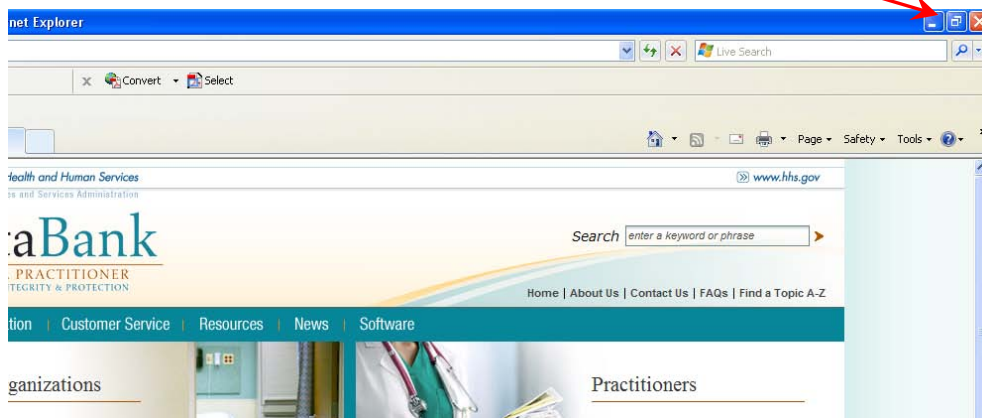
To use your new shortcut, open your browser and click on Favorites at the top of your browser window. Find your shortcut name, *The Data Bank*, in the drop-down list of favorites, and click on it. Your browser will take you immediately to the page you saved.



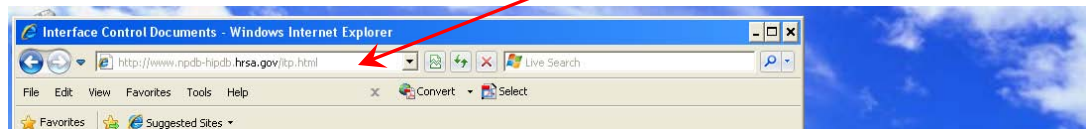
## Instructions for Creating a Shortcut on Your Desktop

Use your browser to navigate to the Data Bank Web site Home Page.

If the Web page you're looking at is taking up your full computer screen, you need to make it smaller so that you can see at least a portion of your desktop behind it. Use the Resize button in the uppermost right corner of your browser window to make the browser window smaller. The Resize button is the middle of the three buttons in the upper right corner of your browser window.

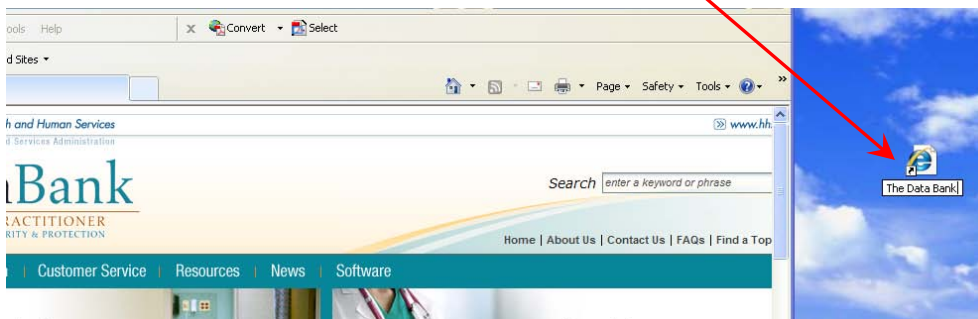


At the top of the browser window, locate the Web address of the page you are on. The address will display the icon for your browser and then the full url of the page you are on.



With your mouse, grab the icon – which will be either the Internet Explorer “e” or the Mozilla Firefox world symbol – and drag it to your desktop. The way to “grab” an icon is by left-clicking it and holding down the mouse button while you drag your mouse to the right where you can see your desktop.

At any blank area on your desktop, release the mouse button to drop the shortcut. You will see it appear on your desktop with the same icon as your browser. You can change the name of the shortcut by right-clicking the icon and selecting “Rename” in the menu.



Double-click on this shortcut to go directly to the Data Bank Web site Home Page.