

# ADDING A MAINE MEMORY SHORTCUT ICON TO YOUR DESKTOP



The following are steps that *your* library can take to add a shortcut to Maine Memory Network on your library's public computers. For more information about how Maine Memory Network (MMN) can help your library and community build skills and capacity, please visit [www.mainememory.net/libraries](http://www.mainememory.net/libraries).

## FOR MACS:

### USE SAFARI OR FIREFOX TO CREATE A SHORTCUT ON YOUR COMPUTER'S DESKTOP

- 1) Go to [www.mainememory.net](http://www.mainememory.net).
- 2) Resize the Firefox or Safari window so you can see both your computer's desktop and the Firefox window on the same screen.
- 3) Click on the little site icon next to the Location bar i.e. where the web address (URL) is shown.
- 4) While still holding the mouse button down, move the pointer to the desktop (drag it), then release the mouse button. The shortcut will be created.

### TO CUSTOMIZE THE ICON

- 1) Click on the MMN Icon link on [http://www.mainememory.net/share\\_history/share\\_lib\\_tools.shtml](http://www.mainememory.net/share_history/share_lib_tools.shtml).
- 2) Right-click on the MMN logo icon and select Copy Image. This will place it on your invisible clipboard.
- 3) Find the MMN shortcut on your desktop. Right-click on the shortcut icon and select Get Info.
- 4) Click on the icon in the top left of the window.
- 5) Go to the EDIT menu at the top of Finder and select Paste. That will replace the icon with your new custom one.
- 6) In the Name and Extension field (in the Get info window) rename your icon to Maine Memory Network.



Maine Memory Network is a digital museum presented by Maine Historical Society in partnership with 250+ organizations across Maine.

