

Easy instructions for creating a shortcut from your desktop to the Diablo Valley Oncology referral form

For PC users:

- 1) Open internet explorer
- 2) Enter in the URL for our referral form
 - a. <http://diablovalleyoncology.md/refer>
- 3) Highlight the URL in the browser window

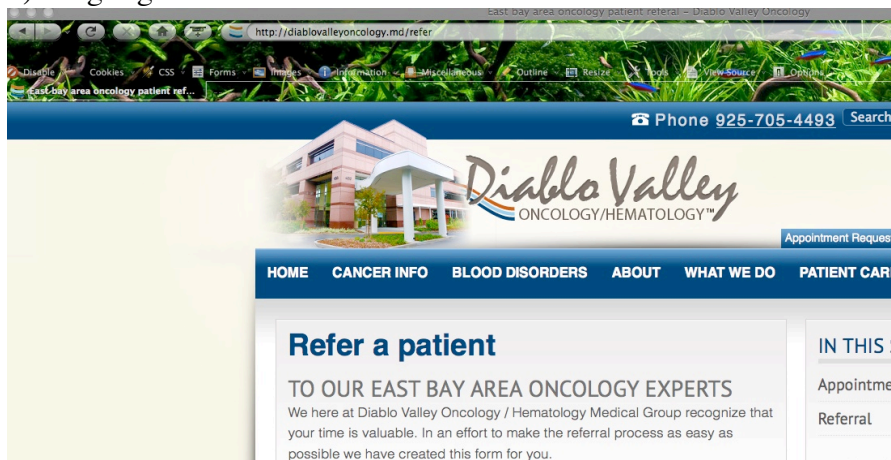


- 4) Right-click
 - a. Select “create a desktop shortcut”
- 5) On your desktop you will find an icon for the form
- 6) To rename the icon: right click and choose “rename”
 - a. Change to “Diablo Valley Oncology Referral” (or any other name that makes it easy for you!)

From now on any time you wish to refer a patient to us all you have to do is click on that icon and it will take you directly to the form!

For MAC users:

- 1) Open either Safari or Firefox
- 2) Enter in the URL for our referral form
 - a. <http://diablovalleyoncology.md/refer>
- 3) Highlight the URL in the browser window



- 4) Click the URL and simply drag it to your desk top
- 5) On your desktop you will find an icon for the form
- 6) To rename the icon: click on the icon text
 - a. Change to “Diablo Valley Oncology Referral” (or any other name that makes it easy for you!)

From now on any time you wish to refer a patient to us all you have to do is click on that icon and it will take you directly to the form!