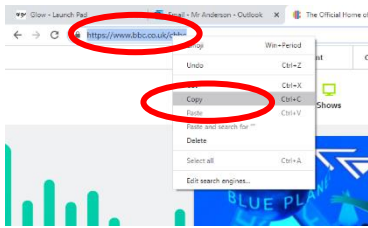
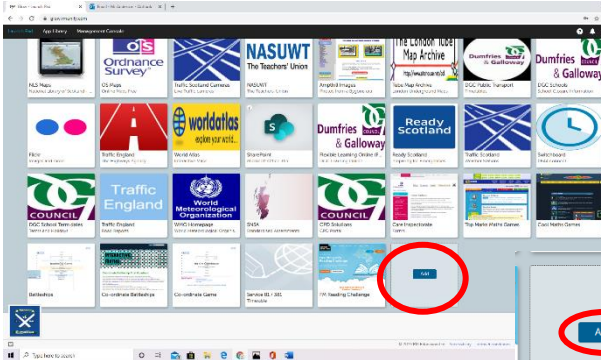


## Personal Tiles on Glow



Tiles on the **Glow Launch-Pad** are a good way to save **quick links** to websites.

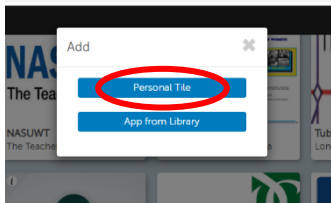
Find the **web address** of the site you wish to link to. **Highlight** the site web address then **right click**. From the **drop-down menu**, select **'Copy'**.



**Log-in** to Glow and **open** your **Personal Launch Pad**.

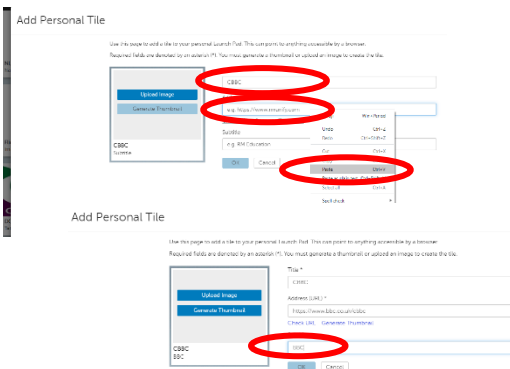
Find the **last tile** on the Launch Pad screen. This should be **grey** with a **blue 'Add' button**.

Click on the blue **'Add'** button to create a new tile.



A **dialogue box** will appear with two buttons.

Click on the **'Personal Tile'** button.

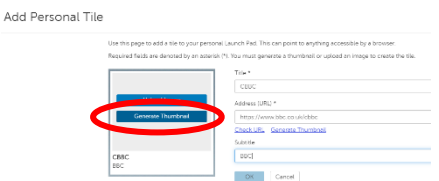


The **'Add Personal Tile'** page will appear.

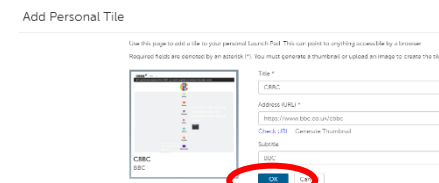
In the first box, **type** a name for your tile.

**Right-click** in the second box and select **'Paste'** from the **drop-down menu** which appears to add the web-address required.

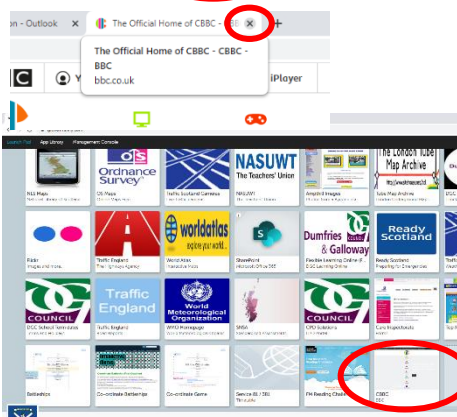
A **subtitle** can be typed in the third box, **if required**.



Click **'Generate Thumbnail'** to create a picture for your button (this can take a while depending on the connection).



Once a picture has been created, click on the **'OK'** button to complete the process.



Before checking the button works, ensure the **tab** containing your website is **closed**. Click on the **small cross** on the tab to close it.

Go to your **Personal Launch Pad**. Your **new tile** should have appeared in the space where the **'Add'** button was. **Click** on the tile to check it. Your required website should open in a new tab.