

# Making the Church Site Easy to get to!

## Internet Explorer

- Add to favourites: ..    Open Site (<http://victorybaptistptbo.ca>)
- Select <Favorites on Menu Bar (Top Left)><Add to favorites>
- Name:=>    <Choose a name>
- Create in:=>    <Your Choice>
- <Add>
- Create a Tab upon opening:    Select <tools><Internet Options><General>
- <Home Page> place <http://victorybaptistptbo.ca> on its own line (may be only entry or one of several)
- <apply><OK>

## Chrome

- Create a Tab upon opening:    Left Click Button with three orange lines, top right
- <Settings><On Startup> put a dot beside Open a specific page or set of pages
- <Set pages>
- Add a new page <http://victorybaptistptbo.ca> (instead of Enter URL)
- Click somewhere on that line, and drag up or down to order tabs
- <OK>
- Bookmarks Bar:    Open Site (<http://victorybaptistptbo.ca>)
- Left Click Button with three orange lines, top right
- <Bookmarks> check "Show Bookmarks Bar"
- <Bookmark this page>
- Name:=>    <Your Choice>
- Folder:=>    <Bookmarks Bar>

## DeskTop Icon

- Create a desktop Icon    Right Click on DeskTop and choose
- <New><Shortcut>
- Type in Box <http://victorybaptistptbo.ca>    <next>
- Type a name eg. VBC WebSite    <finish>
- Shortcut can be renamed like any other shortcut
- Change Icon or create a Shortcut Key:    Right Click on Icon <Properties><Web Document><Change Icon>
- Shortcut Right Click on Icon <Properties><Web Document><Change Icon><Shortcut Key> Cursor in box Type <Ctrl><Alt><Letter such as V> ..( Site will be accessed by <Ctrl><Alt><V>)