

TIP: Creating a Desktop Shortcut Speeds Connection to the Council Website

The following “TIP” will guide you through the steps needed to create a “**Desktop shortcut**”. Once you’ve created it, you will be able to open our Council’s website with a couple of clicks of the mouse !!!

Steps to create a desktop shortcut:

- i. **Right-click** on a blank spot on your computer desktop; a pop-up menu will appear
- ii. Select “**New**” -> “**Shortcut**” from the list; a “Create Shortcut” window will open
- iii. In the input box, type (all in lower case): <http://www.kofc8668.org>
Then press the “**Enter**” key or click the “**Next**” button; a new screen will appear
- iv. In the shortcut name box, type: **K of C Website** (or something else descriptive)
- v. Click the “**Finish**” button
- vi. Using the mouse, **drag the new shortcut to a convenient location** on the computer desktop.

You can now open the Council’s Website by **double-clicking this Shortcut** – Try It !!!

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Webmaster

Our Lady of Peace Council #8668