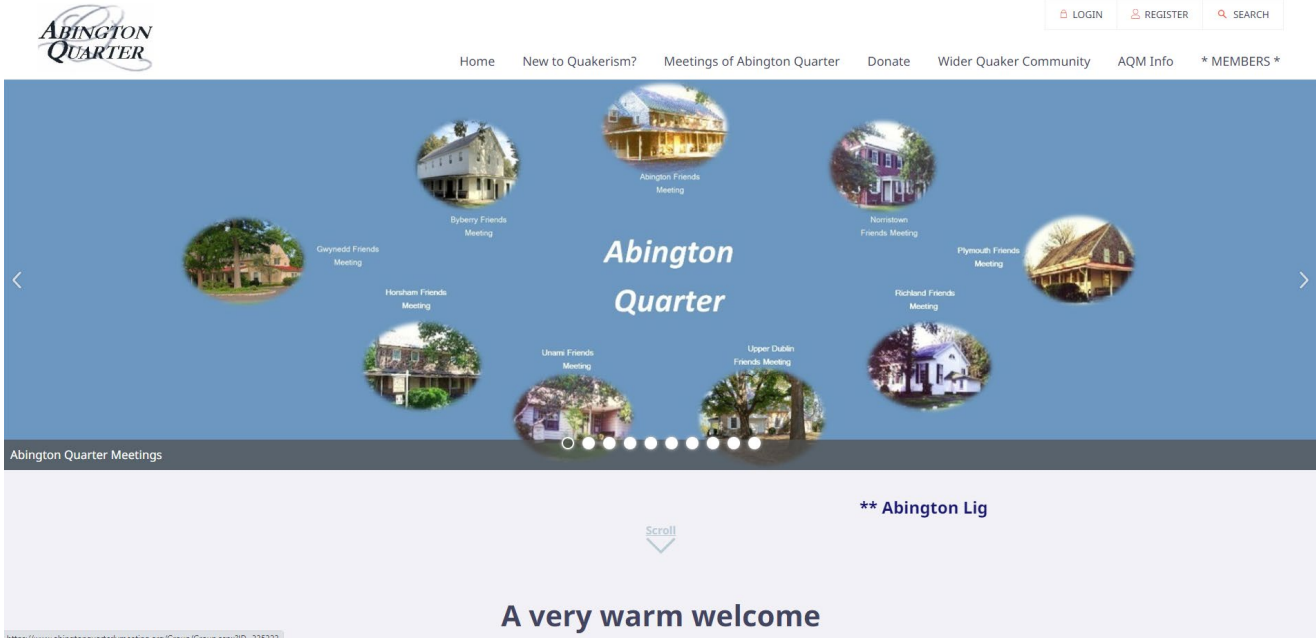


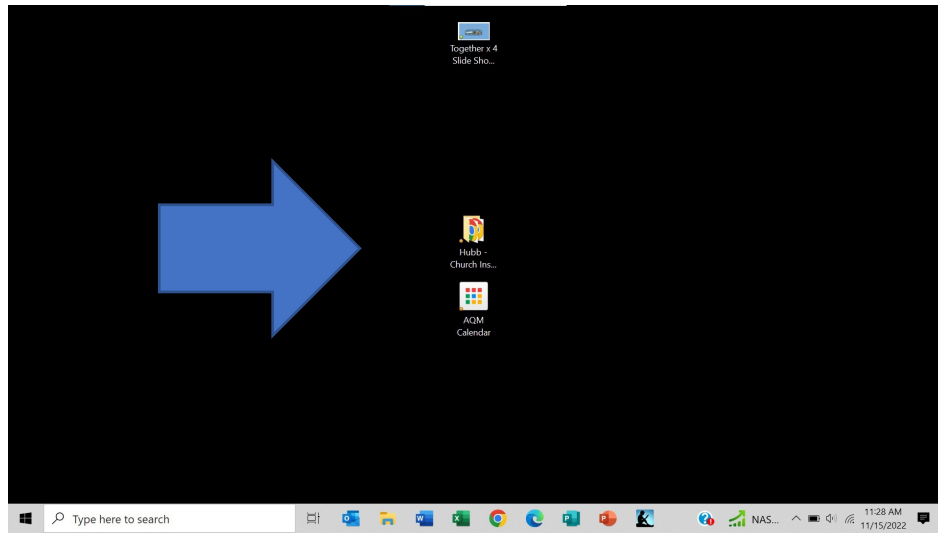
# Adding a Bookmark on your computer for the Quarterly Website (Calendar)



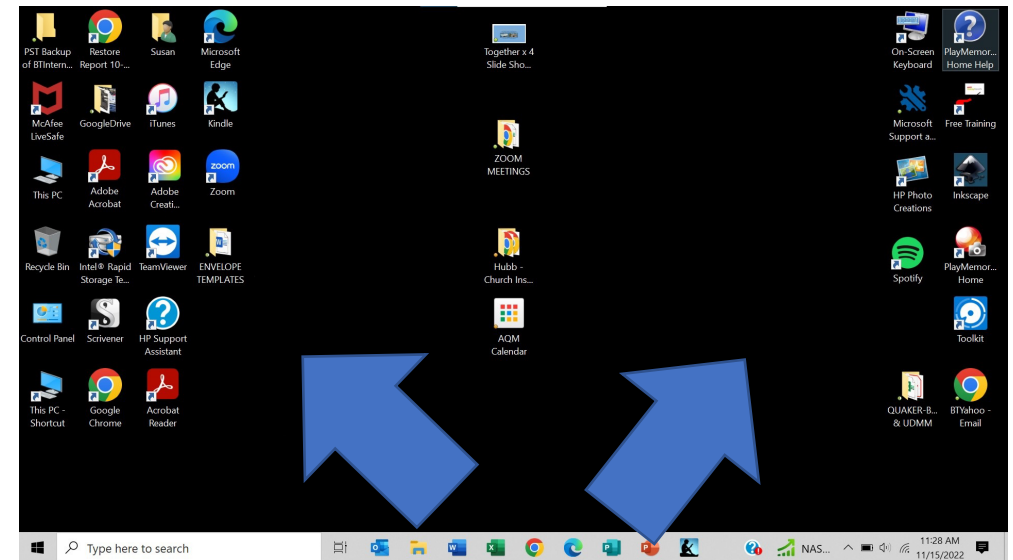
# There are many ways of accessing your programs and files on your computer.

When you boot-up your computer, you may have a screen that looks like either of these.

There isn't a "right" or "wrong" screen, but there is great advantage to having a screen more like the one on the right!




This screen has very few shortcuts to frequently used programs or files.



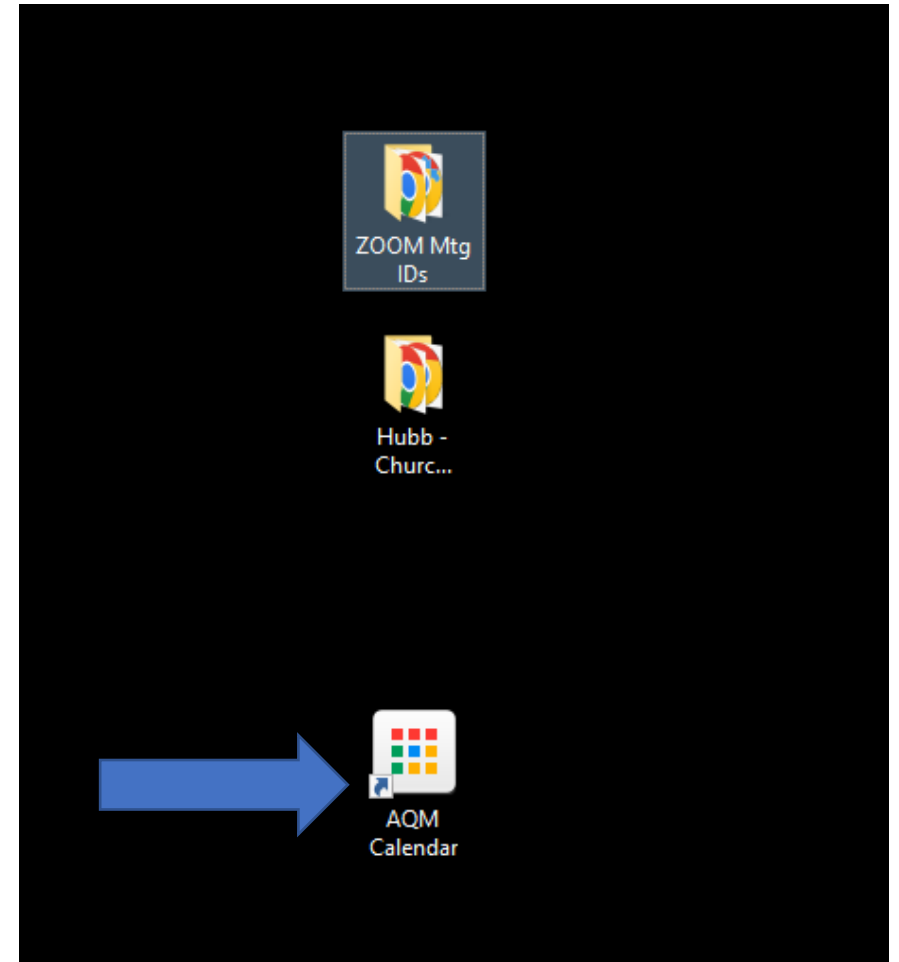
On this screen, you can see that there are many shortcuts to Google, Zoom, Kindle, Edge –

There are also links to directories on the computer, that are filled with files.

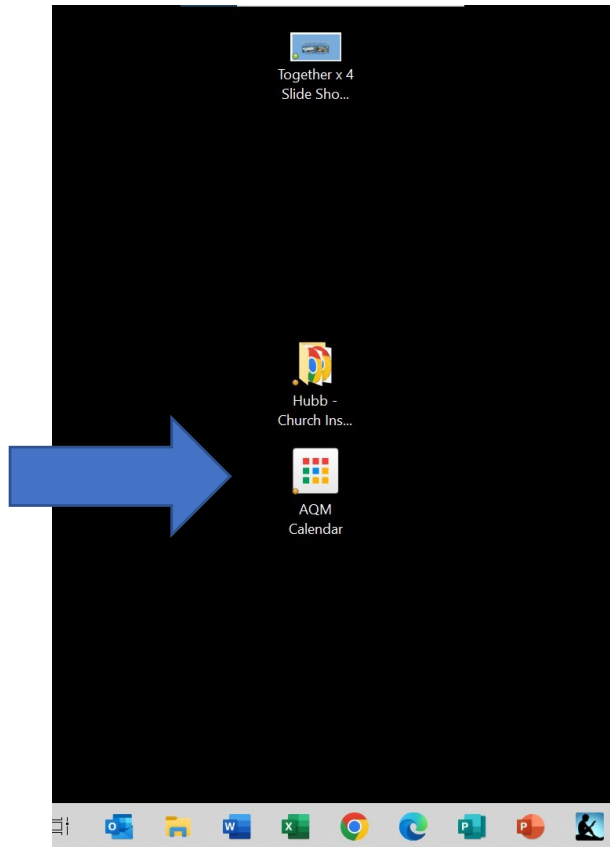
You can see that the bottom image is a hyperlink (or automatic link – represented by the arrow in the bottom left of the square  ) to the “AQM Calendar”.

This link means that when you click on this button, you will automatically open-up the Abington Quarterly Meeting website, AND it will open directly to the calendar.

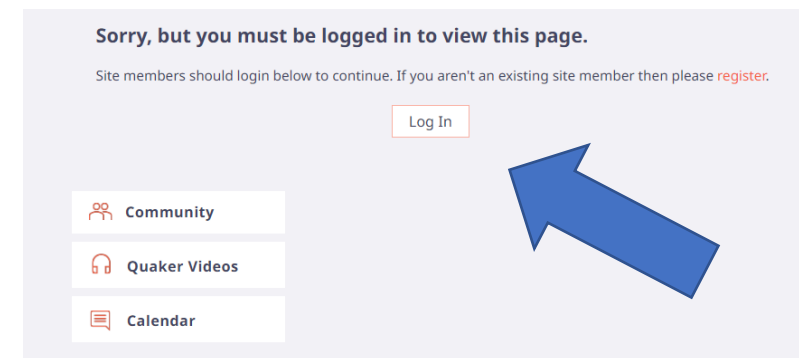
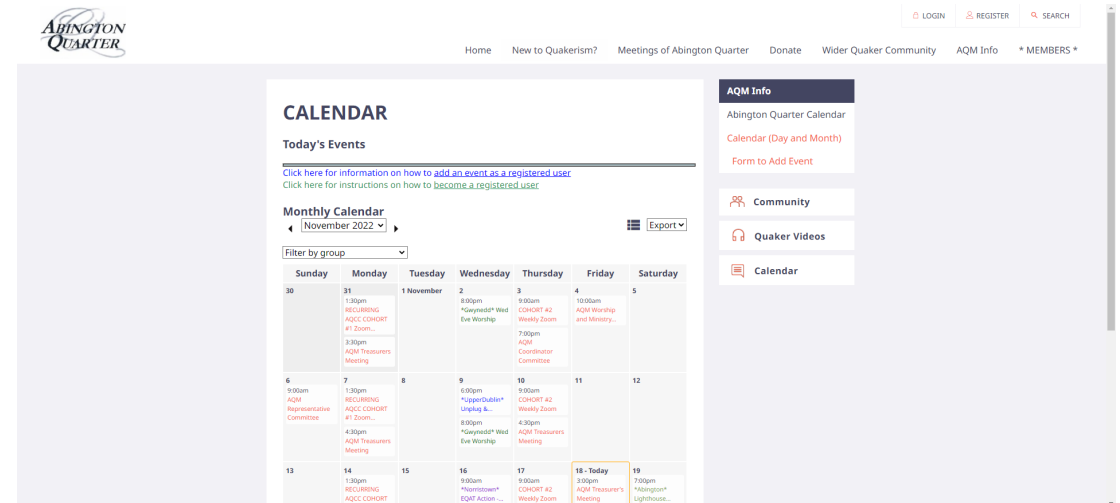
There is no need to navigate first to the website and then to the calendar (or whatever page you have designated).



If you wanted to attend the Meeting for Business of the Abington Quarter, you would left click with your mouse, the icon “AQM Calendar”, and when properly set-up (instructions follow), your link will open the calendar (see the screen on the right).



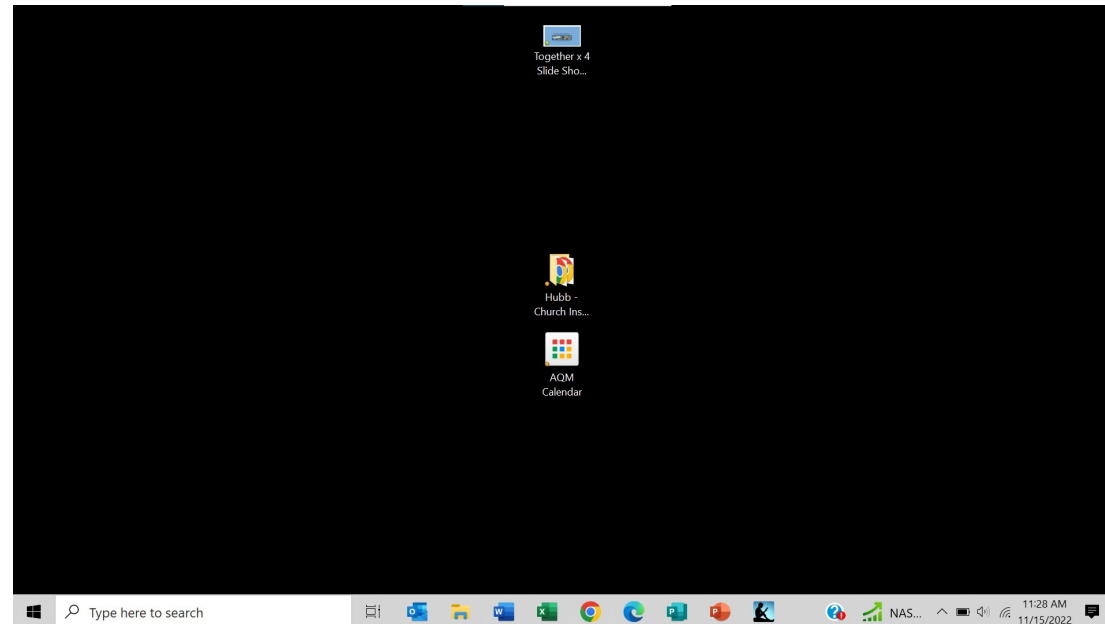
(Notice: Once you are in the calendar, you may not automatically be able to access all of the Zoom links or open documents. You may be required to log-in to the website to use the links to join Zoom or read documents. If you have been logged-out, the system will open a new screen with the notice and login box for you to proceed).



At a minimum, we HIGHLY recommend you set icons on your desktop to access the [www.AbingtonQuarterlyMeeting.org](http://www.AbingtonQuarterlyMeeting.org) website –

Ideally, you'll add an icon to the calendar, as well.

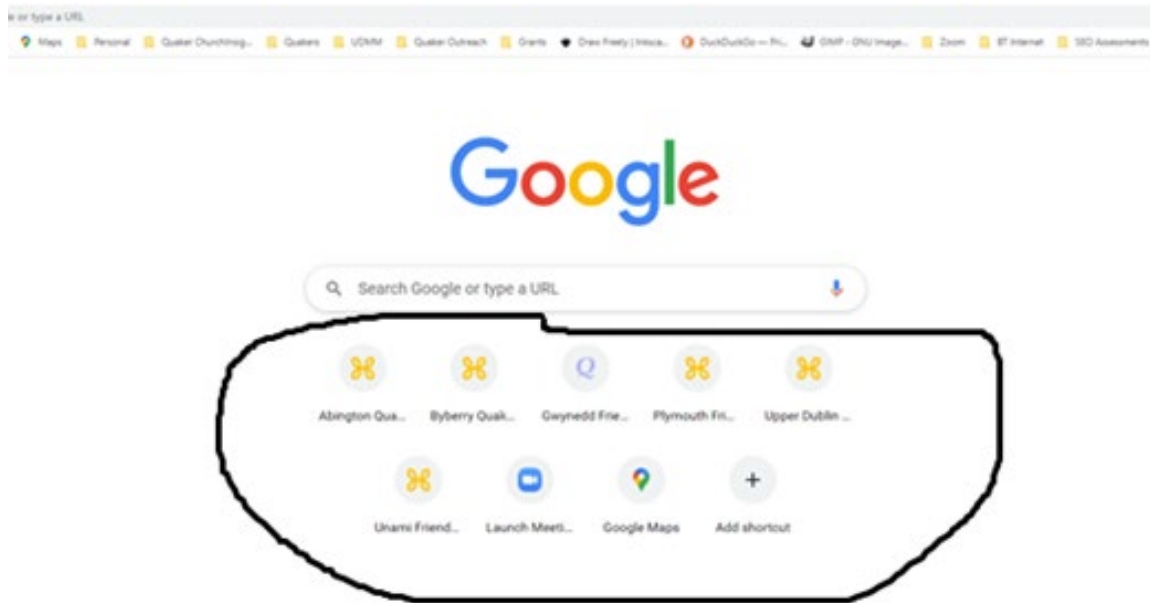
Note: The same procedure can be used on for links to your Monthly Meeting website homepage (or if you regularly participate on a specific committee, you can set the committee's page on your desktop).



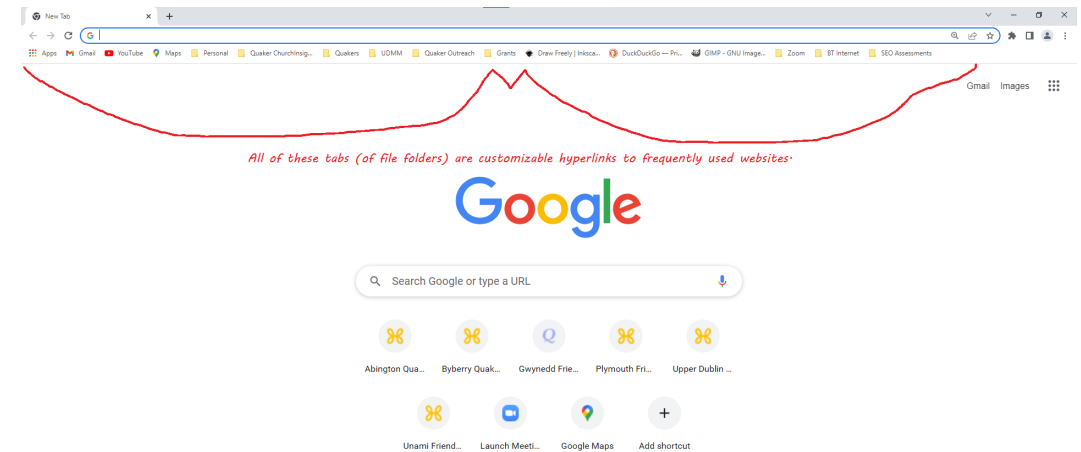
# FYI

In addition to being able to have links on your desktop, once you open Google/Chrome, you can also set-up links to access different websites.

Here you can almost make out the links to:  
Abington Quarter, Byberry, Gwynedd, Plymouth, Upper Dublin  
(on the next line there are links to)  
Unami, Zoom, Google Maps, and “Add Shortcut”.



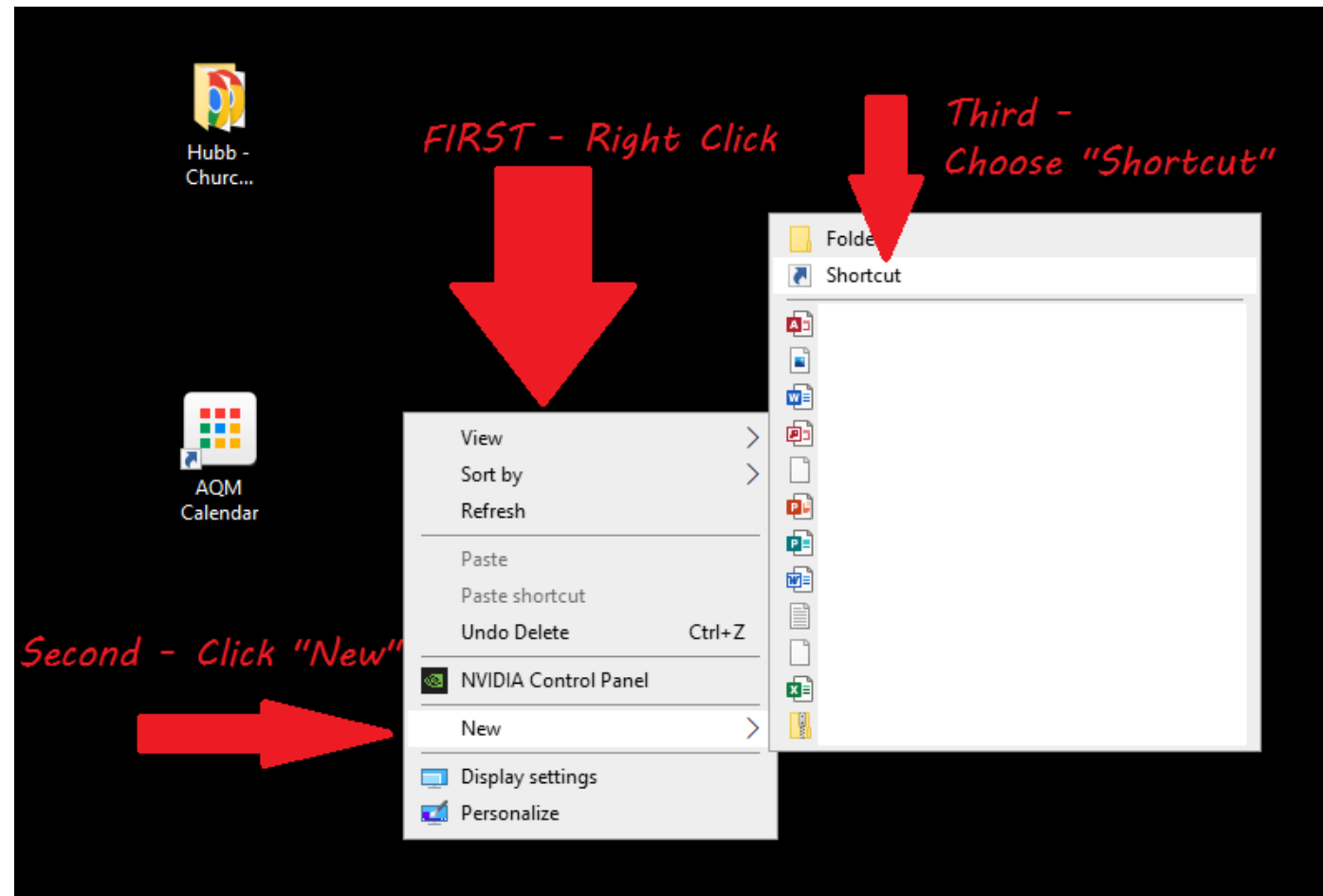
And finally, across the top of your Chrome page (browser page), there are other places to put a hyperlink or icon to bookmarks for access to other (self-selected) websites. You can add folders, so the possible number of Bookmarks is HUGE!



We will cover the instructions to these types of links in a separate video.

Now that you've seen some of the options, we are going to return to your desktop, and talk about ways of adding a link to a specific website (and/or a specific page on a website).

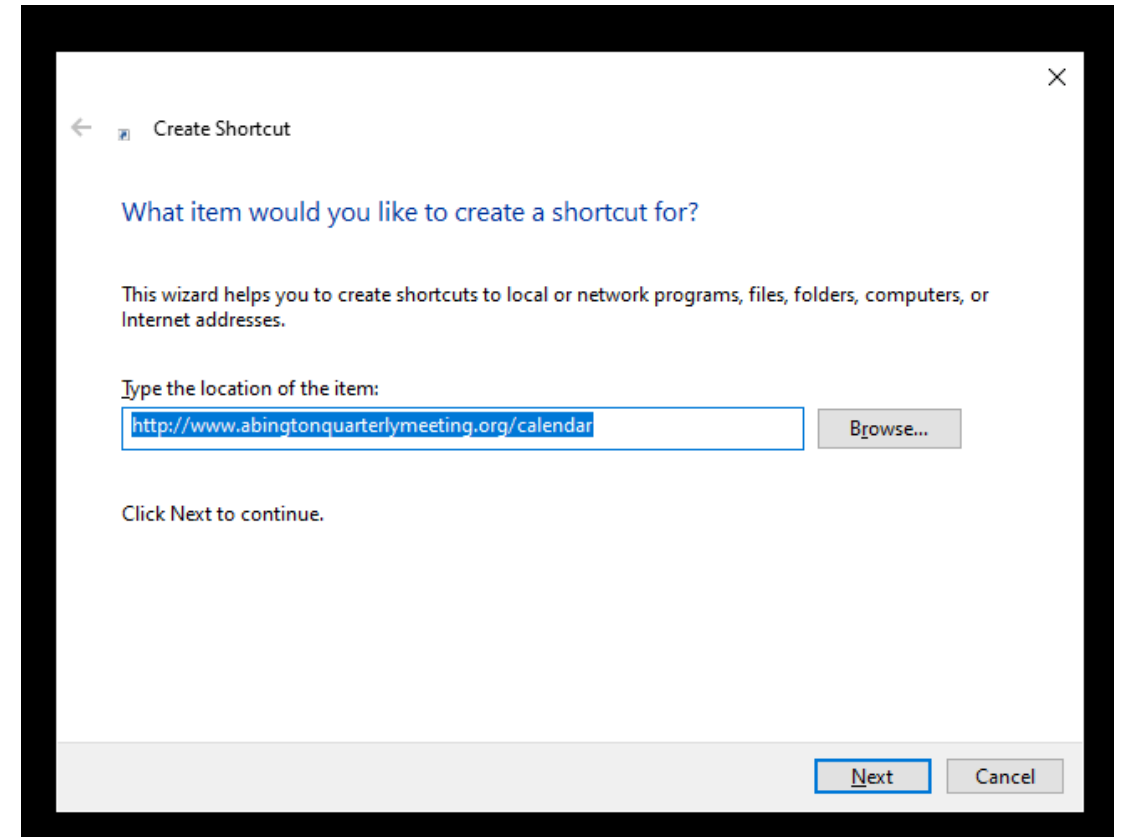
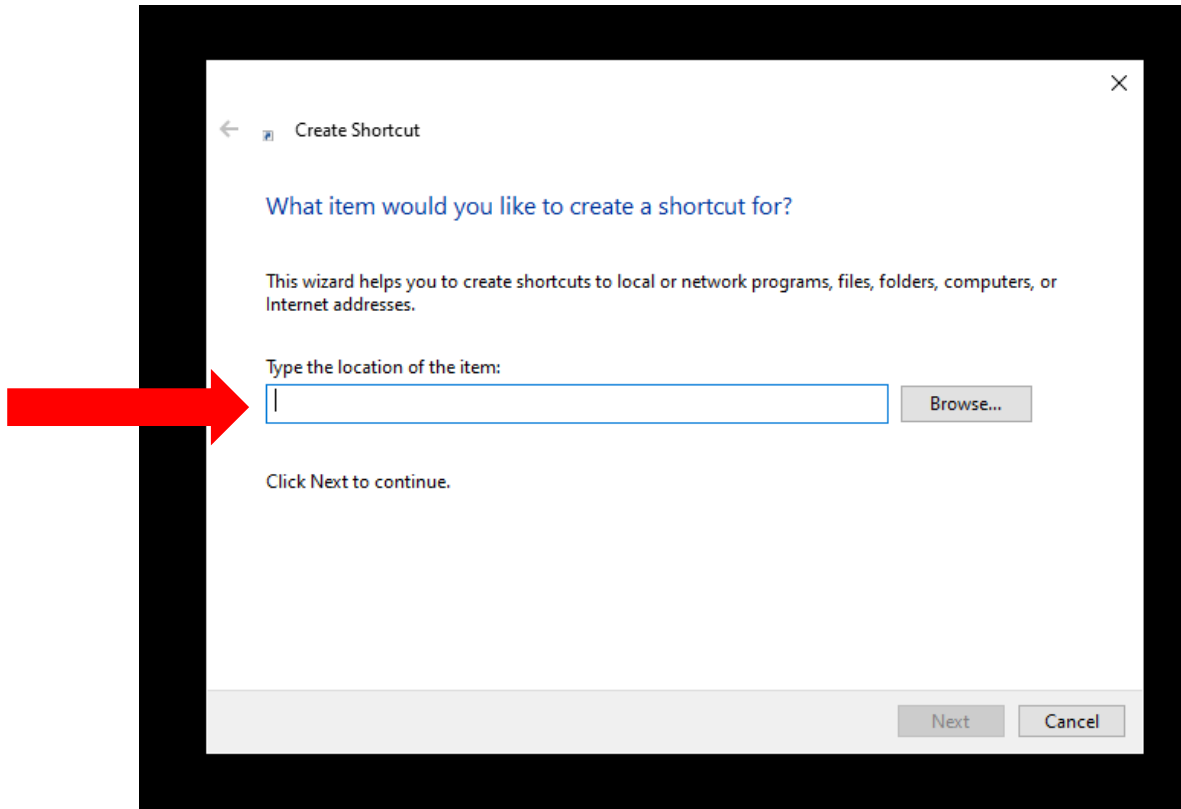
- 1) From anywhere on your computer's "desktop" (the desktop is likely the first screen that opens after a reboot), right click your mouse.
- 2) You will see the first box – Select "New"
- 3) Choose "Shortcut"



To create the shortcut, type the URL (web address) in the box. You need to include the entire URL for the website (or the page on the website).

For this example, we are recommending that you add the URL for the AQ calendar:

<http://www.AbintonQuarterlyMeeting.org/calendar>

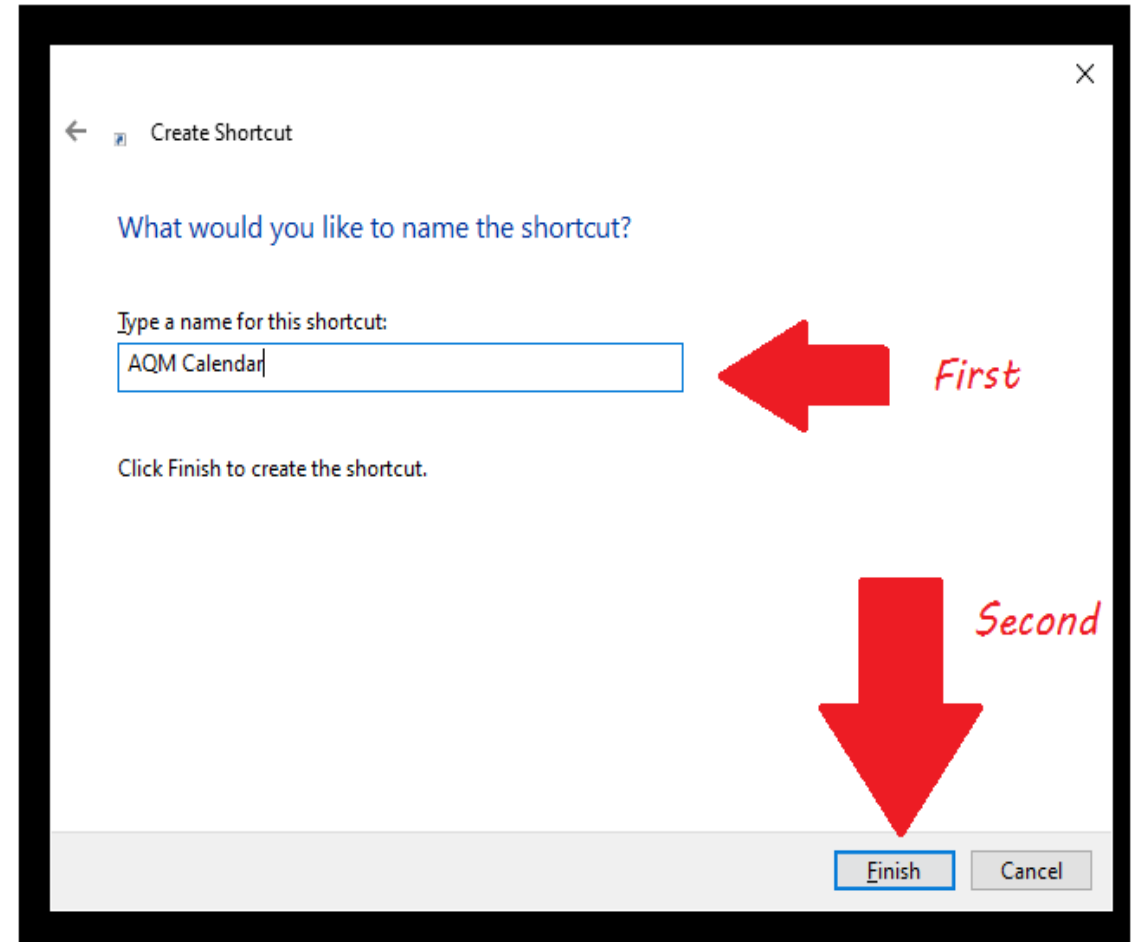
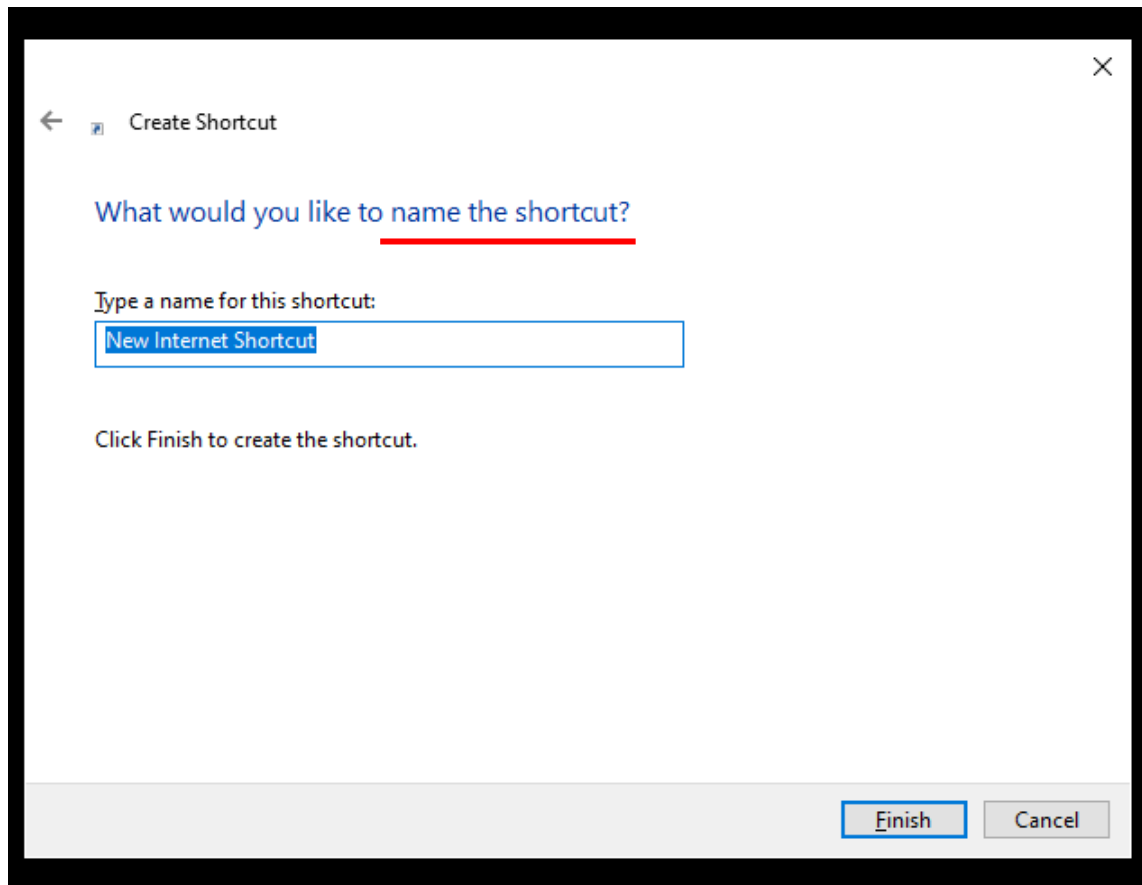




Type the name for the shortcut...

“AQM Calendar” (you could make the name “Abington Quarter Calendar” but most of the words will be truncated, so keeping the name short will likely be more helpful).

After you’ve “named the shortcut”, click “Finish”



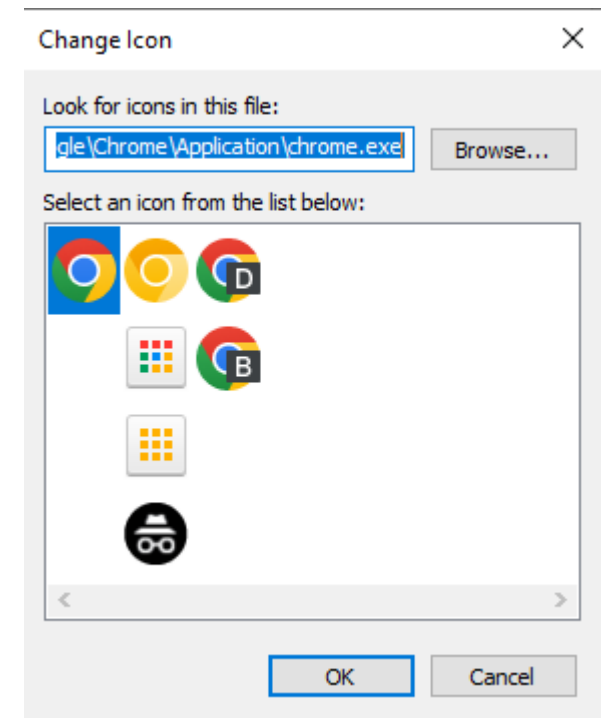
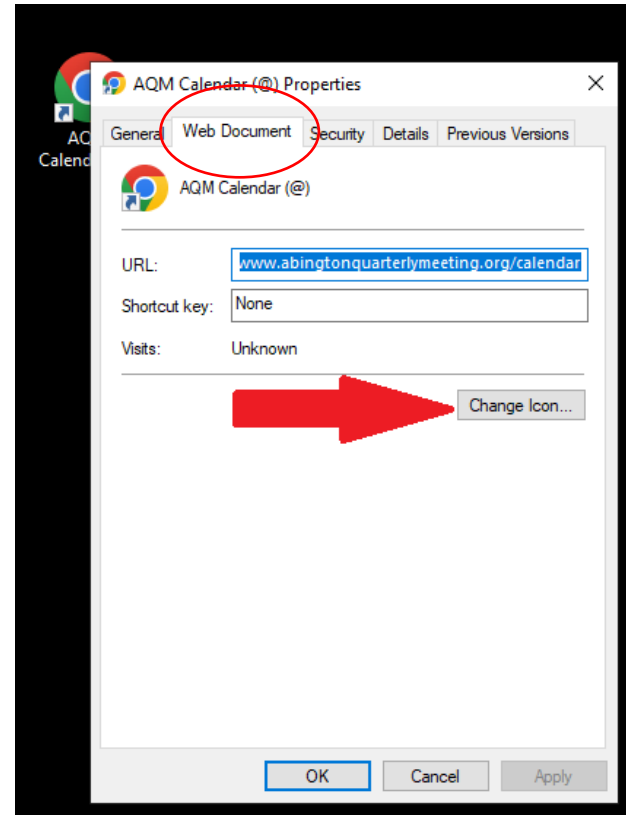
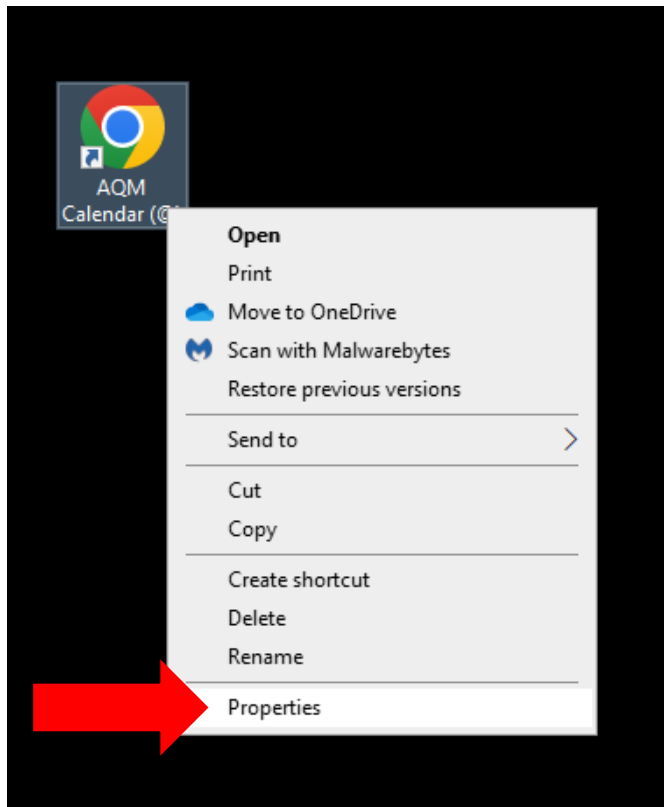
The default icon may not be your preferred (as it might be one that is already being used by another shortcut).

You can change the icon “properties” by selecting the “Properties” tab.

Under the “Web Document”, you can select the “Change Icon” and then hit “OK”.

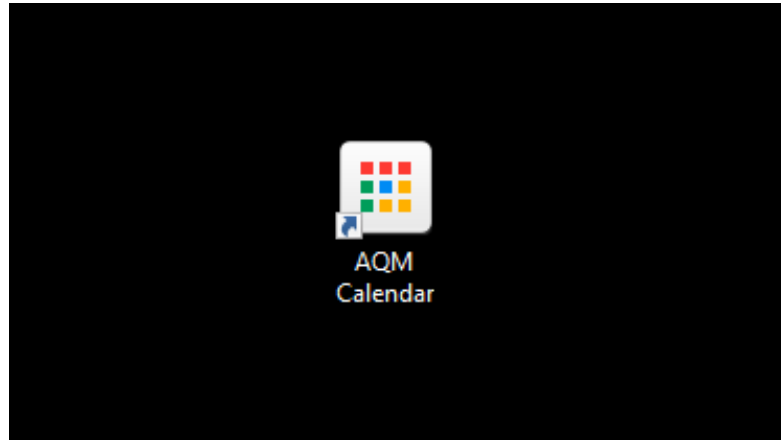
Select your preferred icon, and click “OK”.

As you can see in the earlier screens, the 9 colored blocks is the one used in this demo.



Hopefully – you will now see this icon on your computer’s desktop! Depending upon how many other icons you have on your desktop, you might choose to move the icon to a more convenient position on the screen.

To move the icon, with your mouse, just LEFT CLICK and HOLD THE BUTTON, and drag the icon to a different location.



AND – AS ALWAYS, if you have any difficulty with this procedure, PLEASE do reach out to your AQCC Representative, or email us at [Office@AbingtonQuarterlyMeeting.org](mailto:Office@AbingtonQuarterlyMeeting.org).

We can meet you in Zoom, share screen, and walk through these steps.

***WE REALLY WANT TO HELP MAKE IT EASY FOR FRIENDS TO FIND RELEVANT INFORMATION ON OUR WEBSITES –***

And we can imagine that this new information will help you with other frequently visited sites.