

How to Create a SHORTCUT to FLC Cycling Website on your Computer or iPad Desktop – (If necessary call Ron Schaus 403-271-7177)

1. On your PC computer:
 - right click on an open spot on your desktop
 - click on NEW, then on SHORTCUT
 - type the location www.flcseniors.ca/activities/cycling into the area provided
 - click NEXT
 - now type the 'name' you want to show on your SHORTCUT – e.g. Old Spokes Cycling
 - click on FINISH
 - look on your Desktop for the new Shortcut Icon
 - double click on the Shortcut Icon
 - you will be taken to Cycling's Home Page

2. On your iPad:
 - Touch or click on the SAFARI icon
 - type www.flcseniors.ca/activities/cycling into the Address Bar
 - press the GO button on the keyboard
 - Touch or click the "box with the arrow" that is to the LEFT of the Address Bar
 - you will now see 9 icons
 - Touch or click the icon that says ADD TO HOME SCREEN
 - now type the 'name' you want to show on your SHORTCUT – e.g. Old Spokes Cycling
 - Touch or click the Blue ADD button
 - the Shortcut icon is now on your Home Page
 - double click on the Shortcut Icon
 - you will be taken to Cycling's Home Page

3. On your iMac:
 - Touch or click on the SAFARI icon
 - type www.flcseniors.ca/activities/cycling in the Address Bar
 - press the ENTER / RETURN button on the keyboard
 - you will now see the Cycling Home Page
 - shrink the Home Page (if necessary) to reveal some of your Desktop
 - Highlight the www.flcseniors.ca/cycling/activities address (left click 2 or 3 times to the right of the address)
 - Position your cursor in the HIGHLIGHTED address
 - Then hold down the CONTROL and OPTION keys at the same time
 - You will notice the cursor will change to a PLUS sign (+)
 - Keep the cursor on the HIGHLIGHTED address and keep holding down the two keys
 - LEFT CLICK the mouse and DRAG the HIGHLIGHTED address to your Desktop
 - the Shortcut icon is now on your Home Page
 - (You can stop holding down the 2 keys now)
 - to change the name shown on the Shortcut, left click on the Shortcut to highlight the name, place cursor on the name, then RIGHT click on the name, then press the DELETE key and type the new name you want to appear. Then LEFT click on the ICON and you are done.
 - X out of the Cycling Home Page
 - double click on the Shortcut
 - you will be taken to Cycling's Home Page