

Creating a Desktop Shortcut to BradfordTaxInstitute.com

WINDOWS

Internet Explorer 6 or 7:

- Go to www.bradfordtaxinstitute.com
- Right-click anywhere on the webpage
- Select “Create Shortcut”
- Click “Yes”
- Close your browser. Look for the new shortcut on your desktop
- Double-click the shortcut on your desktop
- Presto! You are at the Bradford Tax Institute!

- **NOTE:** To find out what version you are using, open up Internet Explorer and click “Help”. Next, click “About Internet Explorer” and look at the version number.

Do you want a fancier icon? We have one.

- If you are using Internet Explorer 6 or 7 and if you have been to our website before, you will not have our new website icon on the shortcut unless you clear your cache. **To clear your cache**, open Internet Explorer and click on “Tools”. Next, click “Internet Options” and click “Delete...” which is located in the middle of the page under “Browsing History”. Then proceed with the instructions above.