

The Complete iRecord Web Guide

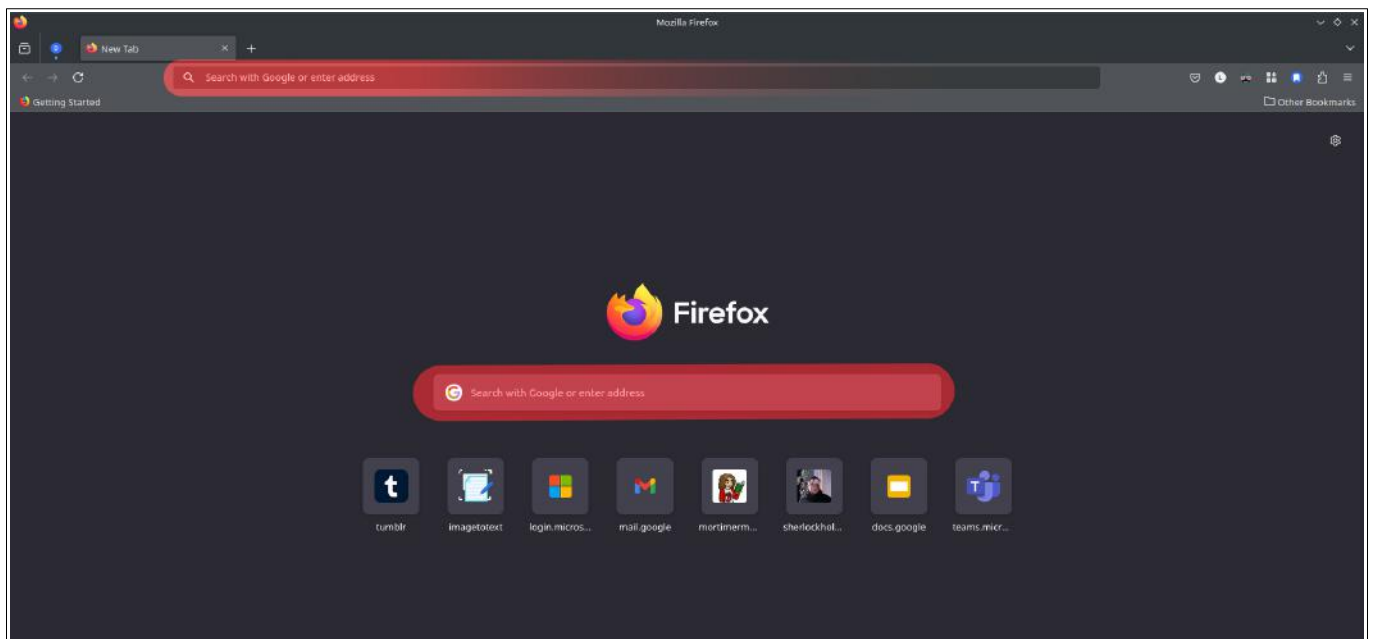
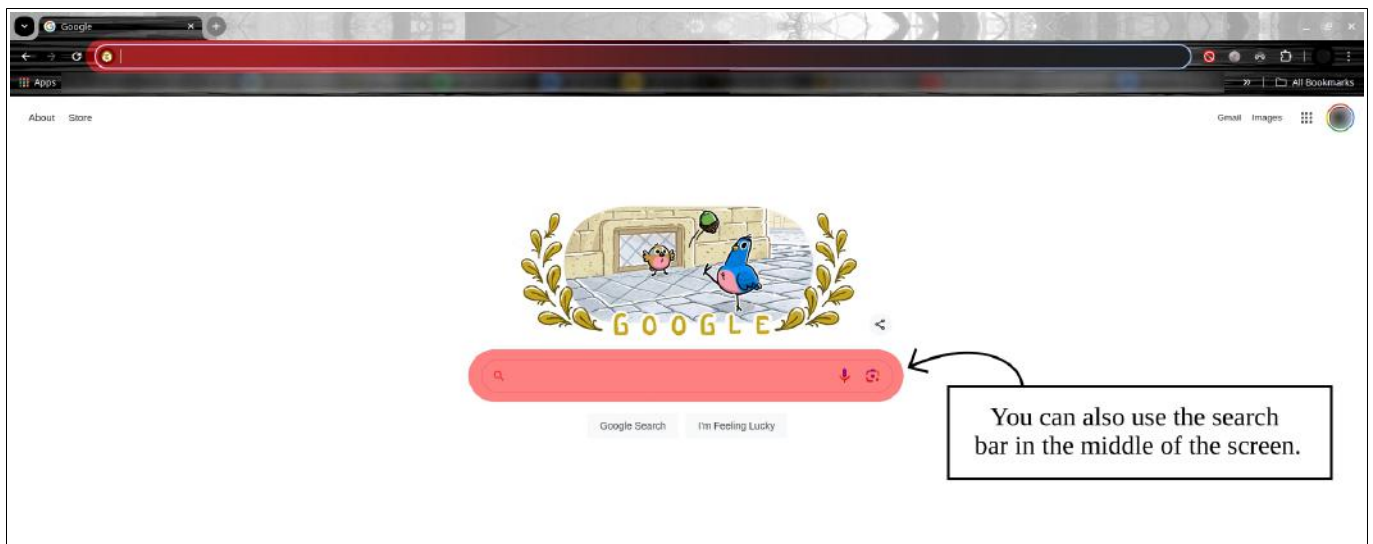
0. Finding the Website

0.1. Search or Input Address

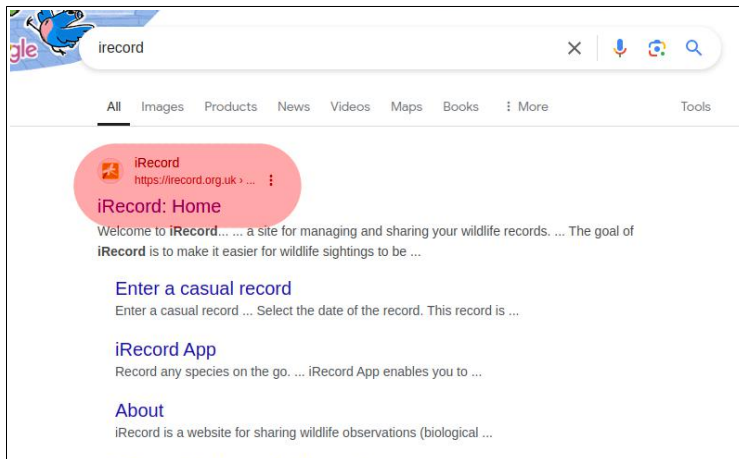
To begin with, you'll need to **open an internet browser**. This might be Google Chrome, Firefox, Microsoft Edge, or possibly something else.



Now you need to get to the website. You can do this one of two ways. The easy way is to **search** for it – click in the **search bar** of your browser – normally this is near the top of the screen.

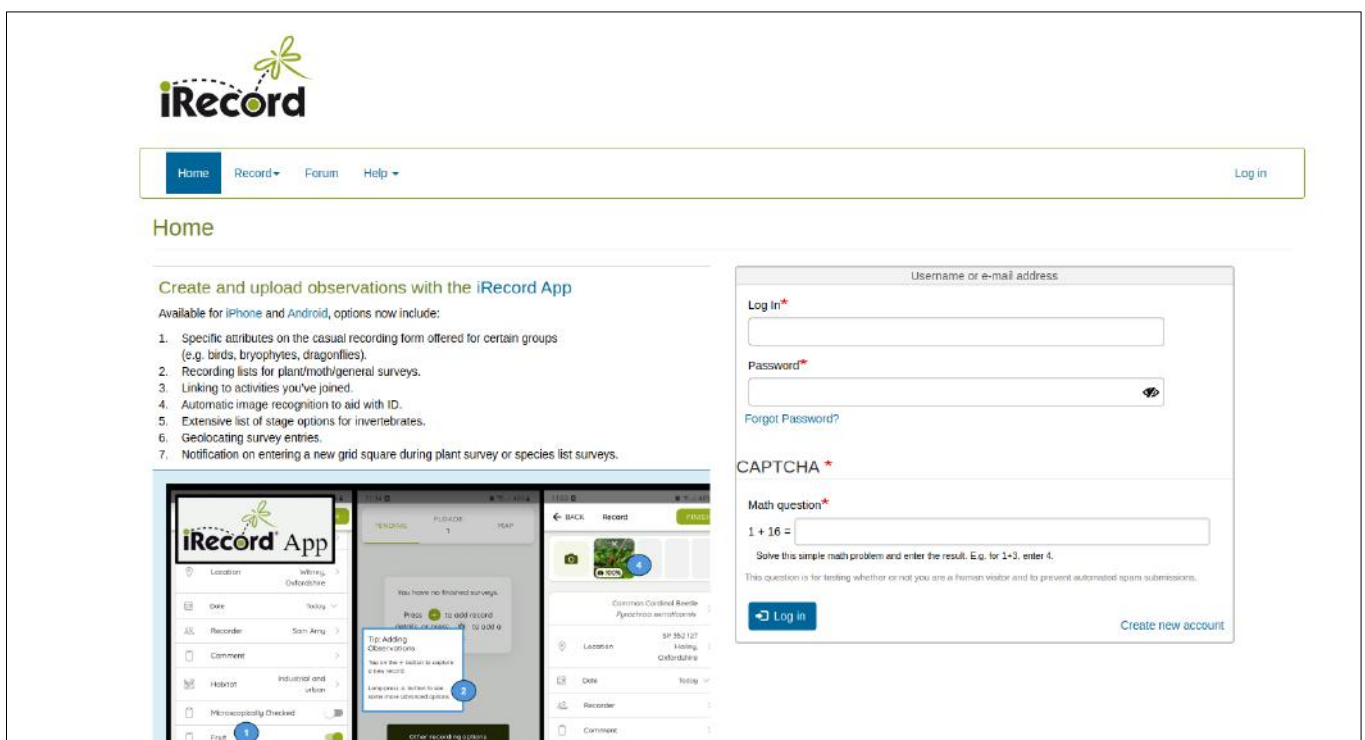


Now type “iRecord” into the search bar, and press **enter**.



You will now see a list of results. The right website should be near the top – it will look like this. Click on this to get to the page.

You should now see the iRecord homepage.



Another way of doing this is to type iRecord’s web address directly into the search bar. This is more finicky, but avoids having to find the right page from a list of results. To do this, click into the **search/address bar** at the top of your browser – don’t use the one in the middle if it’s there! Now **delete** anything in the bar that’s there already, and then put in **irecord.org.uk** and press **enter**. This should take you to the iRecord homepage.

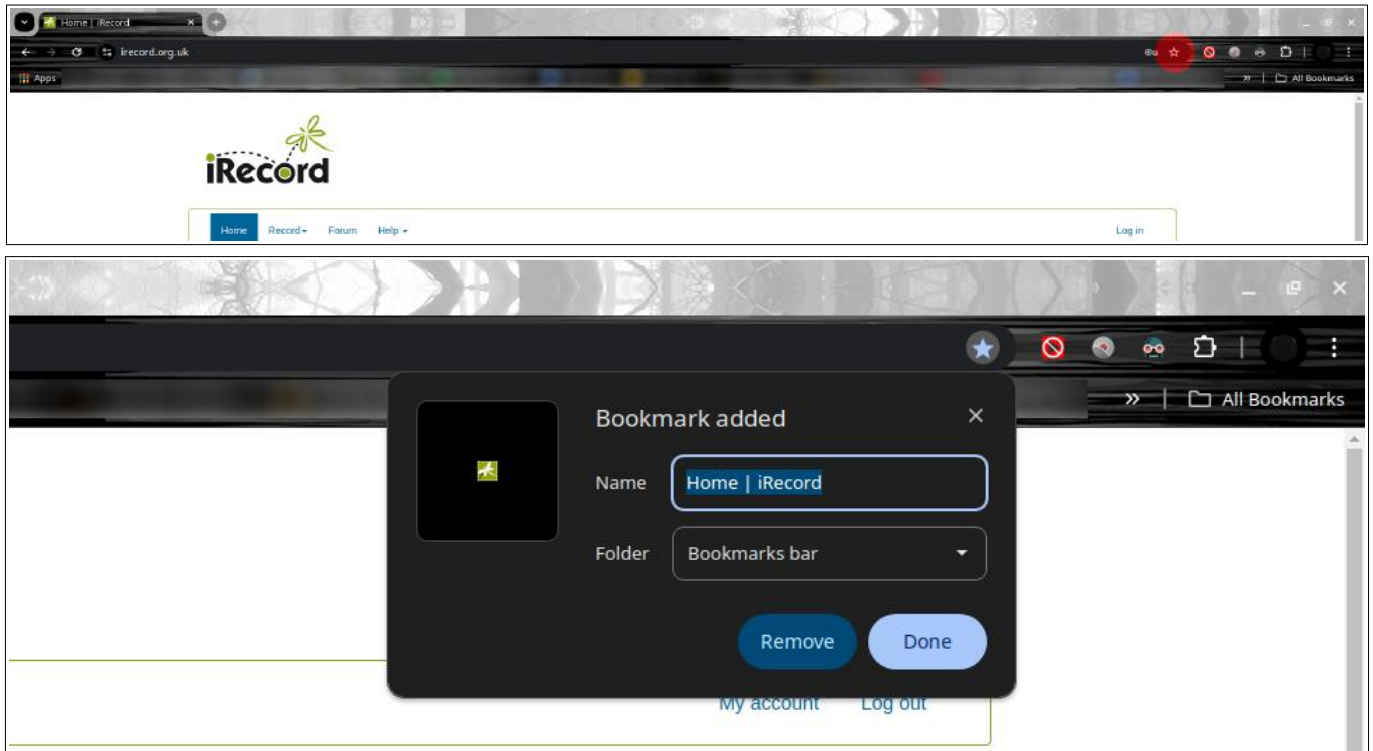


0.2. Bookmark

If you want to save yourself time in future, you can **bookmark** this page so you don't have to search for it each time you want to upload a record. How you bookmark a page depends on the browser.

In Chrome, there is a **little star** on the far right of the search bar near the top of the browser. When you click on this it gives you a pop-up form to create a bookmark. You can rename it if you like, but the default is fairly intuitive.

If you have lots of bookmarks, you can sort this one into a folder to make it easier to find, but if not you can leave it as is.



It will now turn up in your **bookmarks bar**. You can click on this from anywhere in the browser to go straight to the page.



If you have lots of bookmarks, you'll need to click on the two little arrows on the right of the bookmarks bar and scroll down to see the iRecord bookmark. You can also click and drag it from here to your bookmarks bar to make it more accessible.

The process is virtually identical in Firefox, and very similar in Edge.

