

**Nazareth College Electronic Directory [The Purple Book]**

The Nazareth College Telephone Directory [The Purple Book] can now be accessed on line.

You can access this new, always current, directory from the Nazareth College home page. Simply click on the "Directories Search" link under the text entry box in the search section in the center of the page.

Note: On computers running Windows XP and Netscape 6.2 or Internet Explorer, an icon has been added to the Microsoft Office toolbar to provide a shortcut to this directory. The icon appears as a telephone with a book behind it. If this icon already appears on your Office Toolbar, do not follow the directions below.

**Those of you using Windows** can add this shortcut to your Microsoft Office toolbar by following the appropriate steps below.

- Double Click Network Neighborhood on your Desktop
- Double Click on Saturn2
- Double Click on adbook Folder
- Click and Drag Nazareth Directory Icon to the Office Toolbar

**To Create a Shortcut Key**

- On the Office Toolbar - Right-Click on Nazareth Directories
- Click on Properties
- Click on the Web Document Tab in the Nazareth Directories Window
- Click in the shortcut key field and hit the CTRL key and The Letter Key you want to use (e.g. the letter N)
- Click Apply, Click OK

**To Use the Shortcut Key**

CTRL + ALT + N (letter you just assigned)

**Those of you using a Macintosh** can add this shortcut to your Desktop by following the appropriate steps below.

- Go to Chooser
- Select Appleshare
- Select Venus
- Select Guest then Contact
- Select Department files – Click OK
- Close Chooser
- Open Department files and Open Address Book Folder
- Drag the Nazareth Directory file for the browser you use to your desktop
- Close the Address book folder and close the Department Files folder
- Drag Department files to the Trash
- Double-click on the file you just dragged to your desktop