Creating Internet Shortcuts on the Favorites List

Professionals will access the Internet continually throughout the day, the week and the month to get or verify information. When we repeatedly visit the same website, we will want to create shortcuts, so we will eliminate the need to remember the name of the individual website or the need to visit a search engine such as www.Google.com, www.Yahoo.com, or www.Live.com to find the information.

First, we need to list those valuable online resources that we will visit regularly. Figure 2.1 shows a short list of websites that are extremely helpful.

Libraries:	
Columbus Metropolitan Library	http://www.columbuslibrary.org
State Library of Ohio	http://library.ohio.gov/
CAD Training:	
World Class CAD	http://www.worldclasscad.com/
Engineering and Technical Training:	
MIT Open Courseware	http://ocw.mit.edu/OcwWeb/web/home/home/index.htm
Electrical Training:	
Siemens quickSTEP Online Courses	http://www.sea.siemens.com/step/default.html
Electrical Design Guides:	
Duracell Battery Contact Design Guide	http://www.duracell.com/procell/design/batterycontact.asp
Electrical Components:	
Electrical Components from Digikey	http://www.digikey.com/
Architectural Data:	
Residential Steel Beam and Column Load / Span Tables	http://www.toolbase.org/PDF/DesignGuides/ResidentialSteelLoad_SpanTables.pdf

Figure 2.1 – Table Showing Web Sites Visited Frequently

The list we make can show as few as ten pages or as many as one hundred web sites. We can see from Figure 2.1 that the web addresses for many of these sites are very complex and would be difficult for us to enter into the address bar without error.

We will type in the first website representing the pathway to the Columbus Metropolitan Library or just search for the site on a Search Engine. Figure 2.2 shows the Columbus Metropolitan Library homepage. We can use the Advanced Search program on their page to locate information such as Green Building Techniques, Electrical Motor Design and How to Program Machines Using C+. With this page being such as benefit to us, we will create a shortcut to this site.

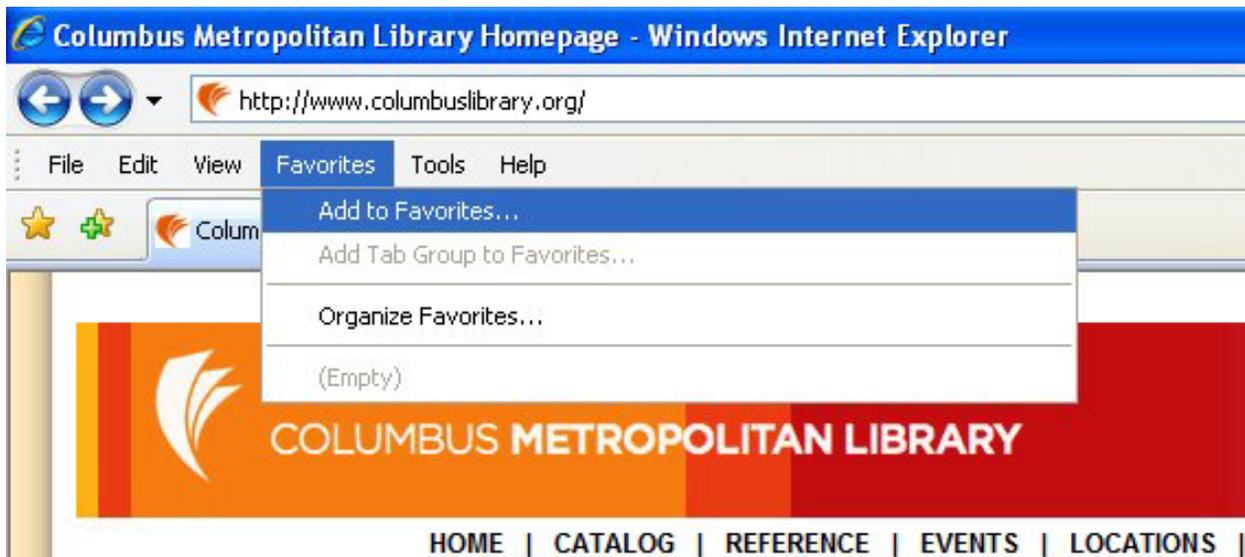Figure 2.2 – Columbus Library Homepage[1]

Figure 2.3 – Select Add to Favorites on the Internet Explorer Menu Bar

Select Favorites on the Internet Explorer Menu Bar and pick Add to Favorites. The Add a Favorite window will appear with the name of the current web site showing. When we have more than one favorite in a category, we can make a folder to help organize our choices. We are going to place all of the libraries into a folder called "library".

Figure 2.4 – Select Add to Favorites

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[1] The Columbus Metropolitan Library homepage, 2009, The Columbus Metropolitan Library, May 3, 2009, <http://www.columbuslibrary.org/>

Select the New Folder button on the Add a Favorite window

Type Library in the Folder Name textbox and the library folder will appear in the favorite list when we press the Create command button as shown in Figure 2.5.
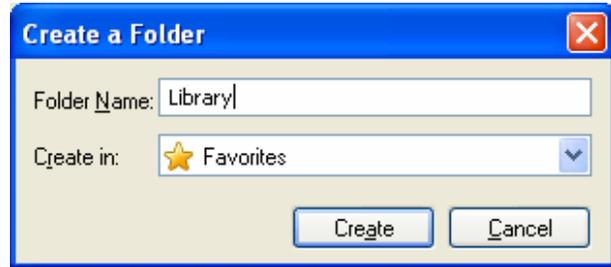

Figure 2.5 – Creating a Favorite Folder

In Figure 2.6, we press the Add button to make the new Internet Shortcut. In Figure 2.7, we should check the shortcut by choosing the link. This is a simple test, since our action should result in opening the library's homepage. Now, we are ready to create our next shortcut.
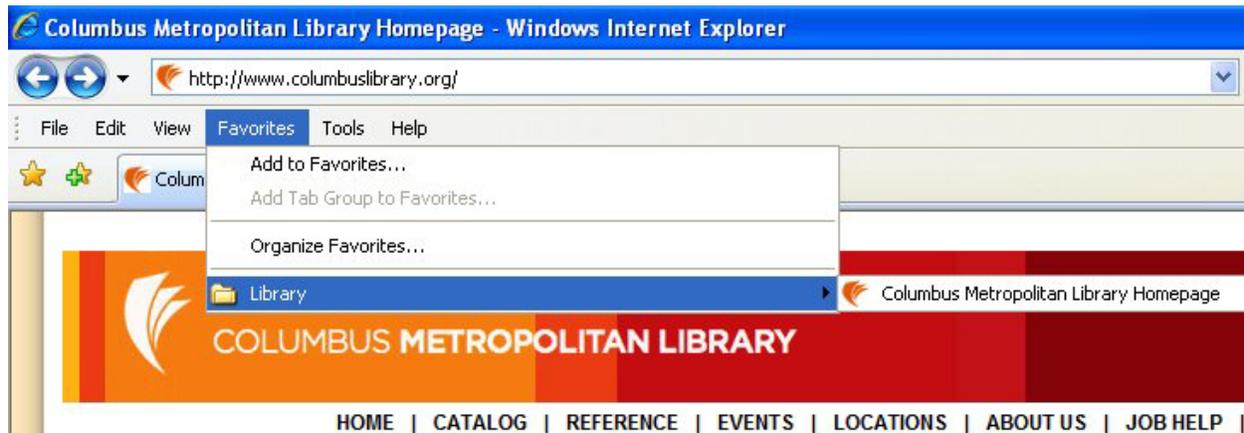

Figure 2.6 – Creating a Favorite

Figure 2.7 – Examining the Shortcut to the Columbus Metropolitan Library Homepage

We will locate the State Library of Ohio website using a Search Engine. Select Favorites on the Internet Explorer Menu Bar and pick Add to Favorites. The Add a Favorite window will appear with the name of the State Library of Ohio web site showing. The library folder is still in the "Create in" textbox, so press the Add button in Figure 2.8 and another hyperlink is now in the library folder.

In Figure 2.9, we should check the shortcut by choosing the link.

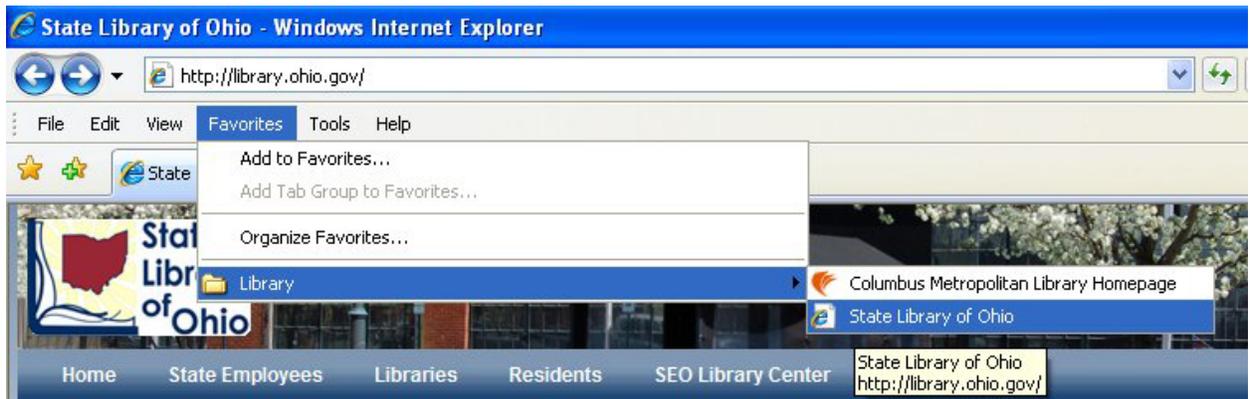Figure 2.8 – Creating the Shortcut to the State Library of Ohio Homepage[2]

Figure 2.9 – Examining the Shortcut to the Columbus Metropolitan Library Homepage

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[2] The State Library of Ohio homepage, 2009, The State of Ohio, May 3, 2009, < http://library.ohio.gov/>

Creating Internet Shortcuts on the Desktop

If we wish to create a shortcut to a webpage and place the icon for that site on our computer's desktop, visit the website and open the document in the Internet Explorer browsing window. Press the Restore icon just to the left of the red "X" in the upper right hand corner of the Internet Explorer window as shown in Figure 2.10. We can see both the World Class Cad website and the desktop. With our mouse, press down on the Internet Explorer E in the Address Bar and drag the E to the desktop as shown. Let go of the mouse button and the shortcut will appear on the desktop.

Figure 2.10 – The World Class CAD Homepage

Figure 2.11 – Dragging the Internet Explorer E to the Desktop

To open the webpage and check the shortcut link to the World Class CAD website, double click on the icon on the desktop. Now, we may also want to add the page to the favorites list.

The plus sign on the gold star open the pop up menu and we can select Add to Favorites.

Figure 2.12 – Adding a Favorite

Again, The Add a Favorite window will appear with the name of the current web site showing. The library folder is still in the "Create in" textbox, so change the list box to Favorites. In Figure 2.13, we press the Add button to make the new Internet Shortcut. Again, check the link, so we know that the shortcut will function in the future.
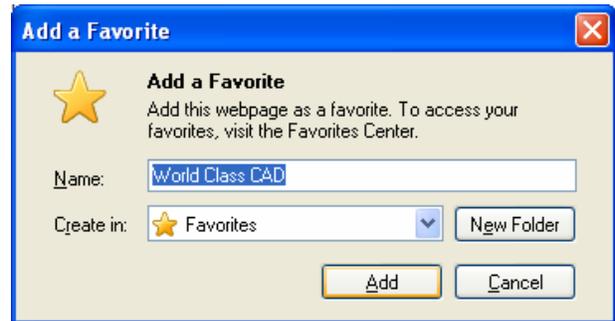

Figure 2.13 – Creating a Favorite

Now that we have made three Internet shortcuts, go ahead and take the World Class CAD Challenge to test your expertise.

* World Class CAD Challenge 26-2 * - Create a list of 10 important websites. Either from memory or using a Search Engine to locate each webpage and create Internet shortcuts to the web pages within 15 minutes.

Continue this drill four more times expanding your list of favorites and each time completing the drill in less than 15 minutes to maintain your World Class ranking.