Using Internet Explorer Favorites

Internet Explorer uses a feature called Favorites to allow you to save links to web sites you want to remember. When you add a Favorite, it is stored in a list of web sites. This list can quickly grow very long, so Internet Explorer also includes a way to organize your favorites into folders to help you quickly locate that special site.

As you are doing the Internet Scavenger Hunt, use the Favorites feature of Internet Explorer and this assignment to create access to the websites where you find the answers to the twelve questions in the Scavenger Hunt. When you have completed this assignment, you will have a folder named “Scavenger Hunt” into which you have stored twelve websites, each website providing the answer to a different Scavenger Hunt item.

Part I: Add Favorites in Internet Explorer

**Saving a Web Site as a Favorite**

The first step in adding a web site as a Favorite is to make sure that the desired webpage is open in the browser. So, in Internet Explorer, open the page to be saved as a Favorite before continuing with these instructions.

Next click the Favorites button on the standard toolbar, as shown on the left.

This will open the Favorites Explorer bar to the left of your Internet Explorer window. It will look similar to the illustration on the left.
To add the page you are on to the Favorites list, just click on the word Add... at the top of the Favorites Explorer window.

You'll see the title of the page appear in your Favorites list just like the one that is circled in the example on the left.

If you want to see this page ever again, all you need to do is click the Favorites button to display the Favorites Explorer Bar, then click on the title of the page you want to view, and it will start loading in the browser window for you.
**Part II: Organizing Favorites into folders**

Internet Explorer allows you to use the metaphor of folders to organize your Favorites list into a meaningful and easy to use list from which you can quickly locate that special page you've been storing.

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<thead>
<tr>
<th>Organizing Your Favorites List Into Folders</th>
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<tbody>
<tr>
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<td><img src="image" alt="Favorites Explorer" /></td>
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</table>
This will open the Organize Favorites Window, as illustrated on the right.

First, you will create a new folder for the Scavenger Hunt pages, and then learn to move the pages into that folder.

Begin by creating a folder. To do this, click on the Create Folder button. This will create a new folder at the bottom of the Explorer window. You'll notice that the words New Folder are highlighted. If you start typing right now, you'll be able to change the name to something more meaningful.

So, type in the folder name “Scavenger Hunt” right now and click outside the folder. This will rename the folder to something meaningful and easy to remember.

Now the only thing left to do is to move the existing favorites into the Scavenger Hunt folder. Simply click one time within the favorites list on a favorite you wish to move into the Scavenger Hunt folder and drag it on top of the folder (the folder should be highlighted before you drop the site icon). The example on the right illustrates this concept.
When you want to view the sites inside a folder, just double click the folder to open it and the files enclosed will be listed below.

Organizing files in this manner will help you quickly locate your favorites, even if you have hundreds of them saved. You can also use folders as a great technique for organizing resources for your students to use. By exporting the folders (see Exporting Favorites in Part III), you can quickly create resource lists for your students to use in class projects and research assignments.

After awhile, you'll want to start "weeding" your Favorites lists. This is a simple step. Just highlight the site you want to remove from the list, no matter where it is located, then press the Delete... button as illustrated on the right.

When prompted whether or not you really want to delete the Favorite, just click the Yes button as illustrated on the right.
Part III: Exporting Your Favorites List

Exporting your Favorites allows you the opportunity to setup a webpage...or even a Word document...with links for your students to follow. Once you have located URL’s where students can find information on a given topic, you can use the Export Wizard to create a list of sites into which you can insert instructions. Using the Export Wizard of Internet Explorer gives you an easy way to eliminate hours of meaningless surfing for your students.

Step by Step Procedures for Exporting Favorites

Start the process by selecting Import and Export... from the File menu, as illustrated on the left.

This will start the Import/Export Wizard, which walks you through the process. If you haven't worked with wizards before, they are little programs written to help you through a process that once might have been complicated.

Click the Next button on the bottom of the Wizard window to continue.
The next section of the wizard asks you what action you wish to perform. Notice that you can import and export Favorites and Cookies, which are small files that web pages will leave on your computer to help identify you (for example, your login and account information at Amazon.com). You might want to take note of these options for future reference.

For this assignment, click on Export Favorites (as illustrated) and click the Next button.

The wizard will automatically select the entire Favorites list for exporting. This is sometimes useful, but most of the time you’ll probably want to just select one folder of Favorites you want to export.

In this example, we've selected the Scavenger folder to export. You can select any folder you want to export. It all depends on the end result.

If you are trying to build a page of web references for your students on a particular topic, the best technique is to search for pages yourself, save pages as Favorites (in folders) as you find them, and then export that folder. You notice that the Favorites list to the left has a folder for Edu 5352. This folder contains a variety of pages on Ancient Rome used for my Educational Evaluation class. It was very easy to create a page of resources on the web for the students in that class by just exporting the Ancient Civ folder.

Click the Next button to continue.
The next window appears asking you to decide what you'll be doing with the Favorites as you export them. If you have a second browser installed on your computer, the first option will probably be checked by default. However, for this assignment, and for the best use in your classroom, you'll want to use the second option, "Export to a File or Address." Click on the radio button in front of it to select it.

You'll now need to decide where you'll be storing the file. Click the Browse... button to open a standard dialog box and select a location for the file. You can also name your file here as well.

Click the Next button to continue.

This window tells you that you have successfully completed the Wizard. Clicking the Finish button will create the file for you.

Click Finish now and you should get the message below:

If you go back to the spot you saved the file and open it, it will look something like the following windows:

The following is an example of all the Favorites saved in one file. You'll notice that the folders are saved as Topic Headers to make it easy to find pages saved as Favorites inside those folders in Internet Explorer.

The following file is an example of only one folder (the Scavenger Hunt folder) being exported. This is the way the page looks when we export ONLY the folder Scavenger Hunt, as in the sample.
**Bookmarks**

Proposals
Dissertation Proposal Abstract
AERA.NET Page Index

Education Department at The Catholic University of America

ESL
English Courses on the Web
STAR Center--Support Services
Tips for Teachers PowerPoint Presentation
Teaching Vocabulary (Ohio ESL)
NCTE Teaching Ideas peer teaching vocabulary

RCIA

Advent
The Whole Advent Season is A Long Appeal for the Coming of Our Savior
Advent Specials
Advent

Eucharist

E-CASE-Eastern Catholic Alliance of Schools for Excellence
Fun and Games for Kids

Triduum
Paschal Triduum The Great Three Days
The Internet Padre Catechetical Resources
For Children - Thirteenth Station of the Cross

RCIA Music
I AM A C-H-R-I-S-T-I-A-N
Song List

**Bookmarks**

Dallas Area Network for Teaching and Education [DANTE]
Computer Problem Solving
Scavenger Hunt
Internet Search Tools-Quick Reference Guide
Search Features Chart