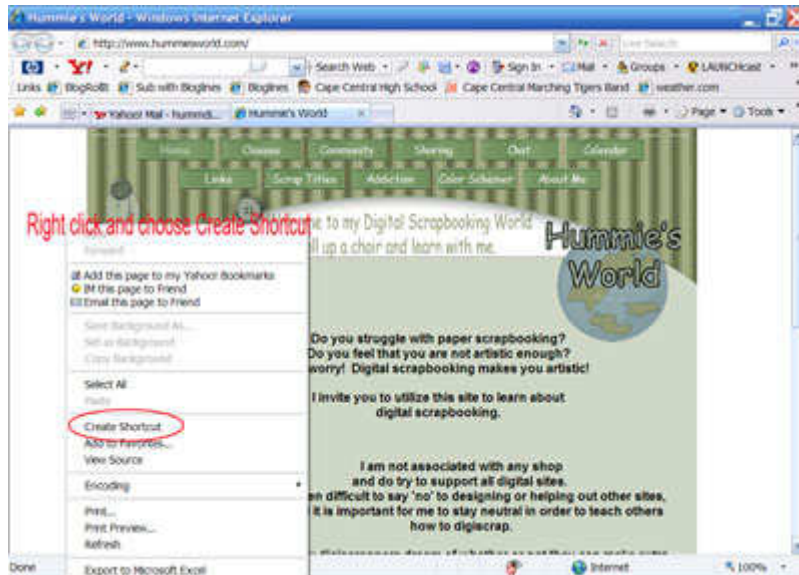


Creating Internet Shortcuts By Hummie

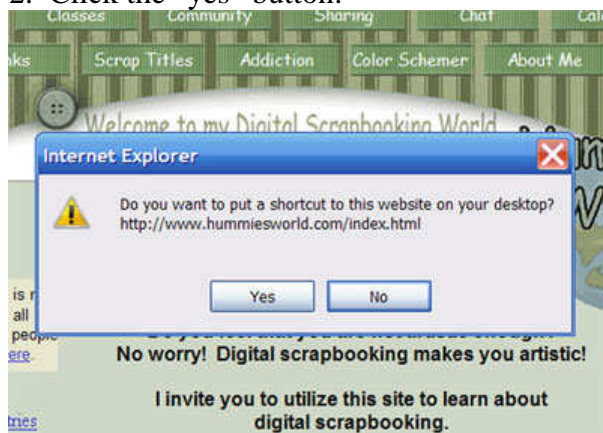
When organizing my kits by designer, I found it helpful to create an internet shortcut directly to the designers shop(s) and blog and placing it in the folder for easy access. If the designer moves to a new store, I can replace the internet shortcut. I would love to see designers putting these shortcuts in their kits. I found it difficult to locate several of the designers as I was organizing.

These internet shortcuts are easy to create in Internet Explorer. I will show you three methods. I understand that these methods are easily converted to other browsers.

1. Go to the website page you are making an internet shortcut for and right click on a blank area of the page. If “Create Shortcut” is grayed out, then try right clicking in another area of the page. Click on the words “Create Shortcut.”



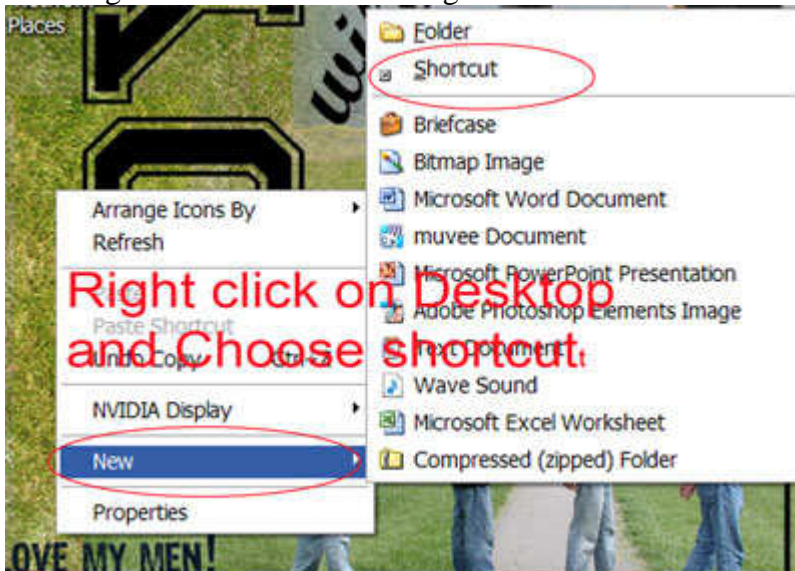
2. Click the “yes” button.



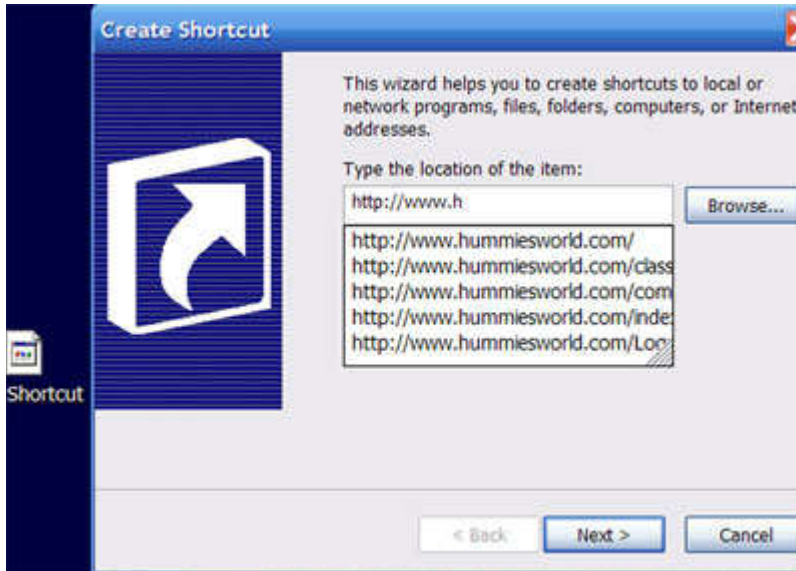
3. Minimize or close the Internet Explorer box to see the desktop. Find the new icon and drag it to the folder. You can now click on the icon and it will open up an IE page directly to the designer's shop or blog.



4. The second method (in Windows XP) is to begin by right clicking on the desktop, choosing "New" and then choosing "Shortcut."



5. In the box that pops up, begin typing in the location of the website. If you have recently visited the website, choices will begin to appear below. When the website is in the field, click next. In the next box, type the name of the designer in the field and click Finish. You can now find the shortcut on the desktop and drag it into the appropriate folder.



6. The third method is to drag the icon in the url toolbar onto your desktop.

An internet shortcut made with IE or Windows XP **will open up in other browsers.** You may also drag internet shortcuts to the quick launch tool bar.

