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Organizing Resources

THE INTERNET IS CHANGING. THAT ISN'T NEWS. But as the Internet expands and contracts, so do some valuable resources, and you'll want to track these. In this edition we'll discuss the organization of your browser bookmarks—how to add, delete, and organize them.

Web sites you visit frequently or that have valuable information for your job deserve bookmarks so you can readily revisit them. (I use the terms “bookmark” and “favorites” interchangeably except when referring to the Internet Explorer “Favorites” drop-down menu.) A favorite Web

Internet Explorer has the market share, I'll use it as my example, but most other browsers work in a similar fashion.

ADD A SITE: To add a site to your Favorites so you can revisit it by selecting its title from a list of favorites, click on the “Favorites” drop-down menu, select “Add to Favorites,” navigate to

want to drag the icon to your “Home” icon in the menu bar. Moving the icon there will ask whether you want that site to be your home page. Answer “Yes,” and that will be the page you see when you launch your browser.

DELETE A SITE: To delete a bookmarked site, select that address in your Favorites menu, right click on it, and select “Delete.” It is that simple.

ORGANIZE BY TOPIC: Just as you have organized your bookshelf, your lateral file, and your computer's My Documents file, you should organize your bookmarks. Put them in the order in which you think. If you are asked a question about the disclosure of an annual percentage yield, would you look under Reg. DD or TISA? I recommend (and the same applies to My Documents) that you create a folder called “Compliance” and in that have a folder called either “Reg. DD” or “TISA,” whichever you prefer. In the same Add to Favorites box you selected above, you can create folders and put the bookmarks into them.

The idea here is that you will accumulate a lot of links to these subjects; to keep these manageable, nest them in folders. Under the Favorites drop-down menu, select “Organize Favorites” and click “Create a folder” and appropriately name it. You can also place it where you want in this window. By doing this you will reduce your need to scroll through many names and will more quickly locate the bookmarked addresses you want.

I like the following as a demonstration of nested, organized folders for my bookmarks. This is the outermost folder, nesting inward: Favorites > Banking > Compliance > Reg. B. On the same level as Reg. B there could be Reg. C, Reg. D, Reg. E, BSA/OFAC,

page's address—or universal resource locator (URL)—is bookmarked so you can return to it quickly without searching for it or having to remember a long and complicated address. While some URLs are easy to remember, such as www.aba.com, some are more complicated, such as www.aba.com/bank-compliance/bc_writersguide.htm.

I'll start with some tips for organizing your favorite Web sites. Because

where you want to store the address, and click “OK.” (See Graphic 1.)

As an alternative, in the browser address bar there is an icon depicting the Web page. This is between the word “Address” and the “http ...” address in the address bar. Using your left mouse button, click on the icon, drag it to the Favorites drop-down menu and navigate to where you want it. Release the mouse button. This also works if you





etc. Graphic 2 demonstrates how this nesting adds to your organization and reduces screen clutter. Nest these folders many times over so you can easily drill down to what you seek.

These nested folders could start by the major job, compliance, and work down to regulation, department, or job tasks. In the Banking folder, (one level up from Compliance) you may want folders of similar importance on the same level—Compliance, Laws, Regulators, etc. Again, put them in the order that is most logical to you. If asked to research a law, what logical path through your bookmarks would you follow to find it?

SORTING: When you have the Favorites menu open, right click and select “Sort by Name” to put your bookmarked pages and folders in alphabetical order. Don’t worry if you don’t like the default name a site gives itself when you saved it—renaming it won’t affect the address it goes to. It will simply be in a better order and can be more descriptive for your future reference.

Example: BankersOnline has a running list of flood civil money penalties issued by the various regulatory agencies. I want to save it in my favorites, under a Favorites > Banking > Compliance > Flood path. The last three are file folders I created for organization. But the title my bookmark is given by the Web page is “Flood Penalties Watch—a running list of the latest CMPs assessed for flood violations.” This is a little long. If I am saving it for the first time I can change the name in the “Name” box when I select Favorites > Add to Favorites. A name like “CMPs” is descriptive enough—or “Flood CMPs,” if you prefer. Should I change my mind, I can rename it later by right-clicking on the name in the

drop-down menu, selecting Properties, selecting the General tab, and changing the name in the box.

MORE THAN A NAME: This tip is not for your Internet banking logon or anything sensitive, but it may be useful for nonsensitive sites such as a newspaper where you occasionally read articles online: Add your logon information to the bookmark. If I bookmark the *New York Times*, I might place it under a path such as Favorites > News > NYTimes. The actual name of the bookmark could be “NYTimes andy xyz123,” which tells me that the site is the *New York Times*, the username is “andy,” and the password is “xyz123.” In this way you can better track when a site you seldom visit but want bookmarked forces a username and password on you. You might also have three passwords you use regularly and just put a number in that bookmark title such as “1” when you know that 1 equals “q1W@e3.” This may seem to be a complicated password, but looking at the keyboard it is the letter “q,” up to the “1,” shift and the letter next to it, “W” and up to the “@” because of the shift, release the shift and add the “e” and “3.” A very simple set of random alphanumeric symbols can be generated this way.

SAVING THE PAGE: When you see a page that has good information and you want to refer to this exact content at a later date, save it. Most Web sites remove content from time to time, and a page might not be available when you need it. When you see a page you want as a resource or reference, go to the File drop-down menu and select Save As. Navigate your folder system, which I hope is organized just like your Favorites, and save the page where you will look for it. The result is that there

will be a new folder and an Internet Explorer document saved. You open the document and it gets any graphics from that new file folder.

This is different from saving a page for offline viewing. Above, you’ll access the site directly from the folder you saved it to or by using your browser’s File drop-down menu and opening the file from there. That preserves the page for you as it is at that moment.

If you opt to save the page for offline browsing, select “Make available offline” as shown in Graphic 1. You can also select this in the Properties menu for existing bookmarked pages. Before you disconnect from the Internet, from the Tools drop-down menu select Synchronize. This will load the latest version of that page into your files. This means that if the content has changed, you will see the new content only. This makes it less valuable as a resource of retained information and more valuable as ongoing reading. When you’re ready to work offline, click Work Offline on the File menu. Internet Explorer will always start in offline mode until you click Work Offline again to clear the check mark. In your Favorites list, click the bookmarked page you want to view.

BACKING UP FAVORITES: In the typical Windows XP configuration, your Favorites are saved by default under the C drive > Documents and Settings > the user’s name > Favorites. You can copy this Favorites file to removable media and take your bookmarks to another computer. Remember all that organizing in which folders were created and files moved? You can do that here, too, if you prefer this format. Create folders and move the files around as you see fit. If you have a folder called Compliance and

another called BSA/OFAC, you can put your bookmark in each. These are small files, so multiple references are not going to slow you down.

VERIFICATION: It's frustrating to go to a site in your Favorites and find it no longer exists. Delete it if need be or search for its new location. In the Properties menu you can edit the address to update it. There are software programs that will verify your bookmarks periodically to ensure they still work. I can't endorse any of these but will suggest some programs I found on a Google search.

Favorites Inspector¹ will verify that your bookmarks are still valid. It will flag those that show errors so you can double-check and modify or delete them as necessary. Link Checker² and Turbo Favorites Checker³ do the same thing. Before installing any software, ensure that you and your IT group are satisfied with the benefits it offers and are comfortable that it isn't going to threaten the integrity of your system.

With your bookmarks properly organized you will find what you need faster. Nobody has the time to look for the same sites over and over. Time is money. **BC**

Endnotes


- ¹www.programurl.com/favorites-inspector.htm.
- ²www.sharewareriver.com/product.php?id=4099.
- ³www.tucows.com/preview/405826.

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