

## Using Bookmarks / Favorites to Organize Your Browser

*(If you have already read my tips on using folders to organize your email tool, you will find many philosophical similarities... the reason is simple... if you approach your email tool and browser with the same organized process, you will make your online experiences easier.)*

The term bookmark or favorite are synonyms when used to describe the address that you save in your browser. Your browser may use the term "Favorites" to describe the web addresses that you save. I prefer an alternative browser so I use the term "Bookmark" when talking about my web addresses. Both are the same concept.

Bookmarks are a key element of organizing the important web addresses that you will receive over the West Point.Org networks for the next 4 years. If you have not yet learned to save bookmarks, tap the skills of your candidate before s/he goes on to R Day – it's important to learn how to:

- a) create a bookmark or favorite
- b) create a new folder to store these addresses
- c) organize / manage them

The screen shots that you will see are from the Bookmark tool in my alternative browser because it makes bookmark management logical and easy.

### **WHY use Bookmarks ?**

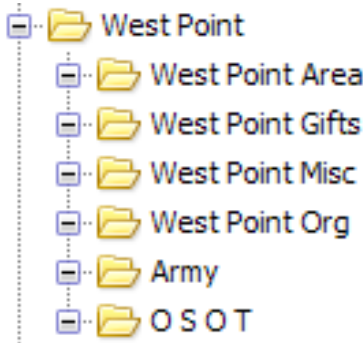
You will access the internet via search engines and via links posted in Plebe Net. Sometimes you will only visit the site one time, while sometimes you will use the same link over and over. That's the addresses you want to save. And by placing each bookmark into common folders, you can easily find the bookmark and subsequently load the web page.

### **Examples of Common Folders**

Key attributes of good folder structure are: easy to remember where you filed a bookmark, not too many folders so you "lose" bookmarks, enough folders so that you can "find" bookmarks, and logically named to define what the purpose of the folder is.

*One user note before I show you my folders – these are just examples and what you should store is the links that are meaningful to you. Use this tutorial as an example to get started and build your links as you go. For some parents, they find it overwhelming to just get started... hopefully this will help. Many of my links will not interest you. But use this document as a guide if you have never built folders in your browser and stored bookmarks.*

**Here are my main West Point related folders:**



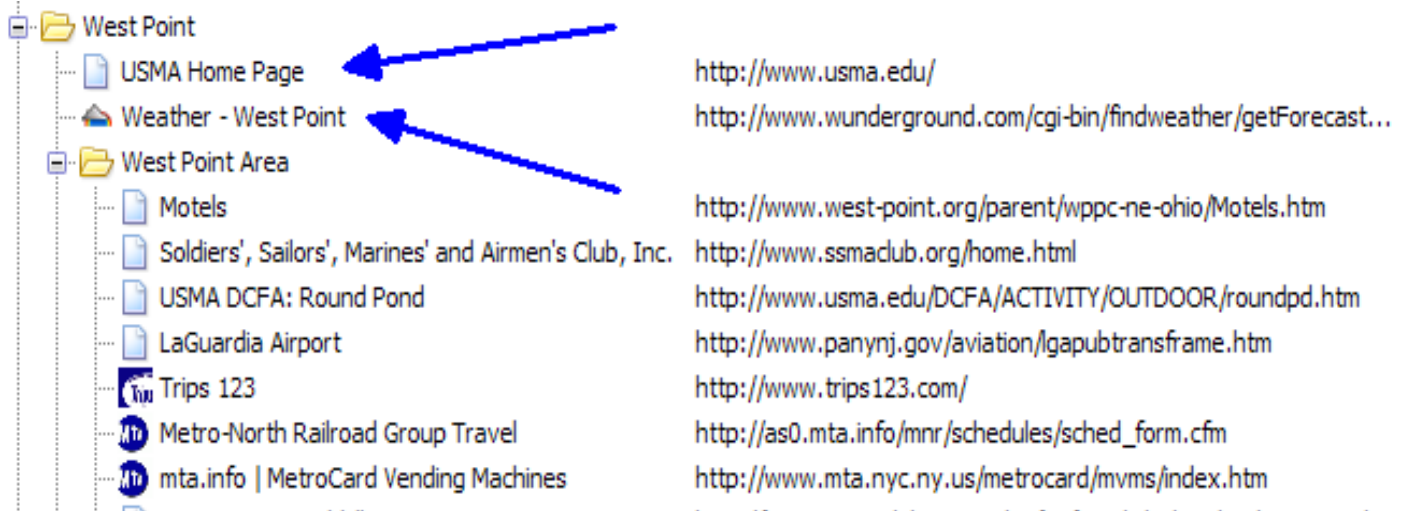
What is not shown is that the “parent folder” (West Point) is just one of many parent folder in my overall browser folder structure. However, when I think of West Point, I can quickly go to that parent folder, then select the appropriate subfolder, and finally the web page.

Even before I jump into a subfolder, I have bookmarked the USMA home page and one of the weather services (see the blue arrows below) since I go to them more frequently than others and I leave them outside of the subfolders.

Let’s look at some of the subfolders:

**West Point Area**

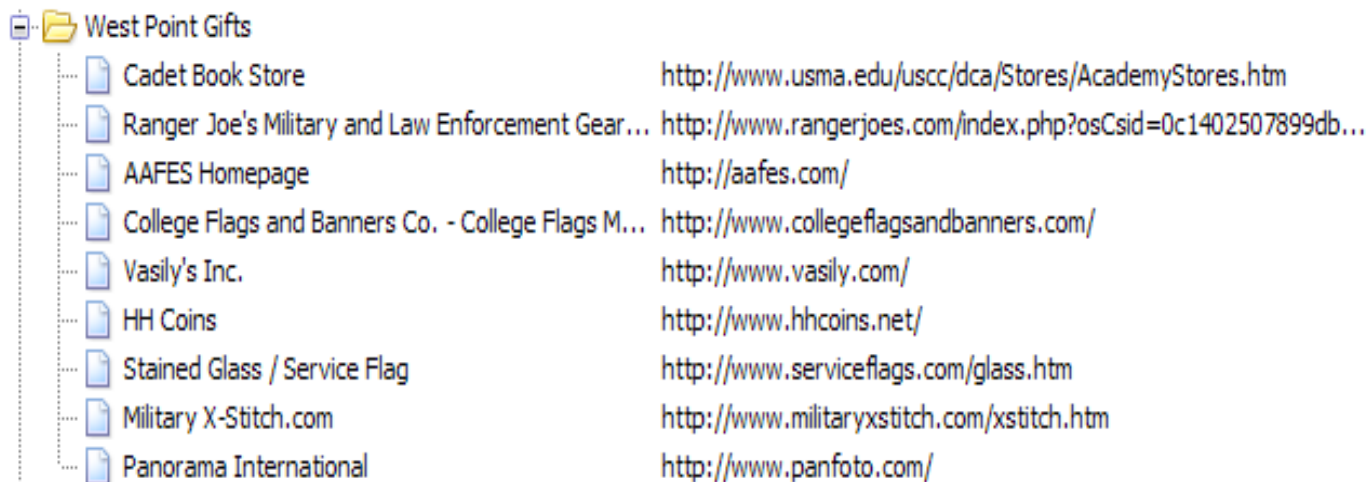
This folder contains links to miscellaneous physical “things”.



**West Point Gifts**

Somewhat misleading... these bookmarks are a collection of gifts and e-commerce sites that have stuff that we may be ordering for us or for our cadet. So the folder started as gifts, and

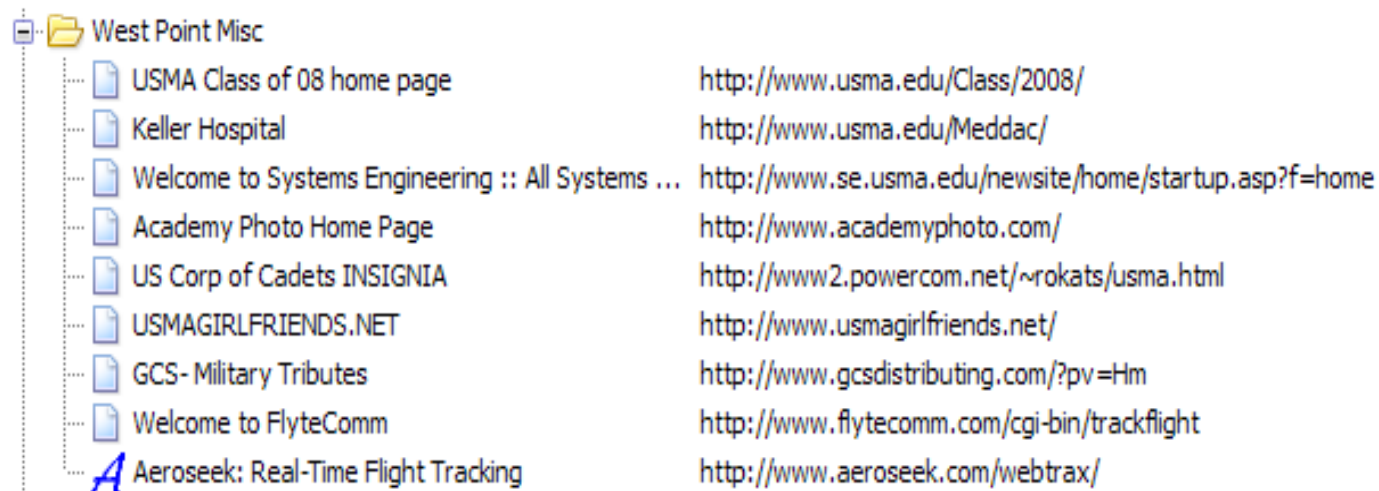
probably needs to morph....such is the nature of folder naming... so select a name that makes sense to you, and change it when it no longer applies.



West Point Gifts	
Cadet Book Store	<a href="http://www.usma.edu/uscc/dca/Stores/AcademyStores.htm">http://www.usma.edu/uscc/dca/Stores/AcademyStores.htm</a>
Ranger Joe's Military and Law Enforcement Gear...	<a href="http://www.rangerjoes.com/index.php?osCsid=0c1402507899db...">http://www.rangerjoes.com/index.php?osCsid=0c1402507899db...</a>
AAFES Homepage	<a href="http://aafes.com/">http://aafes.com/</a>
College Flags and Banners Co. - College Flags M...	<a href="http://www.collegeflagsandbanners.com/">http://www.collegeflagsandbanners.com/</a>
Vasily's Inc.	<a href="http://www.vasily.com/">http://www.vasily.com/</a>
HH Coins	<a href="http://www.hhcoins.net/">http://www.hhcoins.net/</a>
Stained Glass / Service Flag	<a href="http://www.serviceflags.com/glass.htm">http://www.serviceflags.com/glass.htm</a>
Military X-Stitch.com	<a href="http://www.militaryxstitch.com/xstitch.htm">http://www.militaryxstitch.com/xstitch.htm</a>
Panorama International	<a href="http://www.panfoto.com/">http://www.panfoto.com/</a>

### West Point Misc

An eclectic collection ranging from the hospital address – hope you don't need that one –to flight tracking with a site for girl friends of cadets thrown in. That's why it's called miscellaneous....



West Point Misc	
USMA Class of 08 home page	<a href="http://www.usma.edu/Class/2008/">http://www.usma.edu/Class/2008/</a>
Keller Hospital	<a href="http://www.usma.edu/Meddac/">http://www.usma.edu/Meddac/</a>
Welcome to Systems Engineering :: All Systems ...	<a href="http://www.se.usma.edu/newsite/home/startup.asp?f=home">http://www.se.usma.edu/newsite/home/startup.asp?f=home</a>
Academy Photo Home Page	<a href="http://www.academyphoto.com/">http://www.academyphoto.com/</a>
US Corp of Cadets INSIGNIA	<a href="http://www2.powercom.net/~rokats/usma.html">http://www2.powercom.net/~rokats/usma.html</a>
USMAGIRLFRIENDS.NET	<a href="http://www.usmagirlfriends.net/">http://www.usmagirlfriends.net/</a>
GCS- Military Tributes	<a href="http://www.gcsdistributing.com/?pv=Hm">http://www.gcsdistributing.com/?pv=Hm</a>
Welcome to FlyteComm	<a href="http://www.flytecomm.com/cgi-bin/trackflight">http://www.flytecomm.com/cgi-bin/trackflight</a>
Aeroseek: Real-Time Flight Tracking	<a href="http://www.aeroseek.com/webtrax/">http://www.aeroseek.com/webtrax/</a>

### West Point ORG

Here are lots of links that I rely on often to get information from WP-Org. Just a few websites that you should consider saving. I'll point out the final link marked by a blue arrow as a really good site with lots of useful links.

West Point Org	
West Point Parents Club of North Carolina	<a href="http://www.west-point.org/parent/wppc-nc/index.html">http://www.west-point.org/parent/wppc-nc/index.html</a>
West Point ORG	<a href="http://www.west-point.org/">http://www.west-point.org/</a>
West Point Org Link	<a href="http://www.west-point.org/parent/wpp-net/">http://www.west-point.org/parent/wpp-net/</a>
West Point Org FAQ's	<a href="http://www.west-point.org/parent/wpp-net/faq/">http://www.west-point.org/parent/wpp-net/faq/</a>
WP Org - Parent Net	<a href="http://www.west-point.org/parent/parent-forum/">http://www.west-point.org/parent/parent-forum/</a>
WP-ORG - Plebe Net	<a href="http://www.west-point.org/parent/plebe-net/">http://www.west-point.org/parent/plebe-net/</a>
Parent Net Archive Search	<a href="http://archives.west-point.org/index.cgi?__DO_LOGIN=1">http://archives.west-point.org/index.cgi?__DO_LOGIN=1</a>
WP-ORG Listserve Search	<a href="http://archives.west-point.org/">http://archives.west-point.org/</a>
countdown clocks	<a href="http://www.west-point.org/parent/parent-forum/clocks/clock.html">http://www.west-point.org/parent/parent-forum/clocks/clock.html</a>
Cadets of West Point	<a href="http://www.westpointcadets.org/">http://www.westpointcadets.org/</a>
WPPC MD-DC-VA	<a href="http://www.wppc-mddcva.org/">http://www.wppc-mddcva.org/</a>
2008 Memories Page	<a href="http://www.west-point.org/family/mem2008/">http://www.west-point.org/family/mem2008/</a>
Misc Important Links on 2009 Memories	<a href="http://www.west-point.org/family/mem2009/links.html">http://www.west-point.org/family/mem2009/links.html</a>

### What other folders do you need ?

I have folders for other key areas of interest. One day my Cadet will be commissioned and thus I have started saving bookmarks for Army topics. Some of these include:

Army	
U.S. Army HOOAH 4 HEALTH APFT	<a href="http://www.hooah4health.com/4you/apft.htm">http://www.hooah4health.com/4you/apft.htm</a>
U.S. Army Individual Decorations	<a href="http://www.americal.org/awards/achv-svc.htm#AAM">http://www.americal.org/awards/achv-svc.htm#AAM</a>
USO Locations	<a href="http://www.uso.org/PUBS/8_15_84.cfm#Illinois">http://www.uso.org/PUBS/8_15_84.cfm#Illinois</a>
U.S. Army Chief of Staff's Reading List	<a href="http://www.army.mil/cmh-pg/reference/CSAList/CSAList.htm">http://www.army.mil/cmh-pg/reference/CSAList/CSAList.htm</a>
Defense Finance and Accounting	<a href="http://www.dod.mil/dfas/">http://www.dod.mil/dfas/</a>
ArmyMWR Travel Page - Information, Tickets & ...	<a href="http://www.armymwr.com/portal/travel/travelresources/">http://www.armymwr.com/portal/travel/travelresources/</a>

The OSOT folder is where I store links associated with Operation Support Our Troops.

OSOT	
OSOT - Operation Support Our Troops	<a href="http://www.west-point.org/family/support-our-troops/">http://www.west-point.org/family/support-our-troops/</a>

## **What's next ?**

### **Start creating your folders.**

If you don't know how, ask your Cadet Candidate and get them to help you create a set of empty folders to store your bookmarks. If your CC is now a NC, tap someone else in the family to help you get going.

### **Start saving bookmarks/favorites and place them in the appropriate folder**

Each browser is a little different in how you save a bookmark. Experiment and learn.

If you saw something interesting in my collection, you could type in one of the web addresses above. Or you could use a search engine to find the same site, and then save it to your folders. I would do both, depending on the length of the URL.

### **Take a moment to re-organize your bookmarks**

Admittedly this will be a little more challenging to organize if you are using the common browser. Usually you can drag and drop the bookmarks into the appropriate folder, but you don't have a very big window to play with. Keep trying... it's possible even if not user friendly.

**Advanced:** Learn how to store a few key bookmarks on your toolbar for instant access

**When you finish, you will be able to access your key websites quickly and easily !**