

LESSON 145

ASKBAR SHORTCUT TO THE WEB

There are certain Web sites that I look at constantly. I find that shortcuts to These Web sites save me time and effort. Here are my favorites.

One way to reach a Web site quickly is to press the Windows key and then the letter R. Now type in the Web site and click OK or press Enter. If you are connected to the Web, that Web page will come up. If you are not connected to the Web, your computer will launch your dial-up connection and open the web page. If you don't have a Windows key, press the Ctrl and Esc keys to bring up the Start menu, then press the letter R.

You can also create a Taskbar shortcut to any web site. Right-click on any open space on the Taskbar, click on Toolbars and then select New Toolbar. In the box under "Choose a folder, or type an Internet address" type the web site address, including HTTP://. Once you have created the Taskbar shortcut, place your cursor on the vertical bar at the left of the shortcut. Click and drag it to the right to close open space between that shortcut and your system tray.

Now, to access that web site, right-click on the shortcut and select Open in Window.

