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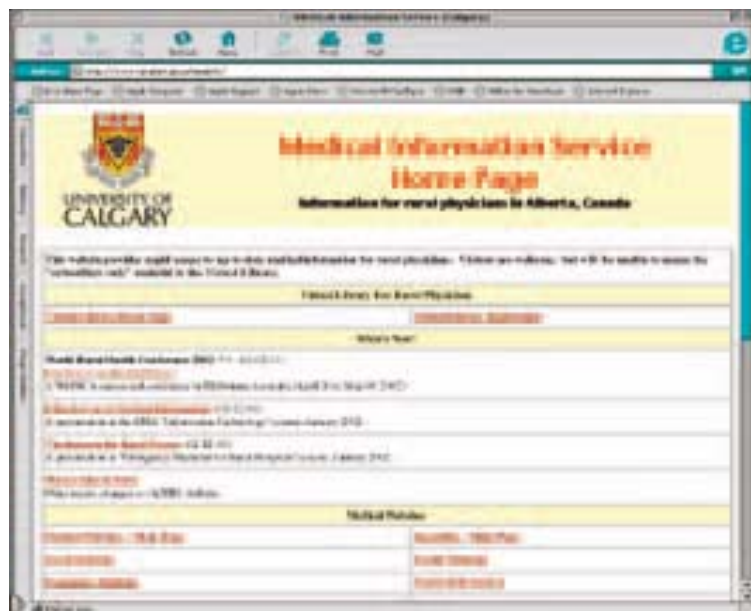
Links and Personal Toolbar

By Barrie McCombs, MD, CCFP, FCFP
Medical Information Service (MIS), University of Calgary

The “Links” feature in Internet Explorer, and “Personal Toolbar” in Netscape Navigator allow you to create a short list of frequently used Web sites in a toolbar, ready for instant access. These are extensions of the “Favourites” and “Bookmarks” features discussed in the April issue.

Links

The “Links” toolbar normally appears below the main toolbar when you open the Internet Explorer program. It is identified by the word “Links” at the left-hand edge. If you can’t see the toolbar, read the latter section on “Hiding The Links Toolbar.” As a default, the toolbar comes filled with commercial Web sites which have paid Microsoft to include them in the list.





Deleting Links

Before adding your own links, click on the existing ones and decide if you want to keep any of them. Right-click on a link that you wish to remove, then select “Delete” from the pop-up menu.

Adding Links

When you visit a site that you wish to add to your “Links” page, look for an icon (small picture) immediately to the left of the address in the “Address” window. Use the Windows “Click and Drag” feature to drag this icon onto the “Links” toolbar. You can also drag links from within a Web site page.

Example

Google Canada is a Canadian version of the popular Internet search engine (www.google.ca). Use Internet Explorer to connect to the Internet, then enter Google’s address into the “Address” box. After the site is fully displayed, drag the “Address” icon onto the “Links” toolbar. The icon and the title “Google” will appear in the toolbar. Do the same for The Canadian Medical Association Web site (www.cma.ca), and the Web site of STA Communications — publisher of The Canadian Journal of Diagnosis (www.sta-communications.com), or add a few of your own favourite Web sites.

Moving Links

Links can be rearranged by dragging them to a new location within the toolbar. Try moving some of the links you have just created.

Renaming Links

Many links will display a long name or a vague name, such as “index.html.” You can change these to a shorter or more descriptive name by right-clicking on the link and selecting “Rename” from the pop-up menu.

Overflow

If you add too many links and overflow the capacity of the toolbar, a “>>” symbol appears at the right edge of the toolbar. Click on the symbol to display a list of hidden links. When this happens, consider renaming or deleting some of the links.

Links Directory


Links are stored in the “Links” folder of the “Favourites” list. To display the “Favourites” list, click on “Favourites” in the main toolbar. It is possible to create sub-folders within the “Links” folder, which appear on the “Links” menu. The April column describes the “Favourites” feature and how to create folders.

Hiding the Toolbar

To make more room for the main page display, it is possible to hide the “Links” toolbar. Click on View > Toolbars > Links. To make the toolbar reappear, repeat the same process. It is also possible to drag the “Links” toolbar onto another toolbar so they share the same space.



Netscape Navigator

If you prefer to use Netscape instead of Explorer, the features are much the same, but the terminology is different. Netscape uses the term “Personal Toolbar” instead of “Links Toolbar.” To add a Web site to the toolbar, drag the icon that appears immediately to the left of the “Location” box. To edit or delete the contents of the toolbar, use the Bookmarks > Edit Bookmarks submenu. To re-name an entry, right-click on the name in the Bookmarks list, then select “Bookmark Properties.” A unique feature in Netscape is that any Bookmark folder can be designated as the “Toolbar Folder.” This is handy when working on a topic where you have organized the related bookmarks into one folder. 

Future Topics

Do you have a technology topic you would like to see discussed in this column?

If so, contact Dr. McCombs at:

bmccombs@ucalgary.ca or fax your suggestions to 1-403-270-7285.