Microsoft Windows 7

9 – Favourite locations in Windows 7

CORPORATE LEARNING & DEVELOPMENT

FAVOURITE LOCATIONS IN WINDOWS 7

Favourites in Windows 7, not to be confused with saving your **favourite** websites in Internet Explorer, is an area in Windows Explorer designed for you to create shortcuts to frequently-accessed locations, such as folders, drives and libraries. The real advantage of using Favourites is that it saves you time. Rather than navigating to a specific folder over and over again, you can add the folder as a shortcut in Favourites, and then access that folder in a single click.

In this booklet we will show you how to:

- gain an understanding of Favourite locations in Windows 7
- add a location to Favourites
- remove a Favourite location
- restore default Favourites.

UNDERSTANDING FAVOURITE LOCATIONS

Favourites in Windows 7 (not to be confused with bookmarking your **favourite** websites in Internet Explorer) is designed as an area for you to create **shortcuts** to your favourite folders, drives, libraries and saved searches across your computer and the network. Favourites are accessible via **Windows Explorer**, and will enable you to navigate to a location in just one click.

What Is Favourites?

Favourites is designed as an area to add shortcuts to your 'favourite' locations on your computer or the network. Locations that can be added to Favourites include folders, drives, libraries, and even saved searches.

Favourites is located in the **Navigation** pane in **Windows Explorer**. Favourites already contains a series of default favourite locations, including:
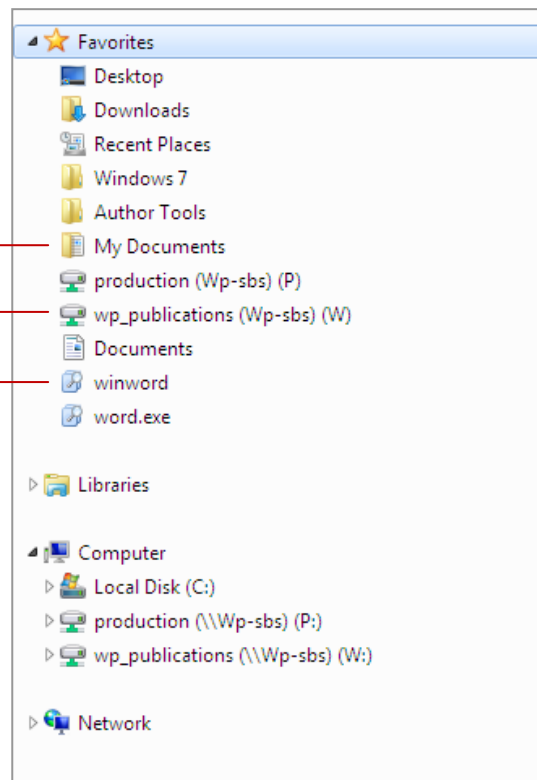
- **Desktop**: enables you to view the contents of your desktop, such as shortcut icons and the **Recycle Bin**. Several other locations exist in Desktop, such as the **Control Panel** and your **Home** (user account) folder, even though they are not actually on the desktop

- **Downloads**: do you ever wonder where those files that you download from the internet end up? It's more than likely that they've ended up in the Downloads favourite. This is the default location that Windows 7 will save files into that you have downloaded from the internet, unless you have selected an alternative save location

- **Recent Places**: a list of places, such as folders and programs, that you have accessed recently

- **Public**: if you're on a network, you may also have this Favourite location, in which you can add shortcuts to network drives and folders.

The **Favourites** area in the **Navigation** pane in Windows Explorer. As well as the default locations (Desktop, Downloads and Recent Places), the picture to the right shows that folders and drives have been added as shortcuts, as well as a library and a saved search.

Shortcut to My Documents folder

Shortcut to network drive

Shortcut to saved search

Why Use Favourites?

Creating a shortcut in Favourites to frequently-used folders and the like can be especially useful when you are constantly accessing a particular folder or location. Instead of having to navigate and drill-down to that location, you can add the location as a shortcut to your Favourites, and then click on that shortcut to immediately go to that location.

Favourites does not store the actual folder (or drive or library or whatever) and its contents; it merely provides a shortcut to the location. So, if you delete a shortcut from your Favourites, you are not deleting the actual location or its contents.
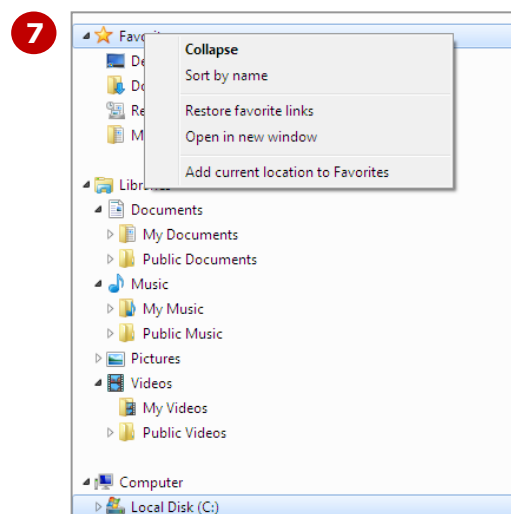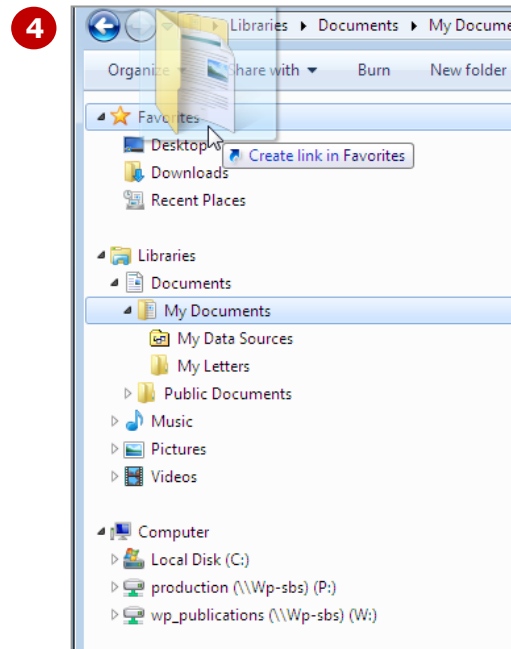
ADDING A LOCATION TO FAVOURITES

You can add folders, drives, libraries and even saved searches as shortcuts in *Favourites*. Adding frequently-accessed locations will save you time. Instead of repeatedly navigating to a location to

access it, you can add it to Favourites and then access the location in a single click. There are two ways you can add locations to Favourites.

Try This Yourself:

Before starting this exercise ensure you are viewing Windows Explorer...

1 In the *Navigation* pane, click on the white arrow ▷ for *Documents* in *Libraries* to expand this library

2 Click on *My Documents* in the *Navigation* pane and hold down the left mouse button

3 Drag *My Documents* up to *Favourites* in the *Navigation* pane

4 When the folder appears with the message, *Create link in favourites*, release the mouse button

My Documents will be added to Favourites...

5 In the *Navigation* pane, click on the white arrow ▷ for *Computer* to expand *Computer* (if not currently expanded)

6 Click on *Local Disk (C:)* to select it

7 Right-click on *Favourites* to display a shortcut menu

8 Select **Add current location to Favourites** to add *Local Disk (C:)* to *Favourites*

For Your Reference...

To add a location to *Favourites*:
1. Navigate to the location in the *Navigation* pane
2. Click on the location to select it
3. Right-click on *Favourites* and select **Add current location to Favourites**

Handy to Know...

- You can drag a location into *Favourites* from either the *Navigation* or right pane in Windows Explorer.
- You can rename a favourite without renaming the original location. This is handy if you have added favourites from several locations that have the same name.

REMOVING A LOCATION FROM FAVOURITES

When a favourite is no longer needed, it's best to remove the shortcut altogether. This obviously prevents clutter in your filing system, and helps to keeps your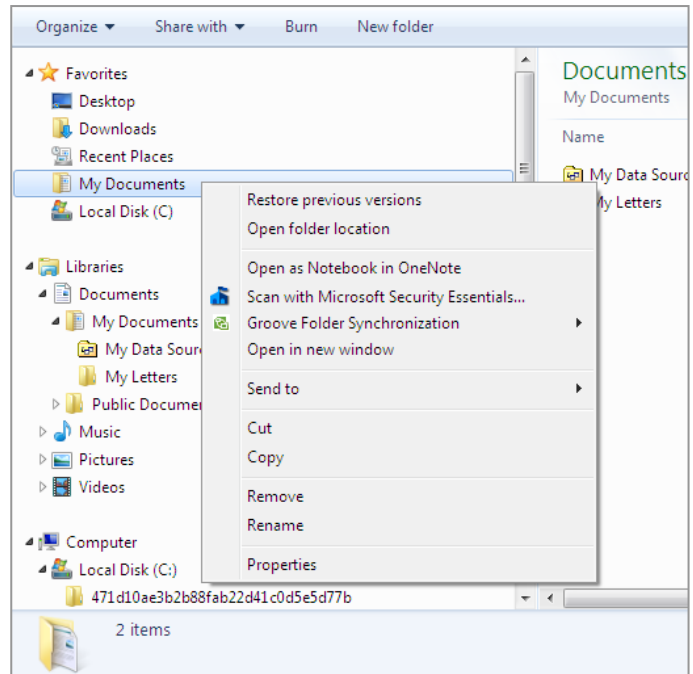 favourites organised. Removing a favourite in Windows 7 is the same process as for deleting libraries. When you delete a favourite, only the shortcut is removed, not the actual location or its contents.
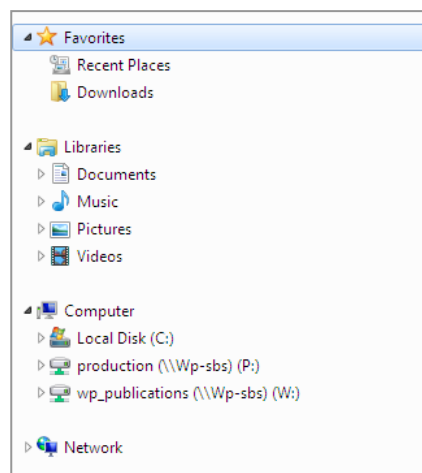
Try This Yourself:

Before starting this exercise ensure you are viewing Windows Explorer...

1 Right-click on **My Documents** in **Favourites** to display the shortcut menu

2 Select **Remove**

My Documents no longer appears in Favourites...

3 Click on **Local Disk (C:)** in **Favourites** to select it

4 Press Del

The shortcut is deleted and note that you are not asked whether you want to confirm the deletion...

5 Right-click on **Desktop** in **Favourites** to display the shortcut menu

6 Select **Remove**

Desktop no longer appears in Favourites

1

Organize ▾   Share with ▾   Burn   New folder

Documents
My Documents

▲ ☆ Favorites
    🖥 Desktop
    📥 Downloads
    📋 Recent Places
    📄 My Documents
    💽 Local Disk (C:)

Name
My Data Sour
My Letters

           Restore previous versions
           Open folder location

▲ 📚 Libraries
    ▲ 📄 Documents   Open as Notebook in OneNote
       ▲ 📄 My Documents   Scan with Microsoft Security Essentials...
          📁 My Data Sour   Groove Folder Synchronization   ▶
          📁 My Letters   Open in new window
       ▷ 📄 Public Docume
    ▷ 🎵 Music   Send to   ▶
    ▷ 🖼 Pictures
    ▷ 🎬 Videos   Cut
          Copy

▲ 💻 Computer
    ▲ 💽 Local Disk (C:)   Remove
       📁 471d10ae3b2b88fab22d41c0d5e5d77b   Rename

          Properties

    📁 2 items

6

▲ ☆ Favorites
    📋 Recent Places
    📥 Downloads

▲ 📚 Libraries
    ▷ 📄 Documents
    ▷ 🎵 Music
    ▷ 🖼 Pictures
    ▷ 🎬 Videos

▲ 💻 Computer
    ▷ 💽 Local Disk (C:)
    ▷ 📁 production (\\Wp-sbs) (P:)
    ▷ 📁 wp_publications (\\Wp-sbs) (W:)

    ▷ 🖧 Network

For Your Reference...

To remove a *favourite*:
1. Right-click on the favourite in the **Navigation** pane
2. Select **Remove**

Handy to Know...

• If you don't want to remove a shortcut, but don't want to see it either, you can *hide* the shortcut from the **Navigation** pane. To do this, right-click on the shortcut and select **Don't show in navigation pane**. To unhide it, right-click on the shortcut in the right pane and select **Show in navigation pane**.

RESTORING DEFAULT FAVOURITES

Just as you can remove default Favourite locations, such as *Desktop*, *Downloads* and *Public* (if on a network), you can also restore them to Favourites. You might ne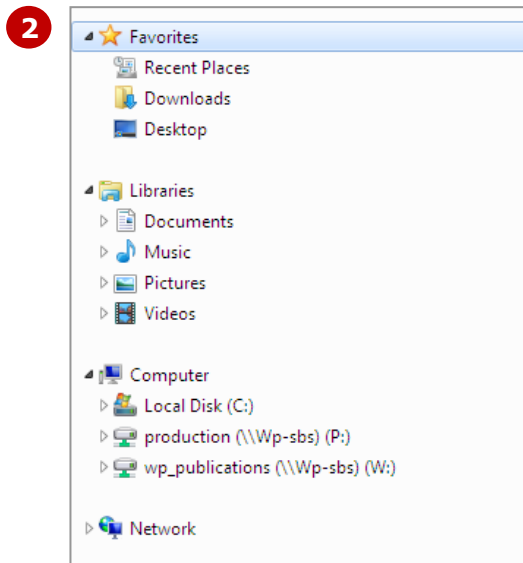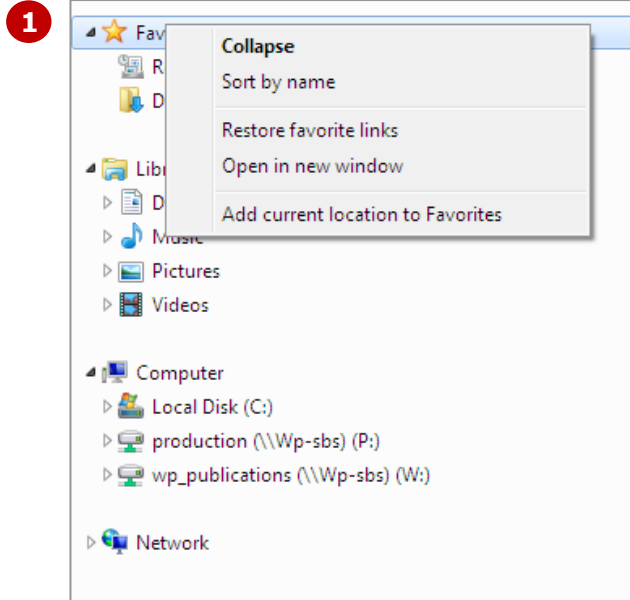ed to do this if you've removed a default favourite by mistake, or if you've removed it temporarily to prevent clutter. When you restore default favourites, all default favourites will reappear.

Try This Yourself:

Before starting this exercise ensure you are viewing Windows Explorer...

1 Right-click on *Favourites* in the *Navigation* pane to display a shortcut menu

2 Select **Restore favourite links**

The Desktop, as well as any other default favourites that may have been removed at some stage, will reappear in Favourites

1

Collapse
Sort by name

Restore favorite links
Open in new window

Add current location to Favorites

- Libraries
  - Documents
  - Music
  - Pictures
  - Videos
- Computer
  - Local Disk (C:)
  - production (\\Wp-sbs) (P:)
  - wp_publications (\\Wp-sbs) (W:)
- Network

2

- Favorites
  - Recent Places
  - Downloads
  - Desktop
- Libraries
  - Documents
  - Music
  - Pictures
  - Videos
- Computer
  - Local Disk (C:)
  - production (\\Wp-sbs) (P:)
  - wp_publications (\\Wp-sbs) (W:)
- Network

For Your Reference...

To restore default favourites:
1. Right-click on *Favourites* in the *Navigation* pane
2. Select **Restore favourite links**

Handy to Know...

- You can personalise favourites (or any item) by changing the icon that is displayed. To do this, right-click on the favourite and select **Properties**. Click on the *Shortcut* tab and then click on **[Change icon]**. Browse and select an icon, and click on **[OK]**. Click on **[OK]** again to close *Properties*.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Favourite locations in Windows 7** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as outlined in the task list on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here…

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**