

MANAGING FAVORITES, COOKIES, & TEMPORARY FILES

Organizing Favorites

When you come upon a Web page that you would like to reference later, click on **Favorites** on the Menu Bar, click **Add to Favorites**, rename the Web page if you desire, then click OK.

You can keep the really, *really* important sites at your fingertips. The **Links toolbar** atop your browser window cradles quick-click buttons offering direct connections to all the Web pages stored in the Links folder. In addition, the Web pages stored in the Links folder are accessible from the **Taskbar** on your Desktop.

For all the other Favorite Web pages you may wish to consider setting up a folder system to store your Favorites for easy retrieval. The purpose of having several file folders is to simply provide you with an organized way of storing your important Websites. Until or unless you have many **Favorites** recorded, you may find it just as easy to keep one alphabetical listing!

To set up a filing system for your Web favorites, follow these steps:

1. Access the Internet through your browser (Internet Explorer).
2. On the Menu Bar at the top of the browser window, left-click on **Favorites**.
3. Move down and click on **Organize Favorites**.
4. Click on **Create Folder** in the left panel; this will create a folder in the right panel waiting for you to give it a name. For example, type **Medical Sites**.
5. Now one at a time, select a Favorite from the right panel that you would like to move to the **Medical Sites** folder. Select the **Move to Folder** button in the left panel. Select **Medical Sites** and click **OK**.
6. Repeat steps 4 and 5 above to create additional folders of your choice and to file your remaining **Favorites** into these folders.
7. Once you have created the various folders of your choice and have assigned each of your **Favorites** to the appropriate folder, then click on **close**. Finally, click on **close** again to close the remaining dialogue box.

Backing Up Favorites

Over the course of several months, most Internet users tend to amass a fairly impressive collection of **Favorites** organized, perhaps, in folders for quick and easy reference. If you lost these, it wouldn't be the end of the world, but it sure would take a while to re-create that whole list just the way you like it. So take a few minutes from time to time and back up your **Favorites**.

Follow these steps:

1. Insert a blank floppy disk* into your floppy disk drive.
2. Open your Internet Explorer browser.
3. Click on **File** on the Menu Bar
4. Click **Import And Export**. This starts the Import/Export wizard.
5. Click **Next** and click **Export Favorites**. If you want to back up the entire list, just leave **Favorites** highlighted and click **Next**.
6. On the next screen, you'll see that Internet Explorer defaults to storing your backup file in the **My Documents** area of your C: drive.
7. Click on **Browse**. In the **Save In** dialogue box, click on the down arrow immediately to the right of the My Documents bar and click on 3 ½ Floppy (A) to store your Favorites on a floppy .* Then click **Next** and then click **Finish**. Remove the floppy from your floppy disk drive and store it in a location away from your computer. Note that the file name is: **bookmark.htm**.

*Some computers are not equipped with floppy disk drives, but may have a CD/RW drive ("burner.") If your computer does not have a floppy disk drive, consider exporting **Favorites** to you're My Documents folder for temporary storage and periodically copy you're My Documents folder to a compact disk following the instructions provided by the compact disk manufacturer, or you may use the Windows XP CD burner application that comes with the operating system. This application will be demonstrated during the Seminar presentation. If your computer has a second hard drive (internal or external), a zip drive, or a thumb drive, you may wish to consider one of them as an additional option for storing backup data.

As with all backup sessions, it is strongly recommended that you not back up to the same drive on which you're My Documents data are stored. It's dangerous to keep your backup on the same drive. **If disaster strikes your hard drive, you'll lose both the primary data as well as the backup information.**

Managing Cookies

FIRST PARTY COOKIES – THE GOOD GUYS

A first party cookie is a file created by a Website that you have accessed, which then stores information about you ON YOUR COMPUTER. For example. You access an online shopping site, such as **buy.com**, and explore much of what the site has to offer. You find a DVD Player you are interested in buying, but you want to compare prices first, so you put it into your shopping cart and plan to come back later. The next day you return to **buy.com**, and without entering any information about yourself, you click the shopping cart icon, and there sits the item you selected the previous day. How did **buy.com** know to call up your shopping cart rather than one belonging to any of its millions of other online customers? The answer: first party cookies.

Here's another example. If you register a username and password at the MyWay.com Web site and you indicate you want to automatically enter the site without having to type in your username or password at every visit, the MyWay Web server stores your login information in a cookie file on your hard drive. The next time you visit, the server will read your cookie file and enter login data for you. If you enter the site from another computer, you must log in again because the cookie is not stored on that computer's hard drive.

Although cookies can also store personally identifiable information, i.e., information that can be used to identify or contact you, such as your name, e-mail address, home address, or telephone number, **a Web site only has access to the personal information that you provide.** For example, a Web site cannot determine your e-mail name unless you provide it. In addition, cookies are not universal in that they cannot be read by every Web site on the Internet. Only the Web site that sent a cookie to your computer has the ability to read it.

A cookie is not a program; it's a piece of data. Therefore, it cannot carry a virus. (Viruses attach themselves to programs in order to run.) Since a cookie is not a program, it cannot "do" anything to your system, such as scour through it for personal data you haven't provided, such as your e-mail address or the credit card numbers stored on your system.

You have the ability to enable or disable cookies, or have your browser prompt you before accepting cookies. Some Web sites require cookies; therefore, if you select a browser setting that does not allow cookies to be saved on your computer, you might not be able to view certain Web sites.

THIRD PARTY COOKIES – THE BAD GUYS

A third-party cookie either originates on or is sent to a Web site different from the one you are currently viewing. Third-party Web sites usually provide some content on the Web site you are viewing. For example, many Web sites provide third-party Web sites with advertising space, and those third-party Web sites may use cookies.

The cookies that third-party sites send aren't so wonderful. They collect data that can be used to track your surfing habits for advertising or other marketing purposes or sell to other companies that want to track your surfing habits. Some third-party cookies can even harvest your email address (if you gave the first party Web site personal info), which can lead to spam.

Controlling Cookies

By default, Internet Explorer allows the use of cookies; however, you can change your privacy settings to prompt you before placing a cookie on your computer; or you can prevent your browser from accepting any cookies.

To limit the cookies that will be deposited on your computer via Internet Explorer:

1. Open **Internet Explorer**.
2. Choose **Tools**.
3. Choose **Internet Options**.
4. Click the **Privacy** tab.
5. Click the **Advanced** button.
6. Place a check mark in the box next to **Override Automatic Cookie Handling**.
7. Under **First-Party Cookies**, click **Prompt**.
8. Under **Third-Party Cookies**, click **Block**.
9. Make sure **Always Allow Session Cookies** is **UNCHECKED**.
10. Click **OK** twice to finalize the settings.

When you change your privacy settings, the changes will not affect cookies that are already on your computer. If you want to ensure that all of the cookies on your computer meet your privacy settings, you should delete the existing cookies on your computer (see below). When you return to Web sites that previously had saved cookies on your computer, the Web sites that meet your privacy settings will save cookies on your computer again. The Web sites that do not meet your privacy settings will not be allowed to save cookies on your computer, and might not function properly. Some Web sites store your member name and password or other personally identifiable information about you in a cookie; therefore, if you delete all cookies, you might need to re-enter this information the next time you visit the site.

As you surf, you'll be prompted whenever a cookie appears and given the choice of accepting it or blocking it.

- ◆ If you've subscribed to the site, or if you trust it, or plan to visit it again, check **Apply My Decision To All Cookies From This Web Site** and click **Allow Cookie**.
- ◆ If you don't want a cookie from this site, check **Apply My Decision To All Cookies From This Web Site** and click **Block Cookie**.

You can always unblock a cookie:

1. Open **Internet Explorer**.
2. From the Menu Bar, select **Tools**, then **Internet Options**.
3. On the **Privacy** tab, click **Sites**.
4. In **Managed Web Sites**, find the cookie you want to unblock, right-click it, choose **Allow**.

Take these steps without changing your email address and you may see a reduction in new spam; take them immediately after you change your email address and you may see a dramatic reduction in all spam.

How Do You Know If a Website is Sending You Cookies?

1. Go to the Website you believe is sending cookies.
2. Click on **View** on the Internet Explorer's menu bar.
3. Scroll down to **Privacy Report** and click on it.
4. A dialog box appears listing all the cookies that are going out from the Website.
5. Read down the list and right click on any cookie that you don't want. You will then have the option of choosing whether or not you want to "always accept", "reject", or use "default setting" for that particular cookie. If you choose "reject", then you can move down to the "Summary" and click it to see that the bottom button is marked with "Never allow this site to use cookies."

Customize Your Privacy Settings For An Individual Web Site?

1. In Internet Explorer, on the **Tools** menu, click **Internet Options**.
2. Click the **Privacy** tab, and then click **Sites**.
3. In **Address of Web site**, type the complete address of the Web site for which you want to specify custom settings. For example, <http://www.microsoft.com>

4. To specify that you want Internet Explorer to always allow cookies from the specified Web site to be saved on your computer, click **Allow**. To specify that you want Internet Explorer to never allow cookies from the specified Web site to be saved on your computer, click **Block**.

You can view a list of Web sites for which you have specified custom settings in the **Managed Web Sites** list. To remove a Web site from this list, and delete its custom privacy settings, click **Remove**. When you remove a Web site from the Managed Web sites list, your privacy settings for all Web sites without custom settings will apply to that Web site.

How Do You Remove Existing Cookies From Your Hard Drive?

1. Open your **Internet Explorer** browser.
2. Select **Tools** on the **Menu Bar**.
3. Select **Internet Options**.
4. In the **Temporary Internet Files** box, select **Delete Cookies**.
5. Click **OK**.

Managing Temporary Internet Files

You may not know that your browser has been working behind your back to make its job easier. Every time you load a Web page, the browser secretly stashes a copy of the information in the form of a **temporary internet file** on your hard drive or into memory. Your browser uses these temporary files to speed up the access to frequently used Web sites. For instance, if you go to a site that rarely changes, the browser will use the stored pages. That's faster than opening them from the Internet.

If you do a lot of Web surfing, you've probably built up a large bank of these **temporary internet files**. However, most sites change with some regularity. So those stored files are often out of date, and worthless. They're just taking up space. This isn't necessarily a big deal, with today's mammoth hard drives. However, it becomes a big deal when you conduct a virus scan of your hard drive. It can take a long time to get through these files.

Manual Deletion of Temporary Internet Files in Internet Explorer:

1. Open **Internet Explorer**.
2. Click **Tools**
3. Click **Internet Options**.
4. On the **General tab**, refer to the **Temporary Internet Files** section.

5. Select **Delete Files** to delete **Temporary Internet Files**.
6. Click **OK**, then **OK** again.

Automatic Deletion of Temporary Internet Files in Internet Explorer:

You can make Internet Explorer empty those files for you. Follow these steps:

1. Click **Tools**
2. Click **Internet Options**.
3. Click the **Advanced** tab.
4. Under **Security**, check **Empty Temporary Internet Files folder when browser is closed**.
5. Click **OK**.

Managing Temporary Windows Files

To conserve memory and leave more memory free for processing, many applications create temporary, or Temp files. These typically have a .TMP extension (for example, tempfile.tmp) or start with a tilde (~), (for example ~Tempfile.wrd.) Applications write Temp files as they perform tasks or as emergency backups when a program crashes. Although an application will usually delete Temp files when the program shuts down, this doesn't always happen. A Temp file can remain open if the program has bugs or crashes before you can save the file. Temp files are safe to delete, especially if the application that created them is shut down. If not, Windows won't let you delete the file.

Option 1

Use Windows Disk Cleanup Wizard to delete temporary files. To access the Disk Cleanup Wizard

1. Click **START**.
2. Move to **All Programs**.
3. Move to **Accessories**.
4. Move to **System Tools**.
5. Click on **Disk Cleanup**.
6. Follow the Wizard's instructions.

The Disk Cleanup utility does include one confusing option that can leave an inordinate amount of wasted space on your hard disk if you don't understand how it works. When you run Disk Cleanup, one of the available options offers to delete Temporary Files. Unfortunately, this option may display a value of 0, even though

your Temp folder may contain a number of megabytes of useless files. The reason for this is that the value lists only files in your Temp folder that are more than one week old.

Option 2

Close all running programs. Click **START**, click **Run** and type **%temp%** in the **Open** window of the **Run** dialog box, click **OK**. From the resulting Windows Explorer window, delete everything you find. You may discover that some files are not available for deletion until you reboot.

Option 3

1. Open **Windows Explorer** (Windows key + E).
2. Expand **Drive C** by clicking on the + sign to the left of the drive icon.
3. Expand **Windows** by clicking on the + sign to the left of the Windows folder.
4. Click on the **Temp** folder.
5. The temporary files will appear in the right pane where you can delete them.
(If the file cannot be deleted, it means that the file is in use.)

Option 4

1. Click **Start** and click **Search**.
2. Click **All Files And Folders**.
3. In the **All or part of the file name** field, type ***.tmp**.
4. Click **Search**.
5. The Temp files found will appear in the right pane. Select the files you want to delete, right-click, and click **Delete**.