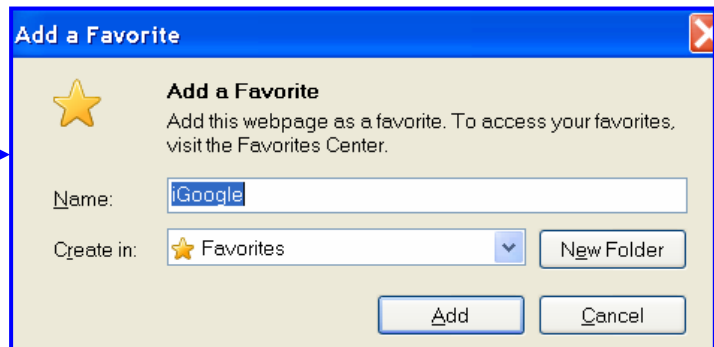


QuickSteps 4: Creating a Linklist the EASY way: Using your bookmarks or IE Favorites!!

We try to avoid asking our students to type in URLs—it can be frustrating and some URLs get very long. So, providing your students with a list of the links that contain the information you wish them to locate and/or access is more efficient and can save time! We will use the bookmarking feature of Internet Explorer (See directions below for using the bookmarking feature of Mozilla Firefox) to create a simple web page which can be uploaded to Google pages and accessed by your students!

Step 1: Bookmark the sites that you wish to visit using the process below:

- Open the first site you wish your students to visit
- Select Favorite>Add to Favorites. You will see the following dialog box appear →
- Click on New Folder and give it a name you can remember! Click CREATE
- Save the bookmark inside your new folder
- Repeat the process for each web site included on your list of sites to be visited



Step 3: Export your bookmarks as a linklist

- Select File>Import and Export from the menu bar. The Import/Export Wizard opens. Click next.
- Select **Export Favorites** from the list of actions that can be performed. Click next.
- Select the **appropriate** folder from the list of favorites. Click next.
- **Export to a file or address** will already be selected. Please note where your file will be saved by checking the address area below the task. Click next.
- Click **Finish** and you will get a message saying the export was successful.
- You will find the html file in the spot you designed!

Step 4: Uploading your file to Google Page Creator.

- Go to <http://labs.google.com/> and click on Google Page Creator. Use your Google user ID and password to sign in. (You may have to sign up for this feature, but because you already have a Google account, you may automatically have access to this online tool.)
- Locate the file uploader. It looks like this:



- Click on the upload link

- The browse capability (lets you locate the file to be uploaded on your computer) pops up and looks like this:



- Click on the **Browse** button and locate the file on your computer. When you select the file, it will show up in the list of files.



- You can double-click on the file name in the list to have it open in another window. The URL that appears here is the one you give your students. They can use this URL to easily access the sites you want them to visit. This is a GREAT way to create a list of links that you have incorporated into a Virtual Field Trip!