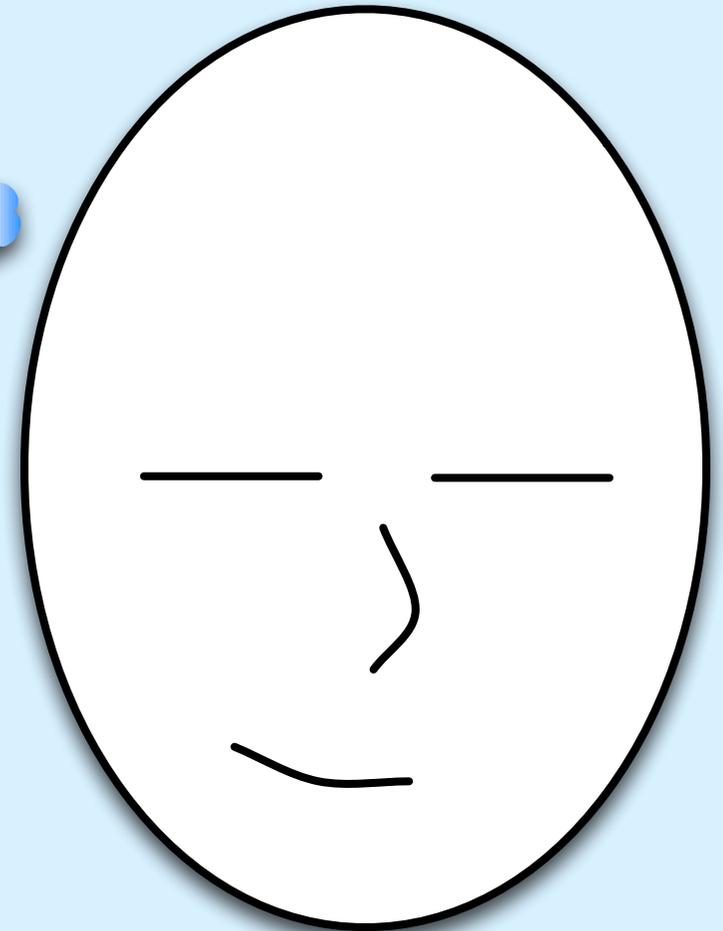


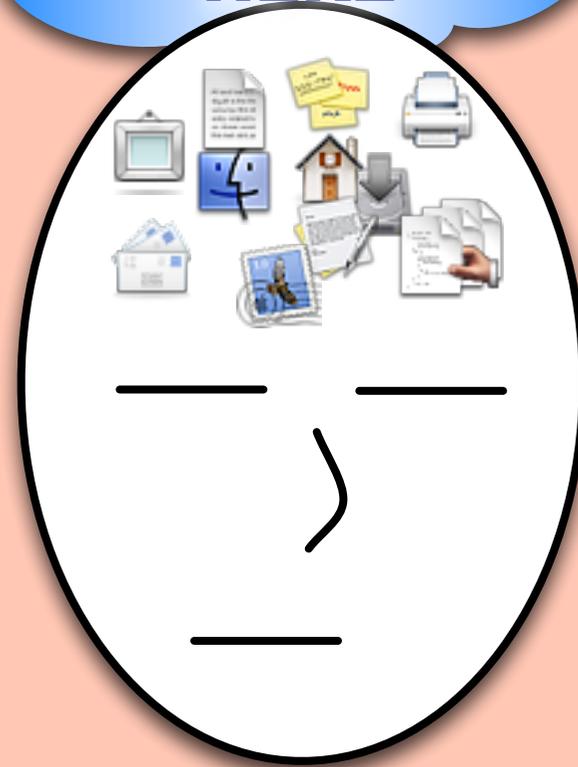
GETTING DIGITALLY ORGANIZED

2008

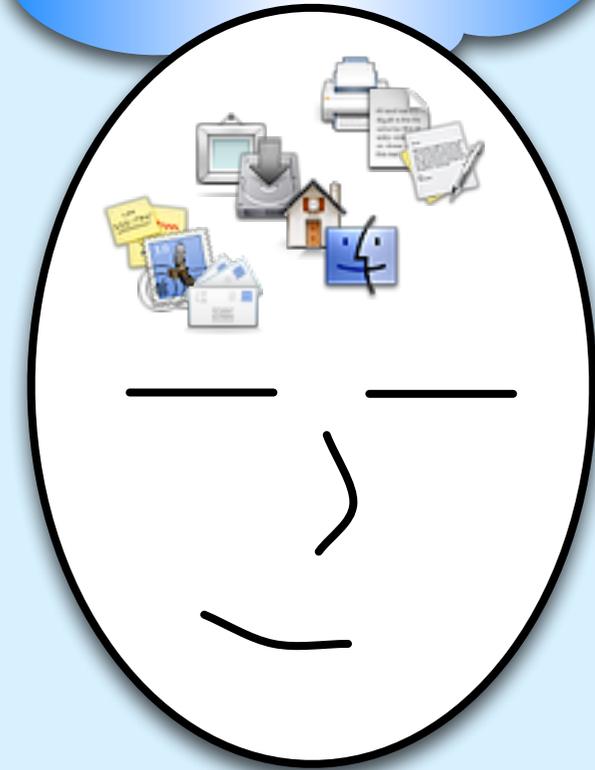


dmontalvo@umasd.org

**ORGANIZATION
BEGINS
HERE**

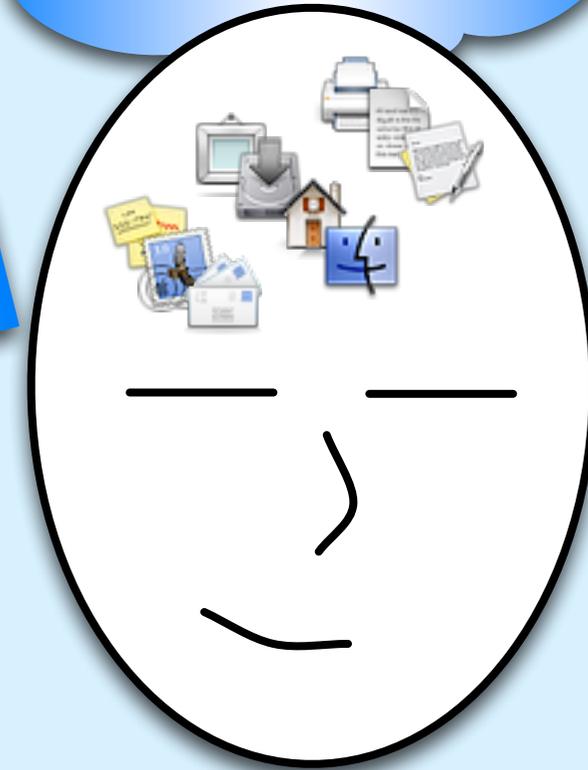


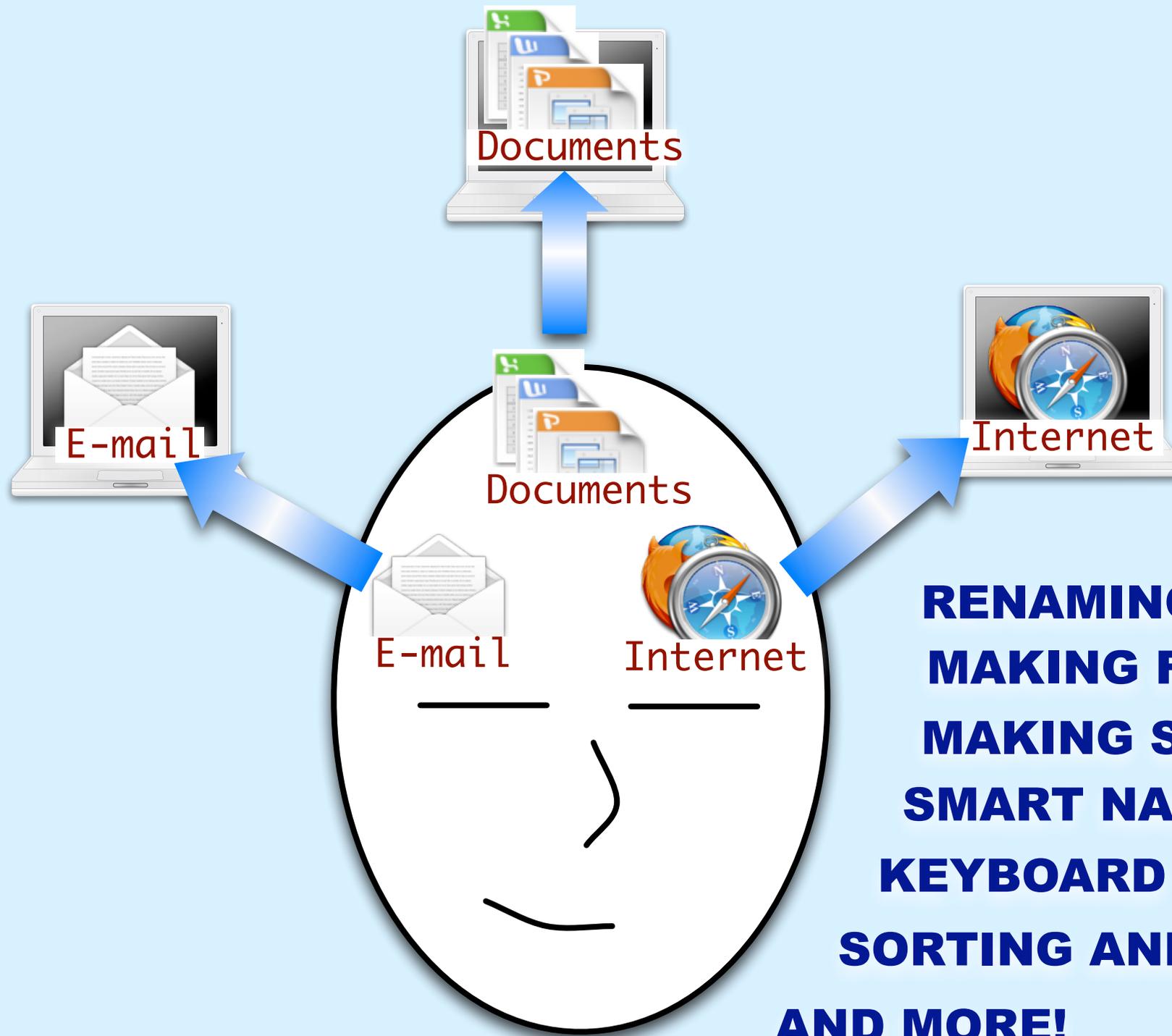
THINK FIRST



THINK FIRST

**ORDER
FLOWS
NATURALLY**





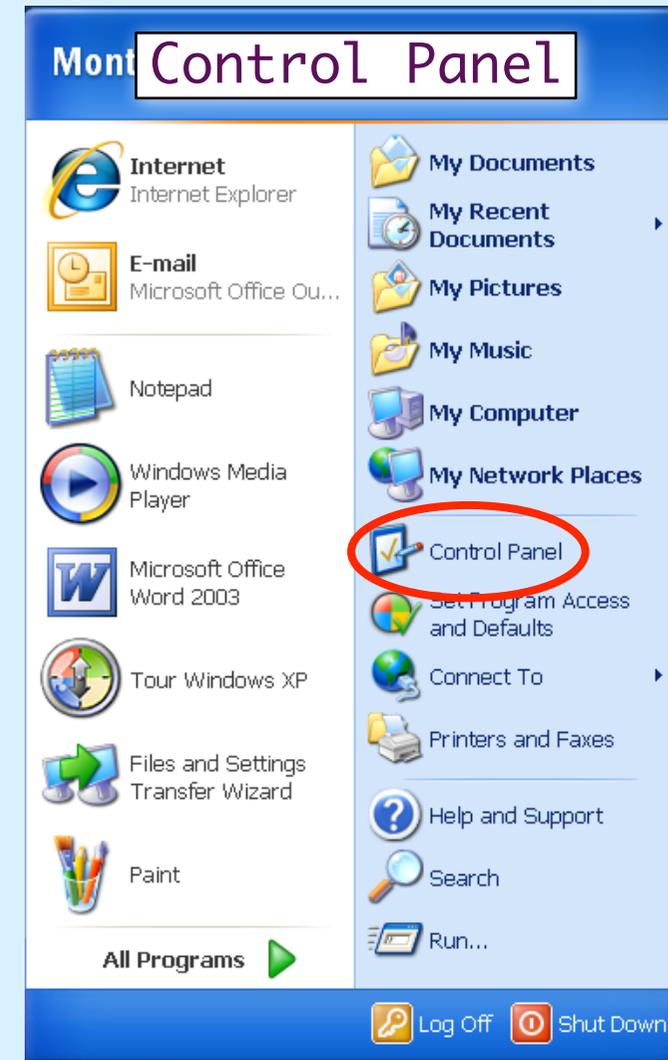
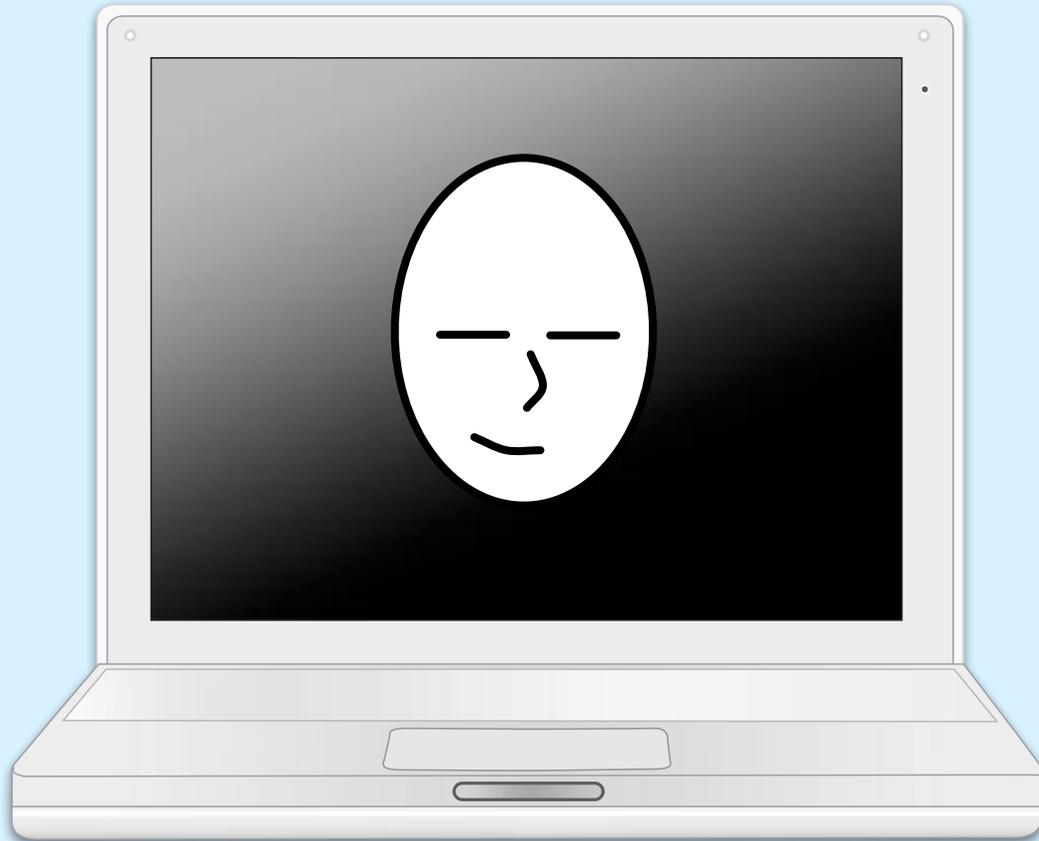
**THREE
PART
ORDER**

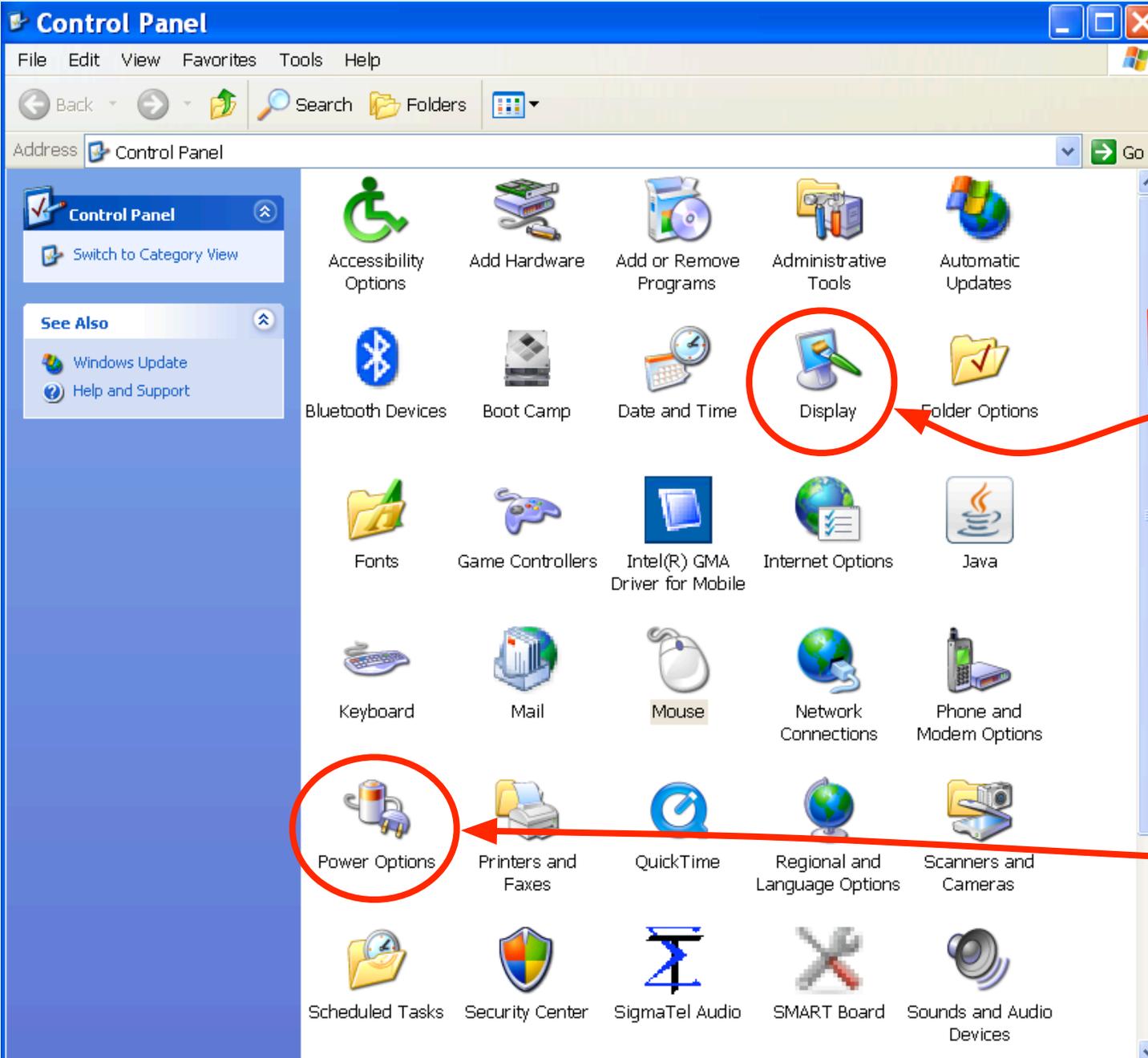
**+
SKILLS**

**RENAMING
MAKING FOLDERS
MAKING SHORTCUTS
SMART NAMING
KEYBOARD SHORTCUTS
SORTING AND SEARCHING
AND MORE!**

BUT FIRST...

**LET'S MAKE SURE
YOUR DIGITAL SPACE
FITS YOUR NEEDS**



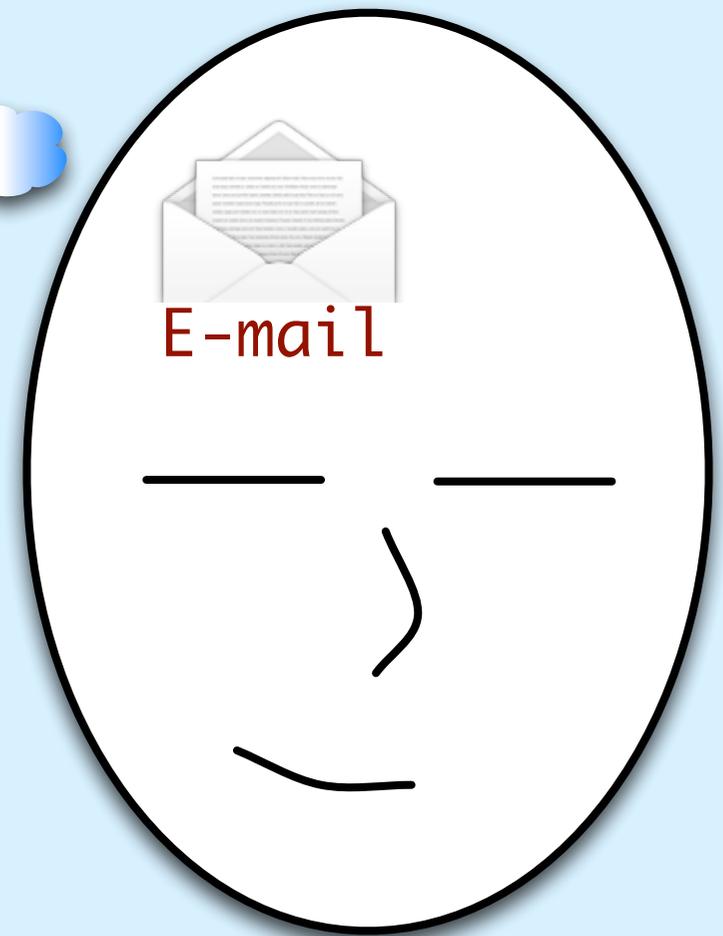
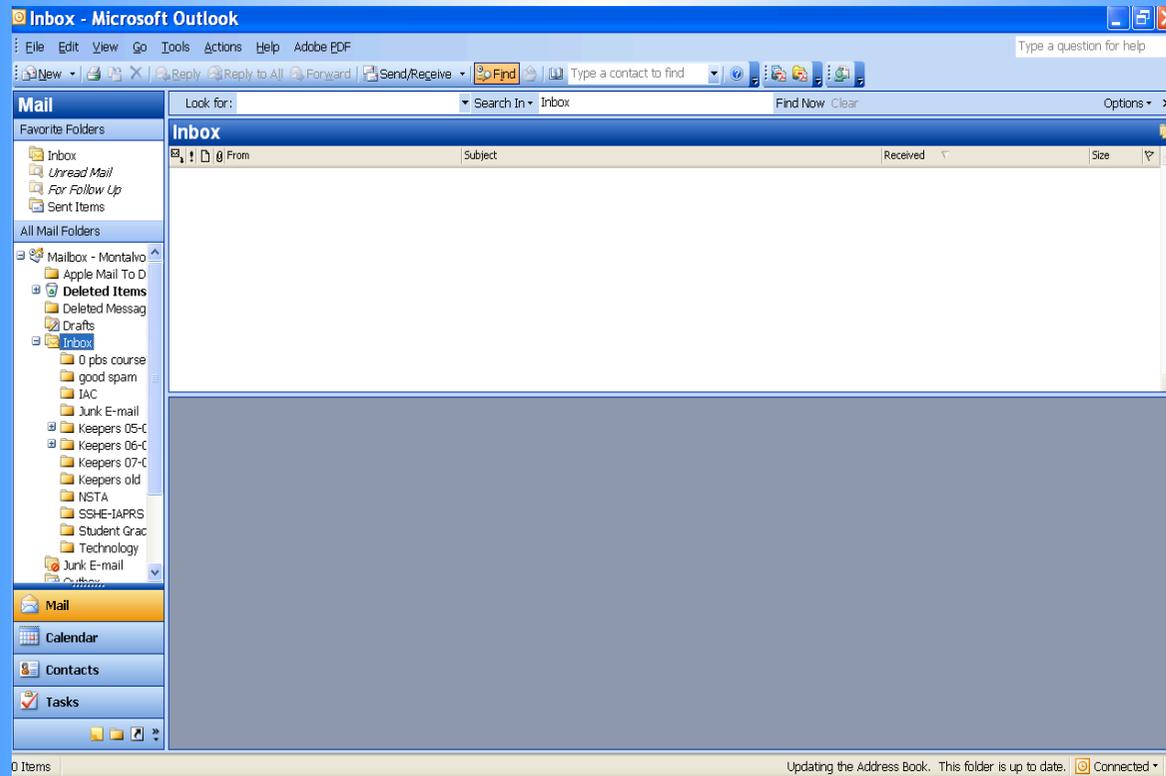


CONTROL PANEL

SET DESKTOP BACKGROUND
SET SCREENSAVER
TIP: SET SCREENSAVER TO MORE THAN A PERIOD

SLEEP SETTINGS
SET BATTERY & POWER CORD SEPARATELY
TIP: SET SLEEP ON POWER CORD TO MORE THAN ONE PERIOD

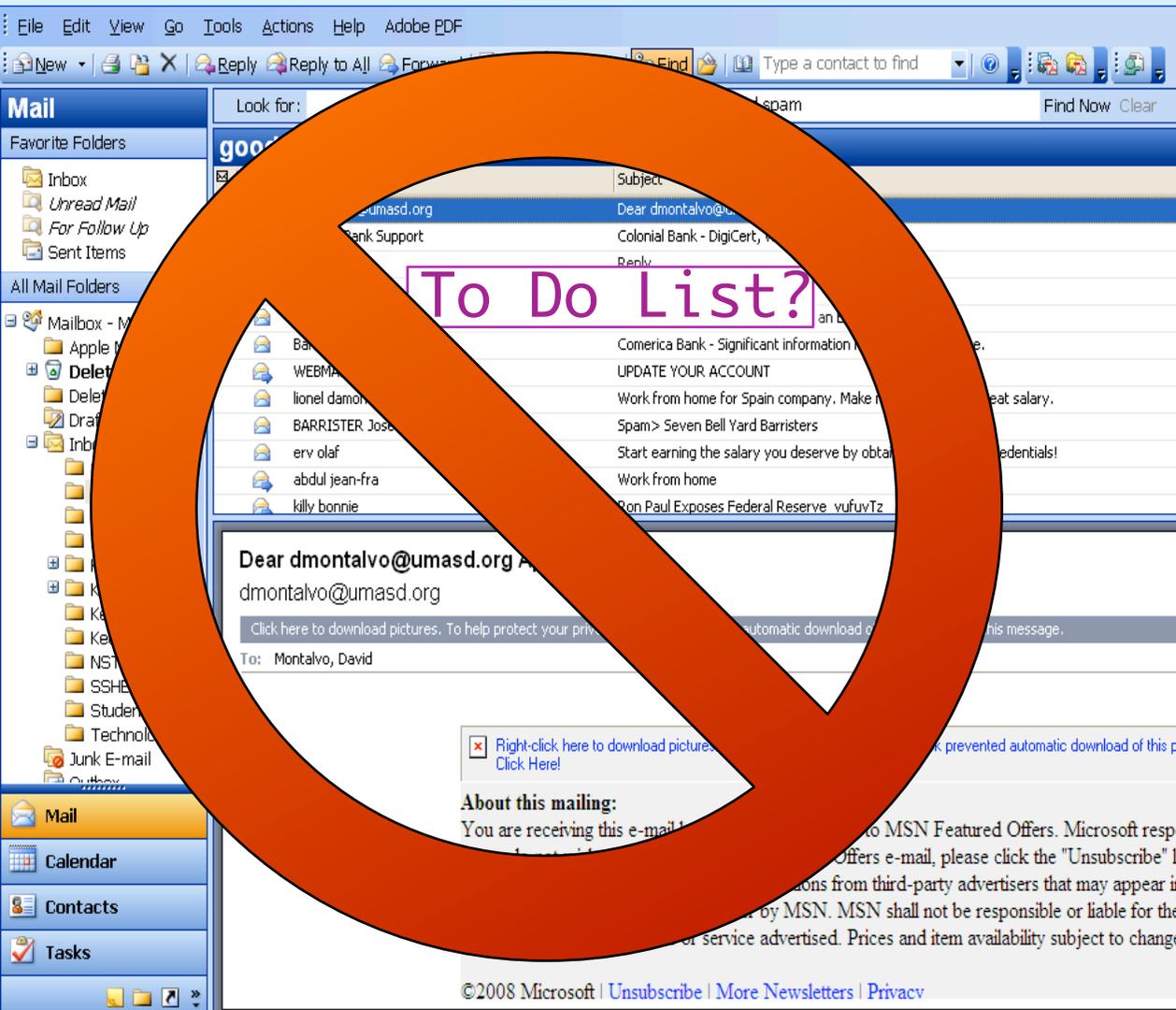
NOW DOWN TO BUSINESS: YOUR E-MAIL



FIRST AND FOREMOST

YOUR INBOX SHOULD **NOT** BE YOUR TO-DO LIST

- IT'S NOT ALWAYS WITH YOU
- EACH E-MAIL ONLY VAGUELY REPRESENTS WHAT NEEDS TO BE DONE
- THAT MEANS THAT SOME INFO WILL ALWAYS BE NAGGING IN THE BACK OF YOUR MIND...
- ...WHICH TENDS TO INCREASE YOUR STRESS LEVEL
- **IMPORTANT E-MAILS WILL GET LOST IN THE SHUFFLE!**

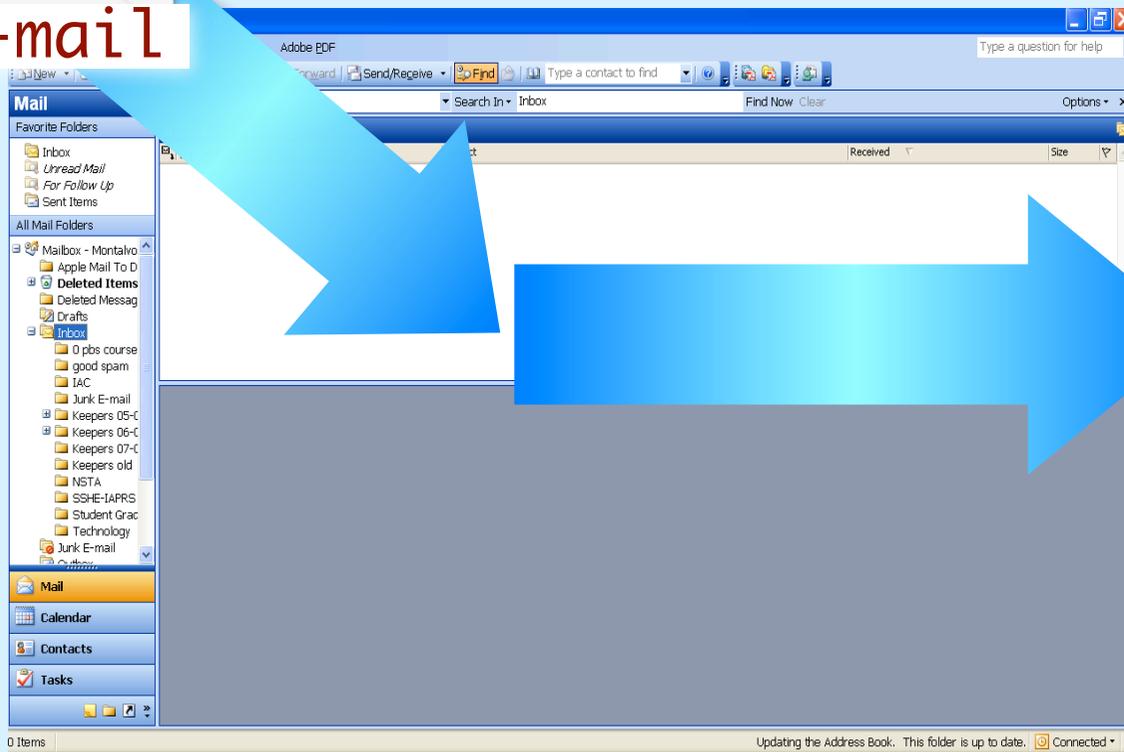


LET'S THINK ABOUT THIS...

WHEN MAIL COMES IN, WHAT DO YOU **DO*** WITH IT?



E-mail



- ACT ON IT
- DEFER ACTING ON IT
- DELEGATE IT
- DO NOTHING
- FILE IT
- DELETE IT

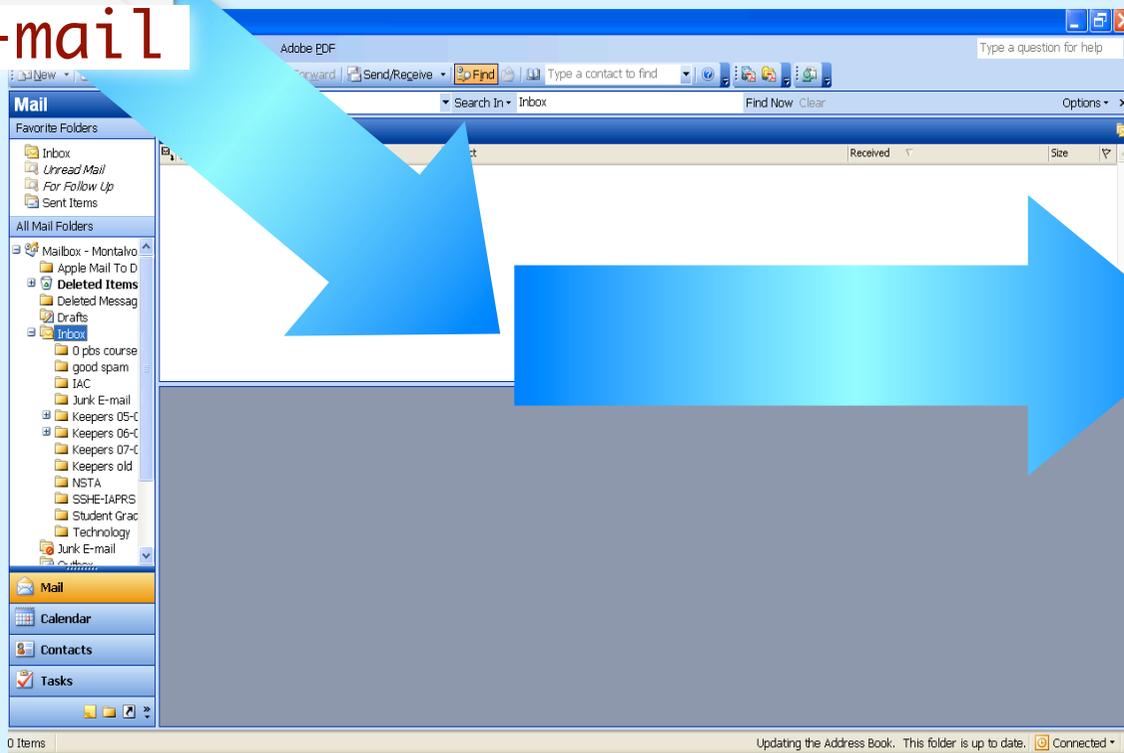
* Getting Things Done, by David Allen, and
"Inbox Zero" by Merlin Mann www.43folders.com/izero

LET'S THINK ABOUT THIS...

**WHEN MAIL COMES IN,
WHAT DO YOU **DO*** WITH IT?**



E-mail

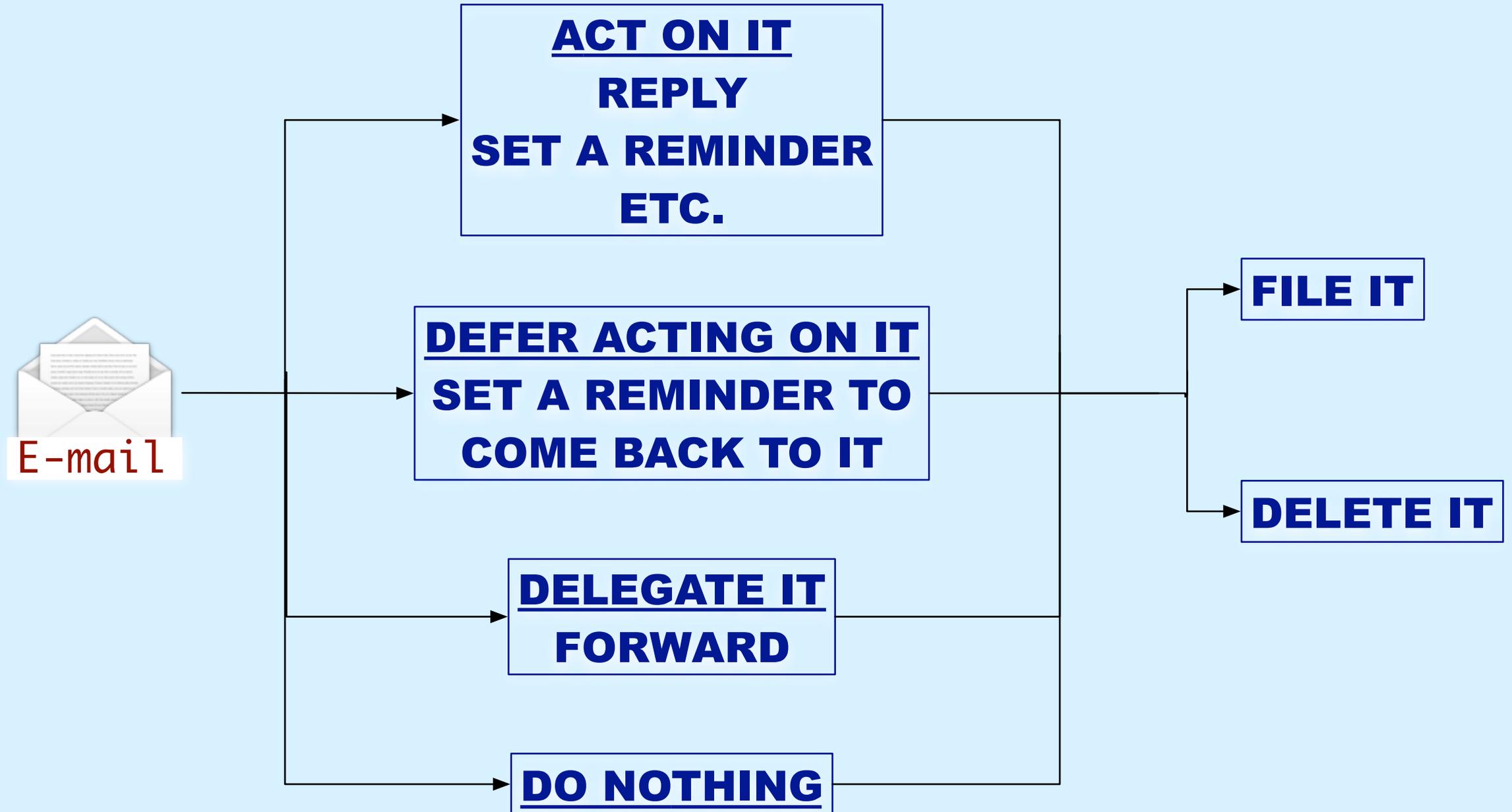


- ACT ON IT
- DEFER ACTING ON IT
- DELEGATE IT
- DO NOTHING
- FILE IT
- DELETE IT

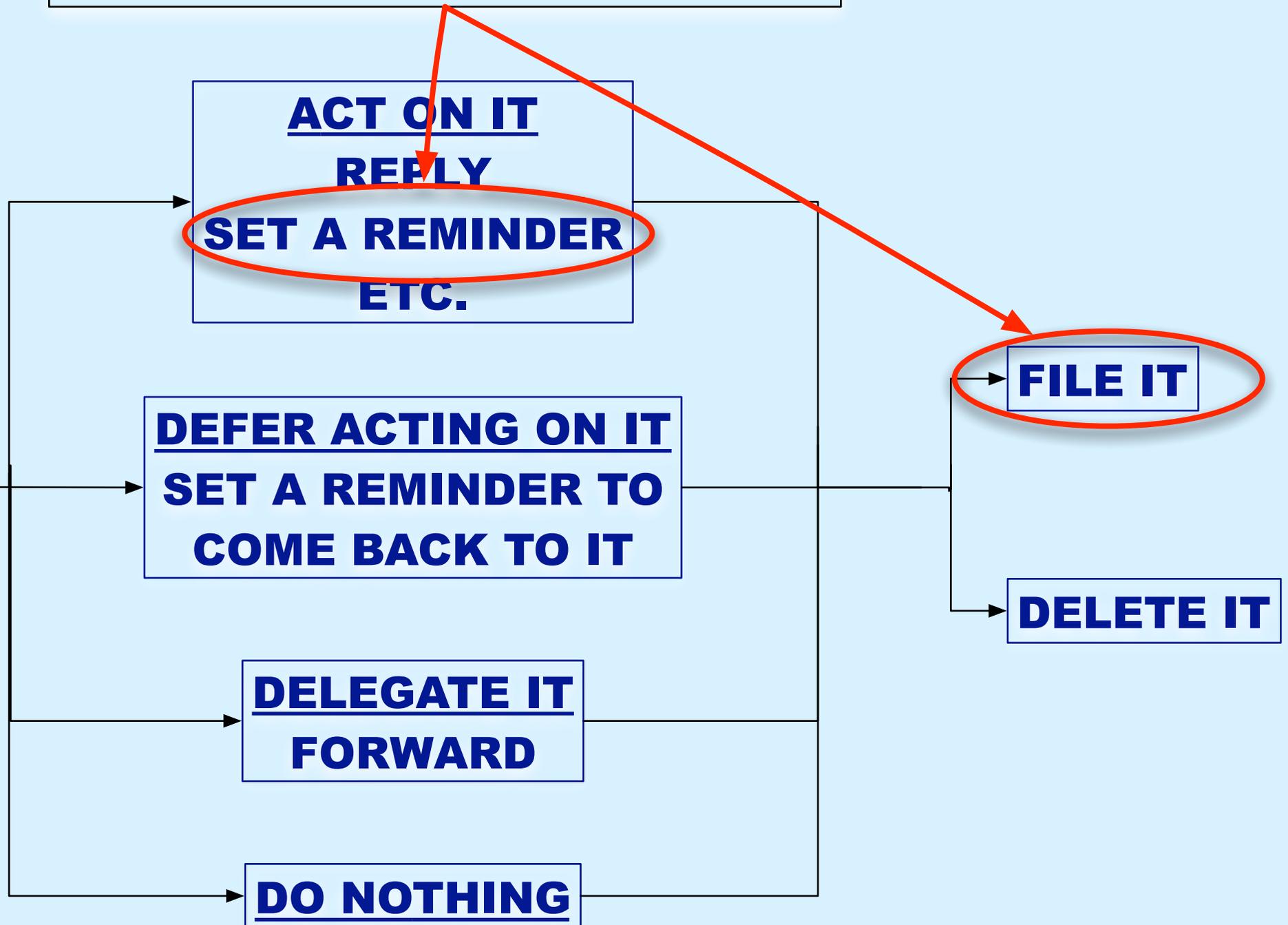
**NOTE: ALL E-MAILS
MUST END UP HERE
SOONER OR LATER!**

* Getting Things Done, by David Allen, and
"Inbox Zero" by Merlin Mann www.43folders.com/izero

THE E-MAIL LIFE CYCLE

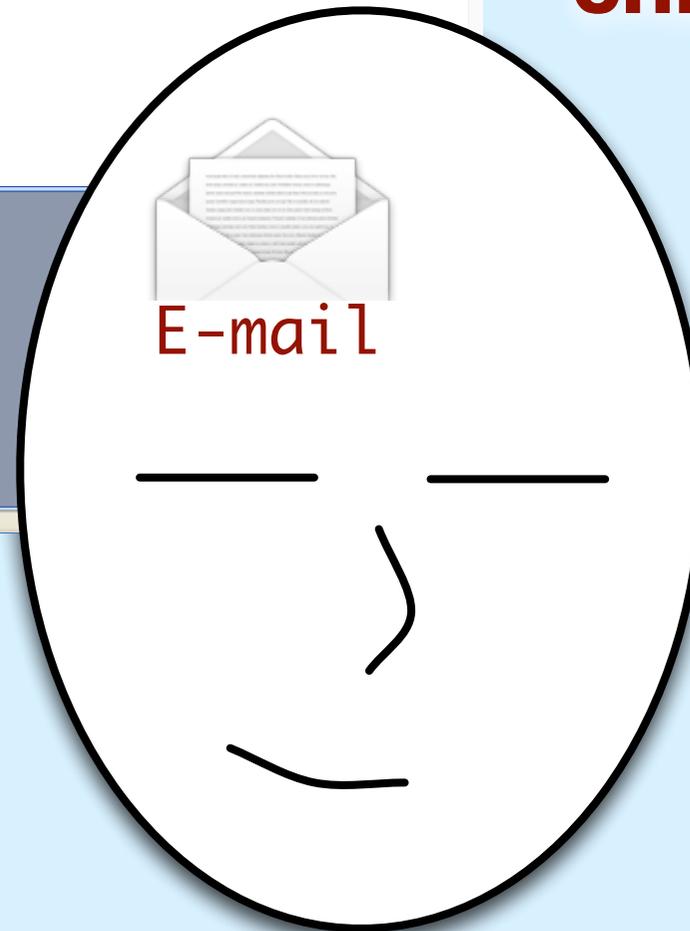
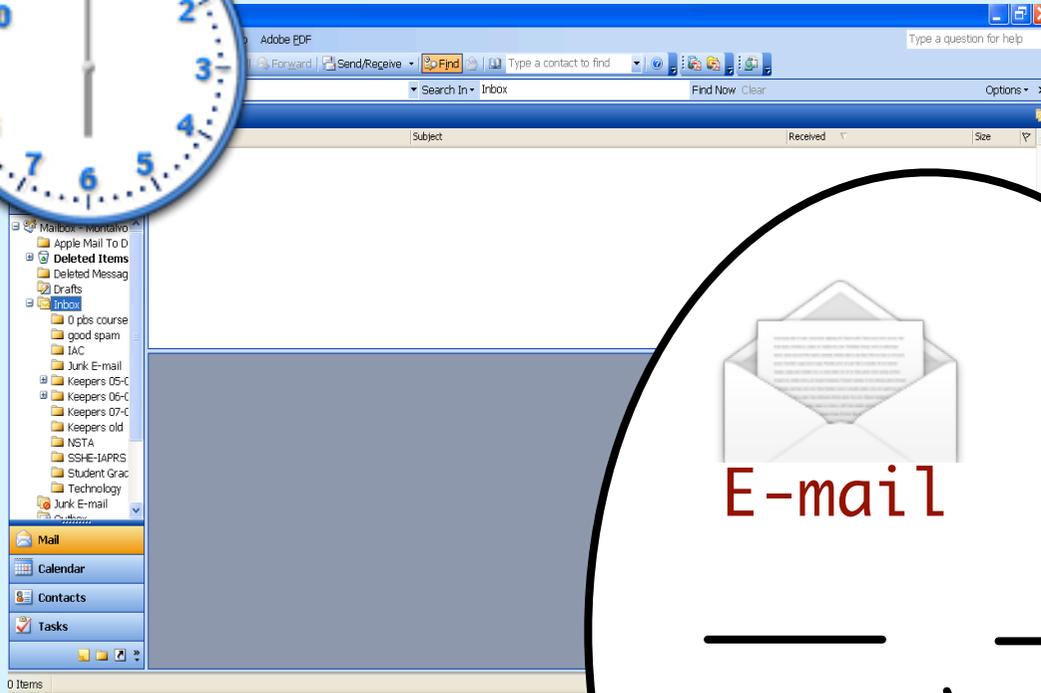


SKILLS YOU'LL NEED



BEFORE WE GET TO THE SKILLS

ONE RECOMMENDATION...



**INSTEAD OF FREQUENTLY
CHECKING YOUR E-MAIL...**

**SET TIMES DURING THE
DAY TO PROCESS ALL THE
E-MAIL IN YOUR INBOX**

**CLEAR THE INBOX*
(IF POSSIBLE)**

* "Inbox Zero" by Merlin Mann
www.43folders.com/izero

CREATING FOLDERS IN YOUR E-MAIL

THREE SCHOOLS OF THOUGHT

**CREATE FOLDERS TO
FILE TYPES OF E-MAIL**

- MEMOS
- PARENT
- IEPs

**CREATE FOLDERS
TO FILE MAIL
BASED ON URGENCY**

- BY TODAY
- BY FRI
- END OF MONTH
- ARCHIVE

**CREATE ONE FOLDER "ARCHIVE"
AND USE SEARCH AND SORT
FEATURES TO FIND OLD E-MAIL**

CREATING FOLDERS IN YOUR E-MAIL

**THREE SCHOOLS
OF THOUGHT**

**CREATE FOLDERS TO
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- BY TODAY
- BY FRI
- END OF MONTH
- ARCHIVE

**CREATE ONE FOLDER "ARCHIVE"
AND USE SEARCH AND SORT
FEATURES TO FIND OLD E-MAIL**

MORE SKILLS!

SEARCH AND SORT E-MAIL

The screenshot displays the Microsoft Outlook Mail application interface. The top menu bar includes File, Edit, View, Go, Tools, Actions, and Help. The toolbar contains icons for New, Reply, Reply to All, Forward, Send/Receive, and Find. The search bar at the top right shows "Look for:" followed by a dropdown menu set to "Search In" and the text "good spam". A "Find Now" button is located to the right of the search bar.

The left sidebar shows the "Mail" pane with "Favorite Folders" (Inbox, Unread Mail, For Follow Up, Sent Items) and "All Mail Folders" (Mailbox - Montalvo, Apple Mail To D, Deleted Items, Deleted Messag, Drafts, Inbox, good spam, IAC, Junk E-mail, Keepers 05-C, Keepers 06-C, Keepers 07-C, Keepers old, NSTA, SSHE-IAPRS, Student Grac, Technology, Junk E-mail). The "good spam" folder is circled in red.

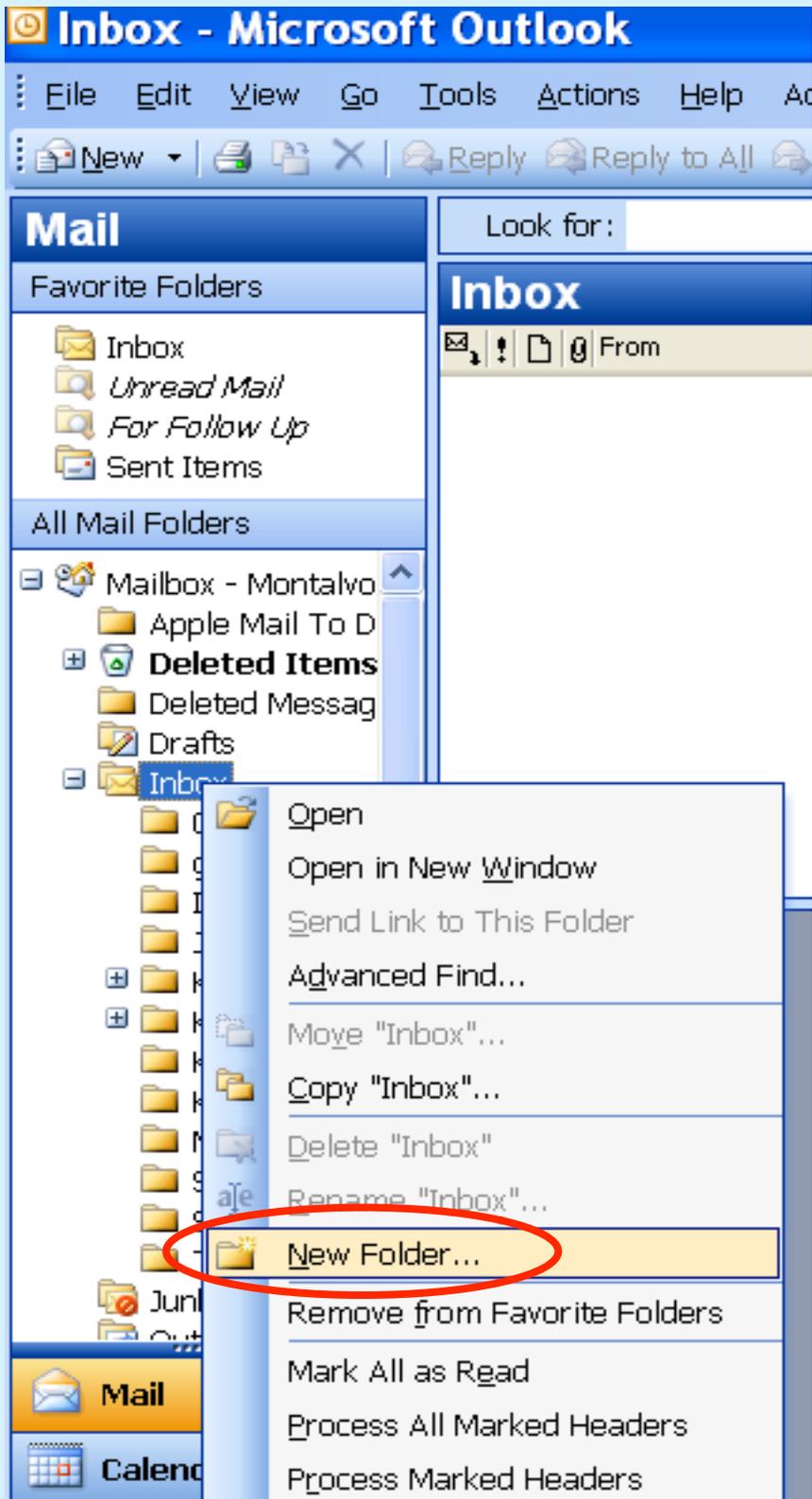
The main pane displays a list of search results for "good spam". The columns are "From" and "Subject". The "Subject" column header is circled in red. The first result is from "dmontalvo@umasd.org" with the subject "Dear dmontalvo@umasd.org April 85% OFF".

Below the list, the selected email is displayed. The subject is "Dear dmontalvo@umasd.org April 85% OFF". The sender is "dmontalvo@umasd.org". The body text includes "Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message." and "About this mailing: You are receiving this e-mail because you subscribed to...".

Three callout boxes provide instructions:

- CLICK ON A FOLDER**: Points to the "good spam" folder in the left sidebar.
- CLICK A HEADER TO SORT (CLICK AGAIN TO REVERSE-SORT)**: Points to the "Subject" column header in the search results list.
- OR USE THE SEARCH**: Points to the search bar at the top of the window.

An "Options" dialog box is open in the bottom right corner, showing the "Search All Text in Each Message" option checked. Other options include "Save Search as Search Folder..." and "Advanced Find... Ctrl+Shift+F".



CREATING E-MAIL FOLDERS

HOW-TO

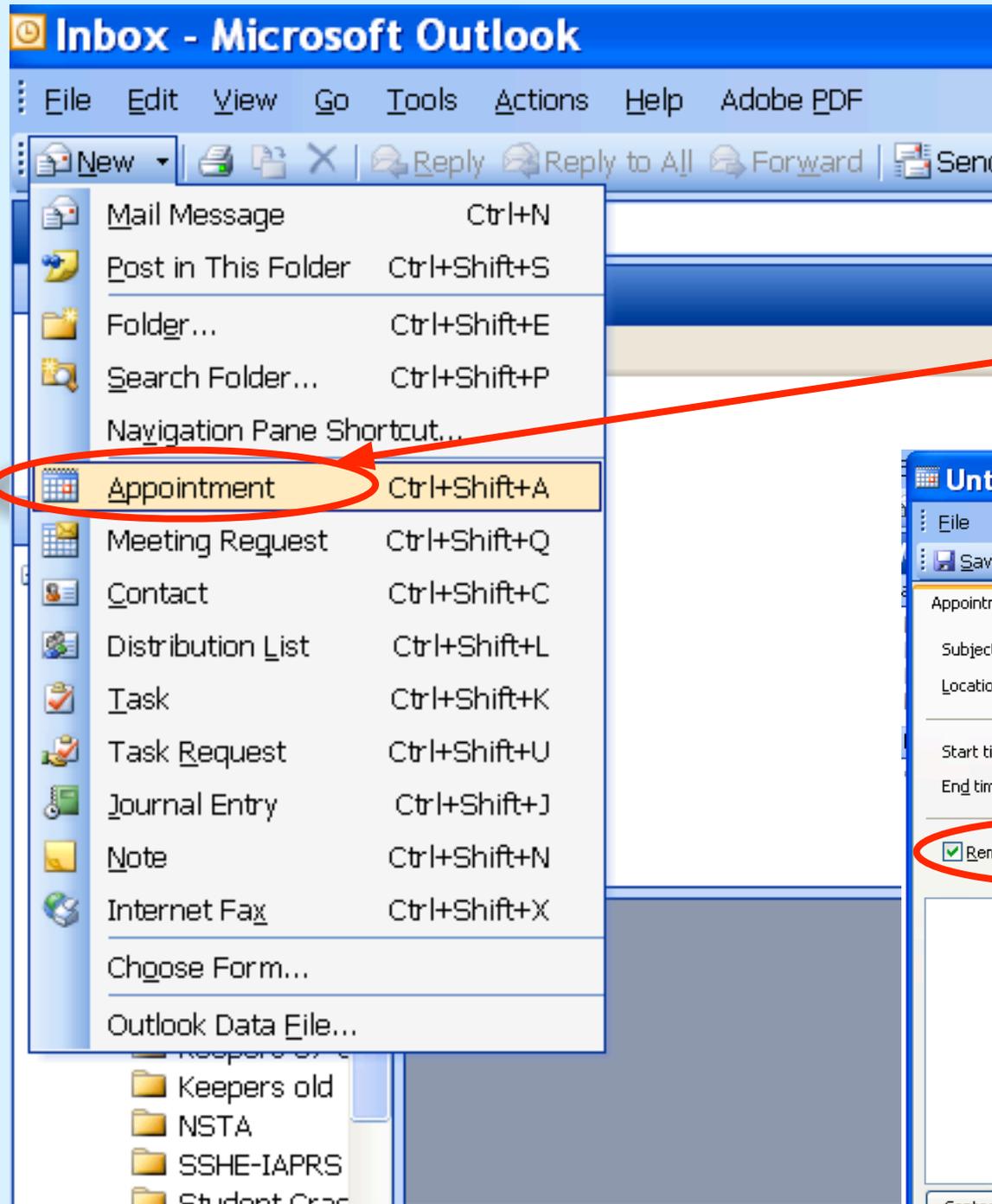
- **RIGHT-CLICK* THE INBOX**
- **CHOOSE "NEW FOLDER"**
- **NAME IT**
- **DONE!**

**TIME TO PROCESS
YOUR E-MAIL**

CLEAR THAT INBOX!

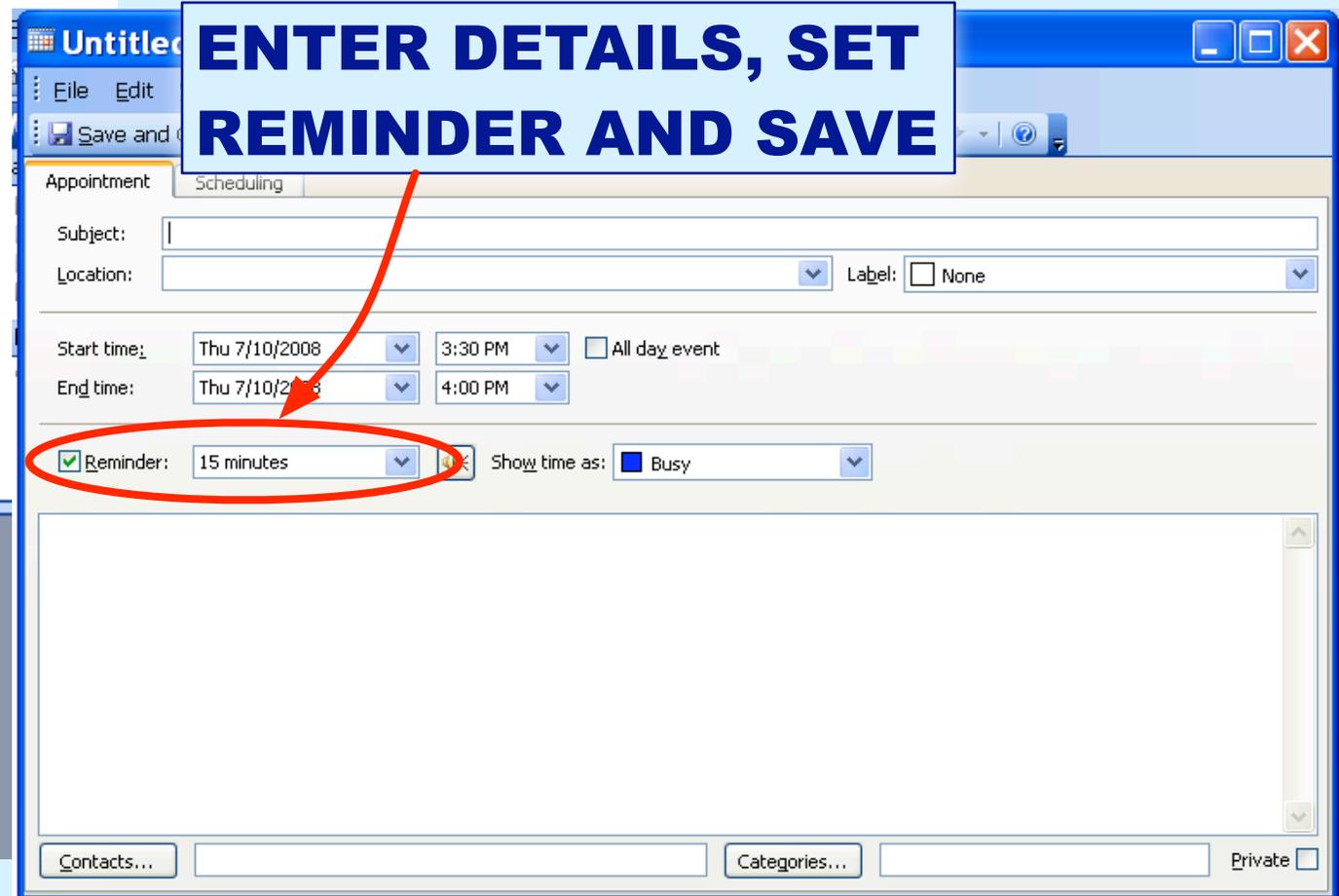
* Or control-click, or two-finger click

OUTLOOK REMINDERS



CLICK ON THE LITTLE TRIANGLE NEXT TO "NEW"

CHOOSE "APPOINTMENT"



ENTER DETAILS, SET REMINDER AND SAVE

SETTING RULES

EXAMPLES...

**HAVE MAIL FROM SPECIFIC ADDRESSES
AUTOMATICALLY ROUTED TO A FOLDER**

**HAVE MAIL WITH SPECIFIC WORDS IN THE SUBJECT
OR BODY AUTOMATICALLY ROUTED TO A FOLDER**

**HAVE MAIL AUTOMATICALLY FORWARDED TO
ANOTHER ADDRESS AND THEN DELETED**

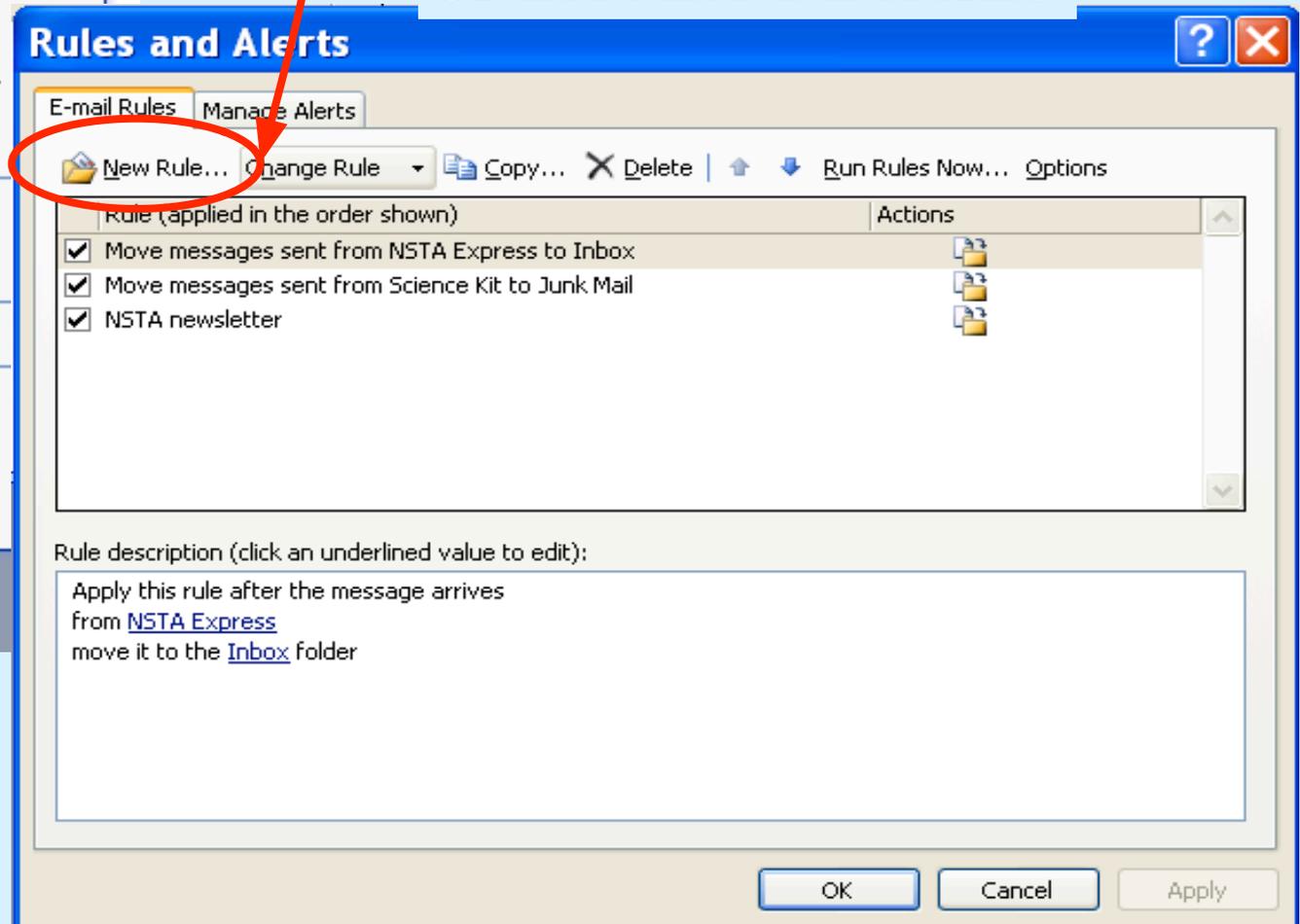
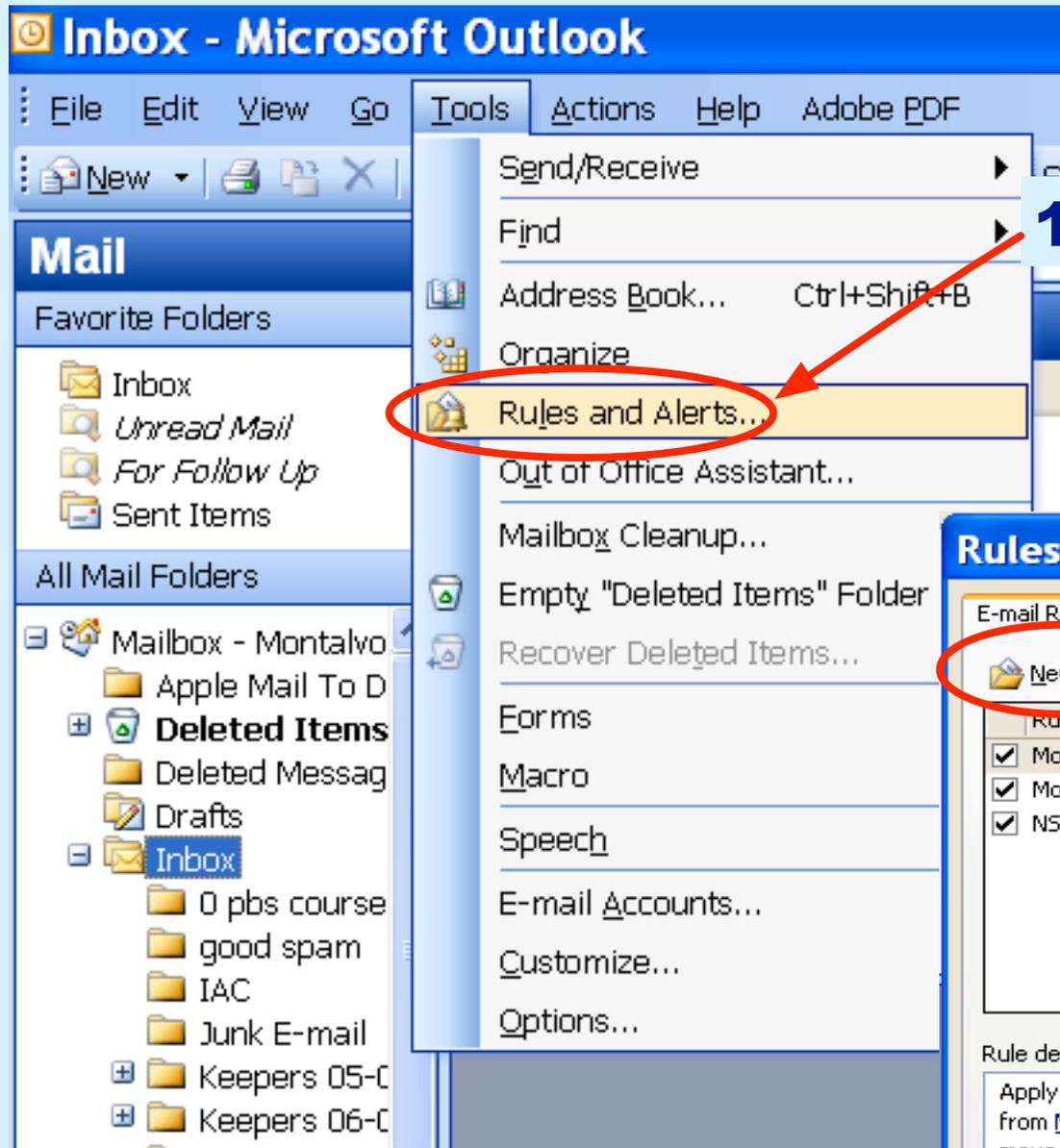
SETTING RULES

HOW TO

1. CLICK TOOLS > RULES AND ALERTS

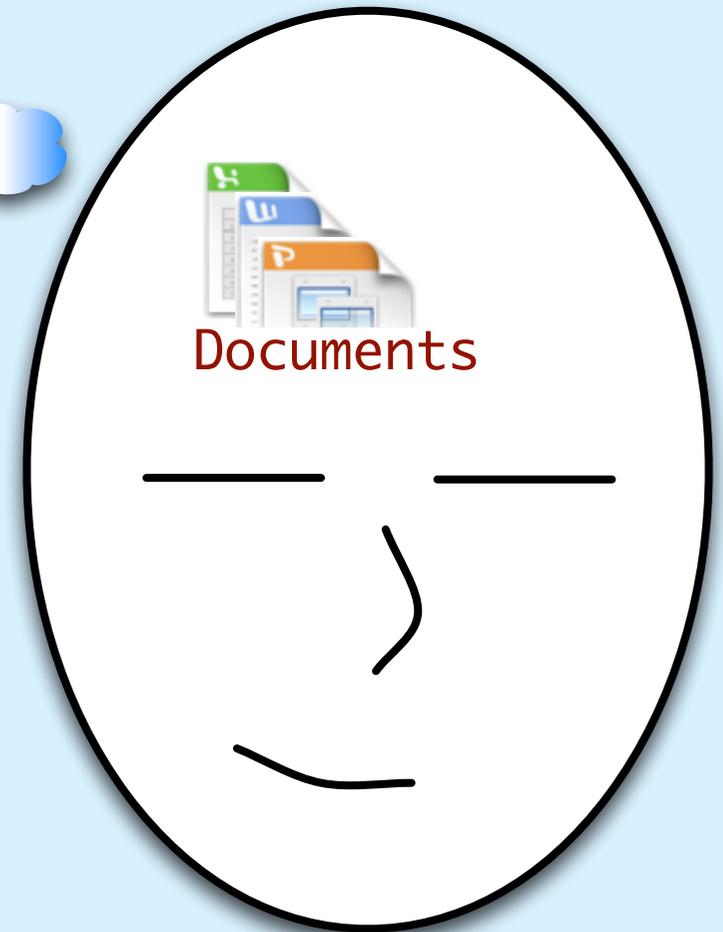
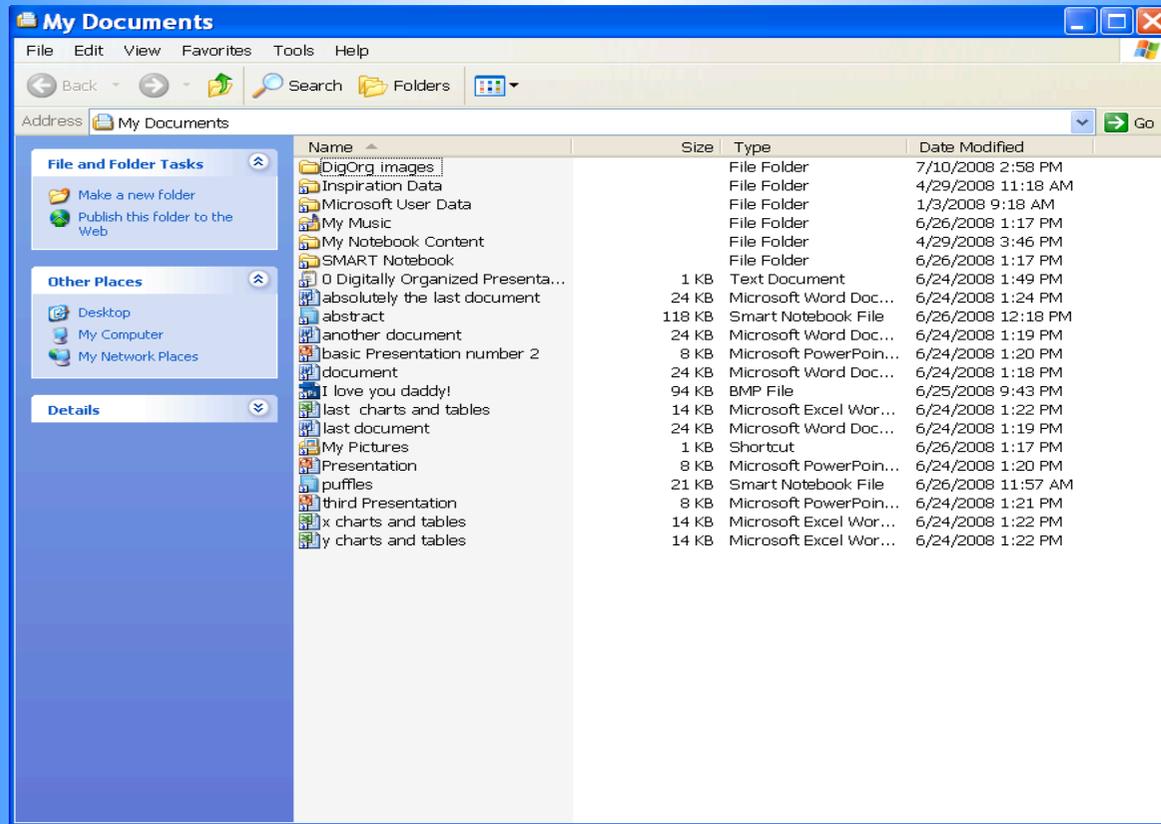
2. CLICK "NEW RULE"

3. ENTER DETAILS



NEXT UP:

DOCUMENTS



WE'LL LOOK AT...

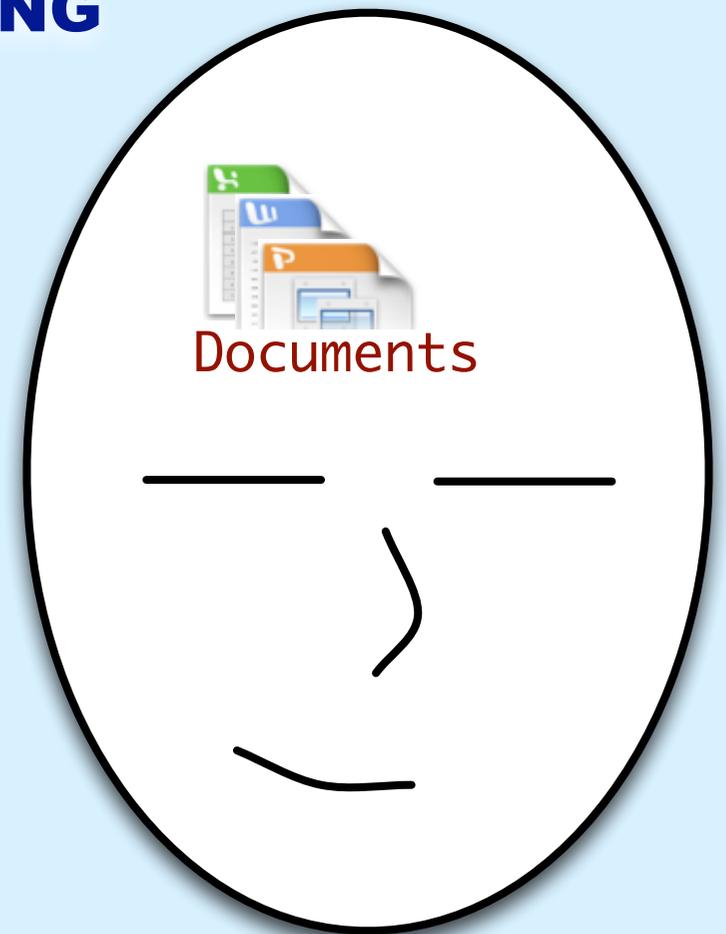
FOLDER VIEWS AND SORTING

RENAMING & NAMING SCHEMES

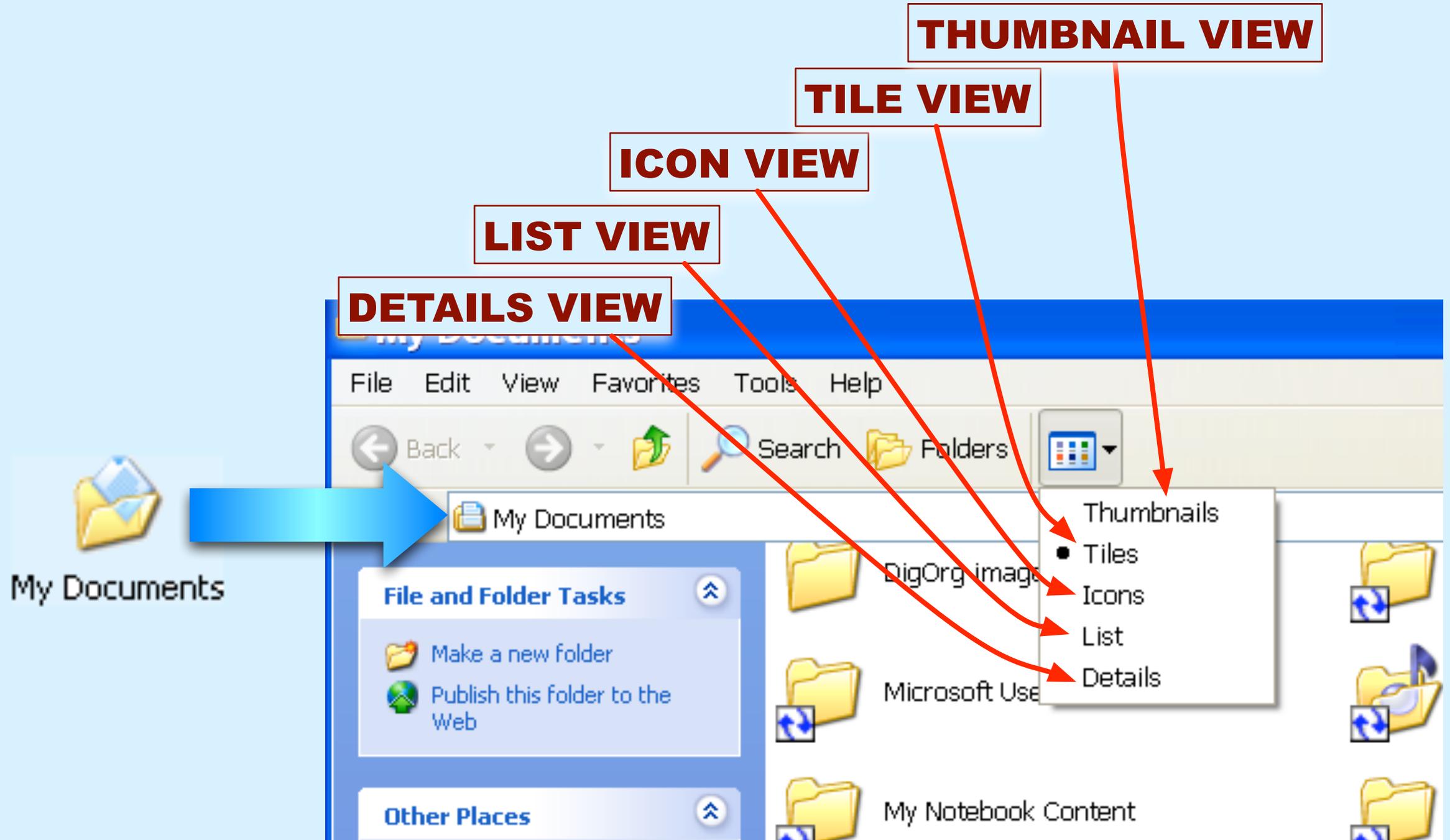
SEARCHING FOR DOCUMENTS

SIMPLE VS COMPLEX FOLDER SYSTEMS

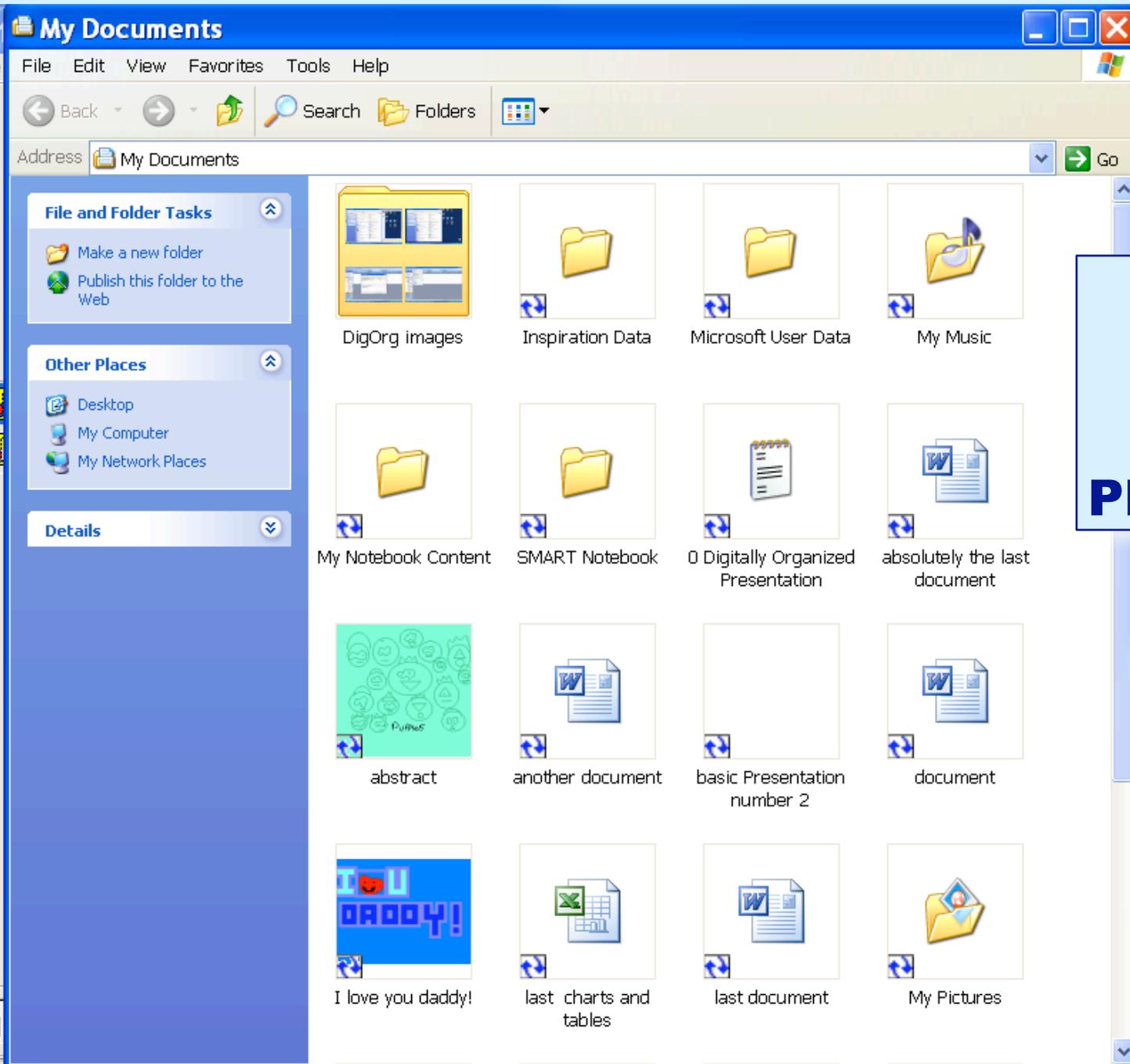
CREATING SHORTCUTS



FIVE DIFFERENT FOLDER VIEWS



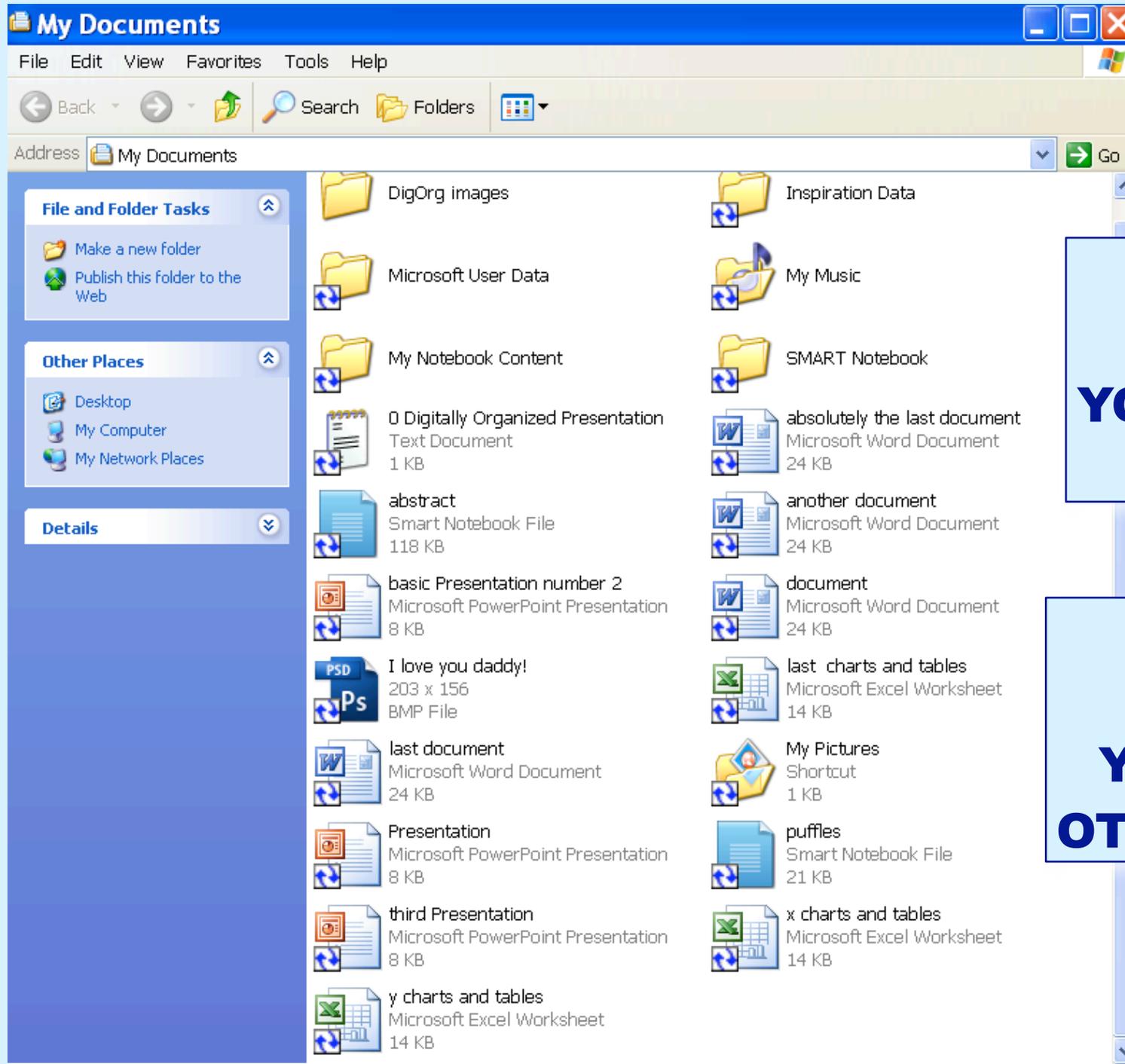
THUMBNAIL VIEW



ADVANTAGE
ICONS ARE BIG
YOU CAN SEE SMALL
PREVIEWS OF SOME FILES

DISADVANTAGES
YOU CAN'T SORT
YOU CAN'T SEE MUCH
NO DETAILS

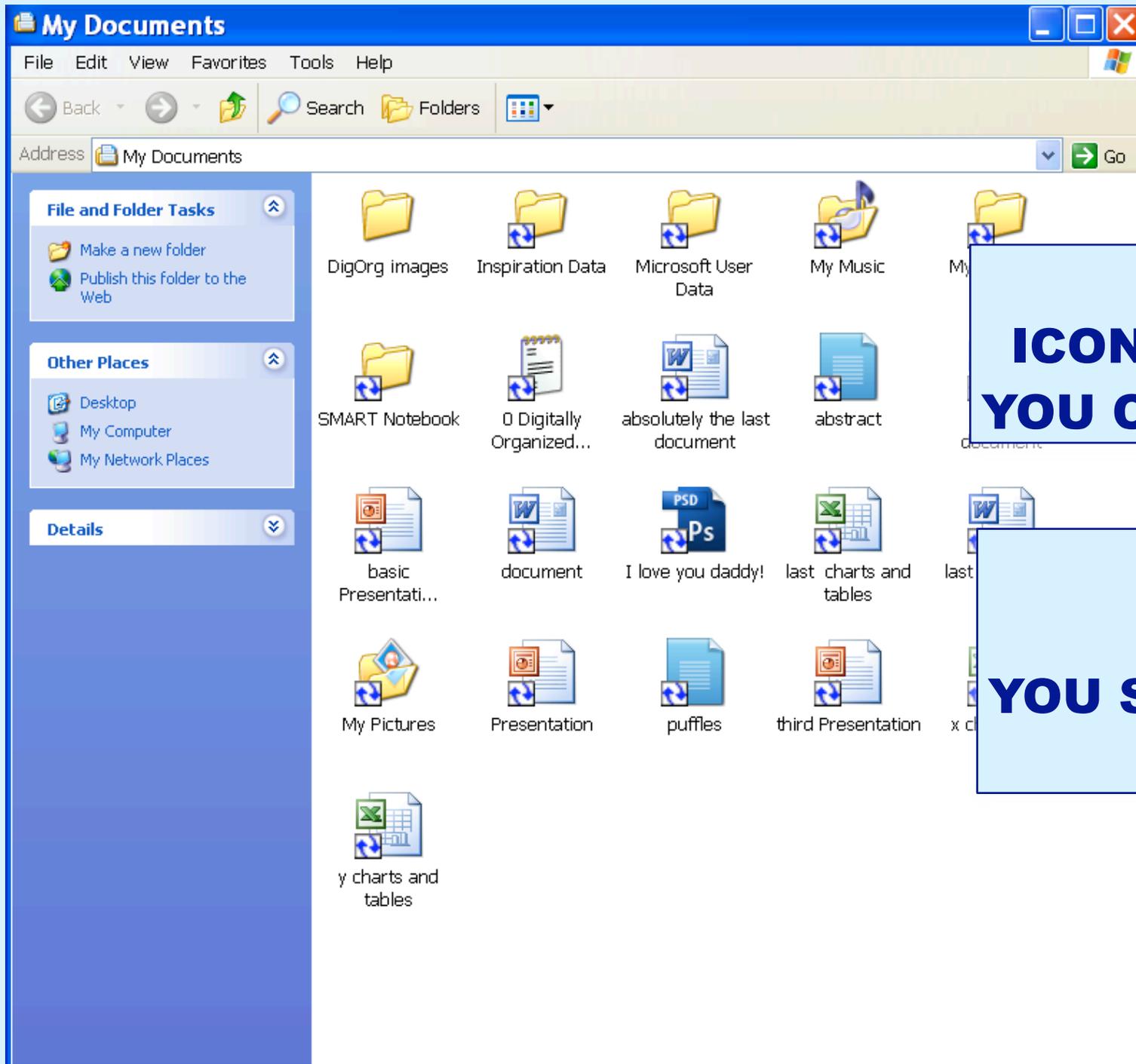
TILE VIEW



ADVANTAGE
ICONS ARE BIG
YOU CAN SEE SIZE AND
TYPE OF FILE

DISADVANTAGES
YOU CAN'T SORT
YOU CAN'T SEE MUCH
OTHER DETAILS MISSING

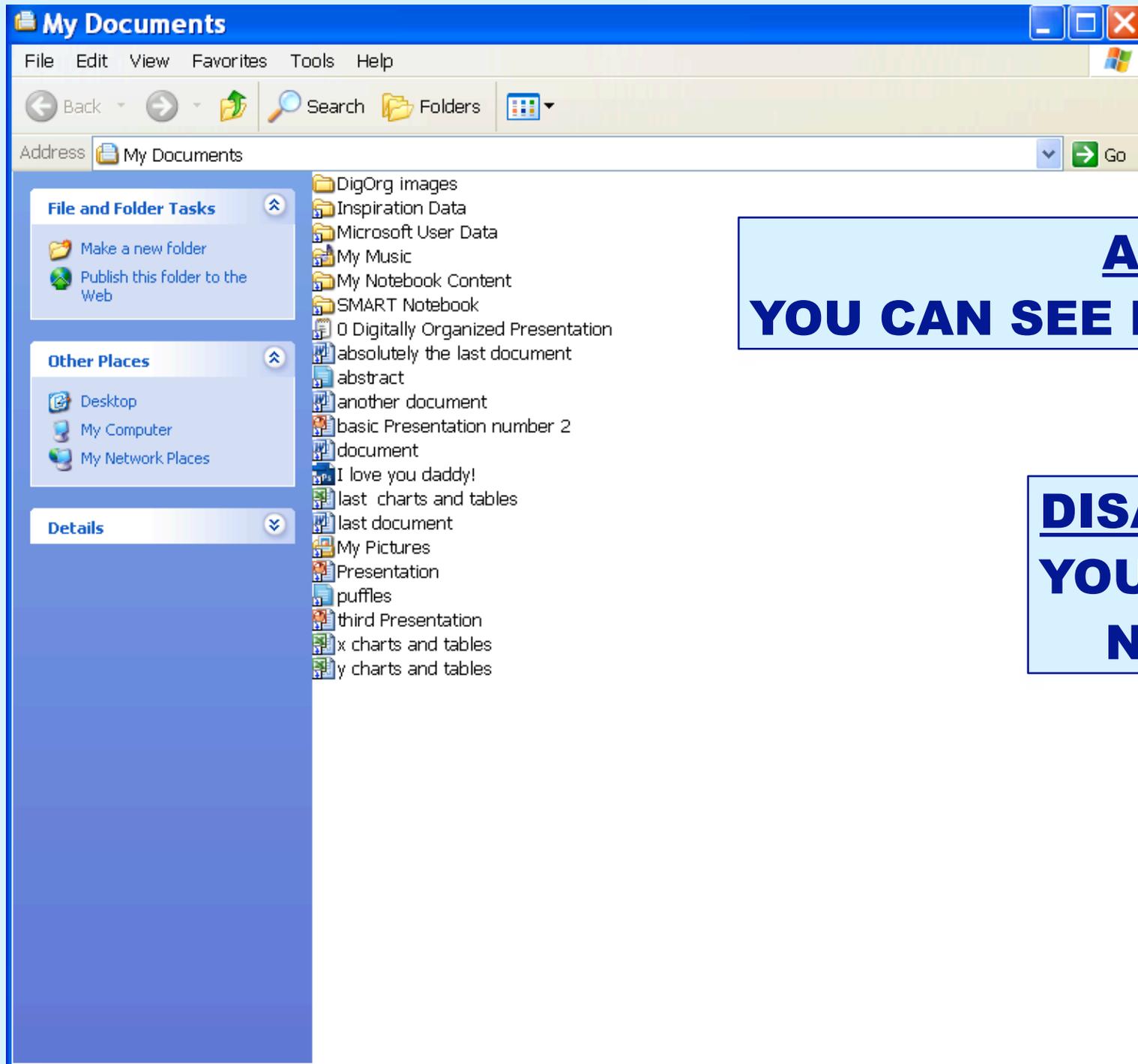
ICON VIEW



ADVANTAGE
ICONS ARE SOMEWHAT BIG
YOU CAN SEE A LITTLE MORE

DISADVANTAGES
YOU CAN'T SORT
YOU STILL MAY NOT SEE ALL
NO DETAILS

LIST VIEW



ADVANTAGE

YOU CAN SEE EVERYTHING (USUALLY)

DISADVANTAGES

**YOU CAN'T SORT
NO DETAILS**

DETAIL VIEW (RECOMMENDED)

The screenshot shows the Windows Explorer window for 'My Documents'. The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with navigation buttons (Back, Forward, Up, Search, Folders), and an address bar. On the left, there are panels for 'File and Folder Tasks' and 'Other Places'. The main area displays a list of files and folders in a table format. The headers 'Size', 'Type', and 'Date Modified' are circled in red, with a red arrow pointing to the 'Type' header.

Name	Size	Type	Date Modified
DigOrg images		File Folder	7/10/2008 2:58 PM
Inspiration Data		File Folder	4/29/2008 11:18 AM
Microsoft User Data		File Folder	1/3/2008 9:18 AM
My Music		File Folder	6/26/2008 1:17 PM
My Notebook Content		File Folder	4/29/2008 3:46 PM
SMART Notebook		File Folder	6/26/2008 1:17 PM
0 Digitally Organized Presenta...	1 KB	Text Document	6/24/2008 1:49 PM
absolutely the last document	24 KB	Microsoft Word Doc...	6/24/2008 1:24 PM
abstract	118 KB	Smart Notebook File	6/26/2008 12:18 PM
another document	24 KB	Microsoft Word Doc...	6/24/2008 1:19 PM
basic Presentation number 2	8 KB	Microsoft PowerPoin...	6/24/2008 1:20 PM
document	24 KB	Microsoft Word Doc...	6/24/2008 1:18 PM
I love you daddy!	94 KB	BMP File	6/25/2008 9:43 PM
last charts and tables	14 KB	Microsoft Excel Wor...	6/24/2008 1:22 PM
last document	24 KB	Microsoft Word Doc...	6/24/2008 1:19 PM
My Pictures	1 KB	Shortcut	6/26/2008 1:17 PM
Presentation	8 KB	Microsoft PowerPoin...	6/24/2008 1:20 PM
puffles	21 KB	Smart Notebook File	6/26/2008 11:57 AM
third Presentation	8 KB	Microsoft PowerPoin...	6/24/2008 1:21 PM
x charts and tables	14 KB	Microsoft Excel Wor...	6/24/2008 1:22 PM
y charts and tables	14 KB	Microsoft Excel Wor...	6/24/2008 1:22 PM

ADVANTAGES

**YOU CAN SEE EVERYTHING (USUALLY)
YOU GET ALL THE DETAILS YOU WANT
YOU CAN SORT BY CLICKING ON HEADERS**

DETAIL VIEW (RECOMMENDED)

The screenshot shows a Windows Explorer window titled "My Documents". The address bar shows "My Documents". The left sidebar contains "File and Folder Tasks" and "Other Places". The main pane shows a list of files and folders in Detail View. A context menu is open over the "Name" header, listing various columns that can be selected or deselected. A red arrow points from the text box below to the "Name" header.

YOU CAN CHOOSE THE COLUMNS BY RIGHT-CLICKING* ON THE HEADERS

Name	Date Modified
DigOrg images	7/10/2008
Inspiration Data	4/29/2008
Microsoft User Data	1/3/2008 9
My Music	6/26/2008
My Notebook Content	4/29/2008
SMART Notebook	6/26/2008
0 Digitally Organized Presenta...	6/24/2008
absolutely the last document	6/24/2008
abstract	6/26/2008
another document	6/24/2008
basic Presentation number 2	6/24/2008
document	6/24/2008
I love you daddy!	6/25/2008
last charts and tables	6/24/2008
last document	6/24/2008

* Or control-click, or two-finger click

RENAMING FILES & FOLDERS

My Documents

File Edit View Favorites Tools Help

Back Forward Refresh Search Folders

Address My Documents Go

File and Folder Tasks

- Make a new folder
- Publish this folder to the Web

Other Places

- Desktop
- My Computer
- My Network Places

Details

Name	Size	Type	Date Modified
DigOrg images		File Folder	7/10/2008 2:58 PM
Inspiration Data		File Folder	4/29/2008 11:18 AM
Microsoft User Data		File Folder	1/3/2008 9:18 AM
My Music		File Folder	6/26/2008 1:17 PM
My Notebook Content		File Folder	4/29/2008 3:46 PM
SMART Notebook		File Folder	6/26/2008 1:17 PM
0 Digitally Organized Presenta...	1 KB	Text Document	6/24/2008 1:49 PM
absolutely the last document	24 KB	Microsoft Word Doc...	6/24/2008 1:24 PM
abstract	118 KB	Smart Notebook File	6/26/2008 12:18 PM
another document	24 KB	Microsoft Word Doc...	6/24/2008 1:19 PM
basic Presentation number 2	8 KB	Microsoft PowerPoin...	6/24/2008 1:20 PM
document	24 KB	Microsoft Word Doc...	6/24/2008 1:18 PM
I love you daddy!	94 KB	BMP File	6/25/2008 9:43 PM
last charts and tables	14 KB	Microsoft Excel Wor...	6/24/2008 1:22 PM
last document	24 KB	Microsoft Word Doc...	6/24/2008 1:19 PM
My Pictures	1 KB	Shortcut	6/26/2008 1:17 PM
Presentation	8 KB	Microsoft PowerPoin...	6/24/2008 1:20 PM
puffles	21 KB	Smart Notebook File	6/26/2008 11:57 AM
third Preser...		Poin...	6/24/2008 1:21 PM
x charts and		Wor...	6/24/2008 1:22 PM
y charts and		Wor...	6/24/2008 1:22 PM

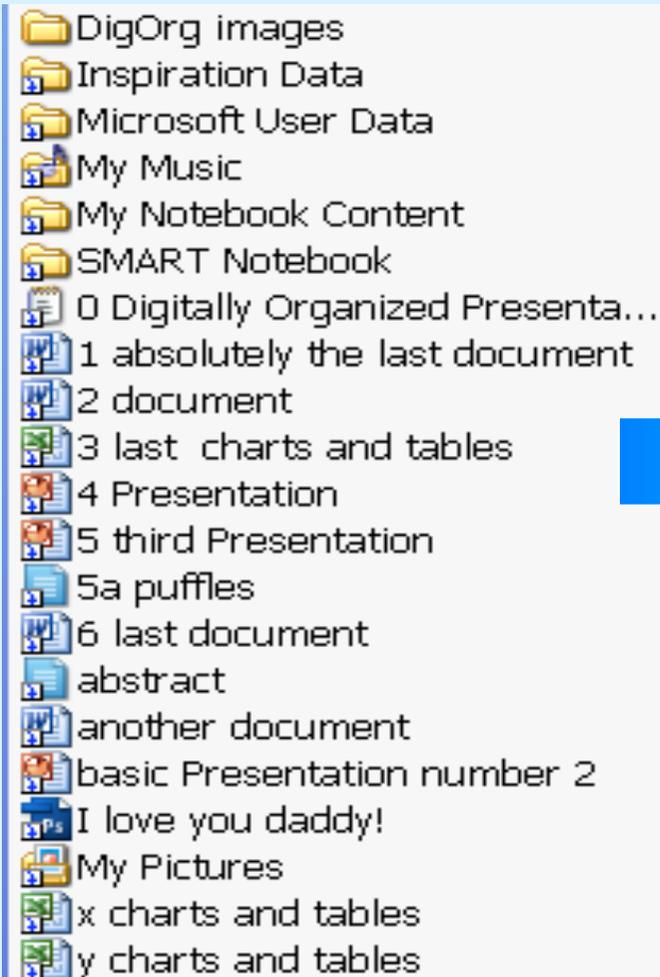
CLICK ON THE NAME
*** PAUSE ***
CLICK AGAIN
START TYPING

SMART NAMING SCHEMES

THE PC SORTS FILES ALPHA-NUMERICALLY

!@#\$... 12345 ... AaBbCcDd ... YyZz

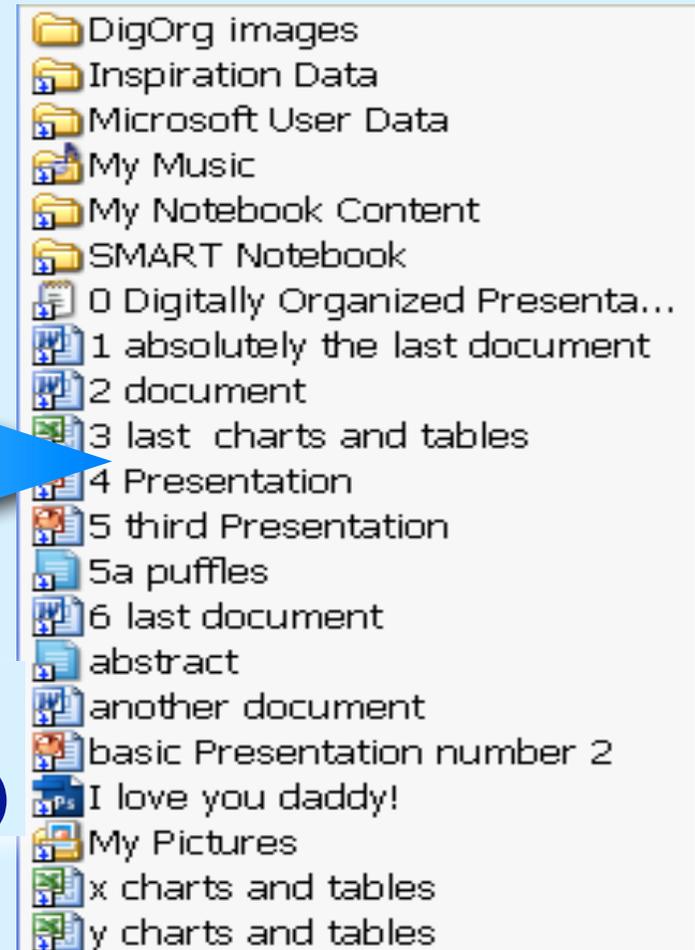
YOU CAN USE THAT TO PUT THE FILES IN THE ORDER YOU WANT



DigOrg images
Inspiration Data
Microsoft User Data
My Music
My Notebook Content
SMART Notebook
0 Digitally Organized Presenta...
1 absolutely the last document
2 document
3 last charts and tables
4 Presentation
5 third Presentation
5a puffles
6 last document
abstract
another document
basic Presentation number 2
I love you daddy!
My Pictures
x charts and tables
y charts and tables



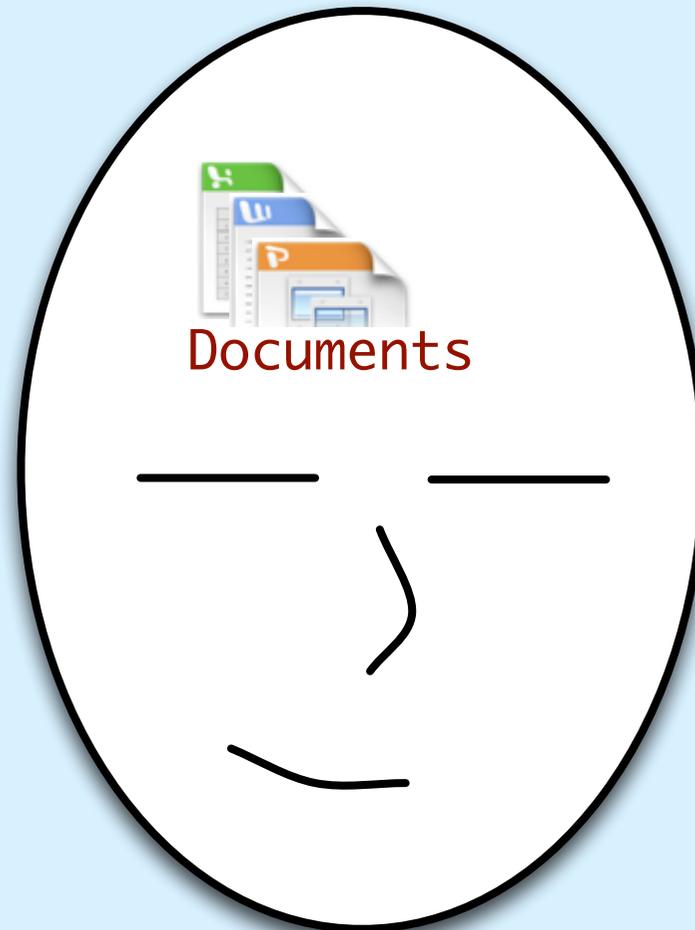
**(AFTER RENAMING, HIT
Fn-F5 TO RE-SORT FILES)**



DigOrg images
Inspiration Data
Microsoft User Data
My Music
My Notebook Content
SMART Notebook
0 Digitally Organized Presenta...
1 absolutely the last document
2 document
3 last charts and tables
4 Presentation
5 third Presentation
5a puffles
6 last document
abstract
another document
basic Presentation number 2
I love you daddy!
My Pictures
x charts and tables
y charts and tables

THINK BEFORE YOU NAME!

A FEW SECONDS OF THINKING BEFORE YOU NAME...



...CAN SAVE YOU MANY MINUTES OF SEARCHING LATER

SEARCHING FOR THINGS

The screenshot shows a Windows Explorer window titled "My Documents". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Search (circled in red), Folders, and a view icon. The address bar shows "My Documents" with a Go button. The Search Companion pane on the left asks "What do you want to search for?" and lists several options. The "All files and folders" option is circled in red, with a red arrow pointing from the Search button to it. The main pane displays a list of files and folders with columns for Name, Size, Type, and Date Modified.

Name	Size	Type	Date Modified
DigOrg images		File Folder	7/10/2008
Inspiration Data		File Folder	4/29/2008
Microsoft User Data		File Folder	1/3/2008 9
My Music		File Folder	6/26/2008
My Notebook Content		File Folder	4/29/2008
SMART Notebook		File Folder	6/26/2008
0 Digitally Organized Presenta...	1 KB	Text Document	6/24/2008
1 absolutely the last document	24 KB	Microsoft Word Doc...	6/24/2008
2 document	24 KB	Microsoft Word Doc...	6/24/2008
3 last charts and tables	14 KB	Microsoft Excel Wor...	6/24/2008
4 Presentation	8 KB	Microsoft PowerPoin...	6/24/2008
5 third Presentation	8 KB	Microsoft PowerPoin...	6/24/2008
5a puffles	21 KB	Smart Notebook File	6/26/2008
6 last document	24 KB	Microsoft Word Doc...	6/24/2008
abstract	118 KB	Smart Notebook File	6/26/2008
another document	24 KB	Microsoft Word Doc...	6/24/2008
basic Presentation number 2	8 KB	Microsoft PowerPoin...	6/24/2008
I love you daddy!	94 KB	BMP File	6/25/2008
My Pictures	1 KB	Shortcut	6/26/2008
x charts and tables	14 KB	Microsoft Excel Wor...	6/24/2008
y charts and tables	14 KB	Microsoft Excel Wor...	6/24/2008

SEARCHING FOR THINGS

The screenshot shows a Windows Explorer window titled 'My Documents'. The address bar shows 'My Documents'. A search companion window is open on the left, containing search criteria options. A red circle highlights this search companion window. A red arrow points from a text box on the right to the search companion window.

Search Companion

Search by any or all of the criteria below.

All or part of the file name:

A word or phrase in the file:

Look in:
My Documents

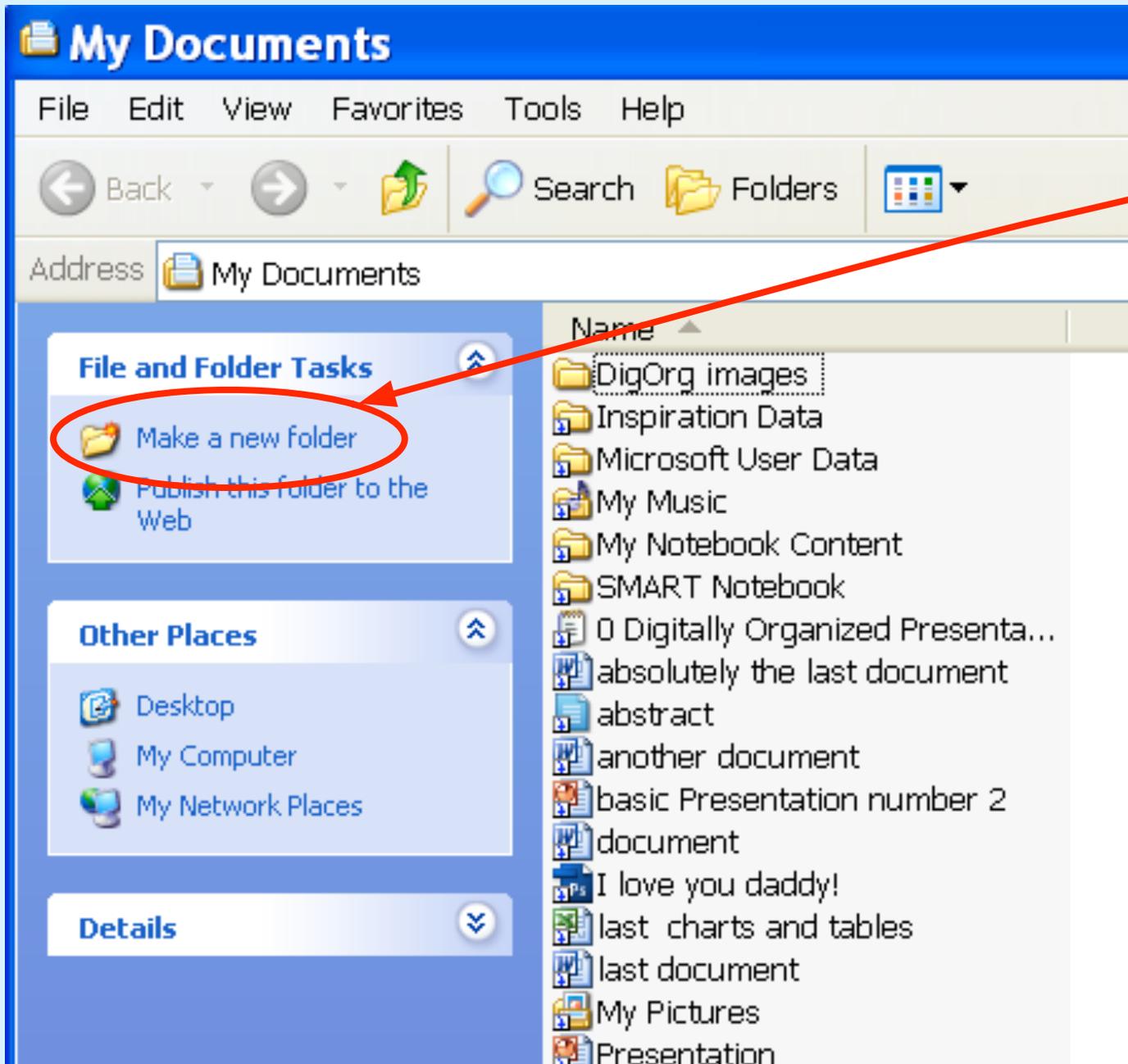
When was it modified?
What size is it?
More advanced options

Back Search

Name	Size	Type	Date Modified
DigOrg images		File Folder	7/10/2008
Inspiration Data		File Folder	4/29/2008
Microsoft User Data		File Folder	1/3/2008 9
My Music		File Folder	6/26/2008
My Notebook Content		File Folder	4/29/2008
SMART Notebook			
0 Digitally Organized Presenta...			
1 absolutely the last document			
2 document			
3 last charts and tables	14 KB	Microsoft Excel wor...	6/24/2008
4 Presentation	8 KB	Microsoft PowerPoin...	6/24/2008
5 third Presentation	8 KB	Microsoft PowerPoin...	6/24/2008
5a puffles	21 KB	Smart Notebook File	6/26/2008
6 last document	24 KB	Microsoft Word Doc...	6/24/2008
abstract	118 KB	Smart Notebook File	6/26/2008
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I love you daddy!	94 KB	BMP File	6/25/2008
My Pictures	1 KB	Shortcut	6/26/2008
x charts and tables	14 KB	Microsoft Excel Wor...	6/24/2008
y charts and tables	14 KB	Microsoft Excel Wor...	6/24/2008

**SET THE SEARCH CRITERIA
AND SEARCH AWAY!**

CREATING FOLDERS



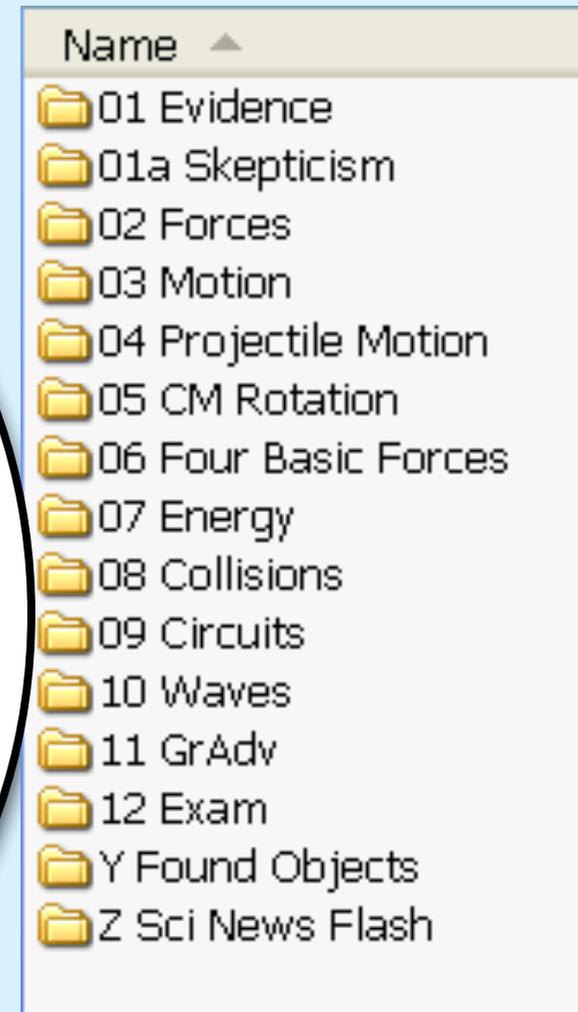
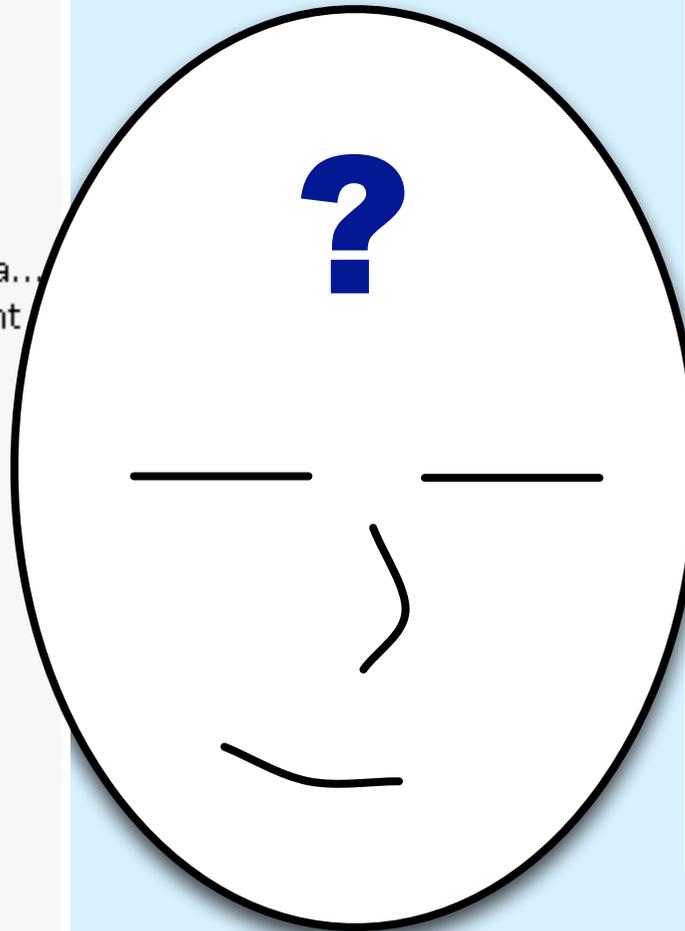
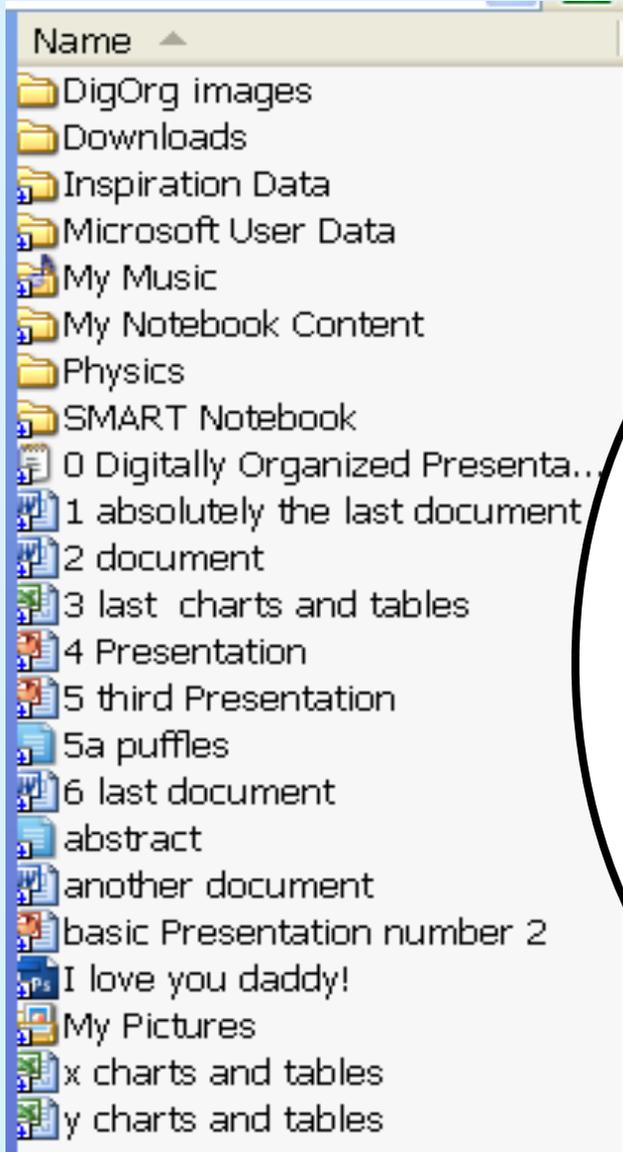
CLICK "NEW FOLDER"

NAME IT

DRAG FILES INTO IT

SIMPLE VS COMPLEX FOLDER STRUCTURES

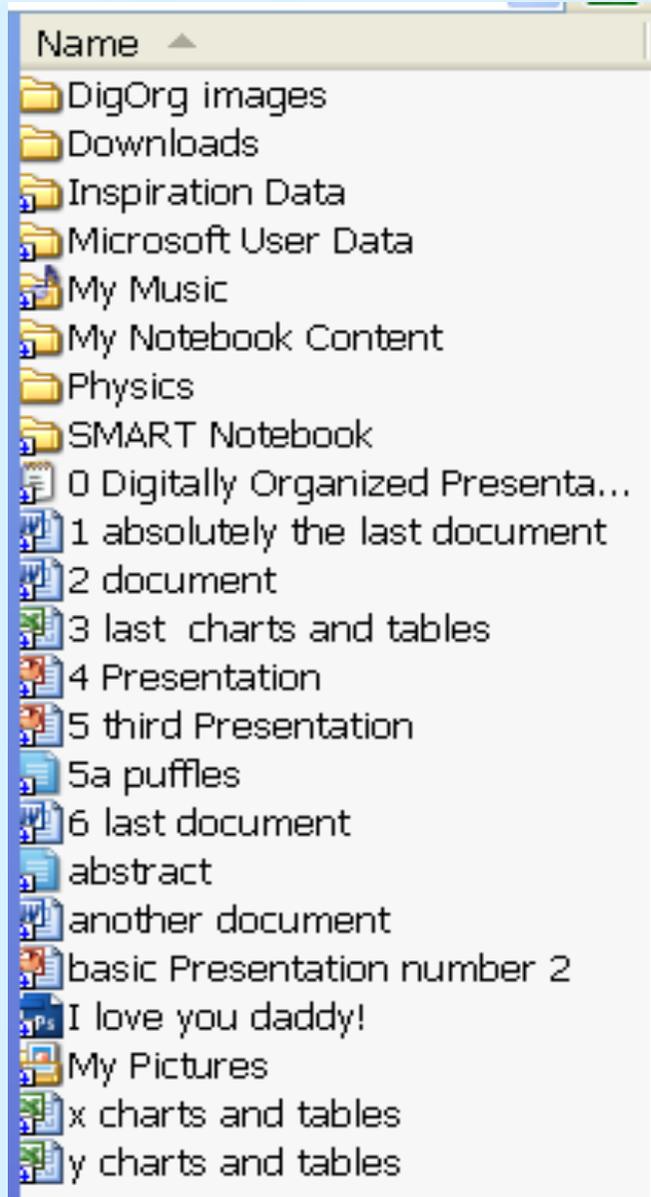
(TWO EXTREMES)



SIMPLE FOLDER STRUCTURES

JUST THROW EVERYTHING IN ONE FOLDER

RELY ON SMART NAMING, SEARCHES & SORTING TO FIND THINGS

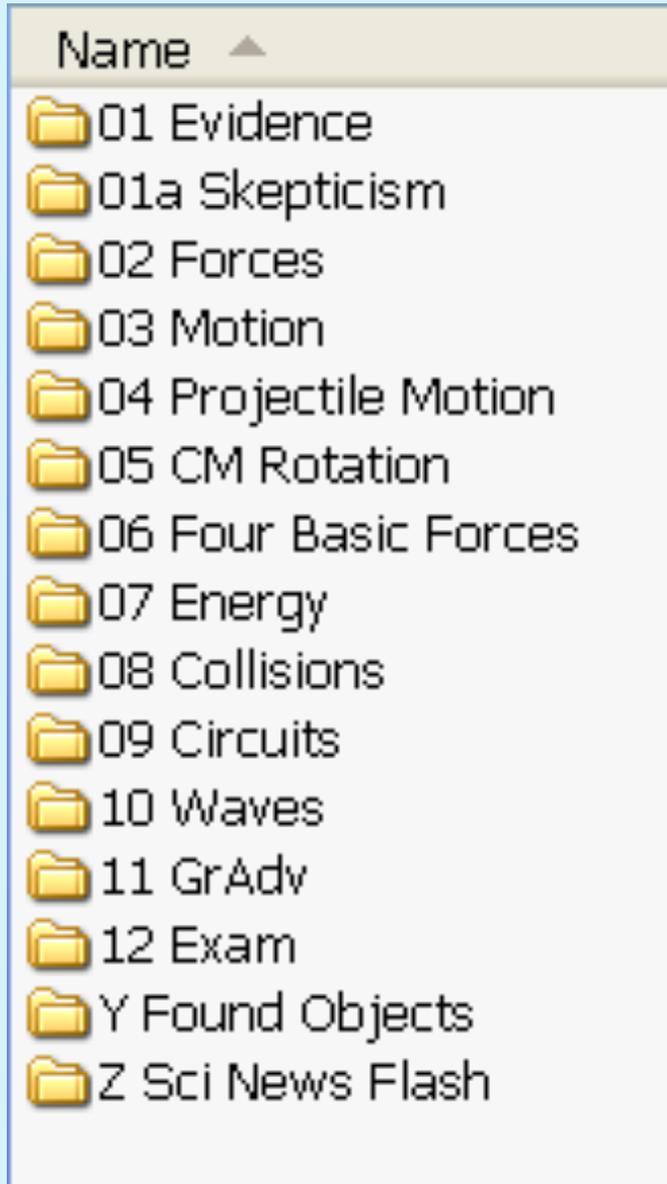


ADVANTAGE
ZERO SET-UP TIME

DISADVANTAGES
TOO MESSY FOR MOST PEOPLE
IF YOU HAVEN'T NAMED
THINGS CAREFULLY,
FINDING THINGS CAN
BECOME A NIGHTMARE!

COMPLEX FOLDER STRUCTURES

CREATE ORDERED FOLDERS & FOLDERS WITHIN FOLDERS



ADVANTAGES

APPEARS ORGANIZED

EASY TO NAVIGATE

NAMING OF FILES IS

NOT SO IMPORTANT

DISADVANTAGES

TAKES TIME TO NAVIGATE

CAN BECOME TOO COMPLEX

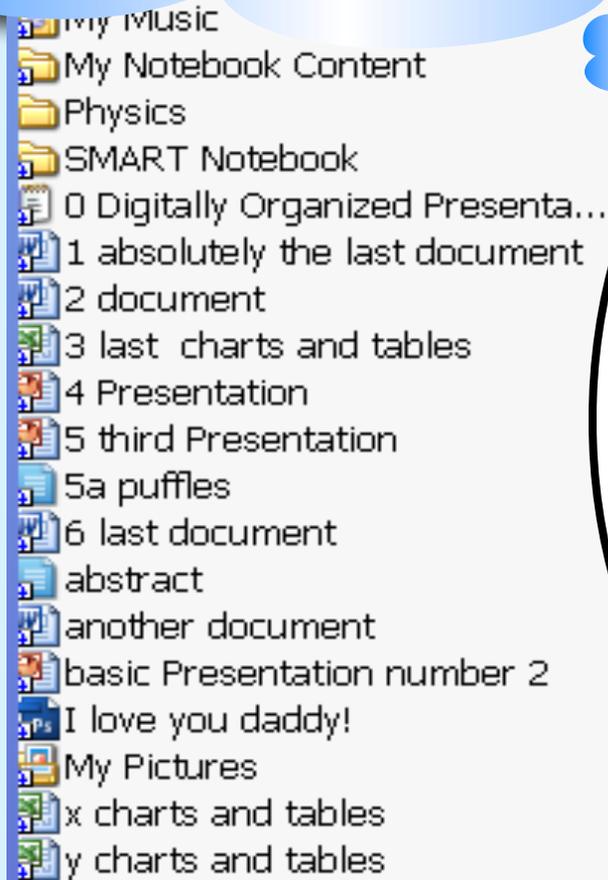
MIGHT ACCIDENTALLY

CREATE THE SAME

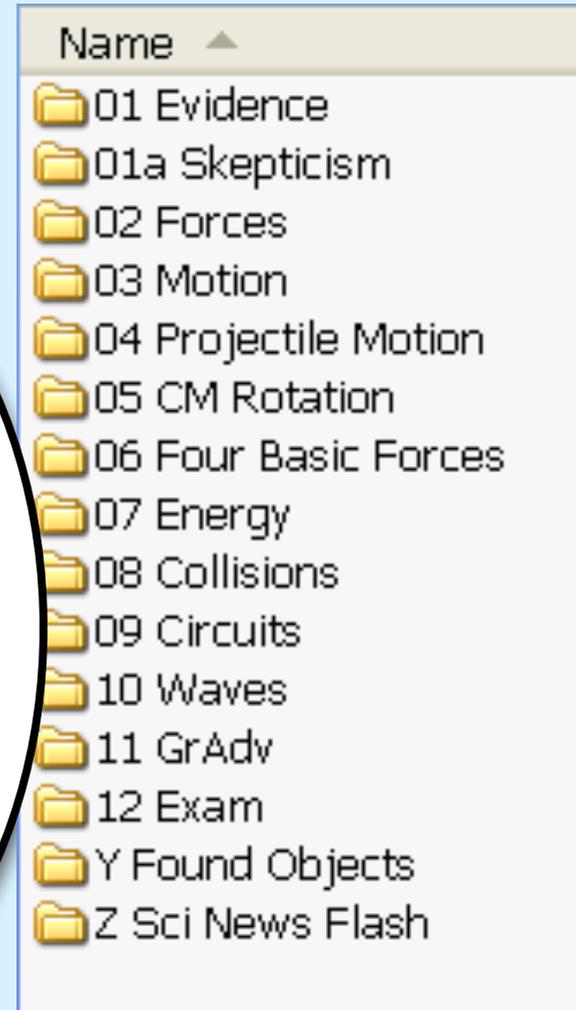
FOLDER TWICE!

SIMPLE VS COMPLEX FOLDER STRUCTURES

**YOU WILL MOST LIKELY BE
SOMEWHERE IN BETWEEN
AND YOU MAY END UP
MIXING AND MATCHING**



- My Music
- My Notebook Content
- Physics
- SMART Notebook
- 0 Digitally Organized Presenta...
- 1 absolutely the last document
- 2 document
- 3 last charts and tables
- 4 Presentation
- 5 third Presentation
- 5a puffles
- 6 last document
- abstract
- another document
- basic Presentation number 2
- I love you daddy!
- My Pictures
- x charts and tables
- y charts and tables



Name
01 Evidence
01a Skepticism
02 Forces
03 Motion
04 Projectile Motion
05 CM Rotation
06 Four Basic Forces
07 Energy
08 Collisions
09 Circuits
10 Waves
11 GrAdv
12 Exam
Y Found Objects
Z Sci News Flash

ONE MORE BIT OF ADVICE...

**CLEAR THAT
DESKTOP OFF!**

**THE DESKTOP IS A NICE TEMPORARY
WORK SPACE FOR FILES...**

...BUT NOT IF IT'S A MESS

TIME TO GET THOSE FILES SORTED OUT!

HELPFUL SHORTCUTS AND TIPS

CLICK "FOLDERS" TO SHOW FOLDERS IN SIDE BAR

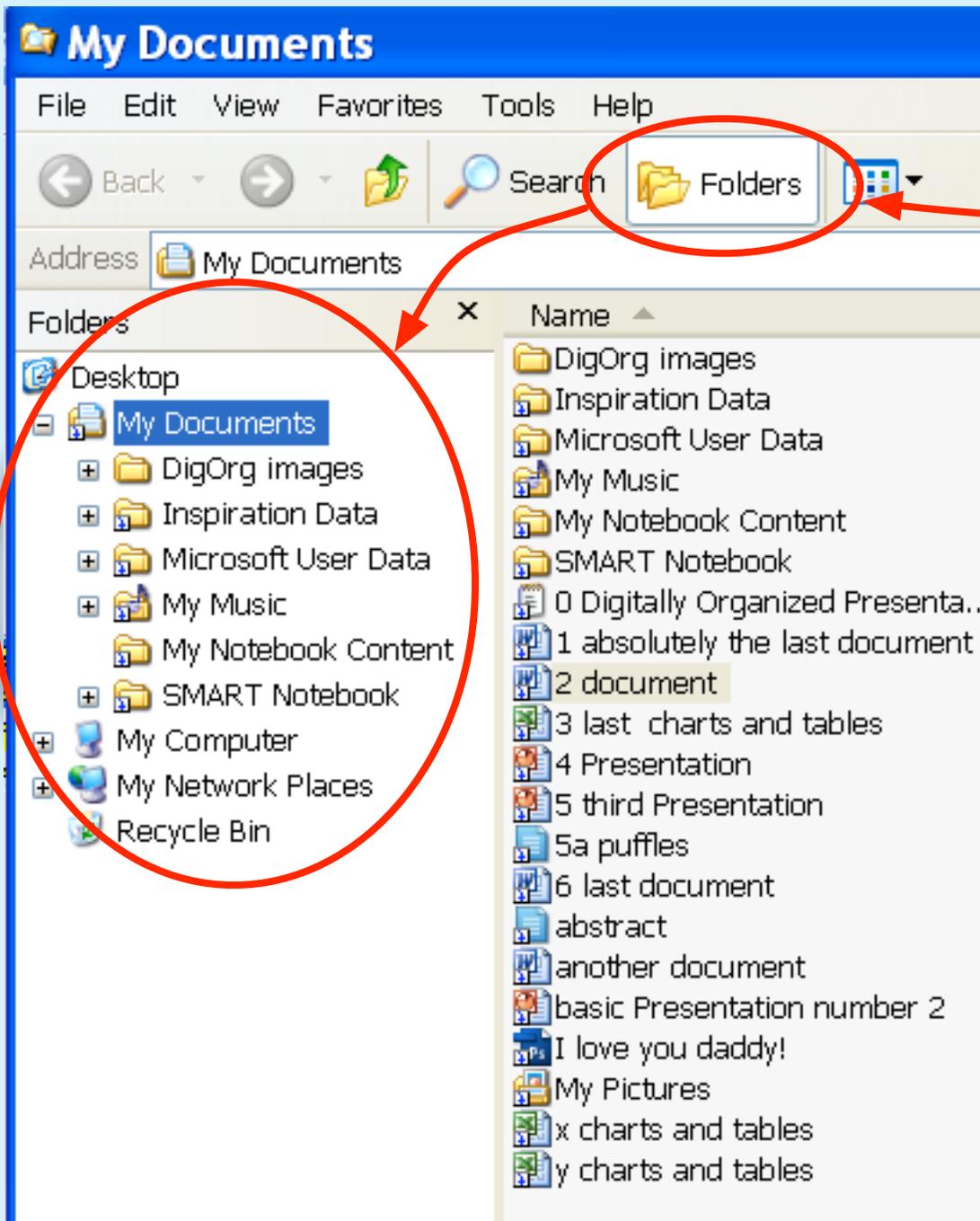
WHEN MOVING FILES, HOVER OVER A FOLDER AND IT WILL "SPRING" OPEN

CONTROL-S = SAVE

CONTROL-X = CUT

CONTROL-C = COPY

CONTROL-V = PASTE



CREATING SHORTCUTS

FOR PROGRAMS

AND FOR FOLDERS & DOCUMENTS

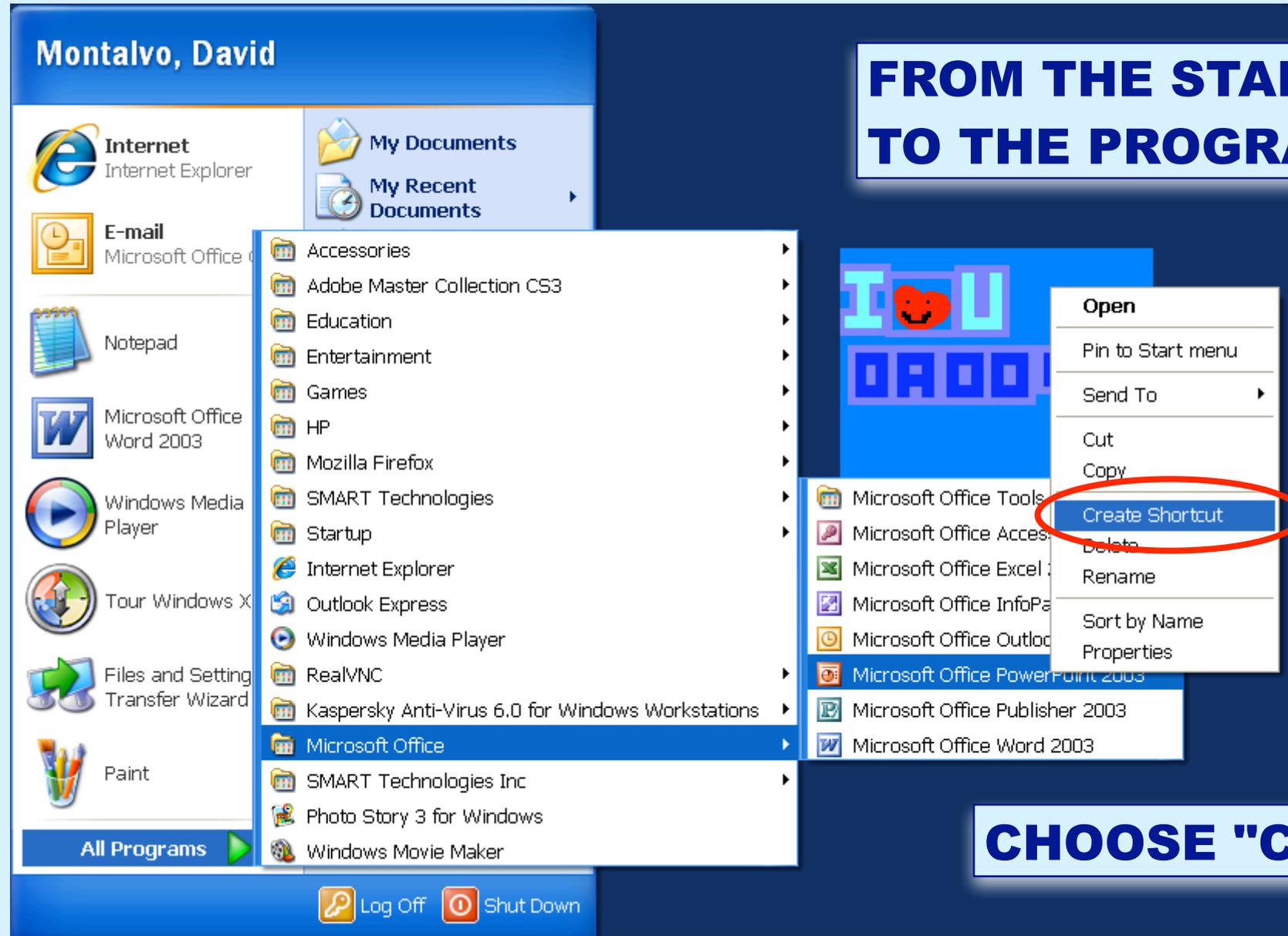
PROGRAM SHORTCUTS

FROM THE START MENU, NAVIGATE TO THE PROGRAM

RIGHT-CLICK* IT

CHOOSE "CREATE SHORTCUT"

* Or control-click, or two-finger click



FILE/FOLDER SHORTCUT

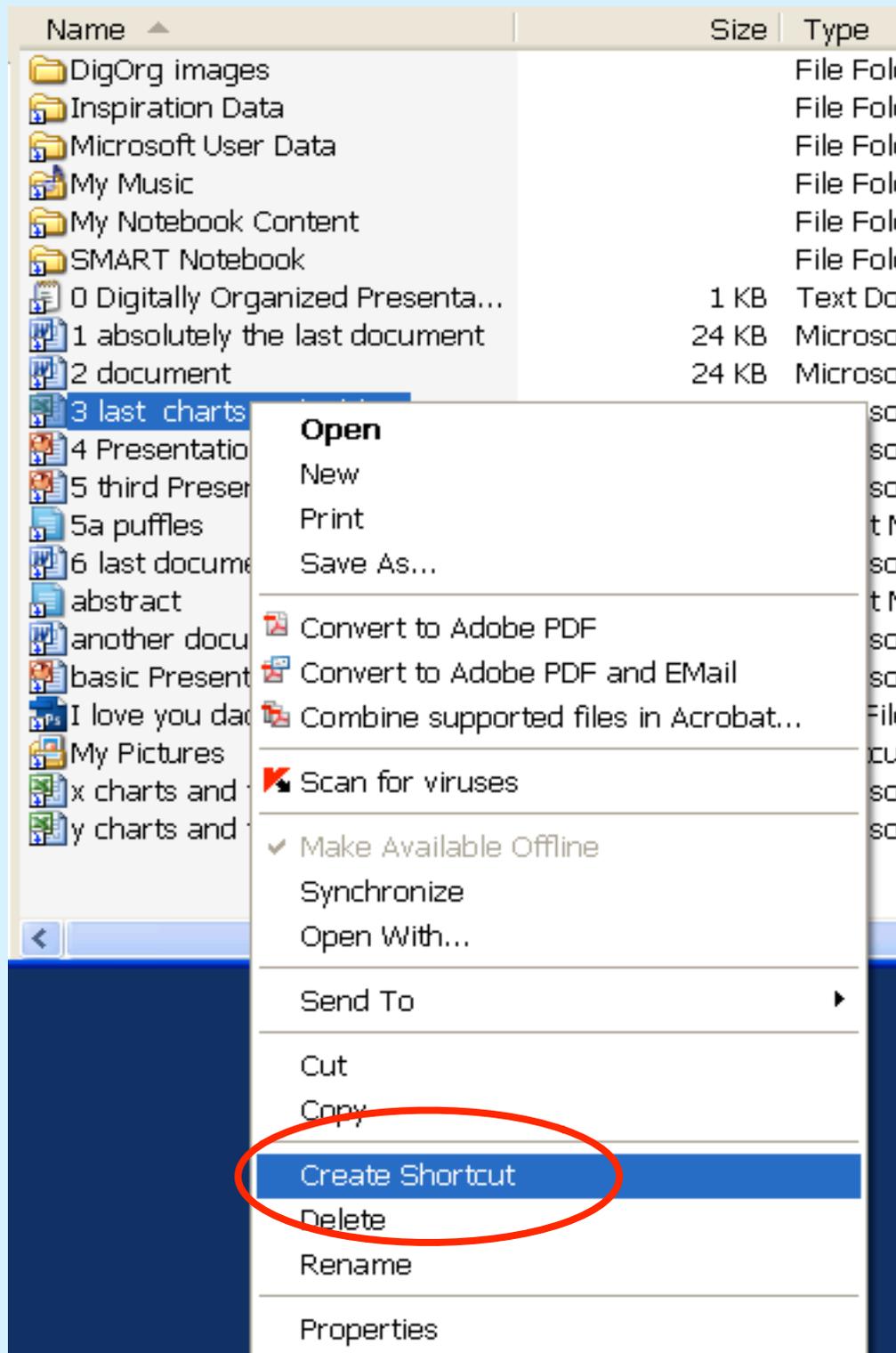
YOU CAN CREATE SHORTCUTS TO INDIVIDUAL FILES OR FOLDERS

RIGHT-CLICK* THE FILE/FOLDER; CHOOSE "CREATE SHORTCUT"

DRAG THE SHORTCUT WHEREVER YOU WANT IT

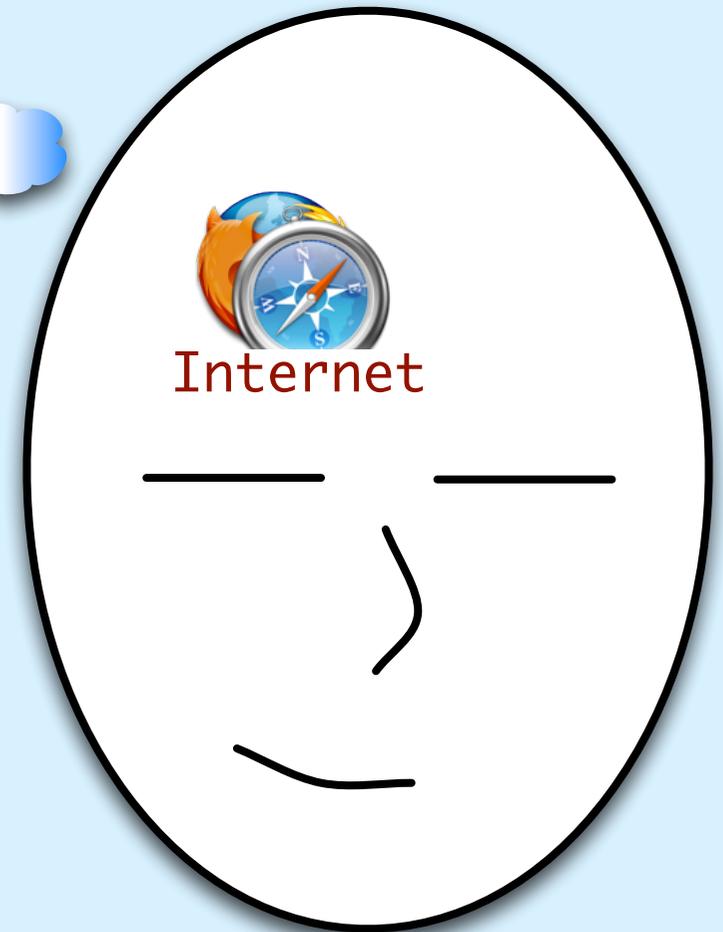
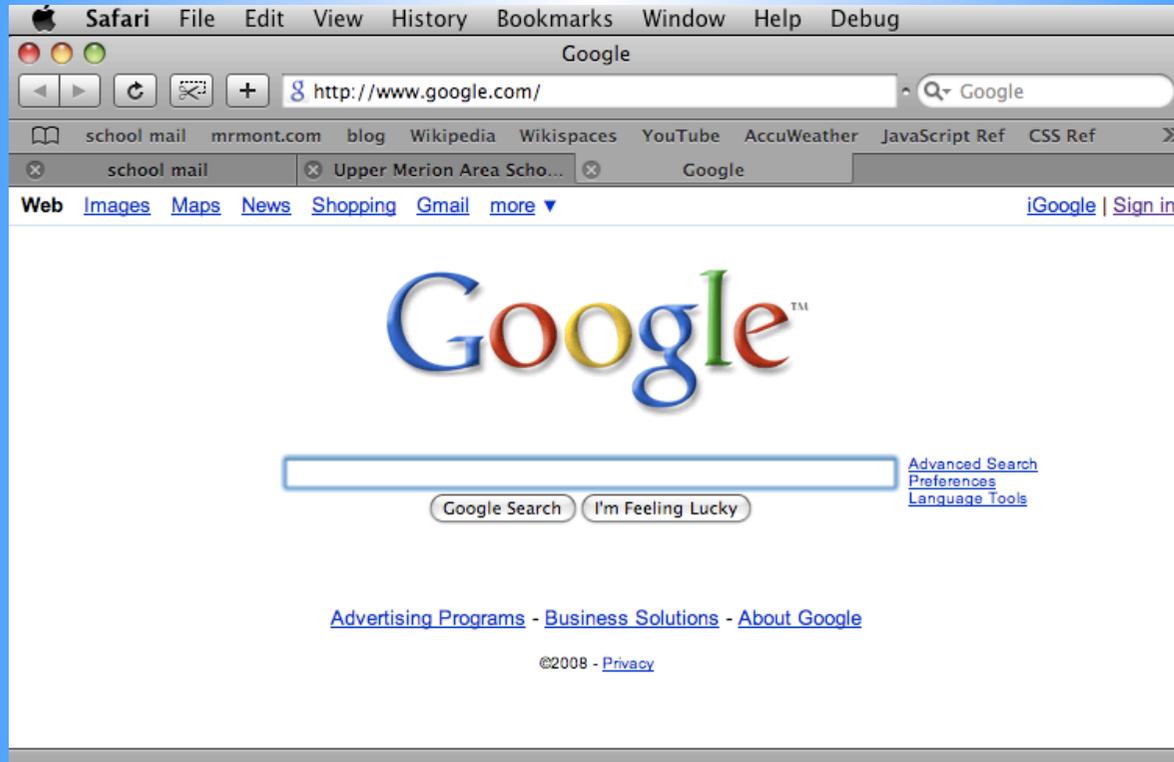
DELETING THE SHORTCUT DOES NOT DELETE THE ORIGINAL

* Or control-click, or two-finger click



NEXT UP:

INTERNET



WE'LL LOOK AT...

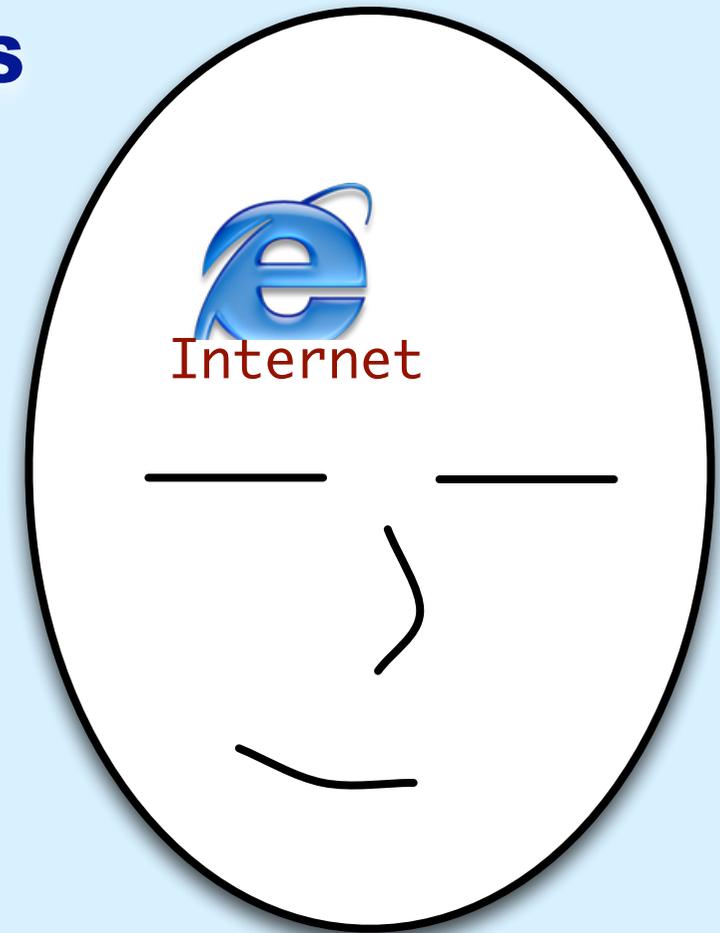
SAVING FAVORITES

MANAGING FAVORITES

USING BROWSER HISTORY

SETTING BROWSER HOMEPAGE

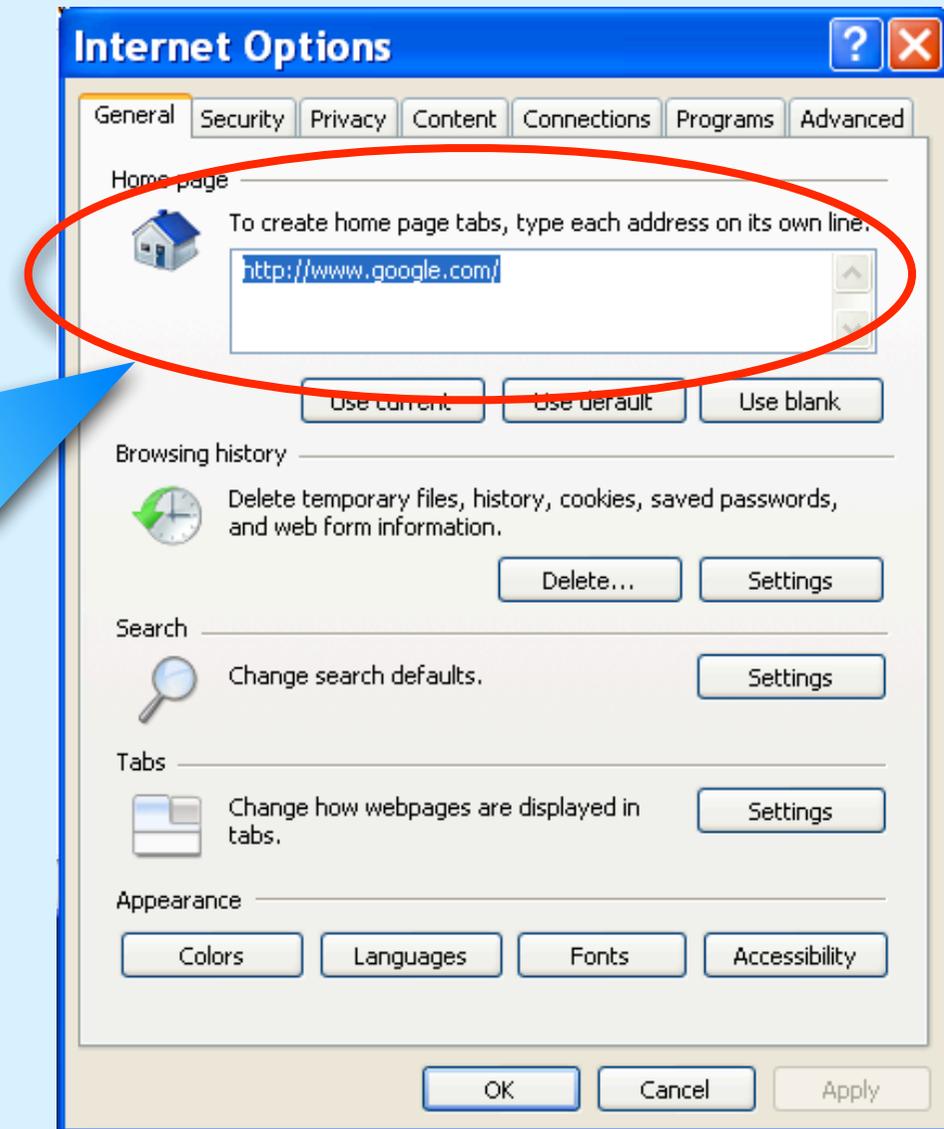
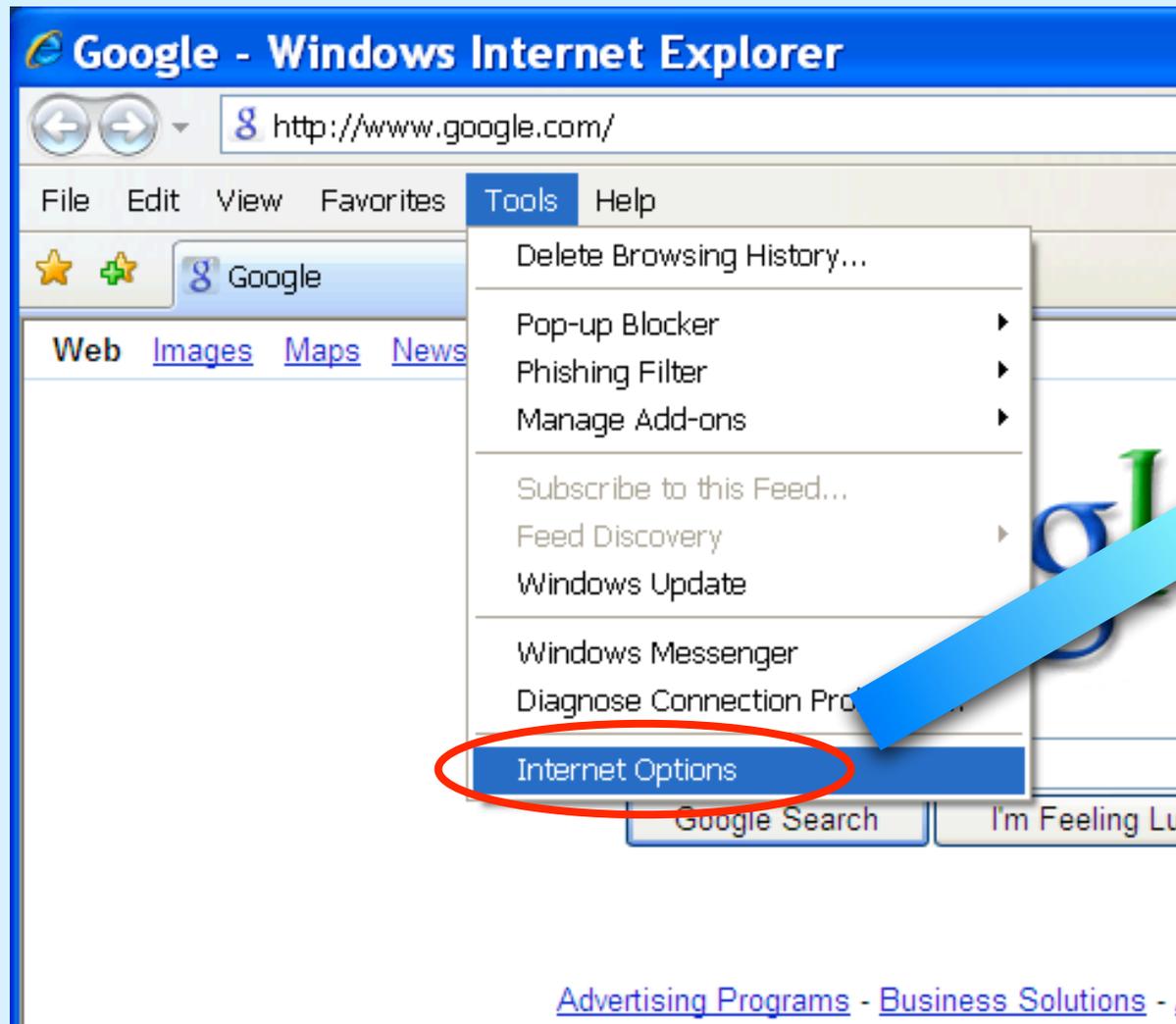
CREATING SHORTCUTS TO WEBSITES



SETTING THE HOMEPAGE

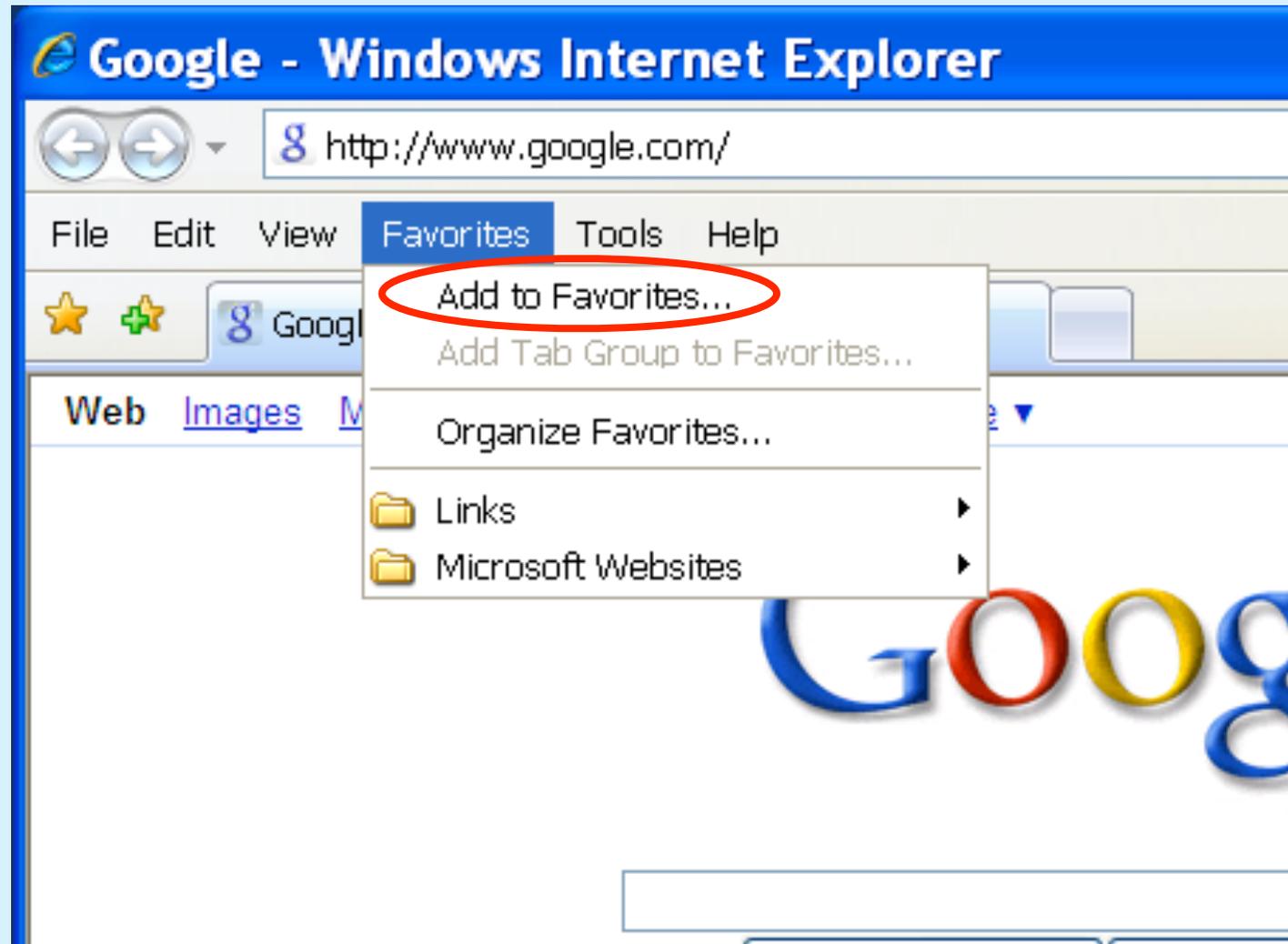
CLICK TOOLS > INTERNET OPTIONS

SET HOMEPAGE



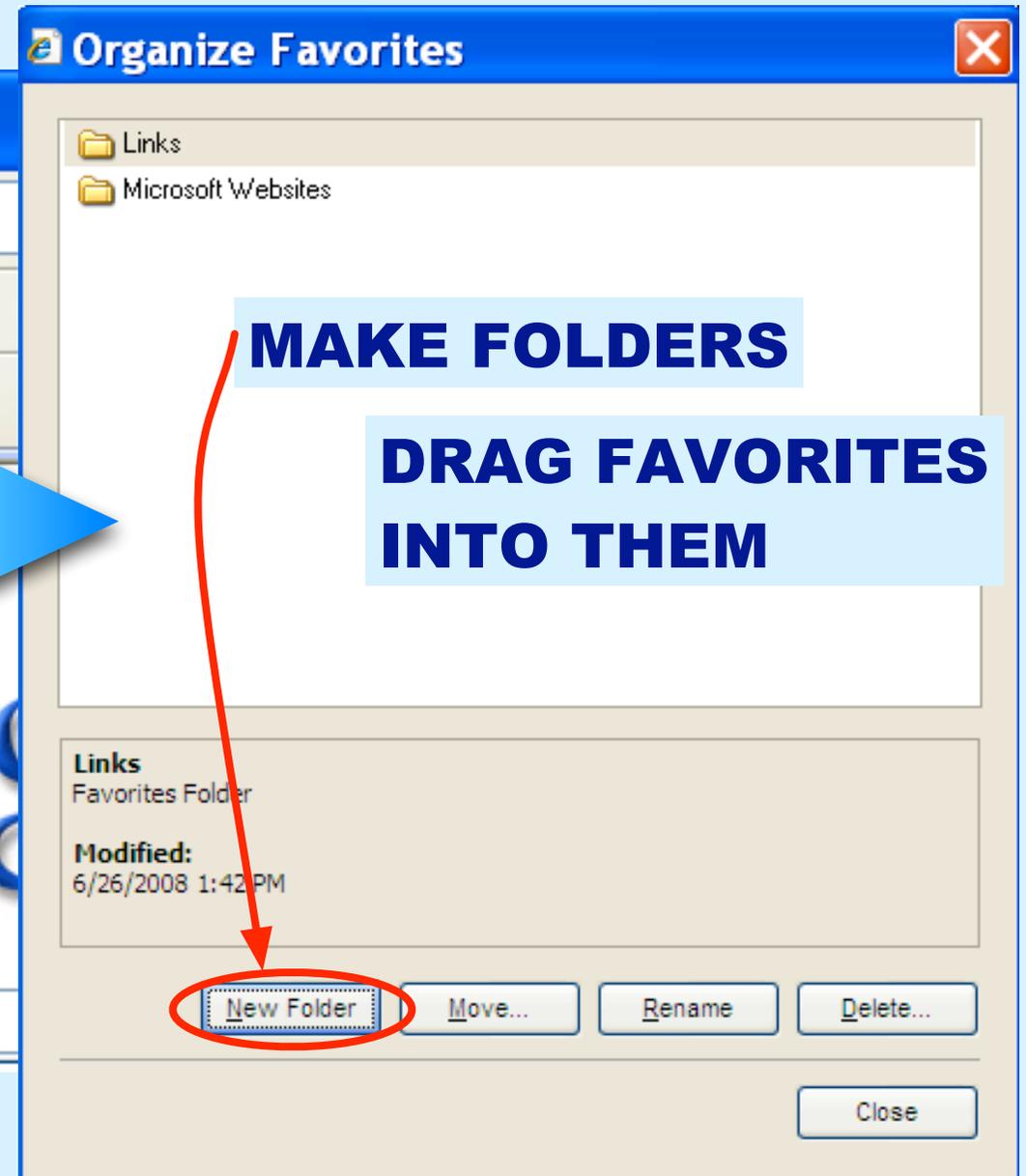
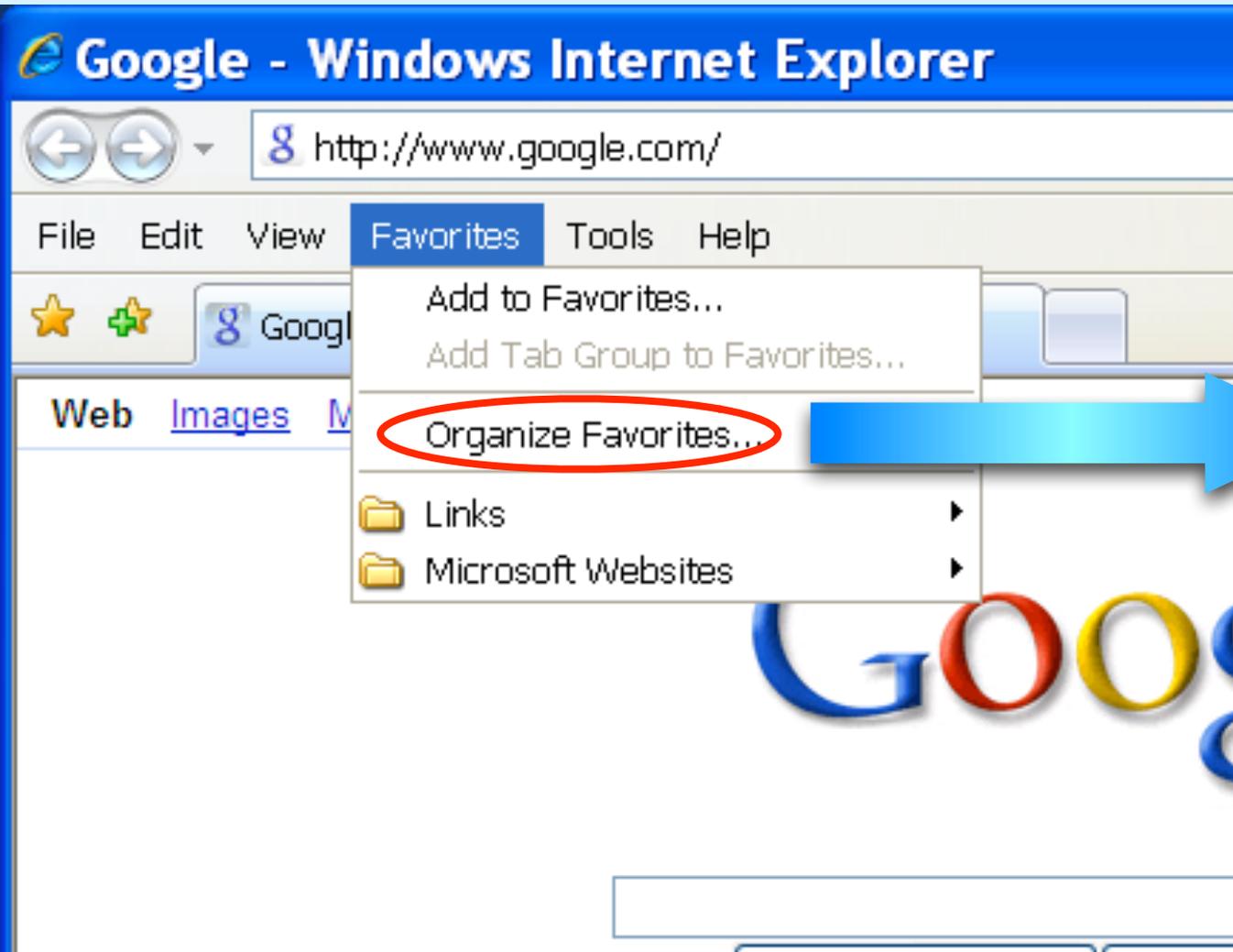
SAVING FAVORITES

FAVORITES > ADD TO FAVORITES



ORGANIZING FAVORITES

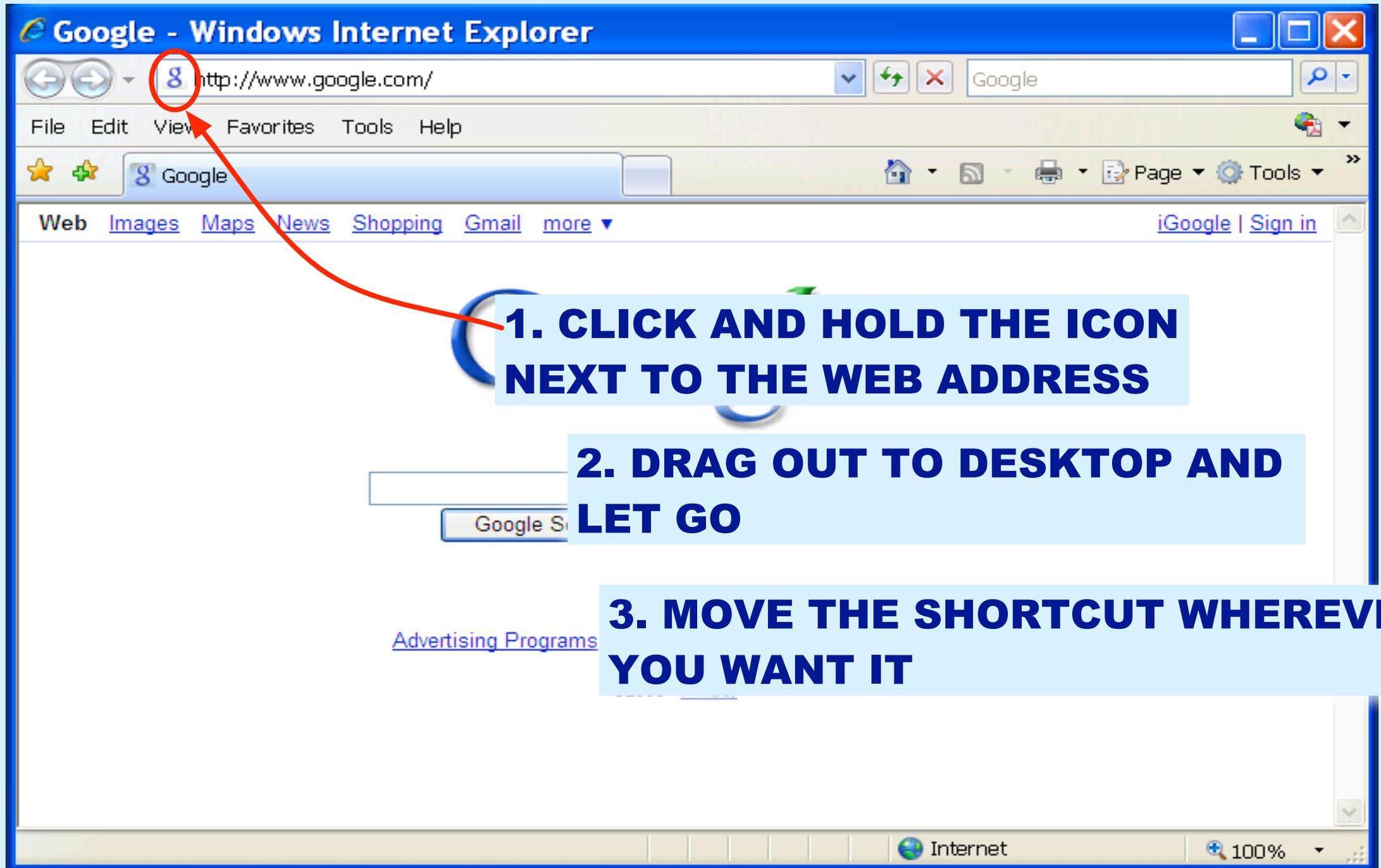
FAVORITES > ORGANIZE FAVORITES



MAKE FOLDERS

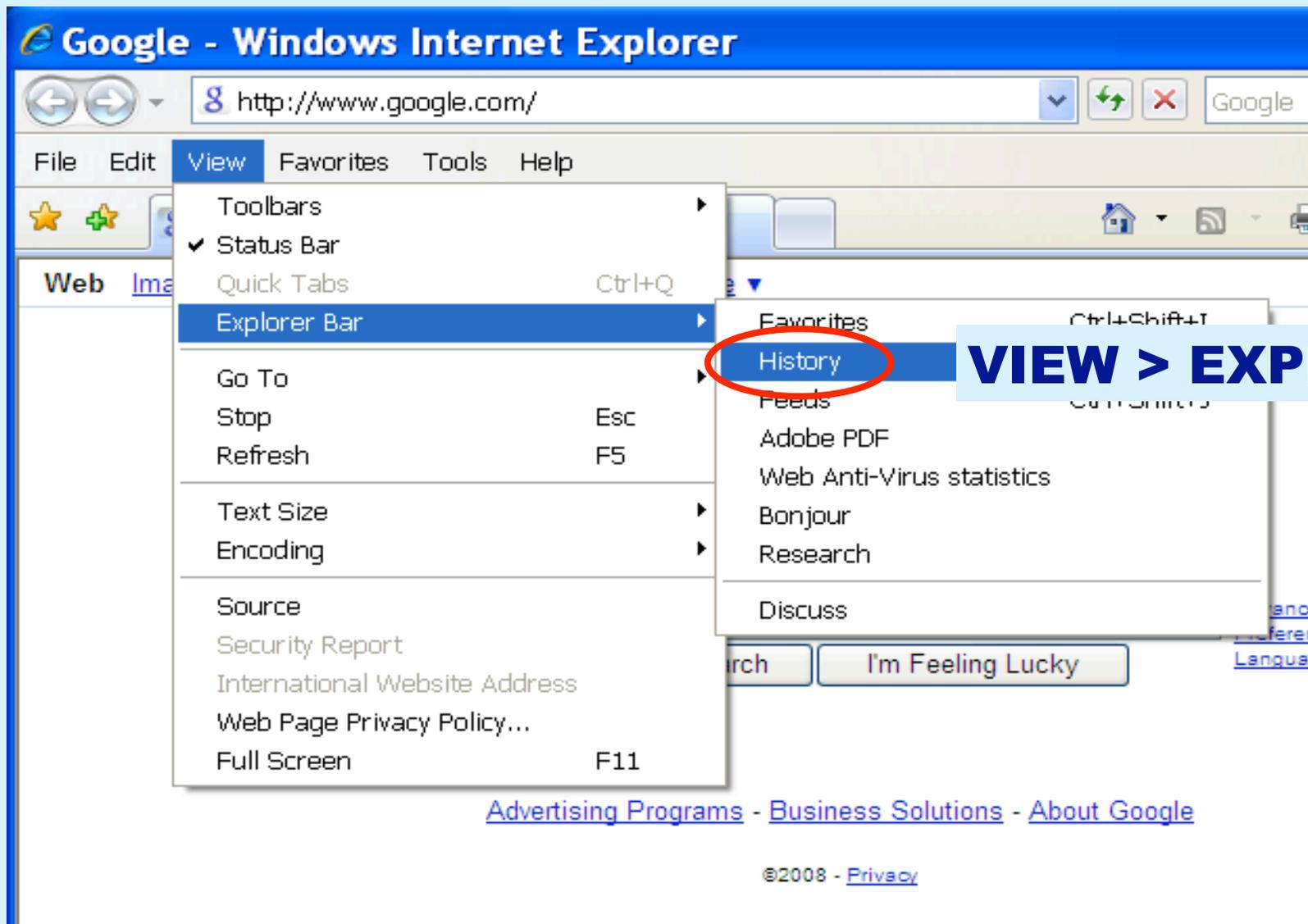
**DRAG FAVORITES
INTO THEM**

CLICKABLE SHORTCUTS



CAN'T FIND THAT WEBSITE YOU WENT TO YESTERDAY?

USE YOUR BROWSER HISTORY!



VIEW > EXPLORER BAR > HISTORY

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USING YOUR BROWSER HISTORY

The image shows a screenshot of the Windows Internet Explorer browser window. The title bar reads "Google - Windows Internet Explorer". The address bar shows "http://www.google.com/". The menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The Favorites Center is visible, showing a list of bookmarks under "2 Weeks Ago" and "Today". The History menu is open, displaying sorting options: "By Date", "By Site", "By Most Visited", "By Order Visited Today", and "Search History". The "Search History" option is highlighted. The main content area displays the Google homepage with the "Google" logo, a search input field, and "Google Search" and "I'm Feeling Lucky" buttons. A blue text box with white text is overlaid on the right side of the page, stating "YOU CAN SORT AND SEARCH!".

YOU CAN SORT AND SEARCH!

REMEMBER ORGANIZATION BEGINS...

HERE

