## Windows XP & Windows 7 – Where did My Windows XP Custom Network locations\shortcuts go in Windows7 Use network shortcuts to streamline routine tasks!

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Windows users may streamline tasks by creating shortcuts to shared folders on a network eliminating the need to search for the folders or type its network address each time. I use network shortcuts for tasks I execute frequently.

After upgrading to Windows 7 on my development laptop I was unable to use my custom network locations\shortcuts. I finally found the work around buried in a poor UI (user interface) change. Here are the details you need to make the change from XP to Windows 7 or to add network shortcuts to your Windows XP or Windows 7 PC.

# Windows XP – My Network Places

The Windows XP feature *My Network Places* is a great tool to streamline user's workflow and tasks by allowing them to customize shortcuts to shared computers, printers, and other resources on the network. The user specific shortcuts auto launches a specific resource on a shared network such as a printer or shared folder. I use my custom network locations for reoccurring routines and tasks.

This feature is ideal for users who access a shared folder or other resource on a network drive routinely. By creating the network shortcut the user can easily locate and navigate to the specific resource and save time exploring through various resources on a network.<sup>1</sup>

The My Network Places folder contains hyperlinks to tasks and locations on your computer.

To open my network locations click Start, then My Computer



<sup>&</sup>lt;sup>1</sup> <u>http://www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/webfoldr\_overview.mspx?mfr=true</u>

To add shortcuts to your network places click **add a network place** and the **add network place wizard** window appears.



Follow the prompts to add the new shortcut for the network resource.

For example to add a resource from the network, use the *Browse* button to navigate through the network or use Windows explorer to copy and paste the address of the resource into the address field.

Add Network Place Wizard	×
What is the address of this network place?	<u>(</u>
Type the address of the Web site, FTP site, or network location that this shortcut will open.	
Internet or network address: Browse View some examples	
< Back Next >	Cancel

Click *Next* after adding the Address

*Type a name for the network place*, this name will display in your *network places* 

## Click **Next**

Add Network Place Wizard	X
What do you want to name this place?	A.D.
Create a name for this shortcut that will help you easily identify t	his network place:
\\ :erver\I common\TracyLeed Magargle Public.	
Type a name for this network place: TracyLeed Magargle Public	
	< Back Next > Cancel

This window appears to confirm the setup of the shortcut.

Add Network Place Wizar			
<i>Q</i>	Completing the Add Network Place Wizard		
198	You have successfully created this network place:		
	TracyLeed Magarde Public		
	A shortcut for this place will appear in My Network Places.		
	☑ Open this network place when I click Finish.		
J.			
	To close this wizard, click Finish.		
	< Back Finish Cancel		

Once you've added shortcuts to you're *My Network Places*, they will appear in a list as shown below.



This same list will be available when you *save* new or *open* documents in the application window. The example below displays **Microsoft Word** with **My Network Places** listed on the left side of the window, when *clicked*, the list of *My Network Places* appears as shown below.

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Or if you need to open/launch a file on a resource you've added to your My Network Places, a simple point and click will get you right to the file on the network resource

Point at *Start, Click My Network Places*, your list of custom shortcuts appears, click on the file desired.

<ul> <li>Internet Explorer</li> <li>FirstClass</li> <li>Tracy's Macros.xls</li> <li>Paint</li> </ul>	<ul> <li>➢ My Documents</li> <li>☑ My Recent Documents</li> <li>➢ My Pictures</li> </ul>
Microsoft Office Excel 2003	👌 My Music
— 🎱 UltraEdit Text Editor	Favorites
Microsoft Access	My Computer
🛛 🕼 Microsoft Office Excel 2007	My Network Places
🝌 Adobe Acrobat 9 Pro	
🜆 Microsoft Office Word 2007	Gives access to, and inform
🕼 Microsoft Office Access 2007	Printers and Faxes
M Total Visual Agent Manager	Search
All Programs   🕨	7 Run
	Log Off 🚺 Shut Down
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The Windows XP function *My Network Places* which allows users to create a shortcut to a specific folder on a network resource, has been moved to *Computer*.

To add to my frustration I was not able to find information on this change on the Microsoft website nevertheless I did find this information on a Windows 7 forum and I was able to add the custom network places to my Windows 7 laptop.

To open custom network locations/shortcuts either *click* on *Computer* from the *Start Menu* or *click* on *Computer* in *Windows Explorer*.<sup>2</sup>





<sup>&</sup>lt;sup>2</sup> <u>http://answers.microsoft.com/en-us/windows/forum/windows\_7-desktop/how-do-i-get-to-my-network-places-in-windows-7/02f34043-8115-415e-a94e-e2d41c98b8a8</u>

To add a custom network location, *Select* Computer *Right-click* anywhere in the *blank area of the right-side pane*, and choose *Add a Network Location*. On the 2nd screen, *double-click* on *Choose a Custom Location* to open the familiar dialog box from XP. *Browse* to your network folder and *add* it.

#### Step by Step display:

#### Launch windows explorer, right click Computer, click Add a network location



#### This Wizard window appears, click Next



In the window below the option to choose a custom network location option is listed, *click Next* 



Type in or browse for address desired, *click Next* 

Specify the location of your website		
Type the address of the website, FTP site, or netwo	ork location that this shortcut wil	l <mark>l op</mark> en.
Internet or network address:		
Common\Cyber Internet Reim	n interfaces 🔹 👻	Browse
View examples		

Type a name for the location, *click Next* 

a name for this shortcut that wi	ll help you easily identify	y this network location:	
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name for this network location:			
Internet Reim interfaces	ŭ		

### *Click Finish* to add the new custom location

Add Network Location		
Completing the Add Network Location Wizard		
You have successfully created this network location:		
(		
A shortcut for this location will appear in Computer.		
Open this network location when I click Finish.		
	Finish	Cancel

When you are finished, the new link will appear in the Computer folder under Network Locations. It will no longer appear in the Network folder where it used to be in XP.