

## FAVORITES INTERNET EXPLORER

**Save a copy of Internet Explorer Favorites, create a shortcut, and/or print a hard copy.**

1. First create a new folder under MY DOCUMENTS. Label it FAVORITES INTERNET EXPLORER.
  - a. Rightclick START | click EXPLORE.
  - b. Scroll up to the MY DOCUMENTS folder. Click once to highlight.
  - c. Click File | New | Folder. The new folder will be listed on the right screen at the bottom.
  - d. Type FAVORITES INTERNET EXPLORER in the box and doubleclick.
2. Click the big E icon on the bottom taskbar or on the desktop to open INTERNET EXPLORER.
3. Click FILE | Import/Export to bring up the Import/Export Wizard.
4. Click NEXT and select Export Favorites.
5. Click NEXT. Favorites will already be highlighted. Click NEXT
6. When the choice is given to Export to a file or address, click BROWSE.
7. Locate and doubleclick on the FAVORITES INTERNET EXPLORER folder that you created under MY DOCUMENTS. Name the file **Favorites.html**. Click SAVE.
8. The Import/Export wizard will reappear, showing the path to the file you imported, Favorites.html. Click NEXT.
9. On the 'Completing the import/export' screen, select FINISH and OK.
10. Rightclick START | EXPLORE. Scroll up to the MY DOCUMENTS folder and click the +. Doubleclick the FAVORITES INTERNET EXPLORER folder to view your list of favorites/bookmarks.
11. Click PRINT to make a hard copy.
12. Rightclick the Favorites.html and select CREATE SHORTCUT. Rightclick the shortcut and select SEND TO DESKTOP.

Note - You may want to create a shortcut and drag it to Quick Launch taskbar next to your Start Key. When you want a favorite web site, click on the shortcut and click on the Favorite to go to the web site.

Note – You can even use your Wordprocessor program to create an Index page for your Favorites.

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