

Managing Favorites

Software: Internet Explorer

Platform: Mac/PC

Overview

It is possible to arrange your Favorites in Internet Explorer to make them easier to navigate and use. You can rename them, put them in subgroups, and delete favorites that no longer are of use.

To Add Favorites

1. Go to the Web page that you wish to add to your Favorites List.
2. On the Mac, from the **Favorites** menu, choose **Add Page to Favorites** OR press command + D. On a Windows machine, from the **Favorites** menu, choose **Add to Favorites**, change the Favorite's name if desired and click **OK**. This web page will be added to the bottom of your Favorites list.

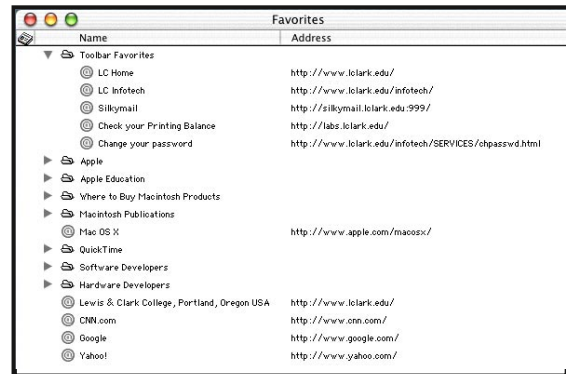


figure 1

To Delete Favorites

1. From the Favorites menu, choose **Organize Favorites**. This will open the Favorites/Organize Favorites window. (Figure 2)
2. Locate the favorite you wish to delete. Click on it once so it is highlighted.
3. Press the delete key on your keyboard. When you are asked to verify that you want the favorite deleted, click OK or Yes. The favorite will be gone from your list.

Macintosh



Windows

To Rearrange Favorites

1. From the Favorites menu, choose **Organize Favorites**. This will open the Favorites/Organize Favorites window. (Figure 2)
2. Locate the favorite you wish to move.
3. Using your mouse, click and drag the favorite to the desired location in your list of Favorites.

To Rename Favorites

1. From the Favorites menu, choose **Organize Favorites**. This will open the Favorites/Organize Favorites window. (Figure 2)
2. Locate the favorite you wish to rename. Click on it once so it is highlighted.
3. On the Macintosh, simply type in the new name for the Favorite. In Windows, click on the **Rename** button and then type in the new name.
4. When complete, click your mouse button for the name to be save.

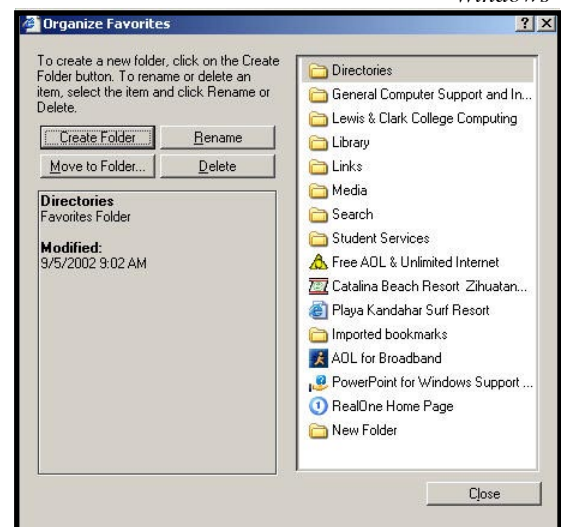


figure 2

To Create a Subgroup of Favorites

It is at times helpful to group all your Favorites with a common theme together in a subgroup. For example, you may wish to group all Favorites associated with Lewis & Clark College or a professional organization. To do so:

On a Macintosh:

1. From the Favorites menu, go to **Organize Favorites** and then in the pop-out menu choose **New Folder**.
2. This will open the Favorites window with an untitled folder in your Favorites list. In the same fashion that you rename a Favorite, give this folder a logical name based on the bookmarks it will contain.
3. Click and drag the desired bookmarks into the folder. They will then appear as a subgroup on your Favorites menu.

In Windows:

1. From the Favorites menu, go to **Organize Favorites**.
2. Click on the **Create Folder** button. This will give you an untitled folder in your Favorites list. Type in name for this folder based on the Favorites it will contain.
3. Click to highlight Favorites in the Favorites list that you wish to move into this folder. Once the Favorite is highlighted, click on the **Move to Folder** button. Select the desired folder and then click **OK**. They will then appear as a subgroup on your Favorites menu.

To Add Items to Your Personal Toolbar

The Personal Toolbar allows your most frequently used Favorites to become a button at the top of your browser window. In this way, they are only a click away.

On a Macintosh:

1. From the Favorites menu, choose Organize Favorites. This will open the Favorites window (Figure 2).
2. Locate the favorite you wish to add to your personal toolbar.
3. Using your mouse, click and drag the Favorite into the Toolbar Favorites folder in your list of Favorites. Close the Favorites window. You will know you have a button for that link on the the Favorites toolbar (Figure 3).

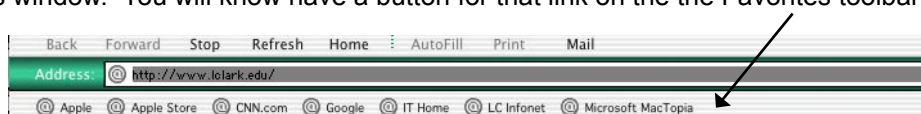


figure 3

In Windows:

1. From the Favorites menu, choose Organize Favorites. This will open the Organize Favorites window (Figure 2).
2. Locate the favorite you wish to add to your personal toolbar. Click on it once so it is highlighted.
3. Click on the Move to Folder button. This will bring up a window with the available Favorites folders.
4. Click on the Links folder and then click OK and then Close the Organize Favorites Window. You will know you have a button for that link on the the Links toolbar (Figure 4).

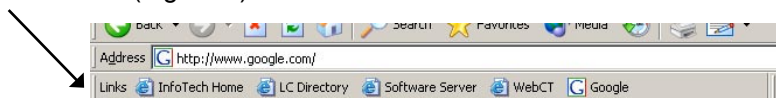


figure 4