

INTERNET EXPLORER ORGANIZE FAVORITES

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When you get too many Favorites, the list becomes difficult to use. An option is to sort them (See my lesson “Favorites Sorted”.) However, a better option is to organize them into folders. Here’s how.

1. From the MenuBar, select *Favorites* > *Organize Favorites*. From there, you can create a new folder, rename a Favorite, move Favorites into new folders, or delete Favorites.

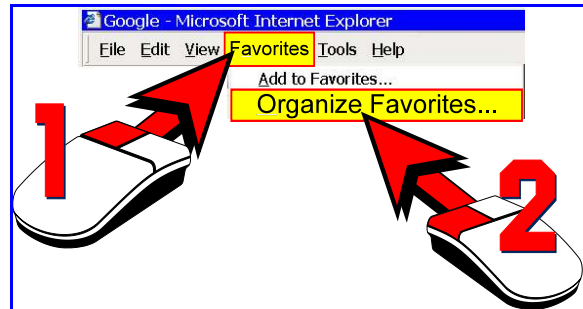


Figure 1

CREATE A FOLDER

2. Click on “Create a Folder” button (Figure 2).

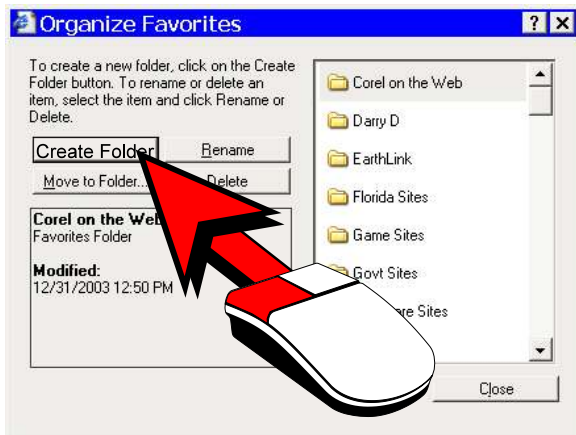


Figure 2

3. A new folder, with the title “New Folder”, appears (Figure 3).

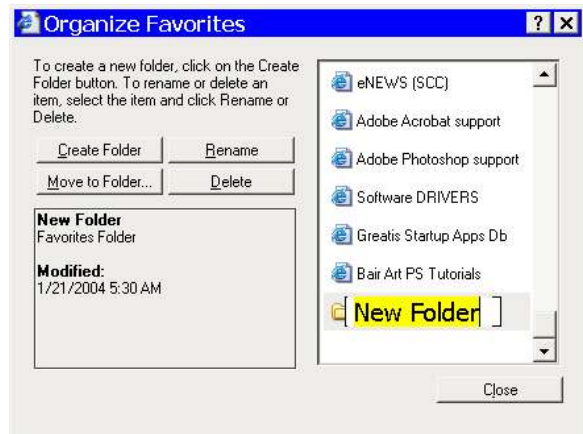


Figure 3

4. Type the name you want to call the folder (**Figure 4**) and touch the Enter key, on the keyboard, or left-click on “Close”.

MOVE A FAVORITE

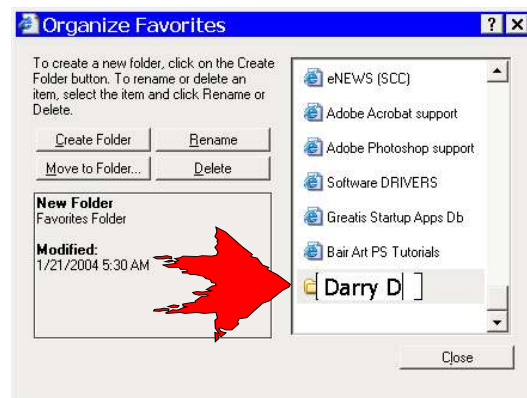


Figure 4

5. Select the file (**Figure 5**):

- ❶ Scroll down.
- ❷ Click on the Favorite you want to move.
- ❸ Information about that site is displayed.
- ❹ Click on “Move to Folder”.

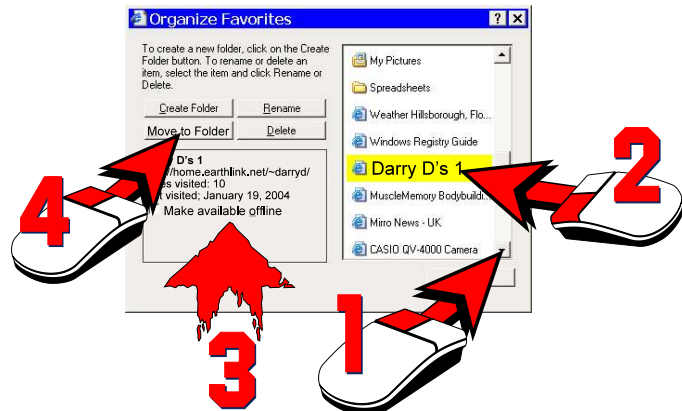


Figure 5

3.

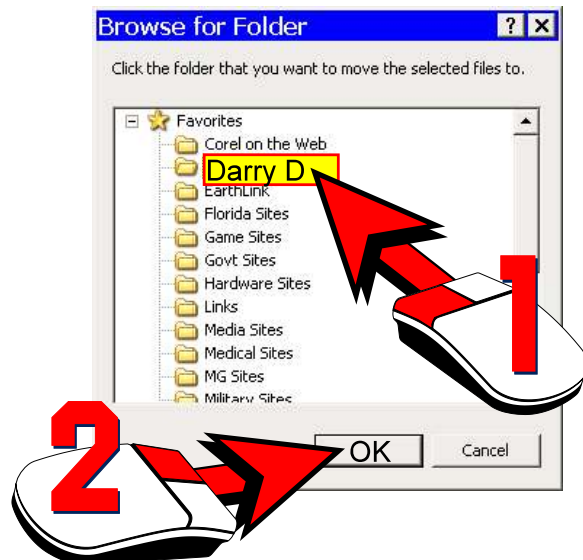


Figure 6

Select the file (**Figure 6**):

- ❶ Click the folder into which you want to move the Favorite.
- ❷ Click OK button.

File has been moved (**Figure 7**).

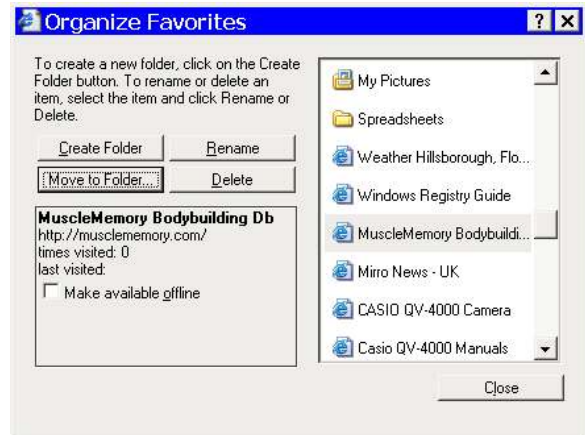


Figure 7