

Windows ORGANIZE INTERNET EXPLORER FAVORITES



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Internet Explorer permits saving a Website address (technically called a URL or Universal Resource Locator) by adding it to “Favorites.” However, after you’ve saved several, it is difficult to access and to find quickly the Website links you want.

There are two ways to organize your Favorites. One is from within Internet Explorer and the other way is using Windows Explorer. This is the step-by-step method using Windows Explorer.

1. Open Windows Explorer
 - ☛ in Windows 98 or Me, select Start > Programs > Windows Explorer
 - ☛ in Windows XP, select Start > All Programs > Accessories > Windows Explorer (**Figure 1**).

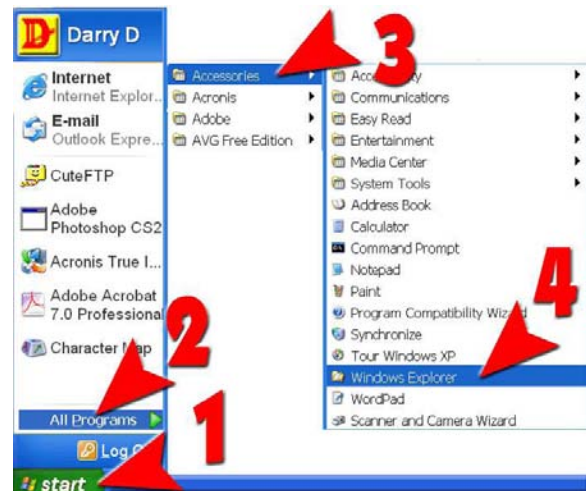


Figure 1

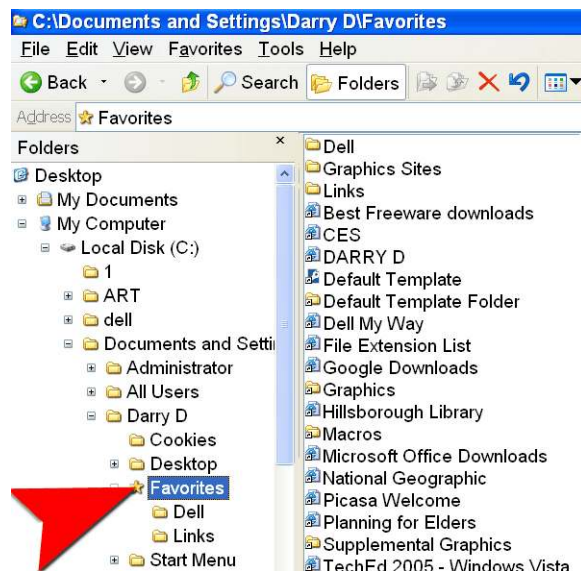


Figure 2

2. Navigate to the location of the Folder “Favorites”:

➤ In Windows 98/Me, Favorites are located in the folder C:\Windows.

➤ In Windows XP, Favorites are in C:\Documents and Settings\[user Name] For example, mine are in:

C:\Documents and Settings\
DARRYD\Favorites (**Figure 2**)

3. You can create folders to hold multiple Websites:

A. To create a folder, from the MenuBar (Figure 3):

- ❶ Select File > New > Folder.
- ❷ Type the name for the folder.
- ❸ Touch the *Enter* key, on the keyboard, or click on the “OK” button.



Figure 3

B. I recommend that you name any folders which hold Websites with the name “Sites” at the end of the name. For example, you’ll note (in Figure 2), that I created a folder called “Graphics Sites.”

C. Websites folders will be listed at the top while normal folders, on your hard drive, will be listed alphabetically among the Websites.

4. To move Website links to folders, you can select one or multiple links:

A. Make a selection:

- ★ Left-click to select a single folder/file.
- ★ If you want to select multiple folders/files that are *contiguous* (one-after-another), left-click on the first one; then, hold down the Shift key, on the keyboard and left-click on the last file/folder. All will be highlighted.
- ★ If you want to select multiple folders/files that are not contiguous, left-click on the first file; then, hold down the Ctrl key, on the keyboard. and left-click on any number of additional folders/files. All will be highlighted.

B. Drag your selection to the folder.