

Saving favorites from Internet Explorer

This document will define the easy steps for a user to back up their favorites from Internet Explorer to their user directory. We know that you store many favorites and we don't want you to have to recreate all of them. So if you just follow these simple steps you can save all of the favorites you have built up throughout the year and have them in your favorites for next year.

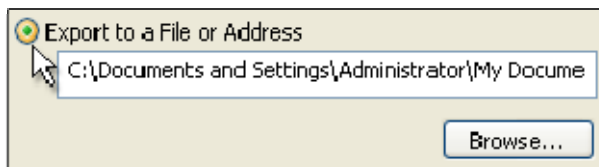
Exporting Favorites

Activity 8

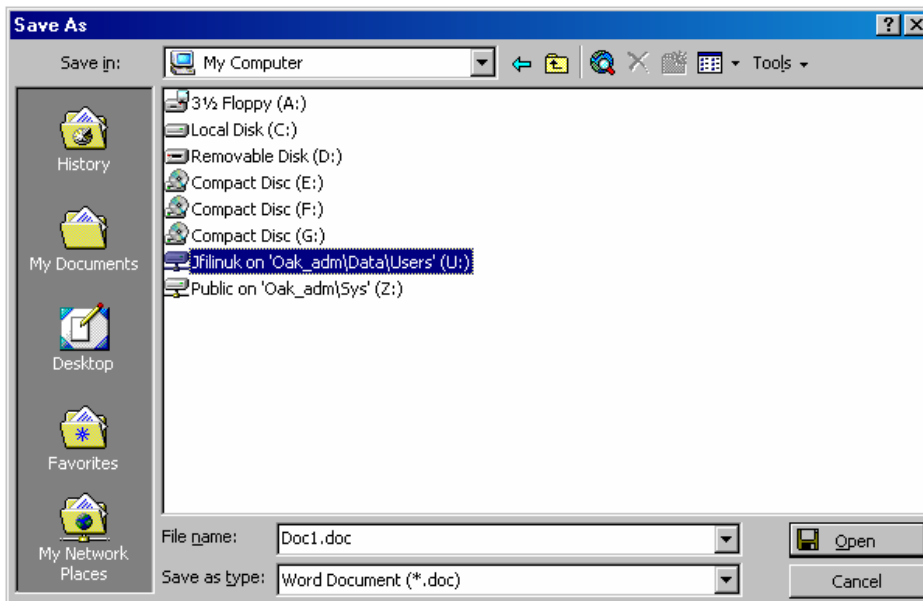


Export your Favorite sites to disk.

- From the menu bar select **File | Import and Export** and click on **Next**.
- Select **Export Favorites** and click on **Next** and **Next**.
- Place a dot in the radio button in front of **Export to a File**.



- Browse to your user directory (click on the **my computer** icon on the left and then 2x click on your **user directory**) to save your favorites exported to and click on the **Save** button.



- Click on **Next**, **Yes**, and **Finish**
- You should then see a message that says *Successful exported favorites*. Click **OK**.

You have just successfully backed up your favorites. To make sure you have successfully completed the backup check your user directory. You should see a file called **bookmark.htm**.