



Importing and Exporting Favorites

EXPORTING FAVORITES:

1. Open Internet Explorer by clicking the **Start** button. , and then clicking **Internet Explorer**.
2. Click the **File** button, and then click **Import and Export**.
3. In the **Import/Export Settings** dialog box, click **Export to a file**, and then click **Next**.
4. Select the **Favorites** check box, and then click **Next**.
5. Select the folder that you want to export your favorites from, and then click **Next**. *(I recommend choosing the Favorites folder that is listed at the top.)*
6. Click **Browse**, and then choose where to save your file. *I recommend your G:\ drive. (By default, Internet Explorer creates a file called bookmark.htm in your Documents folder. If you want to use a name other than bookmark.htm or to store the exported favorites in a folder other than Documents, specify the new file and folder name.)*
7. Click **Export**. If you already have a file by the same name, Internet Explorer will ask you to replace it. Click **Yes** if you want to replace the file or click **No** and type a new file name.
8. Click **Finish**.

IMPORTING FAVORITES:

1. Open Internet Explorer by clicking the **Start** button , and then clicking **Internet Explorer**.
2. Click the **Favorites** button, and then click **Import and Export**.
3. In the **Import/Export Settings** dialog box, click **Import from a file**, and then click **Next**.
4. Select the **Favorites** check box, and then click **Next**.
5. Click **Browse** and select the file that was exported to your G:\ drive.
6. Select the folder where you want to place the imported favorites *(I recommend the Favorites folder)*, and then click **Import**.
7. Click **Finish**.