

Manage and Organize Favorites in Internet Explorer

[Managing and Organizing Favorites in Internet Explorer 5.x-6.0 for Windows](#)
[Managing and Organizing Favorites in Internet Explorer for Macintosh](#)

Managing and Organizing Favorites in Internet Explorer 5.x-6.0 for Windows:

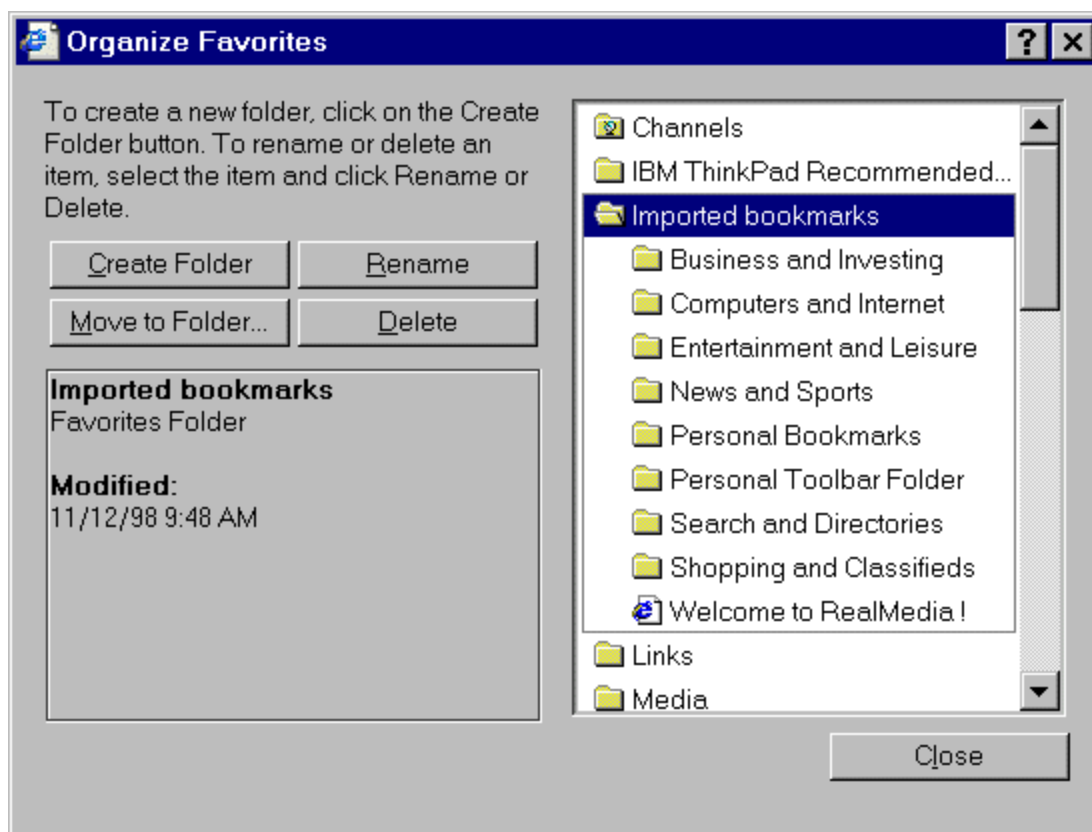
Internet Explorer 5.x-6.0 allows you to store links to your favorite Web sites in a folder-based manner similar to My Computer on your Windows desktop.

- Clicking on a CLOSED FOLDER icon will display the contents of the folder.
- Clicking on an OPEN FOLDER icon will close it.
- Folders may contain sub folders or links to individual Web pages or sites on the Internet.

Note: The contents of Links folder appear below the Address field on the Internet Explorer browser. If the Links bar does not appear on the toolbar, click the View menu, point to Toolbars, and then click LINKS. Netscape users should note that this is the equivalent of the Personal Tool Bar function.

To manage and organize your Favorites:

1. Open INTERNET EXPLORER and select the FAVORITES menu and then Organize to display the Organize Favorites control window



To Create a new Folder:

1. Click CREATE FOLDER. A new folder with the name New Folder will be created.
2. Rename the new folder by replacing the highlighted text

Moving folders and links:

1. Click to highlight and select the folder or link you wish to move

2. Click the MOVE TO FOLDER button to display the Browse window
3. Select the destination folder and then click OK

Note: You can alternatively move folders or links using drag and drop. Press and hold the left mouse button on the link or folder you wish to move and drag it to the destination location and release the mouse button.

Renaming folders and links:

1. Click to select the folder or link you wish to rename
2. Click the RENAME button to edit the name
3. Replace the highlighted text

Note: You can alternatively rename folders or links by right-clicking and selecting rename.

Deleting Folders or links:

1. Highlight the folder or link you wish to delete and then select DELETE
2. The folder or link will be sent to the Recycle Bin

Note: You can alternatively delete folders or links by right-clicking and selecting DELETE

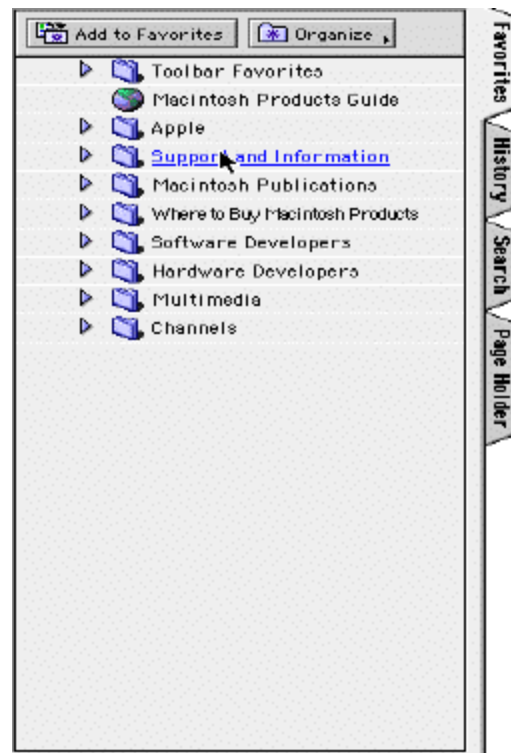
Managing and Organizing Favorites in Internet Explorer for Macintosh:

As you continue to add pages to your Favorites list, you may wish to organize and sort them more efficiently. You can create new folders, sort pages by name and address and more.

Begin by doing one of the following:

On the Favorites pane, click ORGANIZE, and then click OPEN FAVORITES Window.

From the FAVORITES menu, click ORGANIZE FAVORITES.



Adding a New Folder

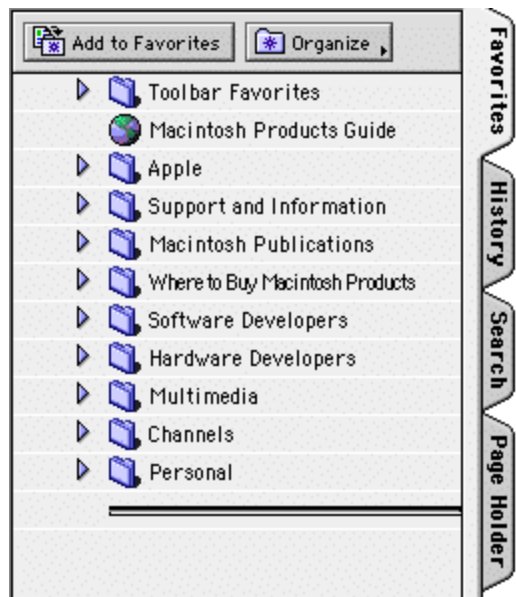
1. On the FAVORITES menu, click NEW FOLDER.



2. Type in the name of the new folder.

Adding a Divider

On the FAVORITES menu, click NEW DIVIDER.

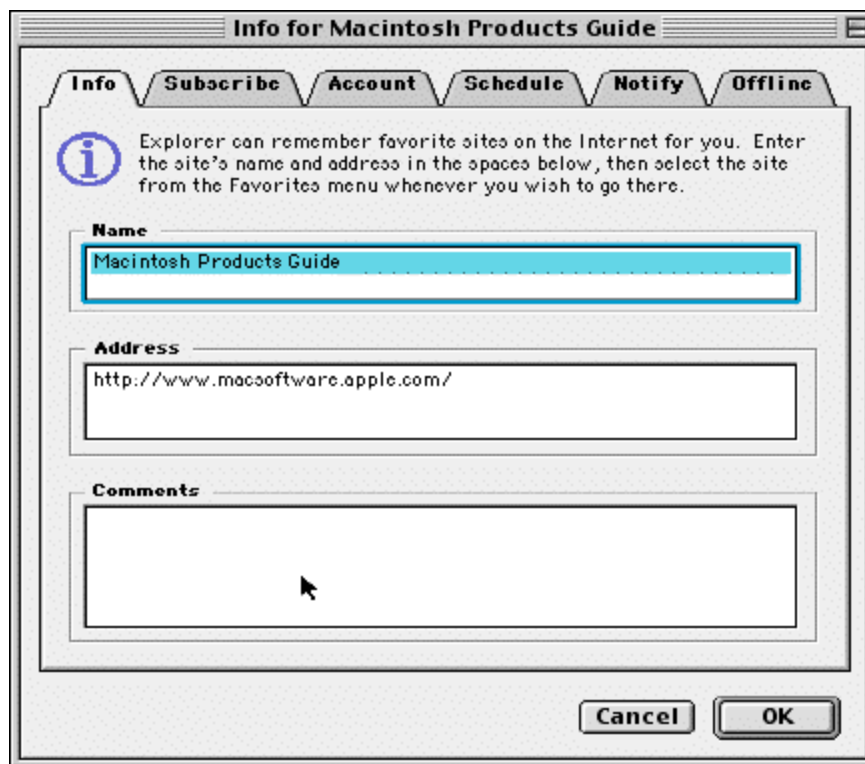


Moving favorite pages, folders, and Dividers

1. Drag the page, folder, or divider.
2. A black bar indicates where the item will appear when you release the mouse button.

Getting information about a Favorite page

1. Click the FAVORITE PAGE icon to select it
2. On the FILE menu, click GET INFO



Sorting by address

Point to the ADDRESS column heading, and click

Sorting by name

Point to the NAME column heading, and click

Resizing columns

Position the pointer over the cross-hatched pattern (note that the mouse pointer changes to a hand) and drag left or right