




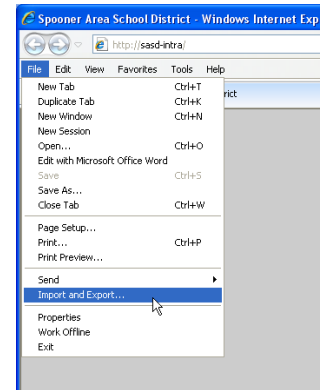
## Exporting Favorites

Internet Explorer 8

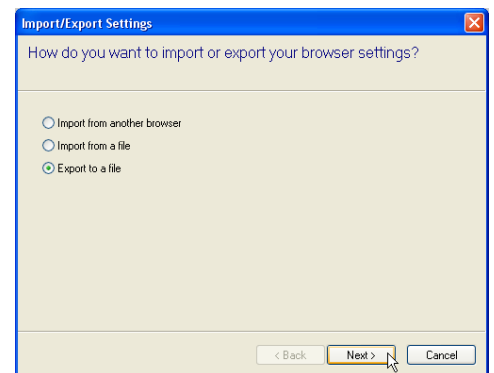
**Step 1:** Open up Internet Explorer. Click File, and then click Import/Export....

*If you do not see menu items (File, Edit, View, etc.) at the top left of your browser window:*

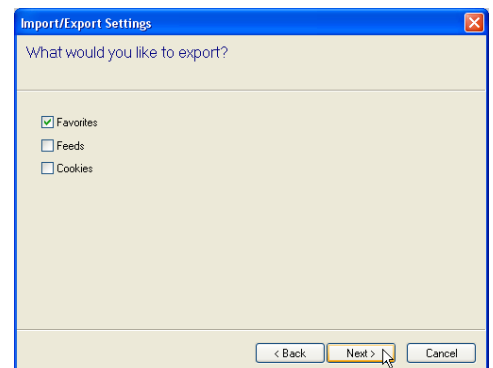
Right-click just to the left of (but not on) the Home Icon  and then left click on Menu Bar from the drop down list that appears. This will display the Menu Bar (File, Edit, View, etc.) and open up a whole new realm of Internet Explorer Browser control, including



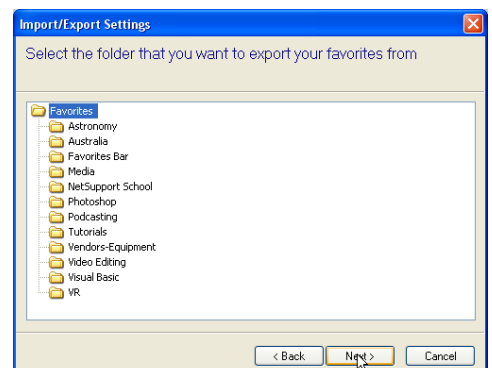
**Step 2:** In the “How do you want to import or export your browser settings?” window, select “Export to a file”, then click the **Next** button.



**Step 3:** In the “What would you like to export?” window, check “Favorites”, then click the **Next** button.

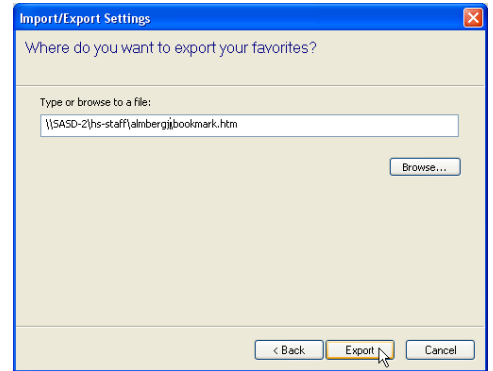


**Step 4:** In the “Select the folder that you want to export your favorites from” window, click on the **Favorites** folder if it is not already selected. This will export all of your favorites, including all subfolders and individual sites. After selecting the **Favorites** folder, click **Next**.

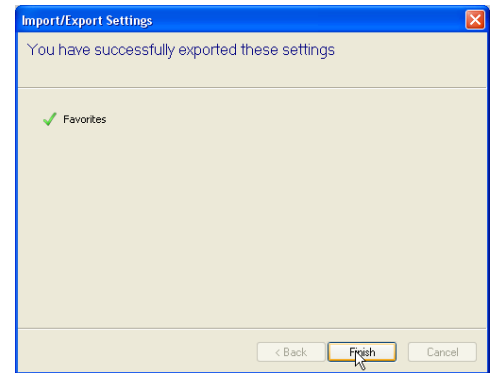




**Step 5:** In the “Where do you want to export your favorites?” window you can select a location to save your favorites. The default location is your normal documents folder (My Documents). This is typically where you want to save your favorites. To change this location, click on the **Browse** button and navigate to the location where you want to save your favorites. The default name for the saved file will be **bookmark.htm**. When you have selected the save location, click **Export**.



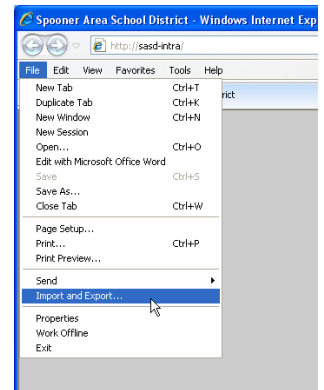
**Step 6:** The “You have successfully exported these settings” window will appear, because you will have successfully exported these settings (your favorites). Click on the **Finish** button to return to your regularly scheduled browsing session.



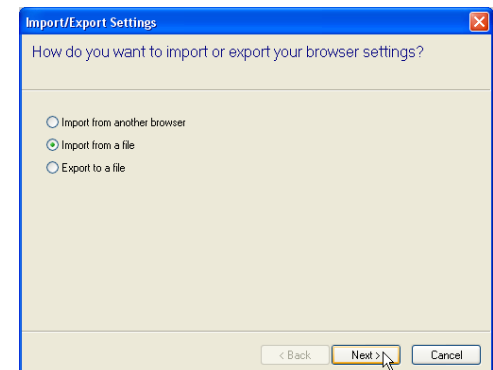
## Importing Favorites

### Internet Explorer 8

**Step 1:** Open up Internet Explorer. Click File, and then click Import/Export....

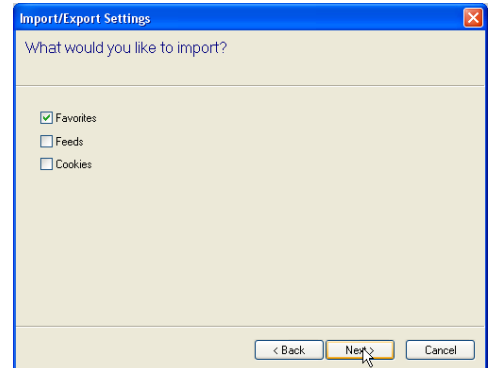


**Step 2:** In the “How do you want to import or export your browser settings?” window, select “Import from a file”, then click the **Next** button.

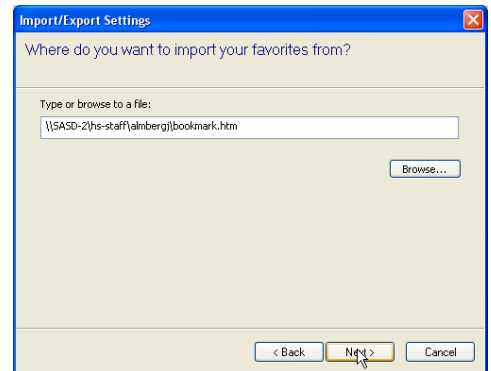




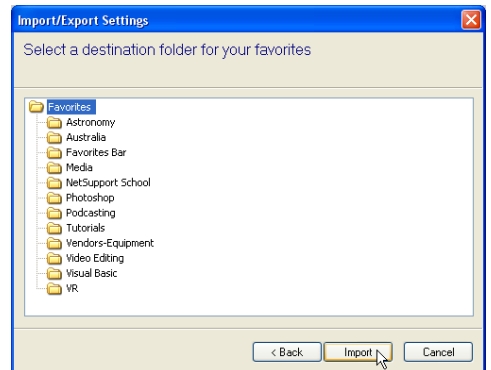
**Step 3:** In the “What would you like to import?” window, check “Favorites”, then click the **Next** button.



**Step 4:** In the “Where do you want to import your favorites from?” window you will navigate to the location of the saved Favorites file (**bookmark.htm**). If you saved your favorites to the default location (My Documents), the correct location will already be displayed in the text box. If you chose another location in which to save your favorites, click on the **Browse** button, navigate to the correct folder and select the favorites file (**bookmark.htm**). When the correct location and file are displayed in the textbox (typically \\SASD-2\xx-staff\username\bookmark.htm where xx is es, ms, or hs, depending upon which building is your primary location and username is your username), click on the **Next** button.



**Step 5:** In the “Select a destination folder for your favorites” window, click on the **Favorites** folder if it is not already selected. This will import all of your favorites, including all subfolders and individual sites. After selecting the **Favorites** folder, click **Import**.



**Step 6:** The “You have successfully imported these settings” window WILL appear, your favorites WILL be restored, and you WILL now have semi-unfettered access to all of your previously saved and now successfully restored favorites. Click **Finish**.

