

Organizing Your Favorites in Internet Explorer

By: Jennifer Knox

This tutorial will explain how to organize your existing “favorites” in Internet Explorer and sort them into folders.



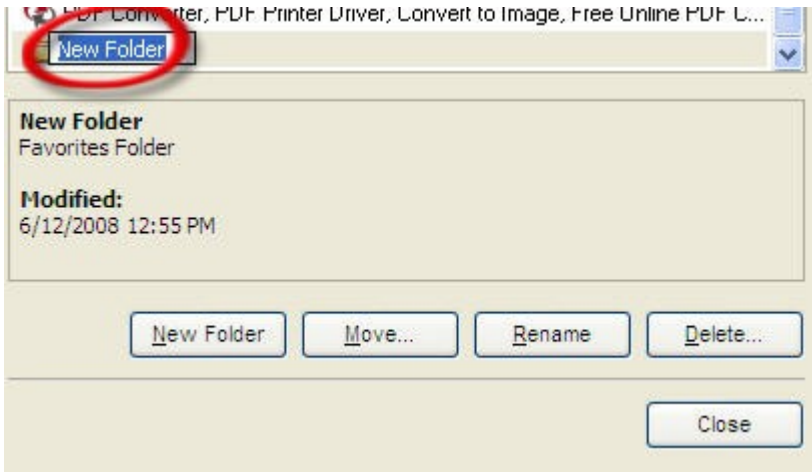
Step One: Press the “add to favorites” button as though you are adding the current web page to your favorites. This might look different depending on which version of Internet Explorer you are using. These screenshots are from Internet Explorer, version 7 for Windows XP. This symbol is circled in red in the picture below.



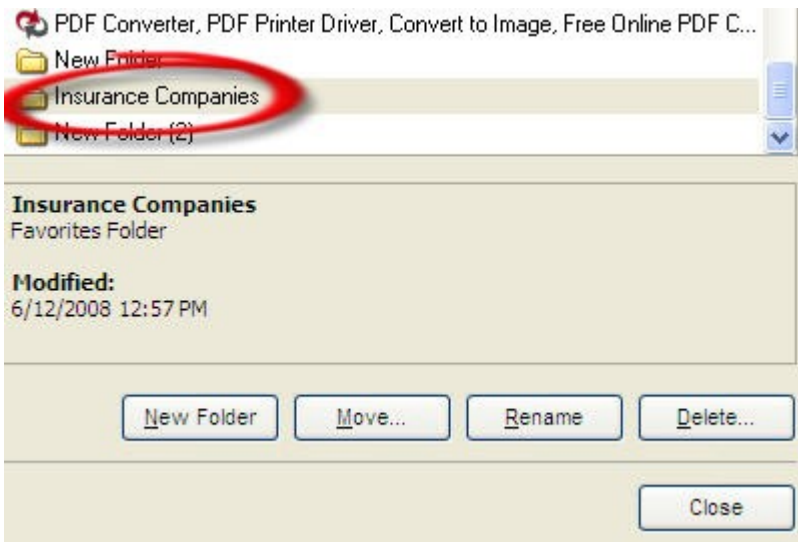
Step Two: Instead of selecting “Add to Favorites”, select “Organize Favorites”



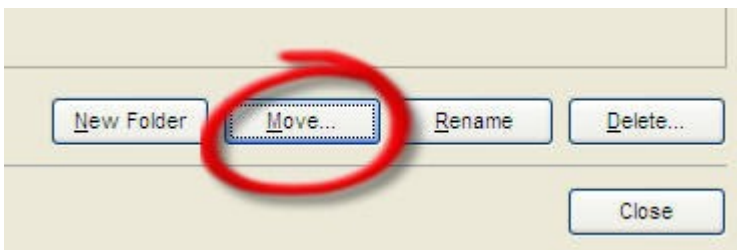
Step Three: Choose “New Folder”. This is where you will be creating a new folder to hold favorites of a particular category.



Step Four: A new folder will be created and the words, “New Folder” will be highlighted in blue. Just type the new name of your folder over these words. We’re naming our folder, “insurance companies” as you will see in the next step.



Step Five: The new folder has been renamed.....



Step Six: Now we will move existing Favorites into our new folder. In the list of favorites you still have on your screen, choose one with a single click to highlight it. Then, move down to the “Move” button and press it.



Step Seven: A new list of your Favorites folders will pop up. Select the folder you want to move it to and press “OK”. Repeat this process (steps six and seven) until your Favorites are sorted.