

MULGA TRAINING NETWORK

**SKILLS & KNOWLEDGE
TO DO THE JOB**



Favourites



Adding to the Favourites List

The Favourites List as its name implies is a list of favourite web pages. Using the Favourites list it is possible to quickly retrieve individual pages without typing in their addresses. Page addresses can be added to, deleted and arranged using the Favorites menu item.

Adding Page Addresses to the Favorites List

Once a page has been loaded into the Internet Explorer it can be quickly added to the Favorites list by choosing:

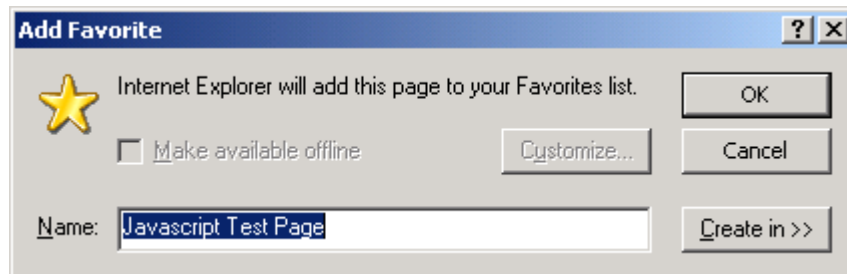
- Favorites
- Add to Favorites

OR

- By clicking on the Favorites Tool on the toolbar:



- Click the Add button to display a dialog box similar to the following:



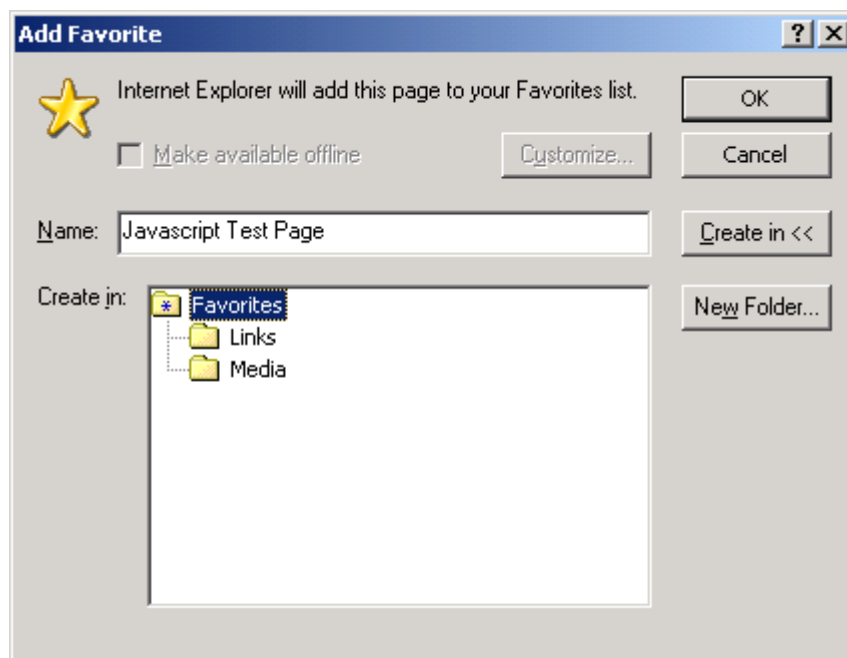
- The name of the page will be displayed and to add it to the Favorites list click on the OK button.

Organising the Favorites List

To make finding web sites placed in the Favourites list easier, it is possible to arrange them into folders. The folder structure in the Internet Explorer is similar to that found in the Windows Explorer.

To place a certain Web page into a folder:

- Open the page in the Internet Explorer
- Click the Favorites button
- Click on Add
- Click the Create in button to display the following enlarged Add Favorite dialog box:

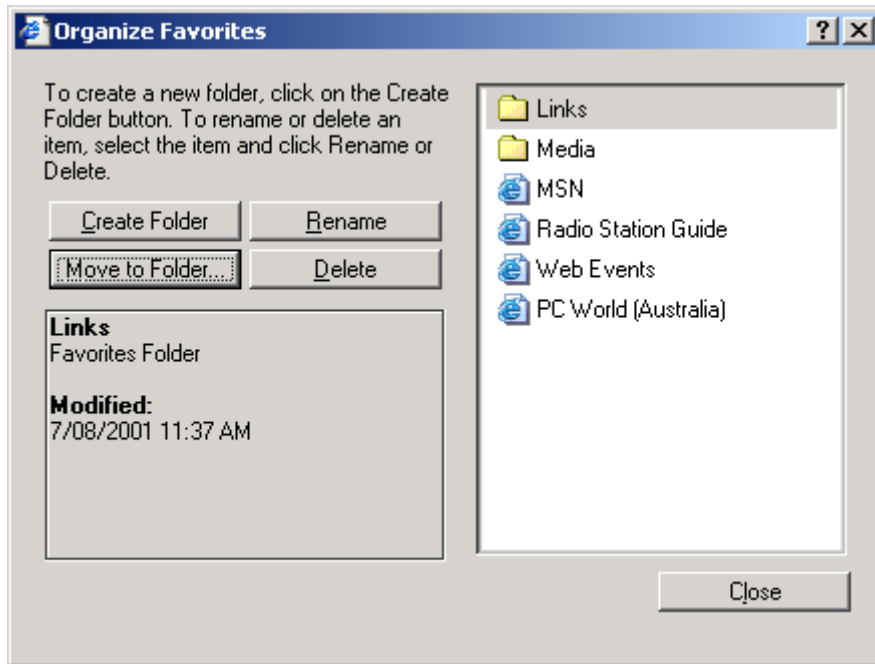


- Choose the Folder where the page should be stored from the Create in box shown above or click on New Folder to add to the folder structure.
- Once the Folder has been selected click on OK to add the page.

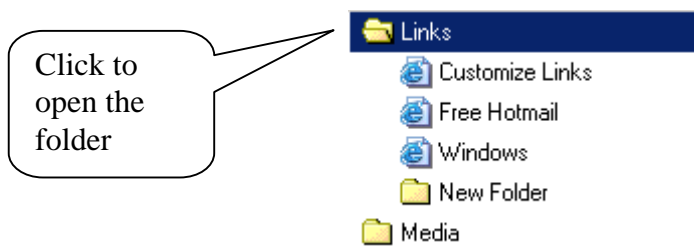
Organising the Folder Structure in the Internet Explorer

It is possible to create, move, delete and rename folders within the Internet Explorer. To work with the Folder Structure:

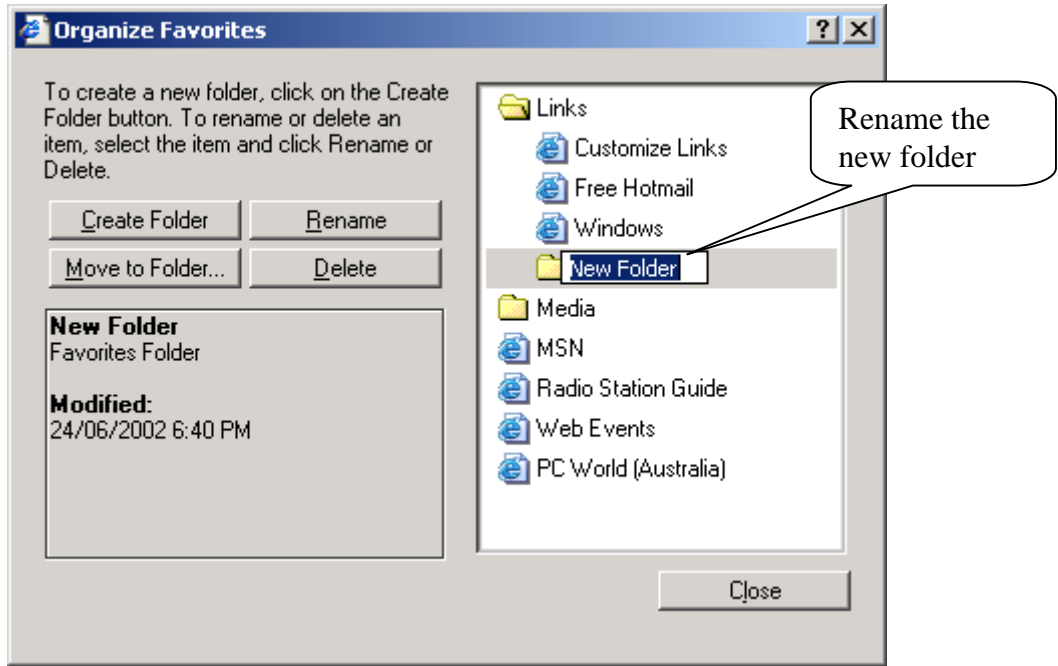
- Open the Internet Explorer
- Choose Favorites|Organise Favorites... from the menu
- The following dialog box will appear:



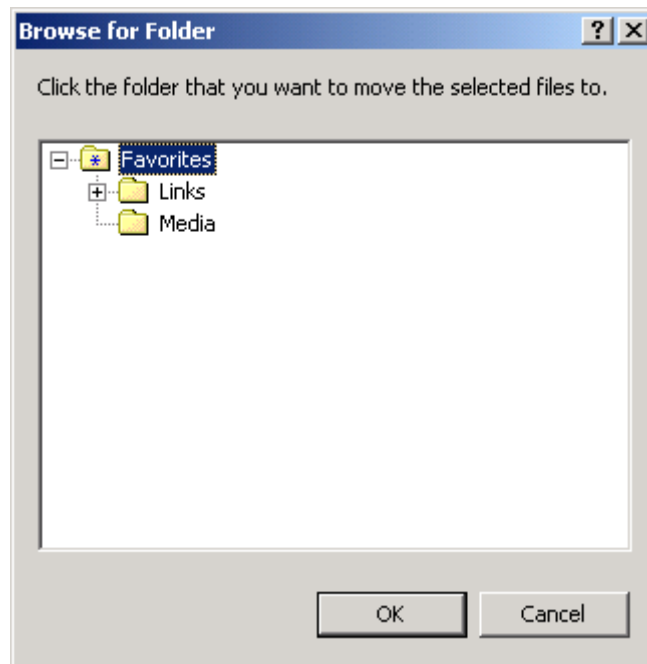
- The list box on the right indicates the current folder structure. This box is similar to that found in the Windows Explorer except that instead of file names it contains lists of web addresses.
- To view the contents of a folder click the folder icon:



- To add a folder, press the Create Folder button and then change the name of the new folder created:



- To rename a folder, press the Rename button and to delete a folder or link, select the object to delete and then press the Delete button
- To move a page to a Folder, select the page and then press the Move to Folder button to display a window similar to the following:



- Select the Folder where the page is to be moved
- Click on OK
- Then the Close button