

AIS Technology's Give It A Try! Tip Internet Explorer – Organizing Your Favorites

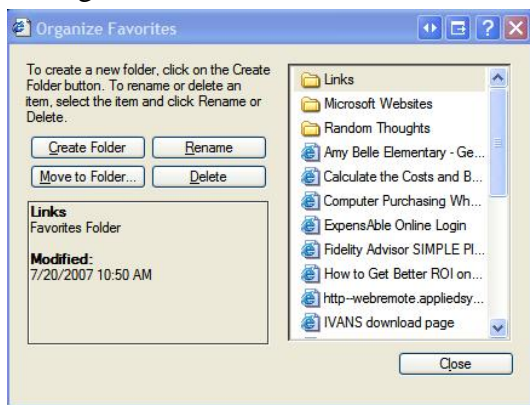
There are many options for sorting your favorites in Internet Explorer. My two favorites are creating folders and alphabetizing entries.

If you have a number of favorites that fall into the same category, like at home I have entries to do with my kids' school, my online bill pay entries, and all of Nick's "stuff". So to be able to find a favorite quickly, I created folders for my favorites called – School, Financials, and Nick. After creating the folders, I moved the appropriate favorites into their new folder homes. Now when I go to look for something, I don't have a GIANT list of entries.

The other trick I LOVE is sorting the list of favorites in alphabetical order. This one is SO EASY and handy. It will take your existing favorite entries and organize them alphabetically making finding an entry a snap. Folders will be alphabetically organized at the top of the list, with regular entries coming next, also alphabetically ordered.

Instructions for Internet Explorer 6.x –

Creating Folders



While in Internet Explorer, click on the Favorites menu from the tool bar at the top of the screen. Then click on Organize Favorites. The box on the left will appear, click on the Create Folder button, type in your new folder name and press the enter key. Repeat these steps for every new folder you want to create.

Once your folders have been created, moving entries into them is done in the same Organize Favorites window on the left. Just highlight the favorite you want to move to a folder in the list in

the window, then click on the Move to Folder button and select the folder you want to move it into and click OK. Repeat these steps for every favorite you want to move. (An even faster way to rearrange your favorites is just pick up the favorite you want to move and drag and drop it onto the folder in which you want it stored.)

Alphabetizing Favorites

After you have created all your folders and moved your favorites around, you can alphabetize the entries. While in Internet Explorer, left click on the Favorites menu from the tool bar at the top of the screen. Then right-click anywhere INSIDE the Favorites menu and choose Sort by Name.

Instructions for Internet Explorer 7.x are basically the same. The Organize Favorites box is a little different. The buttons are named New Folder instead of Create Folder and Move instead of Move to Folder.

**And that's how you organize your Internet Favorites – helping you find favorites faster,
so...
Give It A Try!**