

INTERNET EXPLORER  
**HOW TO SAVE FAVORITES**

Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com)  
813.677.2871, <http://darryd.com>

Rather than type the name of a Website you're going to visit again and again, you can add that site to your "Favorites" and quickly access it. Here's how.

1. In Internet Explorer, go to the Website (**Figure 1**). You *must* be at the Website, online, for this method to work.



Figure 1



Figure 2

2. From the MenuBar, at the top of the screen, click on "Favorites" and then, in the drop-down menu, click on "Add to Favorites" (**Figure 2**).

3. A popup window appears listing the name given to it by its creator (**Figure 3**). If you want to change it, simply left-click, hold, and drag over the name and type whatever you want the name to be.

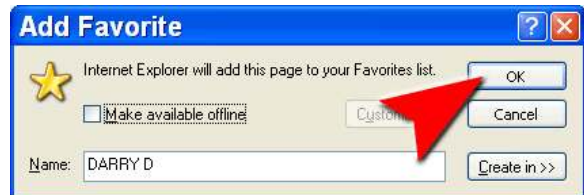


Figure 3

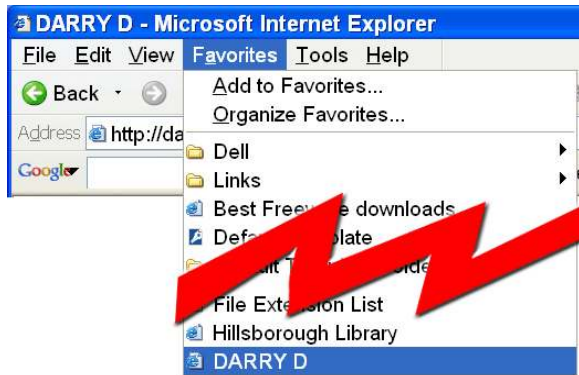


Figure 4

4. The next time you click on "Favorites," that newly added Website will appear at the end of the other Favorites you have added (**Figure 4**).

If you don't want it at the end, Left-click, hold, and drag that name to wherever you want it to be listed.