

ORGANIZE FAVORITES

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When you get too many Favorites, the list becomes difficult to use. An option is to sort them. (See “Favorites Sorted” at <http://darryd.com/IE7> .) However, a better option is to organize them into folders. Here’s how.

1-0. From the MenuBar, select Favorites Organize Favorites. From there, you can create a new folder, rename a Favorite, move Favorites into new folders, or delete Favorites.



Figure 1

2-0. CREATE A FOLDER

2-1. In the Organize Favorites, click on “New Folder” button (Figure 2).

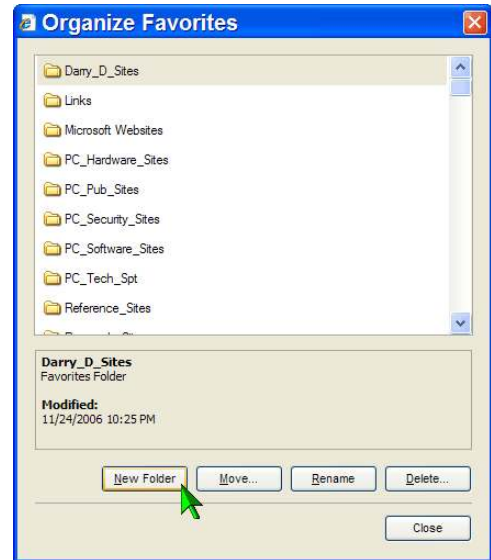


Figure 2

2-2. Type the name you want to call the folder (Figure 3) and touch the Enter key, on the keyboard, or left-click on “Close”.

3-0. MOVE A FAVORITE

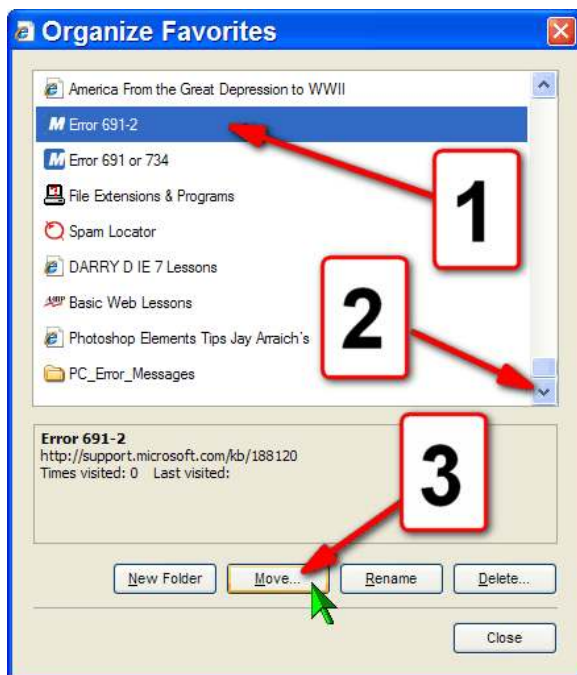


Figure 4

3-2. In the “Browse For Folder”:

❶ Left-click on the destination folder — where you want the Favorite to be stored.

❷ Click on “OK” button.



Figure 4

3-1. In the Organize Favorites (Figure 5):

1. Left-click on the Favorites to move.
2. Scroll down, if you need to do so.
3. Left-click on “Move” button.

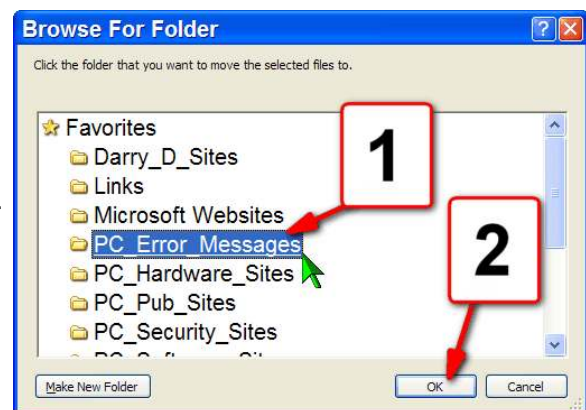


Figure 5