



Internet – Working with Bookmarks

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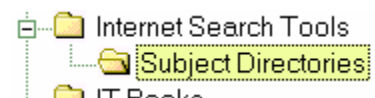
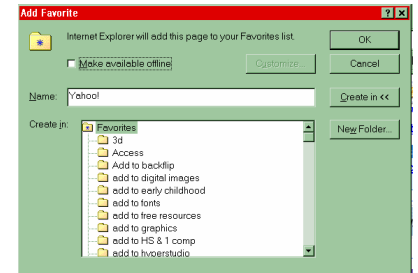
Step by Step #1: Creating a Folder to Save the Bookmarks

1) Creating a Main Folder

- Go to the website you would like to bookmark.
- From the **Favorites menu**, choose **Add to Favorites**.
- If the bottom folder section (Create in:) is not showing, click the **Create in<<** button.
- Click **New Folder** then type the name of your folder. Click **OK** then **OK** again.

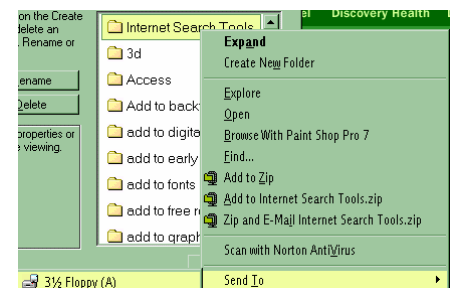
2) Creating a Sub Folder

- Follow steps 1 a-c above.
- Click the Main Folder, and then click **New Folder**. Name it then click **OK**. The folder will show below the main folder.



Step by Step #2: Copying Bookmarks to a Floppy

- From the **Favorites menu**, choose **Organize Favorites**.
- Scroll down to the folder you would like to copy.
- Right-click** on it and choose **Send To – 3 ½ Floppy A**. Click **3 ½ Floppy A** with your left mouse button.
- Close the Organize Favorites window.



Step by Step #3: Copying the Bookmarks from the Floppy to the Favorites

- Go to the computer you would like to copy the favorites to and put in the floppy.
- Right-click on the **Start menu** and choose **Explore** to open Windows Explorer.
- On the left side, click on the 3 ½ Floppy so you can see the contents on the right side.
- Scroll down so you can see the **Favorite** folder under the **Windows** folder. If the Windows folder has a +, click on it so you can see all the folders.
- Click and drag the folder from the **floppy** on the right to the **Favorites** folder on the left.

