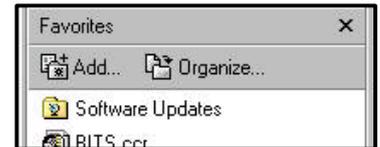


Organising Your 'Favourites' in Internet Explorer

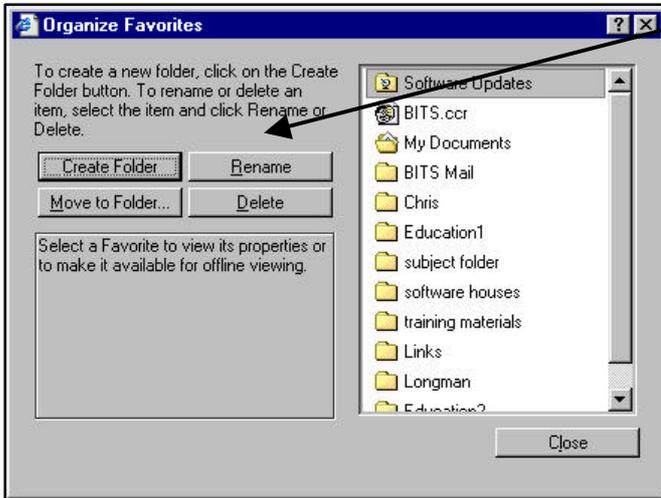


Click the icon Favourites

This window will now pop open on the left of the Internet screen. Now click organise.



This window pops open on the top of the Internet screen.



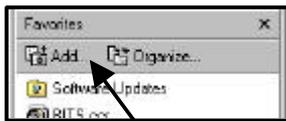
With this window is open you can do a number of things:

Create Folders: *click this and a yellow folder will appear ready for you to name it.*

Rename: *This is handy as sometime you want to change the name of folders as you add more i.e. Education 1 may just have started out as Education.*

Move to folder: Move the position of a folder

Delete: *You would use this to delete folder and web addresses.*

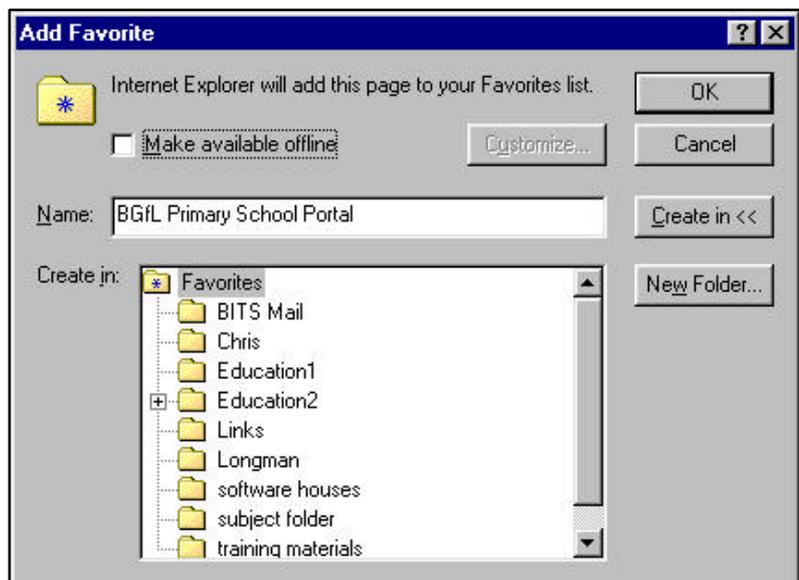


Adding Web sites to Favourites

Click on add, this window will now open on top of the Internet window.

To use this feature a web site must have already been chosen and is viewed on screen. Click 'Create in<<' find the folder you want to put it in and click OK.

Now have fun experimenting



Remember you can change the name to anything that will remind you what it is later.

