

DU Learning Guide

Favourites & Links (IE6)

"I can get to my favourite websites instantly."

What's it all about?

Once you start to use the web a lot, you will find that you have web pages that you want to go to frequently. You can make it quick and easy to do this by saving them as **favorites** (spelled this way because Internet Explorer is a US product) or **links**.

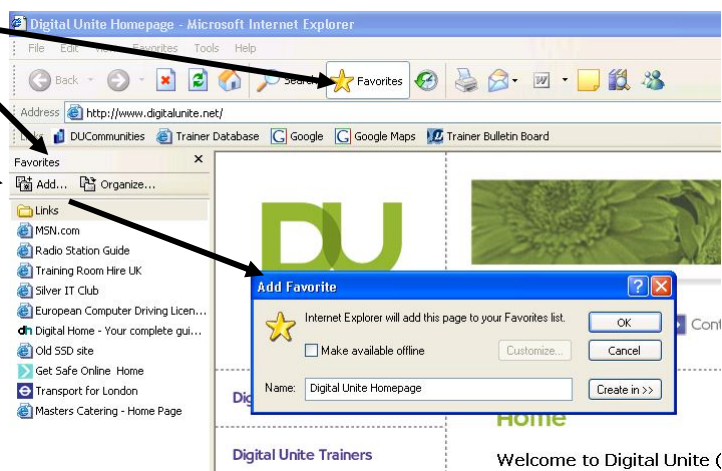
Try this

While you are viewing the page that you want to add to your favorites, click the Favorites icon to display the Favorites Pane

Click Add... to display the Add Favorite box.

If you wish to change the name that will appear in your favorites list, highlight the text in the Name box and type the new name.

To add the page to Favorites, click OK.



To **Delete** a Favorite, right click on its name in the list and choose Delete from the sub menu.

Folders in Favorites

You can organise your favorites into folders. If you have a lot of favorites, this will make it easier to find the one you want.

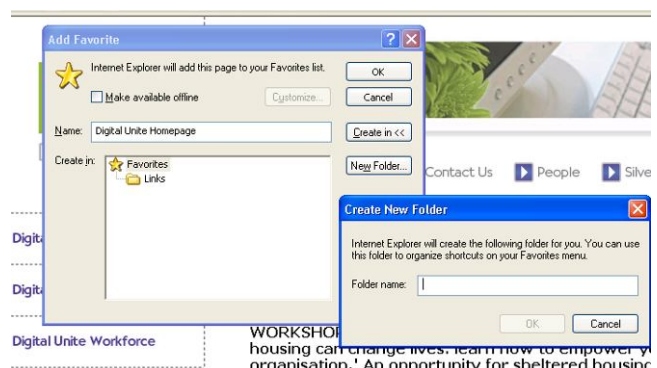
Click the Create in button to display all existing folders, click on the folder name to select it, then click OK.

If you want to make a new folder, click New Folder.

This will display a Create New Folder box.

Type the name of the new folder in the Folder Name box, click OK.

Now click OK in the Add Favorite box.



To save a link

Sites that you use every day can be saved as Links.

While you are viewing the page that you want to save as a link, click on the icon next to the address in the Address Bar and drag it down to the Links Bar.



Note that you must have the Links Bar displayed to do this.

If the Links Bar is not displayed on your browser, right click in a blank area on the Menu Bar, and click on the option Links in the menu that is displayed so that it is ticked.

To use Links and Favorites

To go to a Link, simply point to the name on the Links Bar.

The text and icon will become a button. Click this.

To use Favorites, click on the Favorites icon to display the Favorites pane.

Click once only on any Folder to display Sub-folders and Addresses within the Folder.

Click on any Address to go to that page.

To close the Favorites Pane, click the cross at the top right of the pane.

The Favorites Menu

You can also use the Favorites option on the Menu Bar.

This gives you the Add to Favorites option.

Your Folders, and any Addresses saved in Favorites are also displayed.

Point at any Folder name to display Sub-folders and addresses in that Folder.

Click on an Address to view that page.

