

# DU Learning Guide

## Favorites & Links (IE8)

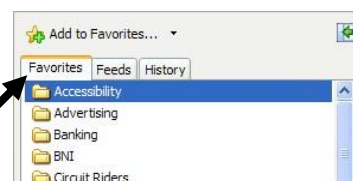
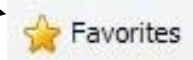
*"I can get to my favourite websites instantly."*

### 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). Sites that you need particularly fast access to can be added to the **Favorites Bar**.

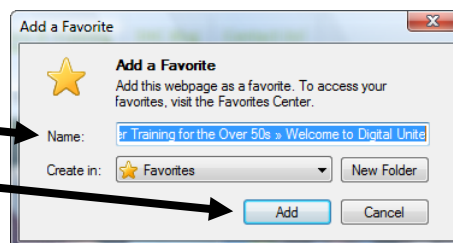
### Try this

While you are viewing the page that you want to add to your favorites, click the Favorites icon to display the menu shown here.



Select Add to Favorites to display the box below.

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.



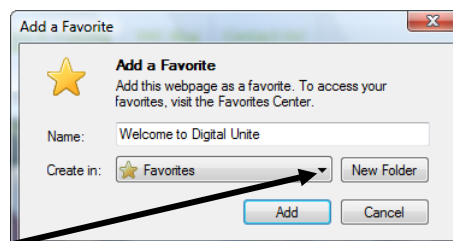
To add the page to Favorites, click Add.

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.

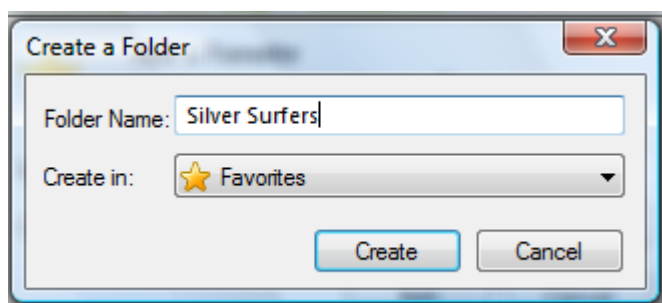
In IE8 there is another reason for using folders (see next page).



Use the drop-down arrow next to the Create in box to find an existing folder, click on the folder name to select it, then click Add.

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 Create, then click Add in the Add Favorite box.



## To save a link

Sites that you use every day can be saved in the Favorites Bar

Just click the Add to Favorites Bar icon



and the site will appear in the Favorites Bar here.

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

If the Favorites Bar is not displayed on your browser, right click in the blank area between the **Tabs** and the **Home** icon, and click on the option Favorites Bar in the menu that is displayed so that it is ticked.

## To use Favorites

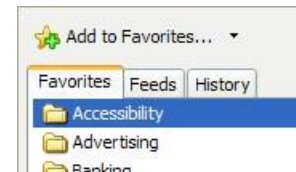
To go to a Link, simply click on it in the Favorites Bar.

To use Favorites, click on the Favorites Center icon.



This will display the Favorites Center 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.

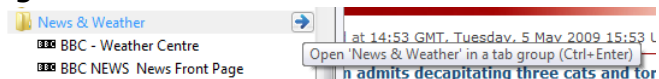
To close the Favorites Pane, click anywhere on the screen outside the Favorites Pane.

## To open a Tab Group

The Addresses in a folder can be opened together as a **Tab Group**.

To do this, click the Arrow to the right of the folder name.

This is a useful feature, but **be careful!**



If you have lots of Addresses in a Folder and try to open them all as a Tab Group, you could find your PC will 'crash', i.e. be overloaded and stop working!

## The Favorites Menu

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

This lets you Organize Favorites.

