

SAVE (export) Favorites to H:drive from IE10

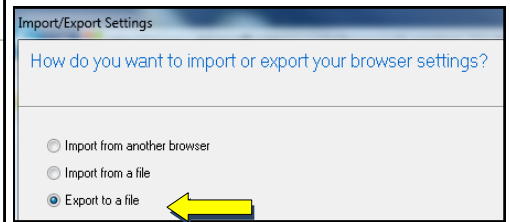
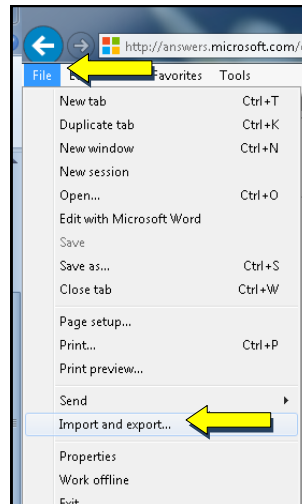
From the internet

Click on **FILE** (If you do not see FILE, right click in the top area of the page in a blank spot and check MENU BAR)

Click on **IMPORT** and **EXPORT**

Select **EXPORT TO A FILE**

Click **NEXT**



Select **FAVORITES**

Click **NEXT**



Click **FAVORITES** folder on top (make sure highlighted in blue)

If you want to export all Favorites, select the top level Favorites folder. Otherwise, select the individual folder that you want to export.

Click **NEXT**

Click **BROWSE**

Note By default, Internet Explorer creates a **Bookmark.htm** file in your Documents folder. We suggest you save it to your network H:drive.

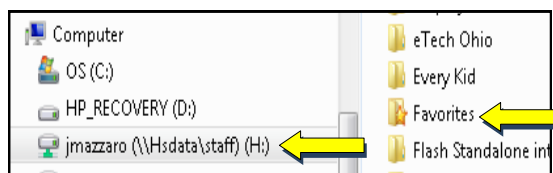
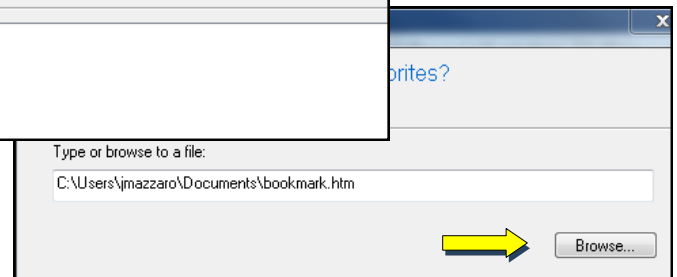
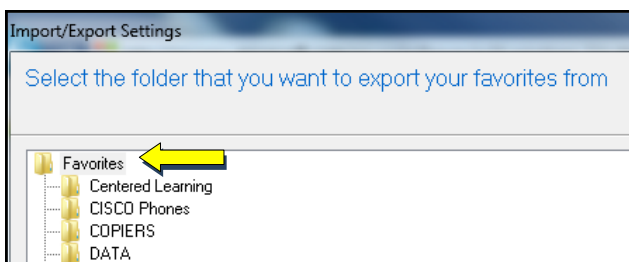
Click on your **H:drive**

Double Click on **FAVORITES** folder

Click **SAVE**

Click **EXPORT**

Click **NEXT & FINISH**



Enter (Import) Favorites back to Internet

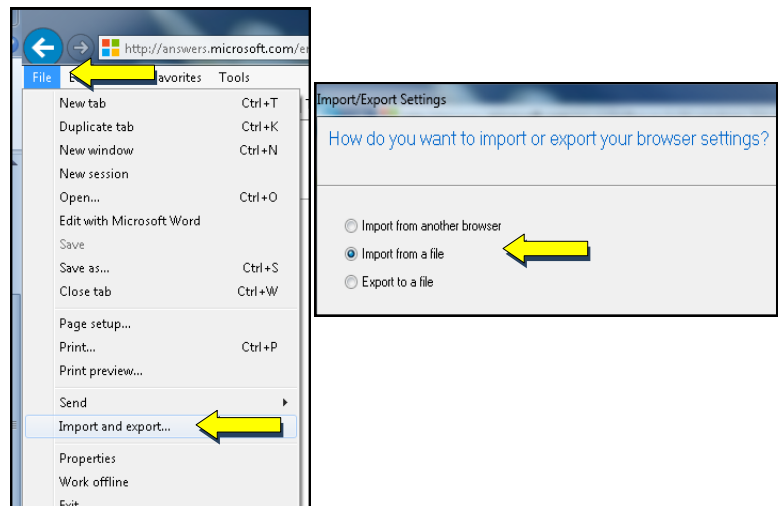
From the internet

Click on **FILE** (If you do not see FILE, right click in the top area of the page in a blank spot and check MENU BAR)

Click on **IMPORT and EXPORT**

Select **IMPORT FROM A FILE**

Click **NEXT**



Select **FAVORITES**

Click **NEXT**



Click **BROWSE**

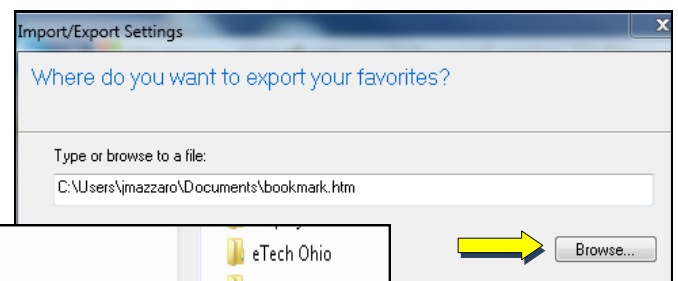
Click on your **H:drive**

Double Click on **FAVORITES** folder

Double Click on  bookmark.htm

Click **OPEN**

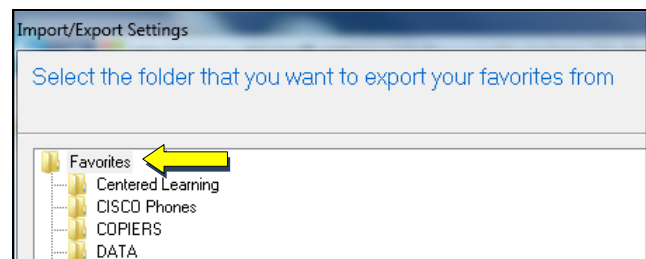
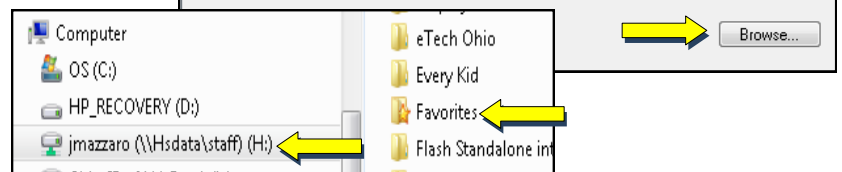
Click **NEXT**



Click **FAVORITES** folder on top (make sure highlighted in blue)

Click **IMPORT**

Click **FINISH**



To sort favorites by name:

Click on the **FAVORITES** yellow star



RIGHT click on any folder or link—select **SORT BY NAME** (this puts all of them in alpha order)