

Favorites for Vista

- Open your connection to the internet
- One star in the left hand corner is for favorites
- Two stars is for marking favorite websites
- Click on the two stars

- ▶ Click Organize Favorites
- ▶ Shows folders that you already have on your favorites list
- ▶ Click Make a New Folder
- ▶ Type in a name for the new folder
- ▶ Tap the enter key
- ▶ Click on file you want to move to the new folder or any other folder

Vista

- ▶ Click move
- ▶ Choose the folder for placement
- ▶ Click OK
- ▶ The file you wanted to move will be placed in the folder of your choice
- ▶ Check your Favorite list to see the folders and files.

Favorites for Window 7

- ▶ The Favorites Bar is below the address bar.
- ▶ Open a web page (for example, comics.com)
- ▶ Click Add to Favorites Bar
- ▶ The title of the current web page appears to the right of the Add to Favorites Bar button.

Windows 7

- ▶ To rename a Favorites Bar link – right click –
Choose Rename
- ▶ To Delete a Favorites Bar link – right click –
Choose Delete
- ▶ Right Click – choose new folder to create a
folder – give the folder a name
- ▶ Folder will appear on the Favorites bar

Windows 7

- ▶ To Put a favorite in a folder – click on the favorite
- ▶ Drag the favorite over to the folder title – covering the folder title
- ▶ Release the mouse button and that favorite will become part of the folder.