

Alphabetizing Favorites In Internet Explorer

How can Favorites in Internet Explorer be alphabetized? Most Internet Explorer users have many lumps of folders scattered among many individual links. Wouldn't it be nice to have all the folders alphabetized in one section and the links in another section? Internet Explorer simply adds new Favorites to the end of the list. Over time, you can easily end up with a mess. However, the mess is easy to clean up in Internet Explorer 5 newer versions.

- To start, open Internet Explorer and click Favorites in the main menu (the menu that also includes File, Edit and View).
- Right-click any Favorite in the list and select "Sort by Name."

Internet Explorer will alphabetize the Favorites, listing folders first. However, Internet Explorer does not automatically sort Favorites inside folders.

- To alphabetize a list within a folder, first click Favorites from the main menu.
- Point to a folder until it shows its contents.
- Then right-click anything in the folder's list.
- Select "Sort by Name."

You'll have to alphabetize the contents of each folder individually. This method works only from Internet Explorer's main menu. The Favorites button, which shows your list in a sidebar, does not offer the "Sort by Name" option. The same trick works on the All Programs list in Windows' Start menu. It's handy if your program list takes up most of the screen as mine does.

About Desktop Resources, Inc.

Desktop Resources, Inc. was founded in 1995 by Tony Schafer, and is a leader in helping organizations couple their business initiatives with the technology to address those needs. DRI's "InformIT" managed services offerings proactively manage client infrastructure and strive to prevent problems before they occur. For more details, contact DRI at (317) 596-3650 or <http://www.DesktopResources.com>