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## Managing Your Internet Favorites

We often find ourselves referring back to the same websites that contain information most pertinent to our work, interests, life, etc. The easiest way to remember and reconnect to these sites is to add their **address link**, or URL (Uniform Resource Locator) to your Favorites list in the web browser. This allows you to simply click on the website name in your **Favorites** list and be brought immediately there. Below are some simple instructions for adding web addresses to your Favorites Folder, using those links to connect to websites, and removing those links when they are no longer needed.

**Adding An Internet Favorite:** When you are looking at the webpage you want to add, Click on **Favorites**, then Click on **Add To Favorites**. You'll then see a field that shows a default name for the website. If that name isn't specific enough to help you remember the contents of the website, you can type in a preferred name, then Click OK. When you next click on **Favorites**, you'll see that website listed.

**To go to the newly added website:** All you need to do is Single-Click on the website in your Favorites list, and you'll be immediately brought to that website.

**Removing An Internet Favorite:** When you are ready to remove an Internet Favorite from your Favorites list, first Click on **Favorites**, then Organize **Favorites**, then scroll down the list and highlight the Favorite you want to **remove**, then Click on Remove. The favorite is then deleted from the Favorites list.

**Organizing Favorites:** You'll notice that in the **Organize Favorites** area, there are options for deleting favorites, renaming favorites, as well options such as creating folders (in which you can place various favorites by category, for example) and options moving favorites into folders. Below are some details on those functions.

**Creating a Folder** in which to store certain favorites is as simple as clicking on **Create Folder**, then naming the new folder.

**To Move A Favorite into a New Folder:** You just highlight the favorite, then click on **Move To Folder**, and select the folder you want the favorite to be moved to.

**Deleting a Folder:** This is done the same way that deleting a Favorite is done. Simply Click on the Folder you want to remove, and Click **Remove**.

### 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>