

How to Export or Backup Your Favorites:

1. Open IE
2. Click **File** menu
3. Select **Import and Export**
4. Click **Next**
5. Select **Export Favorites**
6. Click **Next**
7. Select the folder to backup. Select **Favorites** if you wish to save them all.
8. Select **Export to File or Address**
9. Browse to location where you want to save your favorites
10. Click **Next**
11. Click **Finish**

Your favorites/bookmarks will be saved to an html document that can be viewed in any web browser. You can copy this file to another computer, a floppy drive, a CD-R, or a USB key. Email it to work, if you wish.

How to Import or Restore Your Favorites:

1. Open IE
2. Click **File** menu
3. Select **Import and Export**
4. Select **Next**
5. Select **Import Favorites**
6. Select **Import from File or Address**
7. Navigate to the html document containing your favorites.
By default this is named *bookmark.htm*
8. Select **Next**
9. Select the folder where the imported bookmarks should be placed
10. Select **Next**
11. Finish up the wizard

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