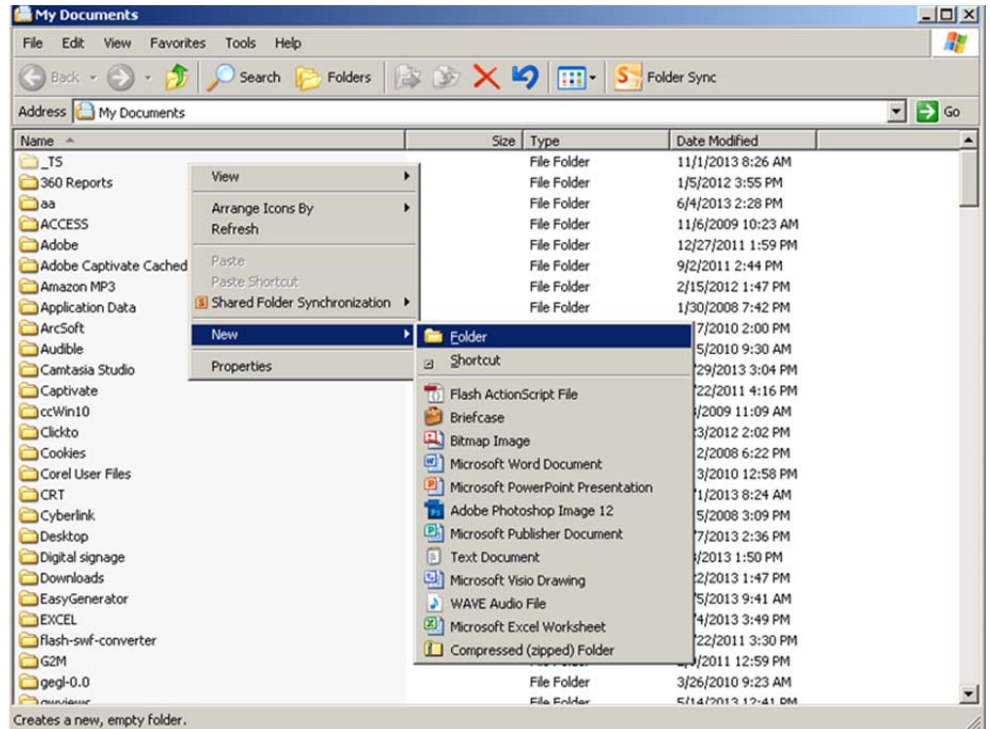


How to Export and Import Internet Explorer Bookmarks

Let's start by creating a folder in your "My Documents" folder to save your bookmarks
(Your "My Documents" folder is your Home Folder, or your "H" Drive)

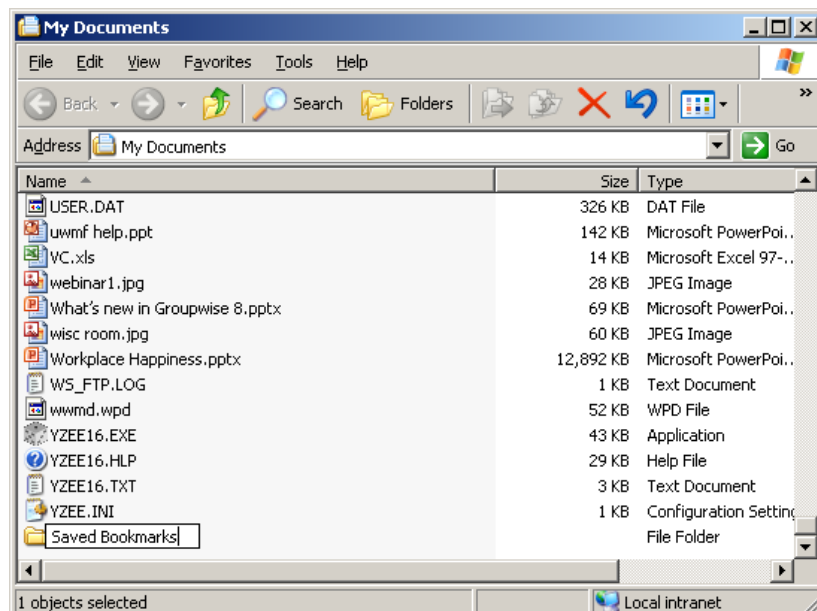
- Open your "My Documents" folder
- Right-click
- Select New
- Select Folder



Give your new folder a name - make it descriptive so it's easily recognizable by you in the future

Examples:

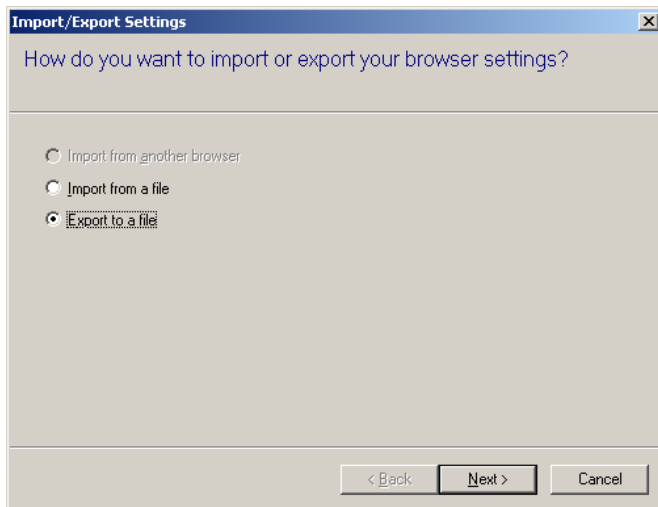
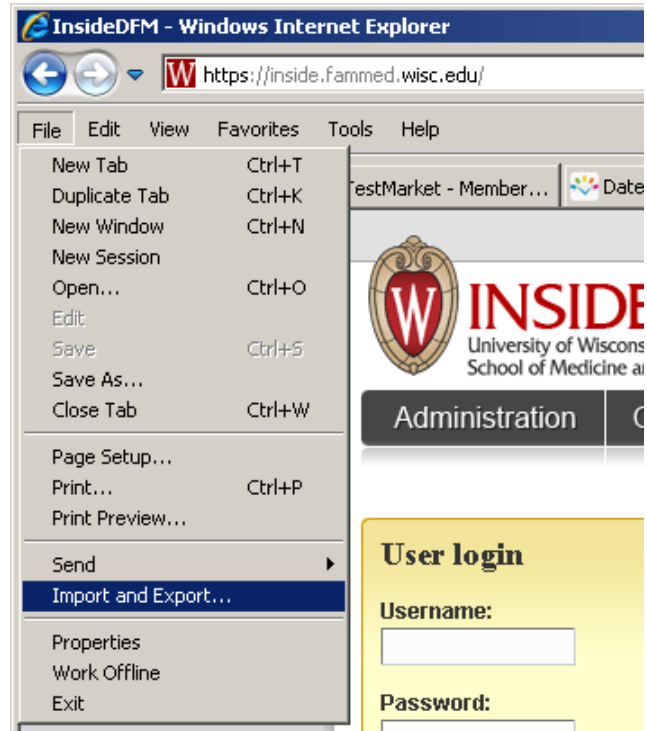
- Saved Bookmarks
- Bookmark backup



Exporting

To export and save your Internet Explorer bookmarks, open Internet Explorer

- Click File
- Select "Import and Export"



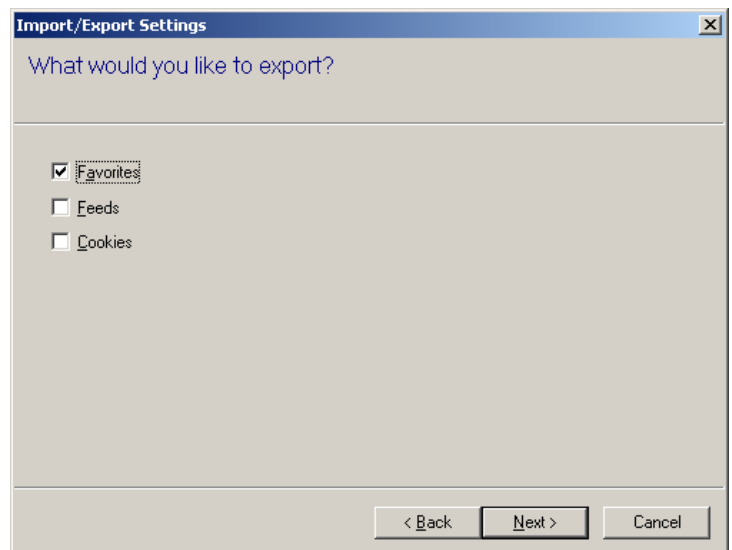
Choose "Export to a file"

Click Next

Make your selections

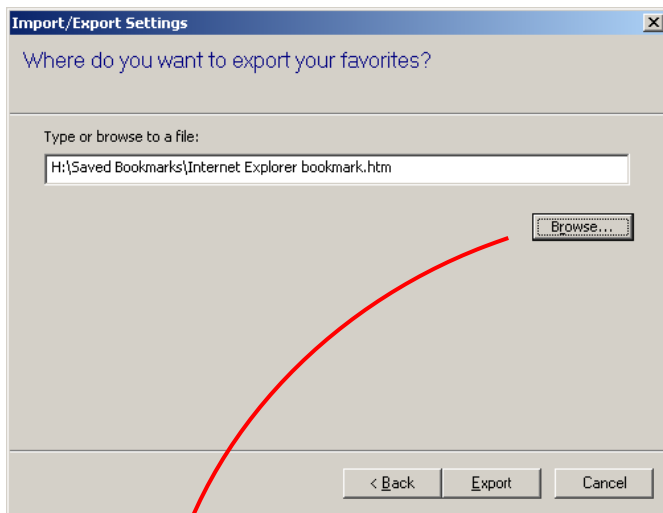
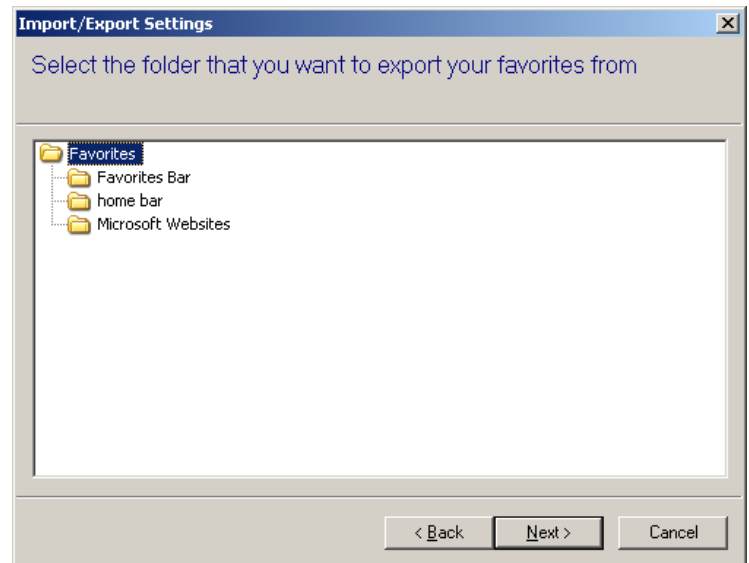
- Favorites is all you really need to choose

Click Next

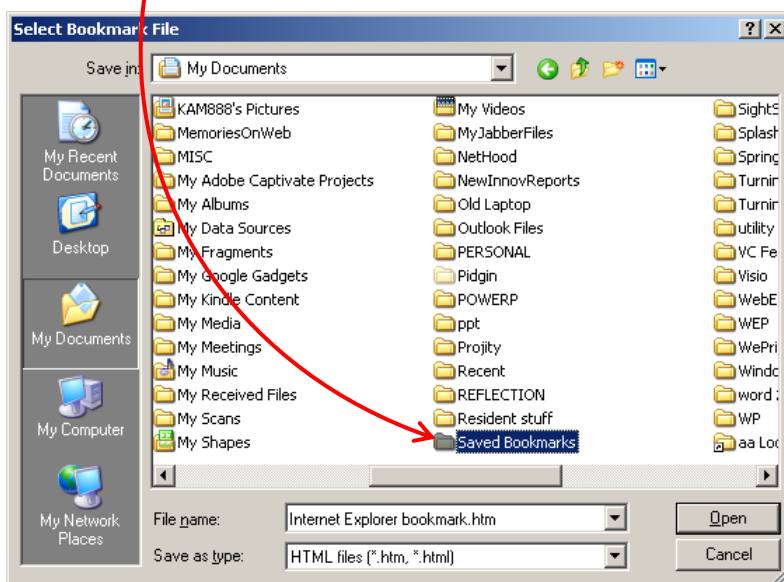


Choose the folders you wish to export - typically "Favorites"

Click Next



Click Browse to choose which folder to save your favorites



Choose your folder
- i.e., "Saved Bookmarks"

Name your file
-i.e., Internet Explorer
bookmark.htm

Click Save

Note:

If you use more than one browser, save your bookmarks with an easily recognizable name.

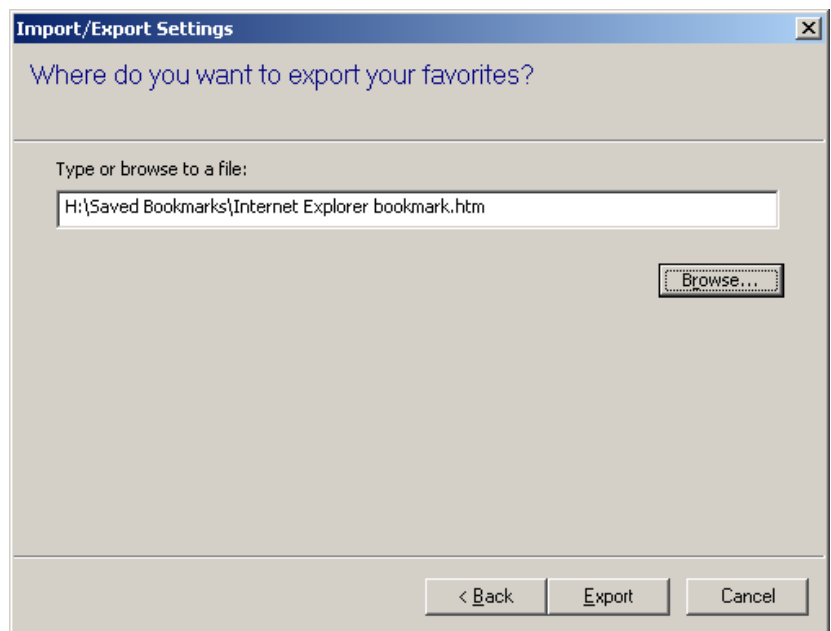
For example:

Internet Explorer -- Internet Explorer bookmark.htm

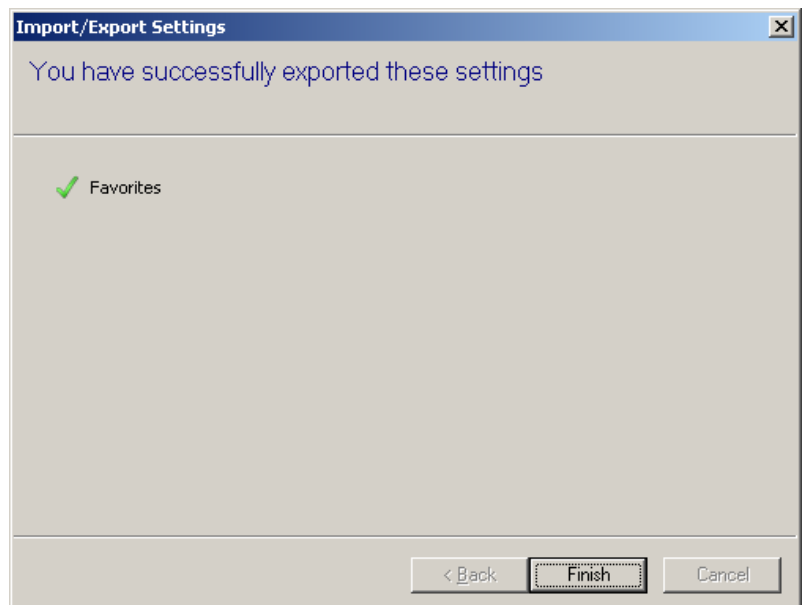
Firefox -- Firefox bookmark.html

Chrome -- Chrome bookmark.html

Click Export to save your bookmarks



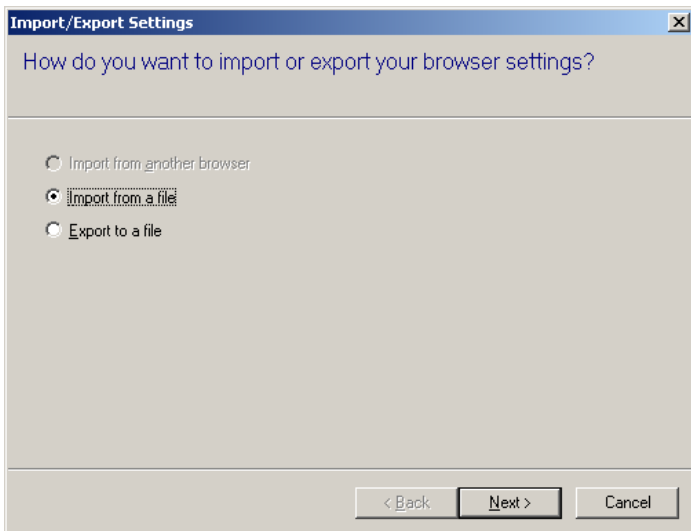
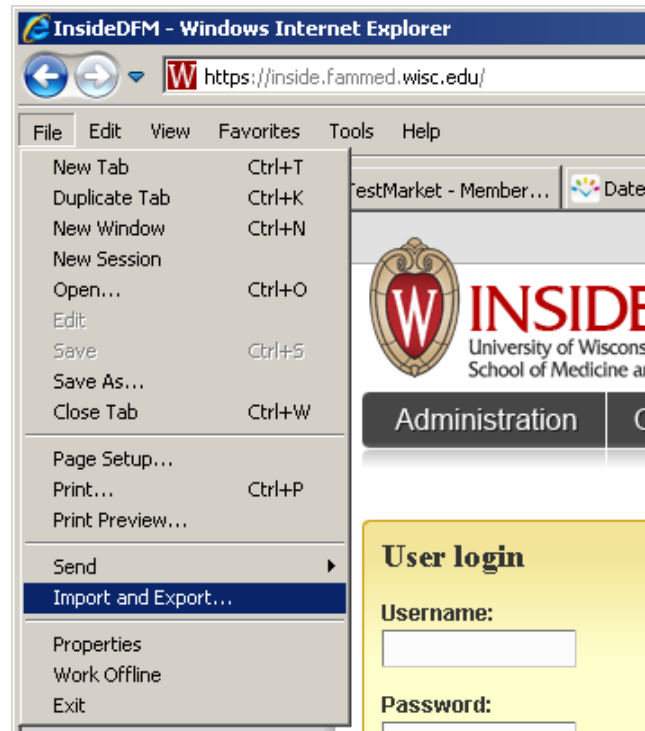
Click Finish



Importing

To import your saved your Internet Explorer bookmarks, open Internet Explorer

- Click File
- Select "Import and Export"

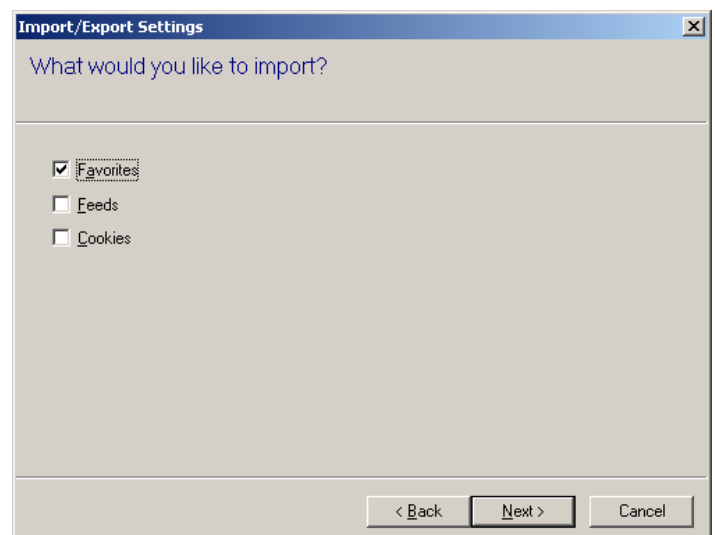


Select "Import from a file"

Click Next

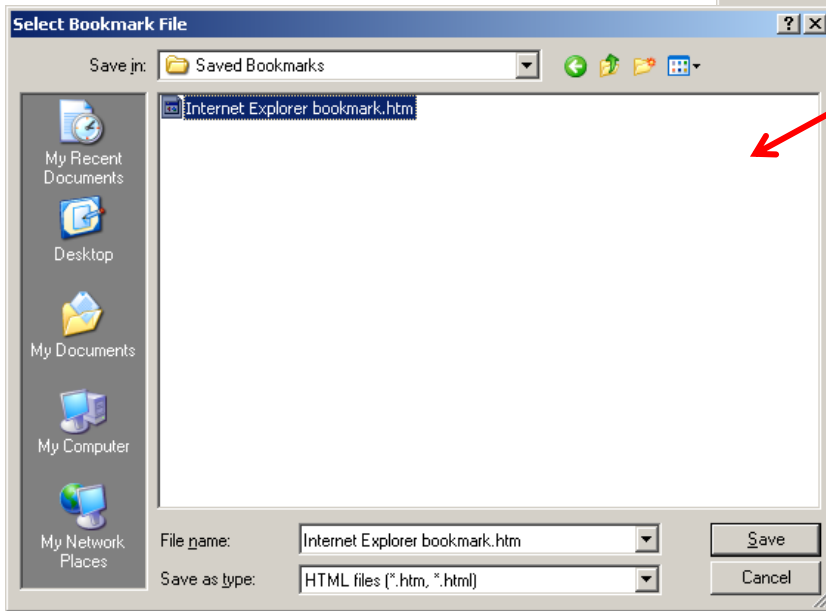
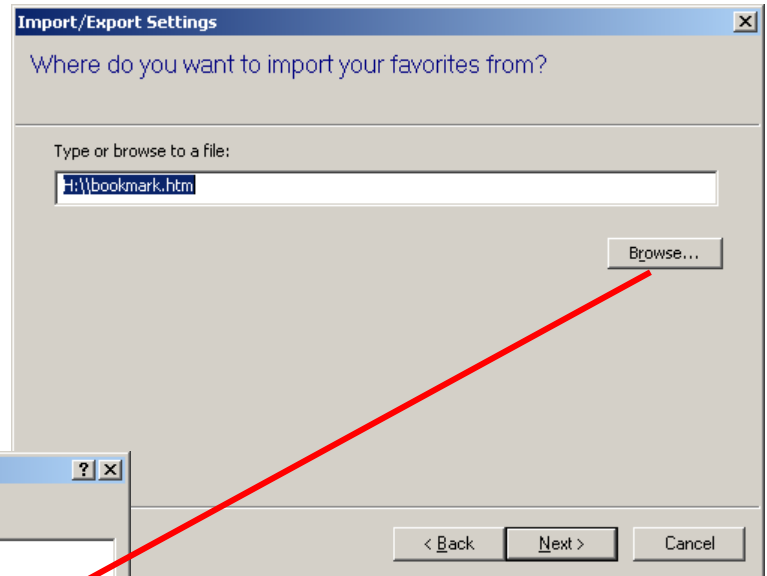
Choose the folders you wish to import - typically "Favorites"

Click Next



Now you need to find your saved bookmarks file

Click Browse

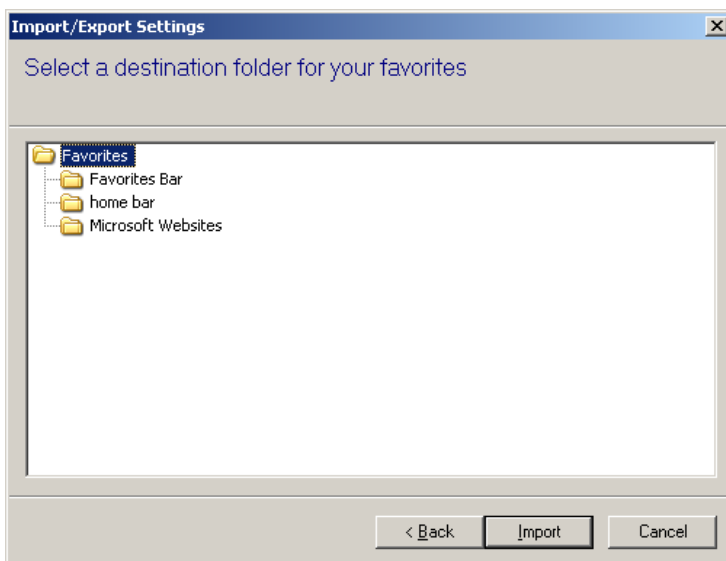


Navigate to the folder where you saved your bookmark file

i.e., "Saved Bookmarks"

Find the appropriate bookmark file for Internet Explorer

Click Save



Click Favorites

Click Import

Click Finish

