

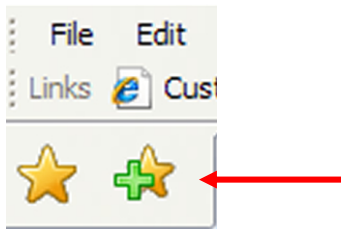
EXPORTING AND IMPORTING FAVORITES

Exporting Favorites – there are 2 ways to access the Import/Export function in version 7:

- Open Internet Explorer.
- Click the File menu

OR

- Click the icon with the gold star and green plus

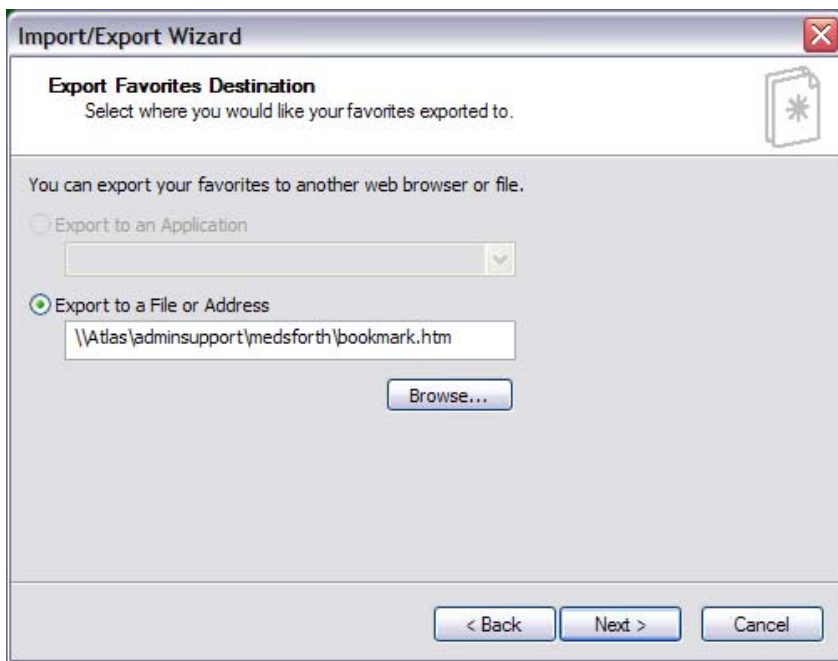


- Select Import and Export.
- Import/Export Wizard opens
- Click Next.



- Click “Export Favorites”
- Click “Next”.

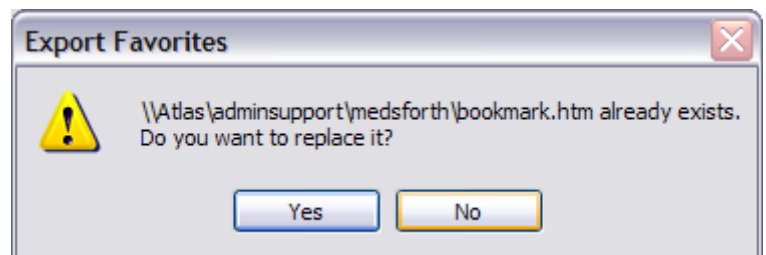
- Click the specific folder that you want to export.
- Click “Next”.



- Click Browse to locate the best place to save your Favorites. It should be a place in your network folder on Atlas.
- Click “Next”.

If you have completed this process in the past, you might get question/window below.

You can either overwrite what you have saved previously – or – if you aren’t sure – just save it as “bookmarks_June08” or something else to help you remember which is the most current file.



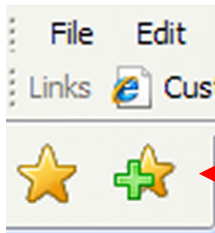
In the next window, click “Finish”.

Importing Favorites there are 2 ways to access the Import/Export function in version 7:

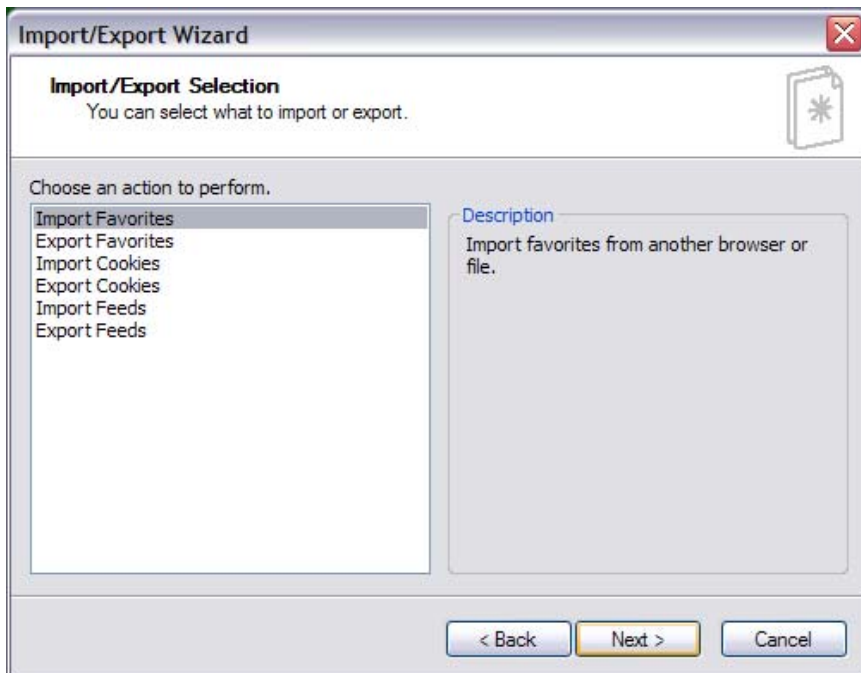
- Open Internet Explorer.
- Click the File menu

OR

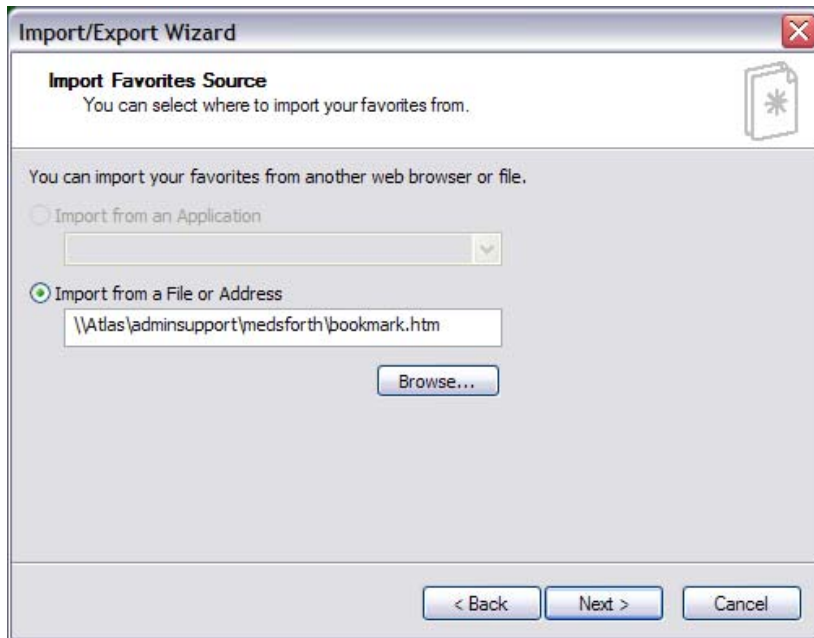
- Click the icon with the gold star and green plus



- Select Import and Export.
- The Import/Export Wizard will open.
- Click Next.



- Click on "Import Favorites" .
- Click "Next".



- Click browse
- Locate the “bookmark” file previously saved (should be in your network folder).
- Click “Next.

- Select the folder where these imported favorites should be placed.
- Click Next.

In the next window, click “Finish”.

