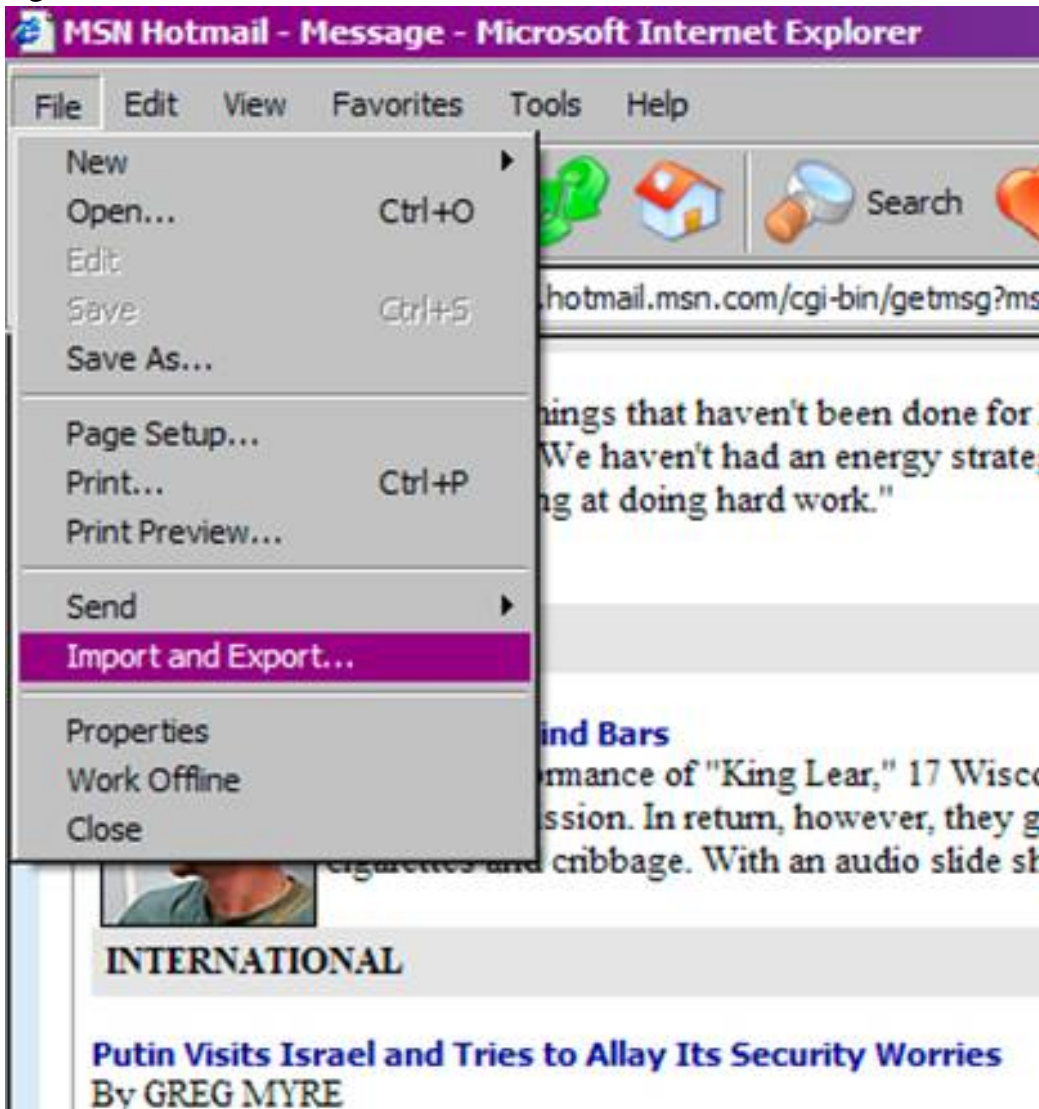


How to export and import bookmarks (or favorites) for common web browsers:

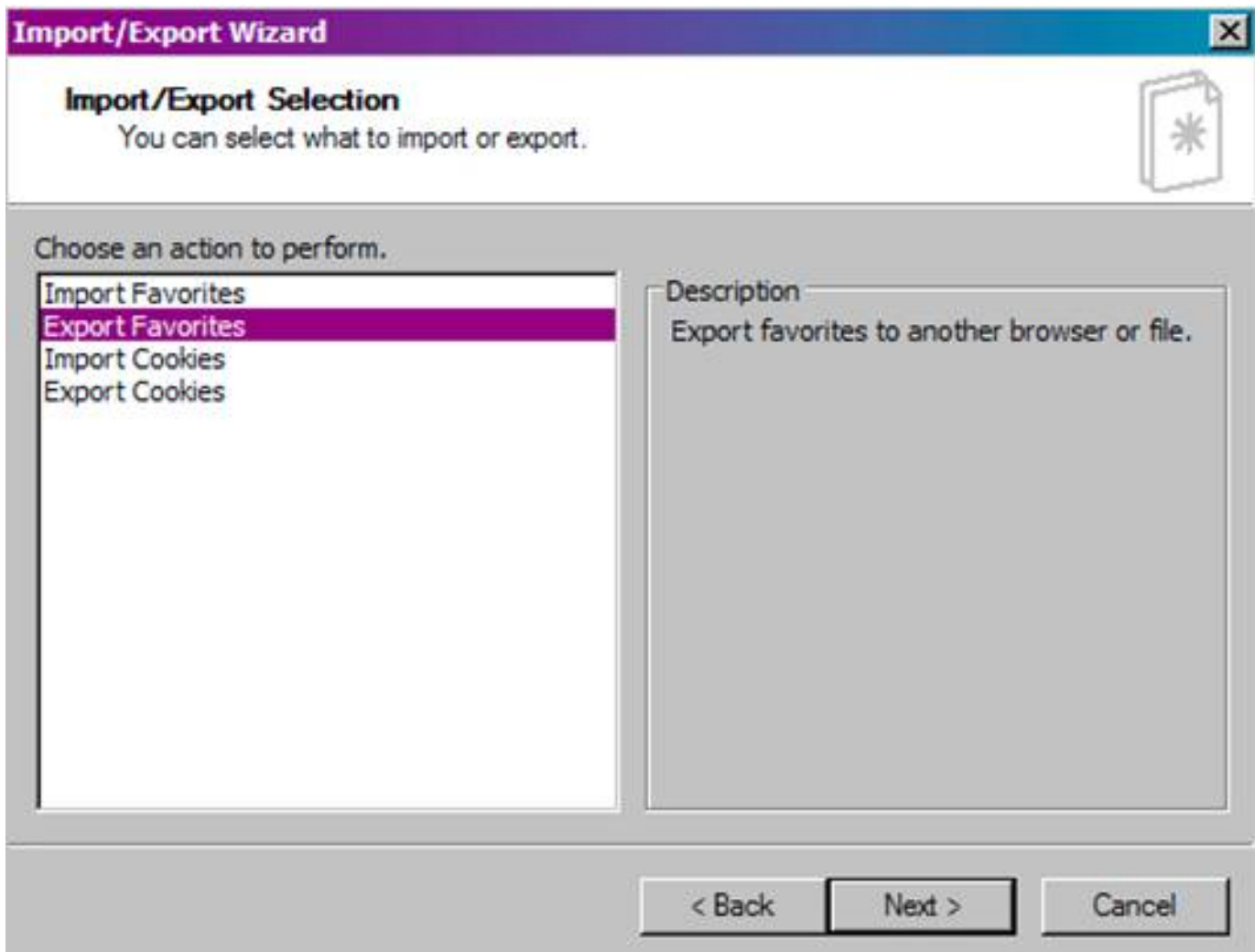
1. Open your usual web browsing software (ie, Internet Explorer, Firefox, Safari, etc.).

For Internet Explorer:

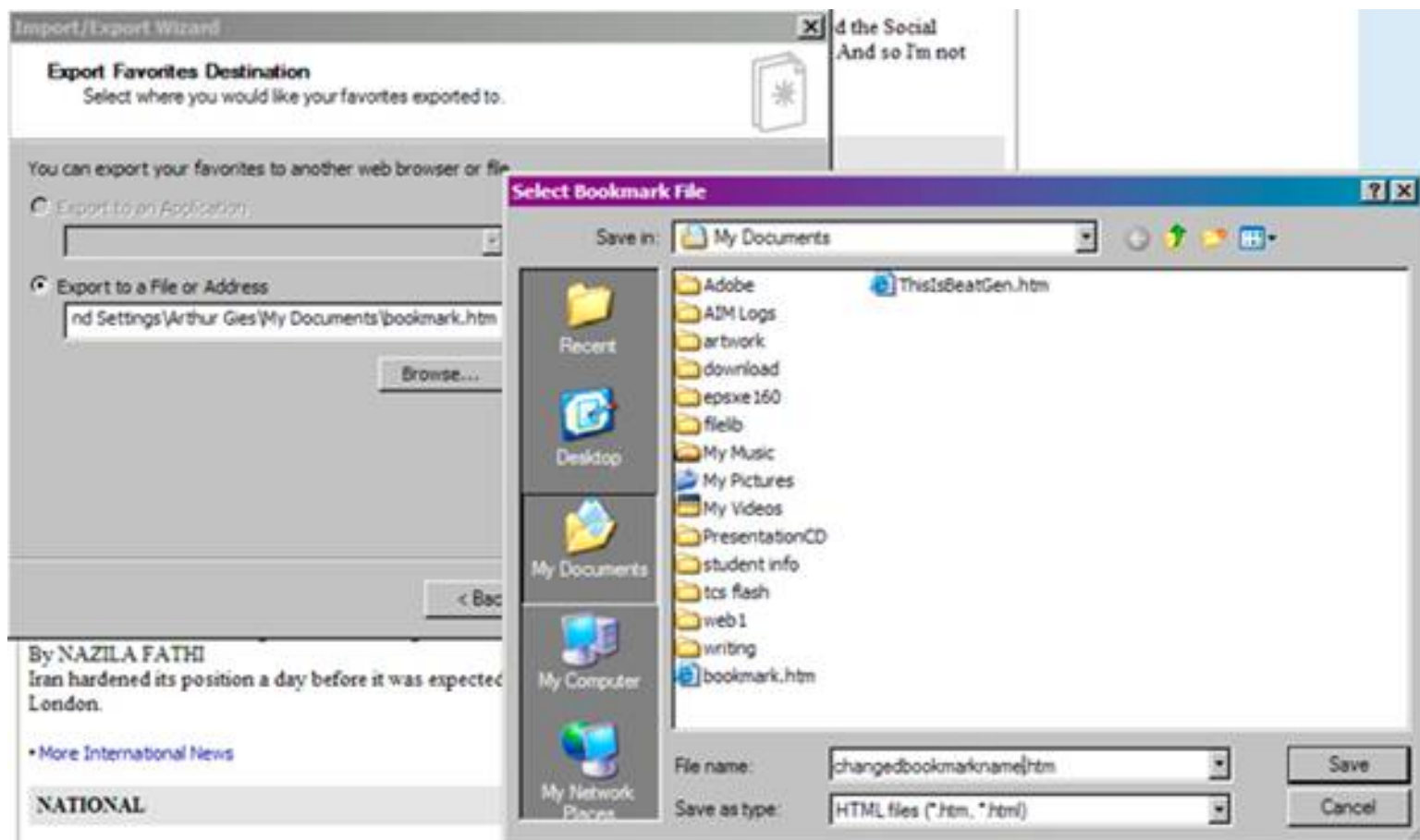
1. Exporting bookmarks.



- a. Select file at the top of your browser window, and select the prompt "Import and Export".
- b. This will open the Import/Export wizard. This will easily guide you through exporting your bookmarks.



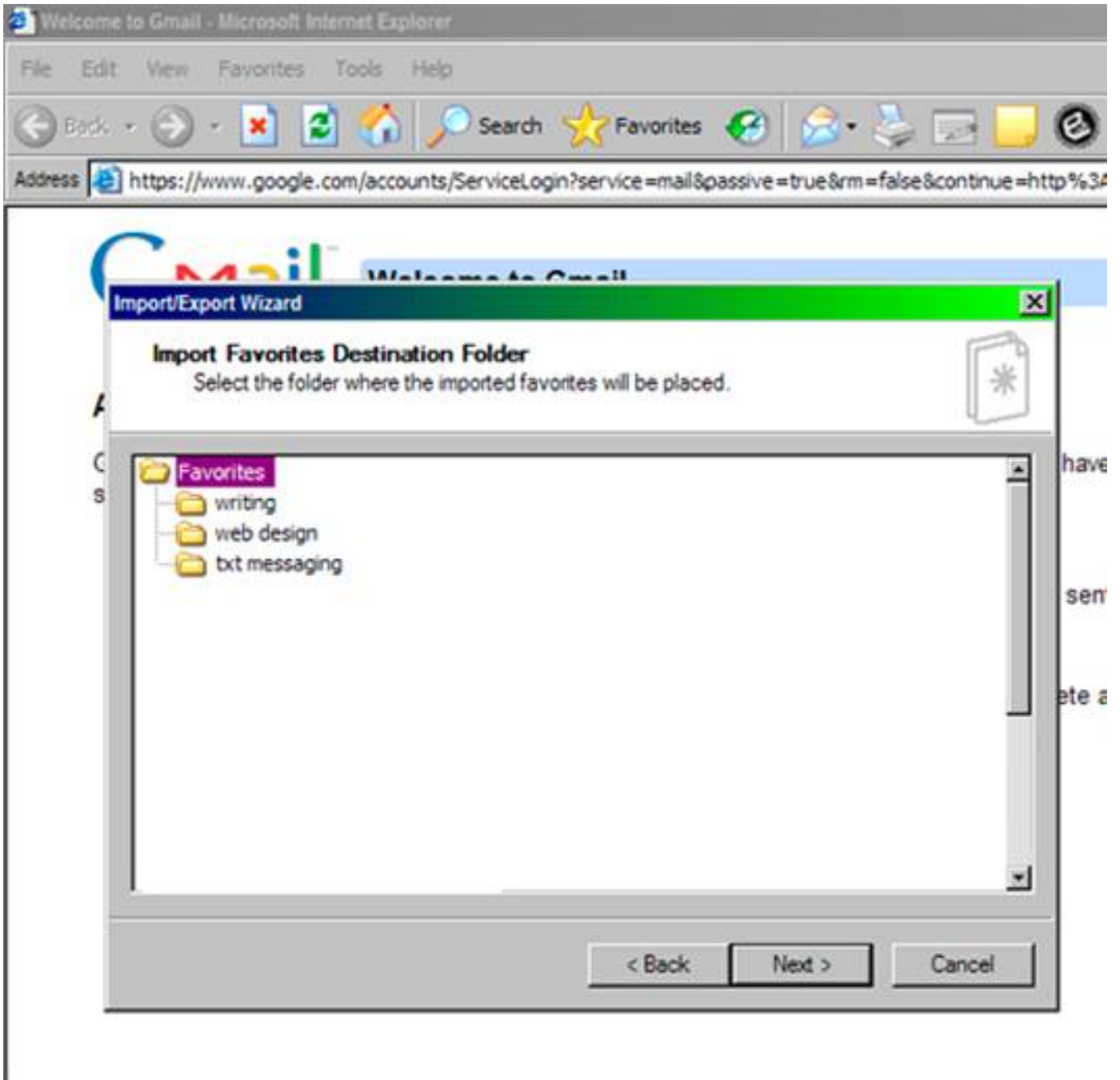
- c. At the import/export selection screen, select “export favorites” and click next. The wizard will then ask you where to save the bookmark file. You may save it in the default location (which will usually be in your “My Documents” folder), or you may click “Browse” to select a folder to save in.



- d. By default, the bookmarks will be saved as a file labeled “bookmark.htm”, although you may choose a different name by selecting “browse” and changing your file name.
- e. You have now exported your Internet Explorer bookmarks.

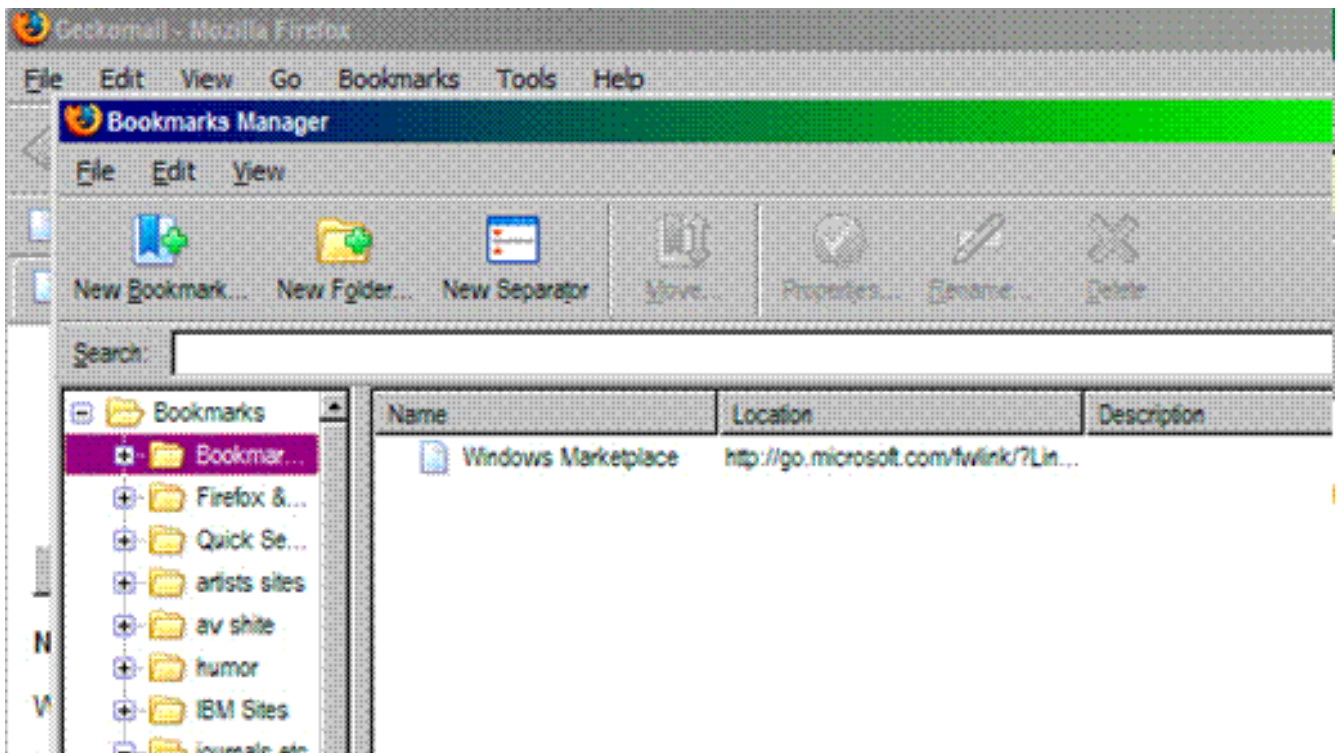
#### 1. Importing bookmarks.

- a. Select file at the top of your browser window, and select the prompt “Import and Export”. This will open the Import/Export wizard.
- b. At the import/export selection screen, select “import favorites” and click next.
- c. Select “browse” and navigate to where you have your bookmark file (by default, this file will be called “bookmark.htm” unless you saved it under a different name).
- d. Select where you would like to import your bookmarks (if you are unsure as to which folder you want them in, merely choose the topmost folder, “favorites”, and select next. Click finish at the following screen, and you have imported bookmarks into Internet Explorer.



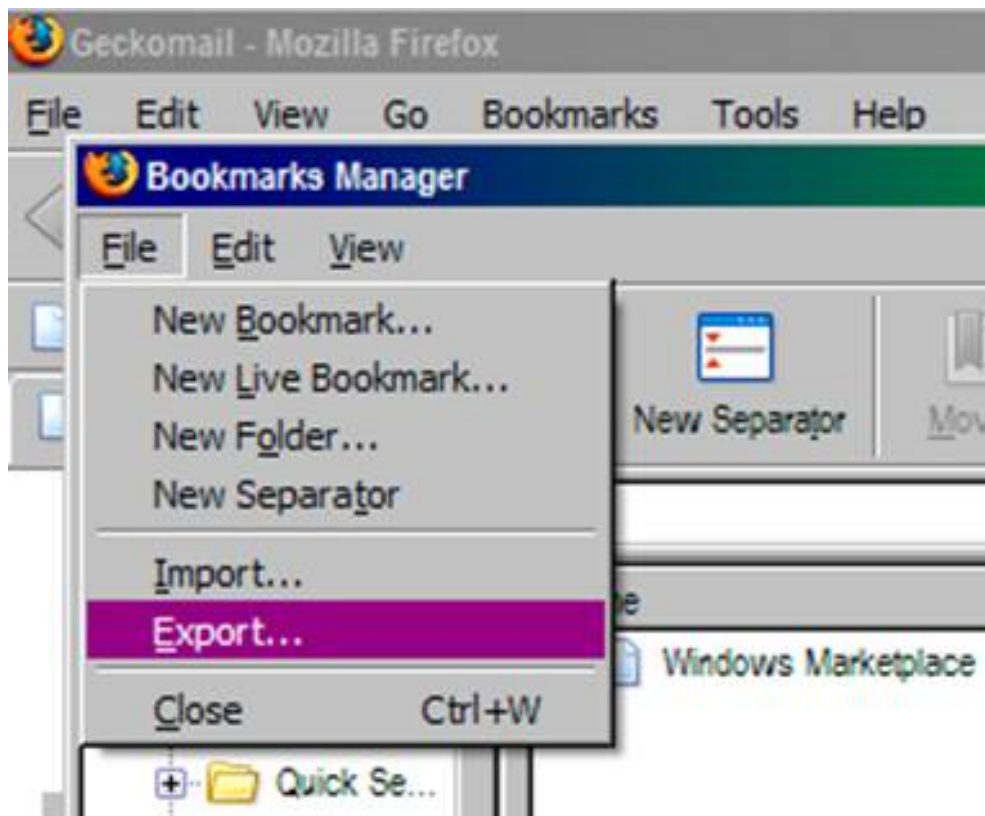
For Mozilla Firefox:

1. Exporting Bookmarks:



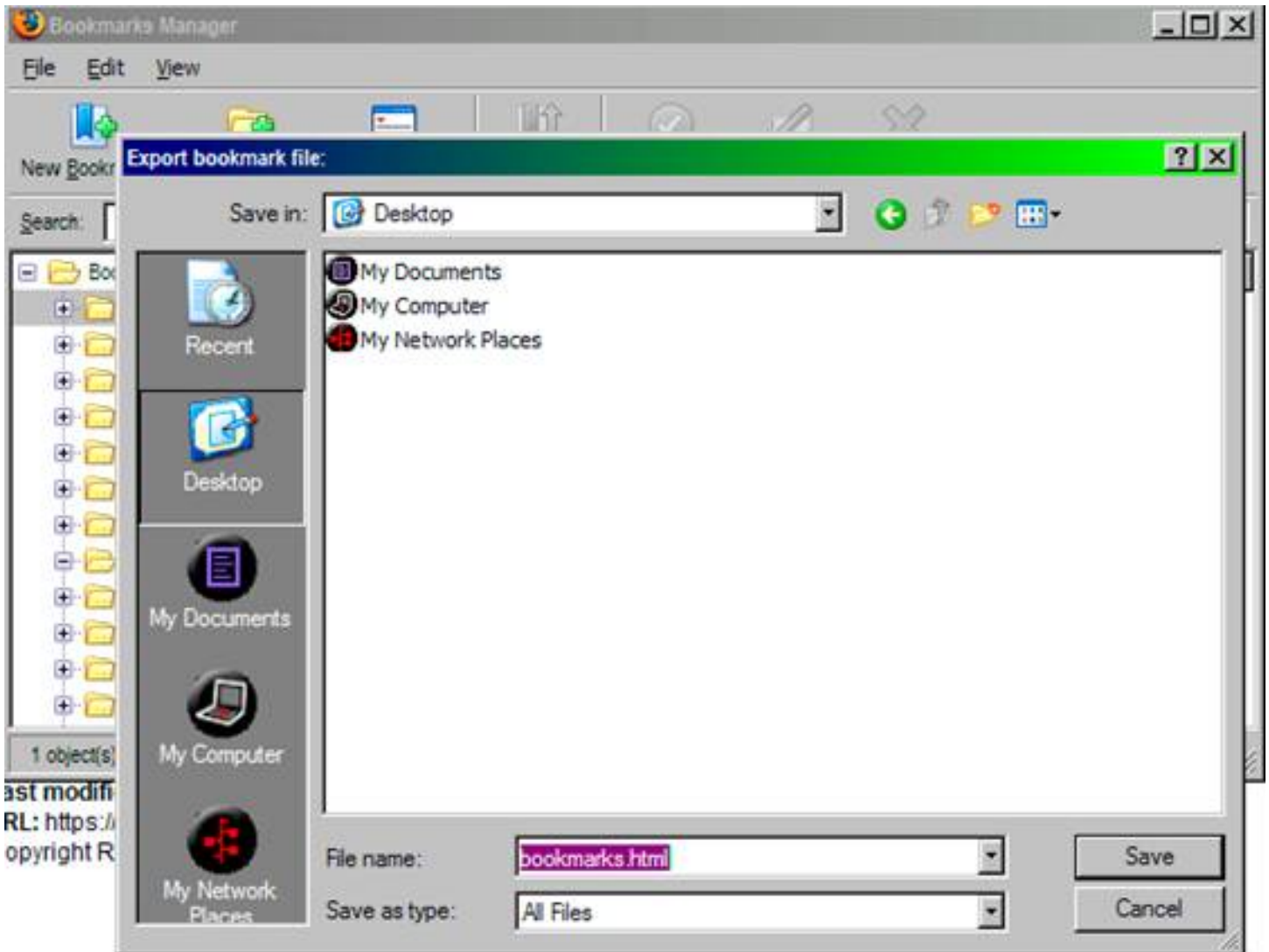
a. Select "Bookmarks" at the top of the Firefox window, and select "Manage Bookmarks". This will open the BookMark Manager.

b. At the Bookmark Manager, select "file" from the top of the window, and click on "Export".



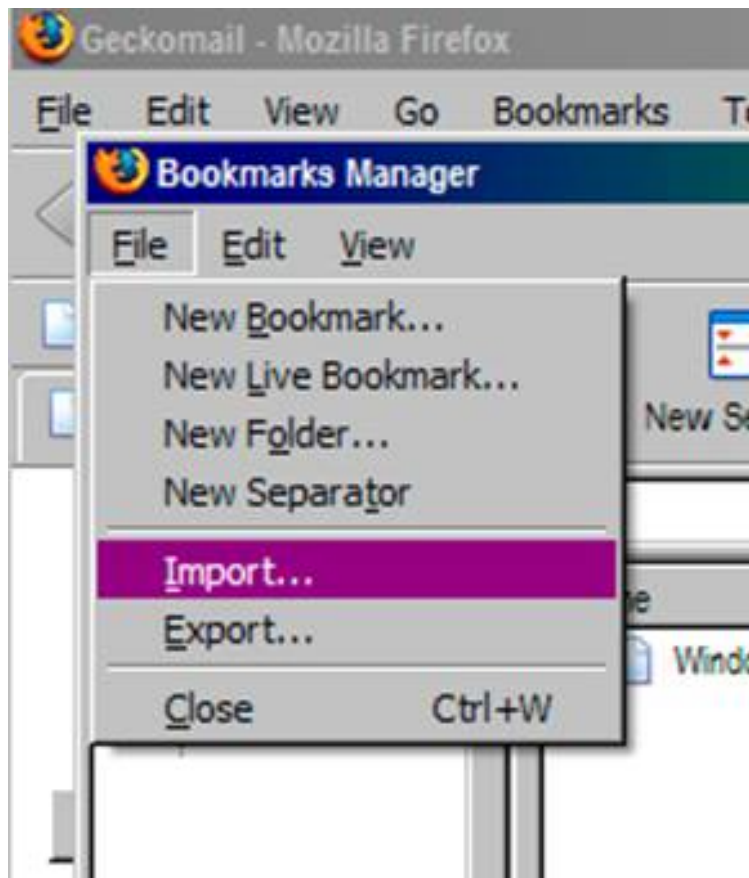


- c. A prompt will appear asking where you would like to save your bookmark file (by default, this will be called “bookmarks.html”, which you may change if you wish). Navigate to where you wish to save your bookmark file, and click “Save”. You have now exported your bookmarks from Firefox.

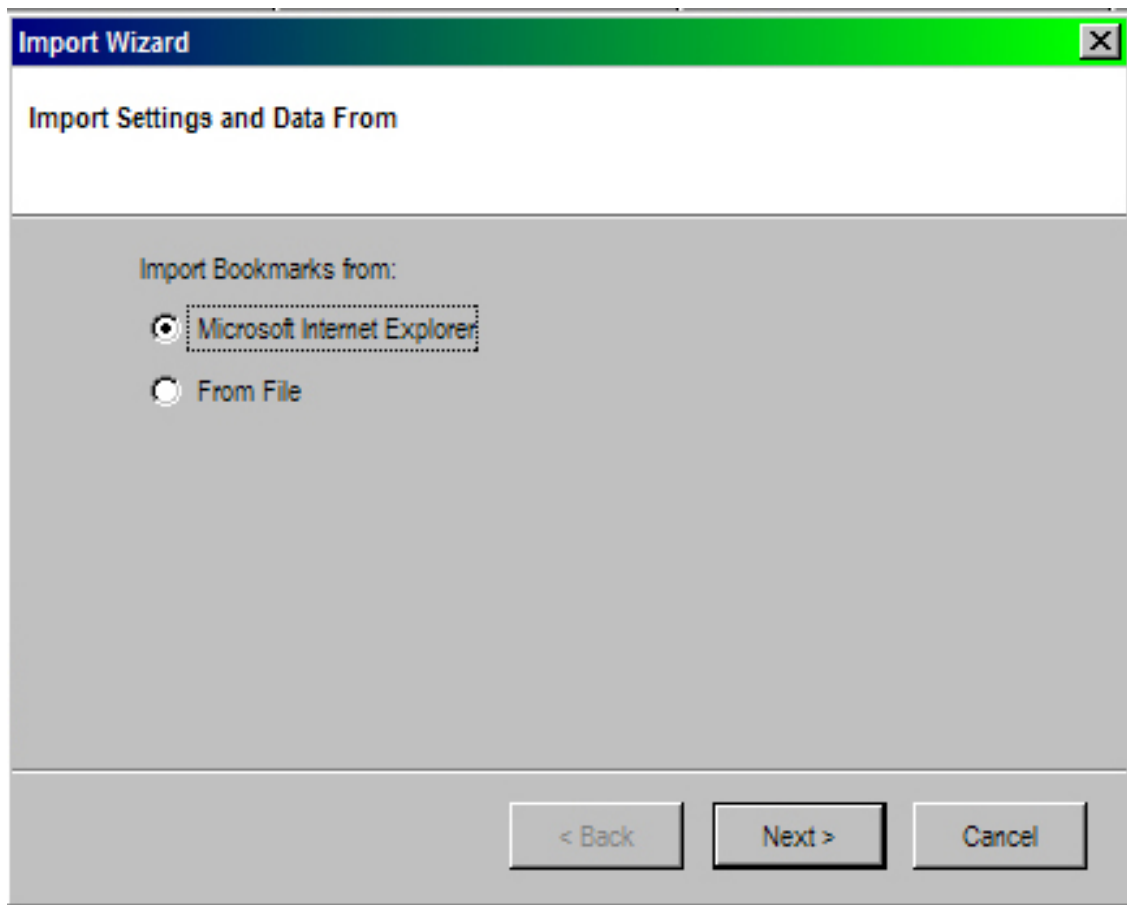


## 2. Importing bookmarks:

- a. Select “Bookmarks” at the top of the Firefox window, and select “Manage Bookmarks”. This will open the BookMark Manager.
- b. At the Bookmark Manager, select “file” from the top of the window, and click on “Import”.



- c. You will be given 2 options: you will be asked if you wish to import bookmarks automatically from Internet Explorer, or if you have bookmarks saved to a file that you wish to import. To import bookmarks from Internet Explorer, simply select the Internet Explorer option and click next. If you have bookmarks in a file that you wish to import, select the "From File" option, and continue to the next step.



- d. A prompt will ask you to select a bookmark file to import; navigate to your saved bookmark file and click “Import.” You have now imported your bookmarks into Firefox.



