



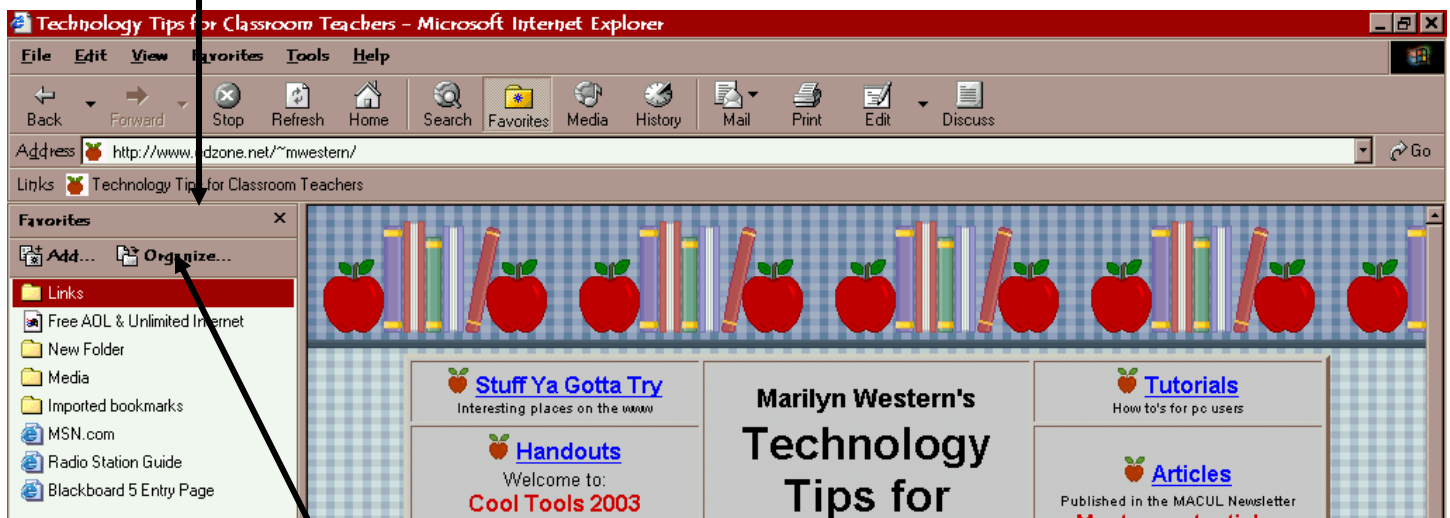
Favorite Folders in Internet Explorer 6

Technology for Classroom Teachers

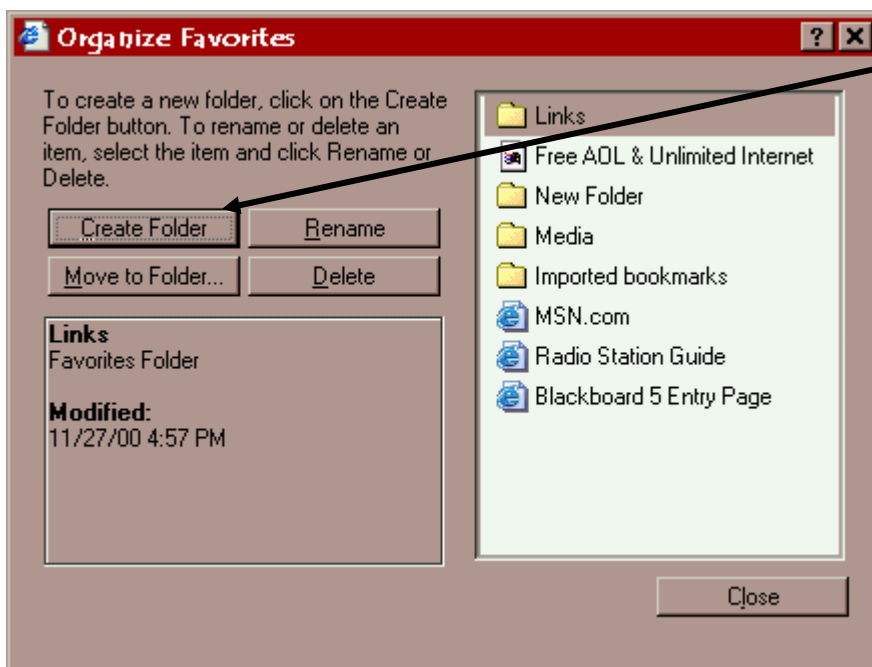
Marilyn Western

You've probably saved lots of interesting Web sites under Favorites. If you have to scroll through more than one page of Favorites, you need to organize your collection so you can easily find the site you're looking for. Here's a simple process for creating and using Favorite folders.

If you are using **Internet Explorer 6**, click on **View** and **Explorer Bar**. If **Favorites** has a checkmark in front of it, close the window. If **Favorites** does NOT have a check, click on it to check it. Now, when you click on the **Favorites** button on the toolbar, you will get a Favorites column on the left side of your screen.



On the toolbar, click **Organize**.



Click **Create Folder**.
Type a name for your folder
(e.g. *Science*) and press **Enter**.

You now have a new folder in your Favorites list. You can **click and drag** your Favorites or file them as you create them. When you find a great Dinosaur site, click on *Favorites*. Click on the *Science* folder and then on **Add**. The Dinosaur site Favorite will be in the Science folder. OR **click & drag** the url to the Science folder.

You may have dinosaur, space, and ocean **Favorites** in your *Science* folder. You'll still have to skim through your Science list to locate just the Dinosaur Favorites. But wait! You can put folders within folders!

Create a folder called *Space*, then click on **Move to Folder**.

Click on your *Science* folder. This will put the *Space* folder inside the *Science* folder.

Then click on **Create Folder** again.

Name this one *Dinosaurs*.

Click on **Move to Folder** and place it in the *Science* folder.

Create one more folder called *Oceans*.

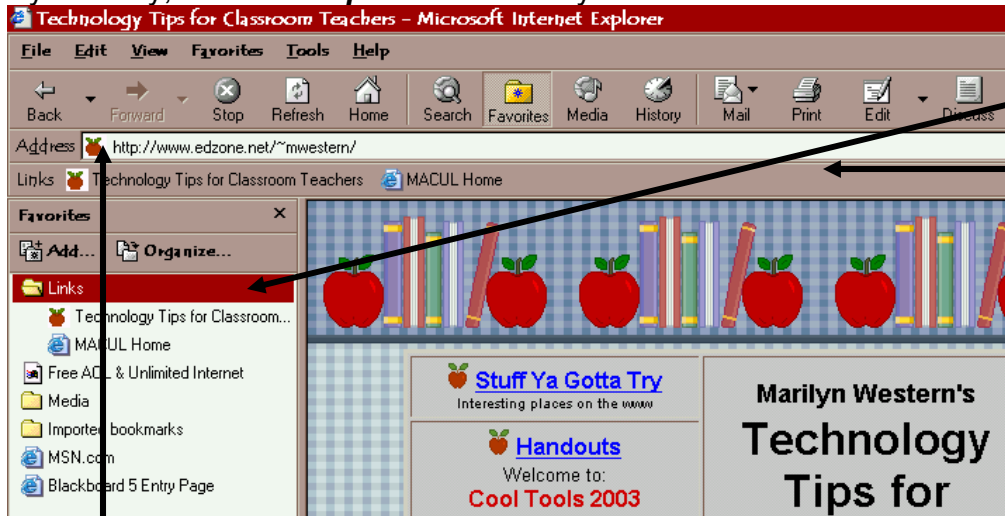
Move it to the *Science* folder.

Close this window.

When you open the *Science* folder now, you'll have 3 folders within it: *Space*, *Dinosaur* and *Oceans*.

Look at your folders. An **open folder** will show you all the neat stuff you've put into it, or reveal that it is empty and you need to get to work on locating some good sites in this area!

By the way, *Internet Explorer* has a nifty little item.



Notice that one of the default folders is called *Links*. Anything that is in this folder shows up on the toolbar under the url address bar. So if you want your students to explore five sites on Japan that you've picked out for them, put them in the *Links* folder (move anything else out first) and they will appear on the toolbar. When students click on one, it will take them right to that site.

Even easier, when you find a website that you would like to add to the *Links Toolbar*, just **click on the icon** in front of the url (your cursor changes to a hand), hold your click, **drag and drop** on the *Links toolbar*.

To get rid of the Favorite on the toolbar, **RIGHT** click on it and select **Delete**.

Want to change the name of the Favorite from *Discovery Kids :: Network Homepage* to *Build a Coaster*? **RIGHT** click on it and select **Rename**.