

How to Store and Retrieve Your Internet Favourites

Your Internet favourites are stored in a file named **bookmark.htm**. Internet favourites in this file cannot be stored locally. They will be deleted after you log out. You must store them in your **Document Directory (P-number folder)** by exporting the **bookmark.htm** file, and then importing it when you next use the Internet.

How to Add a Website to Your Favourites

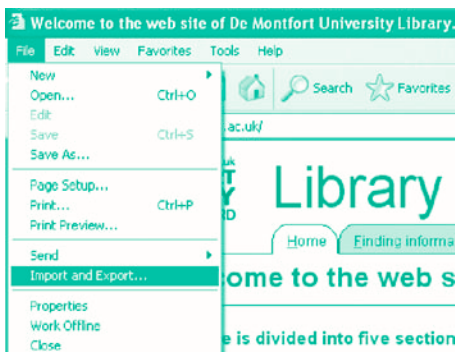
Click on the **Favourites** option and select **Add to Favourites**, then click on **OK**



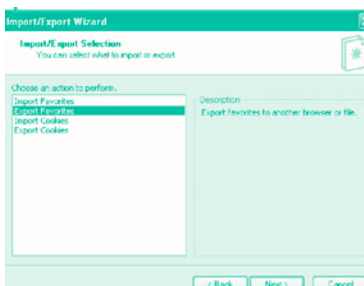
The website is added to your list of favourite sites

How to Export Your Favourites

Click on the **File** option on the menu and select the **Import and Export** option

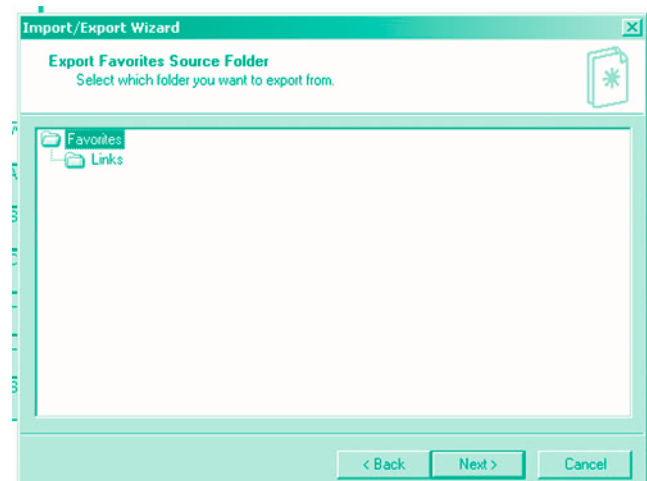


When the Wizard starts, click **Next** then select **Export Favourites** and click **Next**

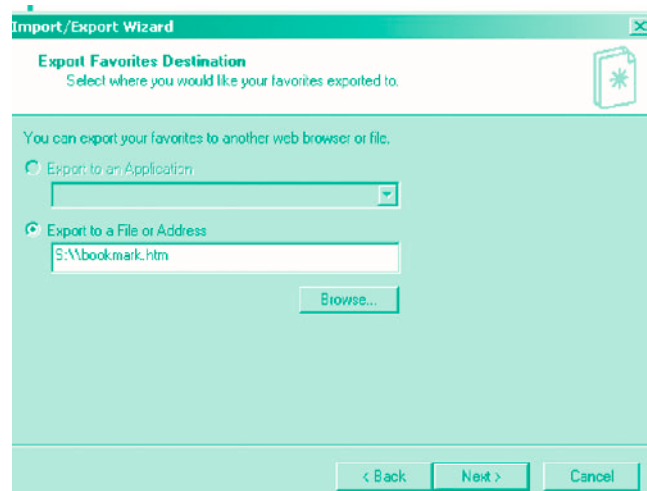


Select the folder containing the favourites to be exported (in this case it is the default folder named **Favourites**).

Click **Next**



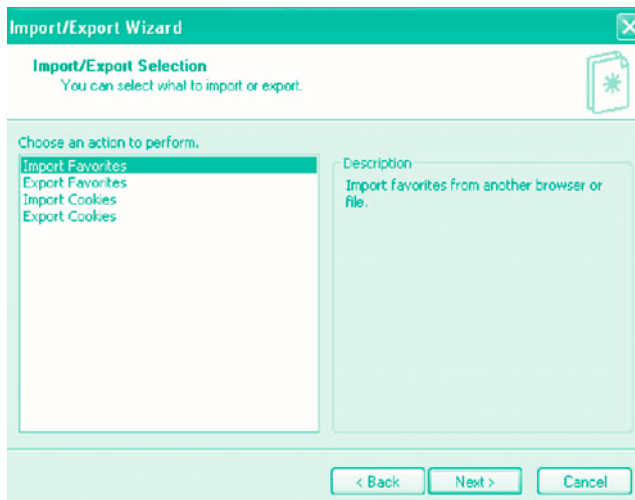
The **Export Favourites Destination** window appears, this automatically points to **S:\bookmark.htm**, this corresponds to your Document folder on the server so there is no need to change anything.



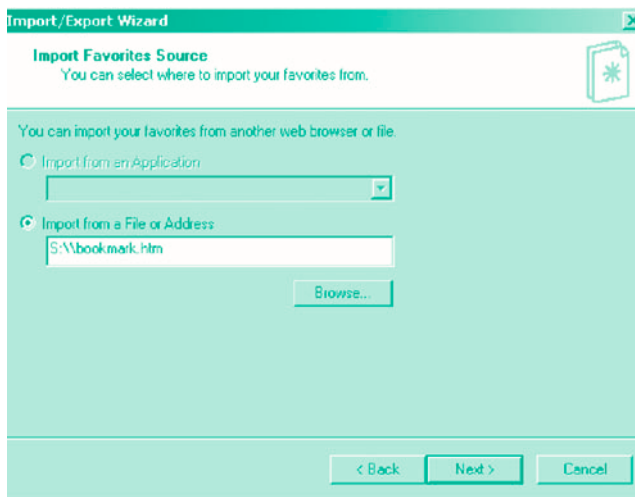
Click on **Next** then **Finish** and **OK**

How to Import your Favourites

Click on the **File** menu option and select **Import and Export** from the drop down list. When the Wizard starts click on **Next**

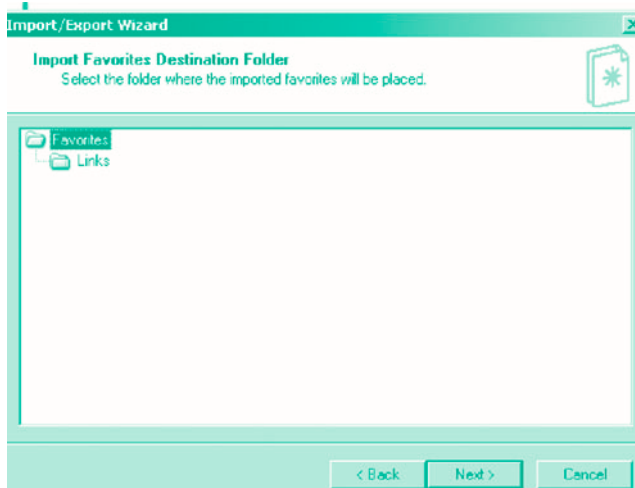


Select **Import Favorites** and click on **Next**. The system automatically selects the correct location **S:\\bookmark.htm** the S:\\ location corresponds to your Document folder so there is no need to change anything.

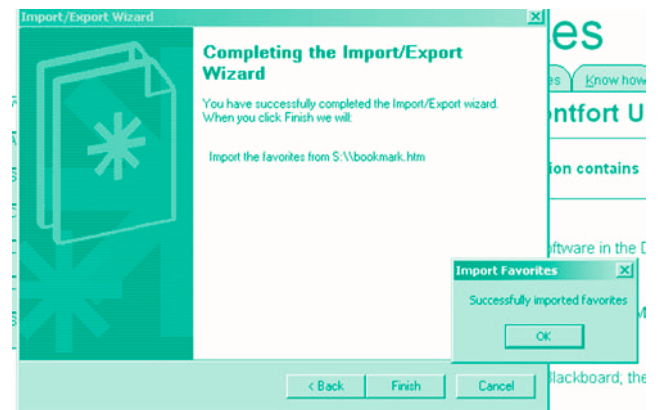


Click **Next**

The **Import Favourites Destination** Folder selection screen appears with the **Favourites** folder highlighted, click **Next**



The **Completing the Import/Export** wizard window appears, click **Finish**. The **Successfully Imported Favourites** message appears, click **OK**.



You will now find links to your favourite websites available via the **Favourites** menu option at the top of the screen.