

Quick Tips

for

Importing Your Netscape Bookmarks Into Internet Explorer

Getting Started

If you've been bookmarking your favorite websites in Netscape, then you'll want to be sure to import them into Internet Explorer. Importing your bookmarks is simple and quick; they'll come directly into Internet Explorer as "favorites" and you can customize and maintain them as you did in Netscape. This Quick Tip will walk you through the steps to import your bookmarks into Internet Explorer.

Step One: Open Internet Explorer

- Double-click on the Internet Explorer icon on your desktop to open the web browser.
 - If you don't see the icon on your desktop, click on *Start*, point to *Programs*, and click on the *Internet Explorer* icon.

Step Two: Tell Internet Explorer to Start Importing Your Bookmarks

- In Internet Explorer, click on the *File* menu.
- Click *Import and Export...* from the pull down menu.

Step Three: Tell Internet Explorer Where to Get Your Bookmark File

Once you click on *Import and Export...*, you'll see a dialogue box asking you for some information. Follow these steps:

- Click *Next*.
- Make sure *Import Favorites* is highlighted, and click *Next*.
- Select *Import from a File or Address*. In the field, type in `h:\data\netscape\bookmark.htm` to let Internet Explorer know where your bookmark file is.
- Click *Next*.
- In the new window, click *Next*.
- Click *Finish*.

Congratulations, you're done!

Using "Favorites" in Internet Explorer

Your bookmarks have now been imported into Internet Explorer as "Favorites," Microsoft's term for bookmarks. They function identically to your bookmarks. From within Internet Explorer, click on the Favorites button to display a list of your bookmarked web pages. You can use the *Add...* and *Organize...* buttons to manage your Favorites.

If you have further questions, please call the Information Technology Support Phone at 832-2023.
