

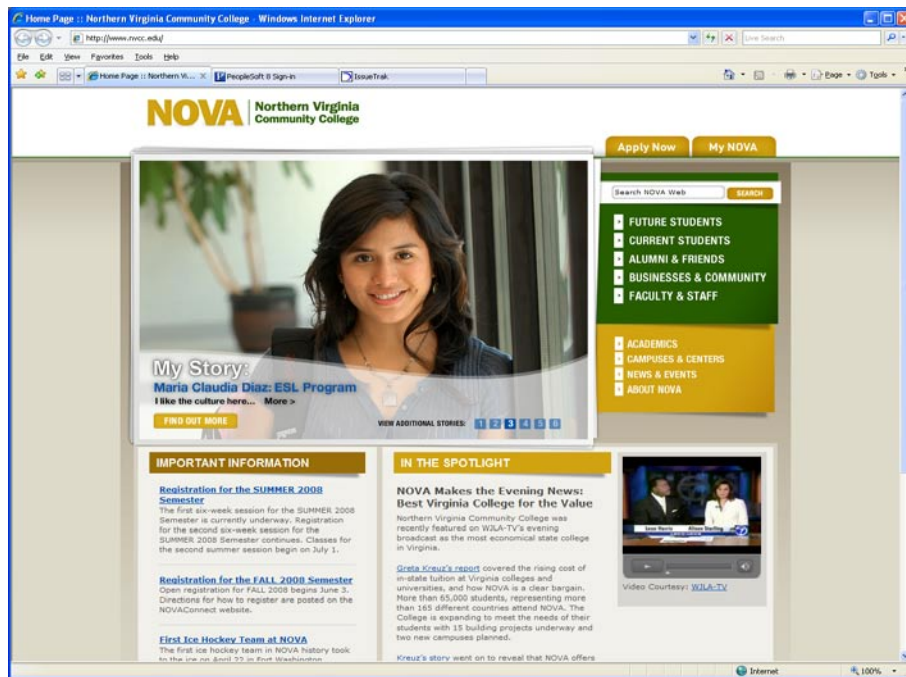
Business Process Procedures

14.50 STORING FAVORITES ON LINKS TOOLBAR

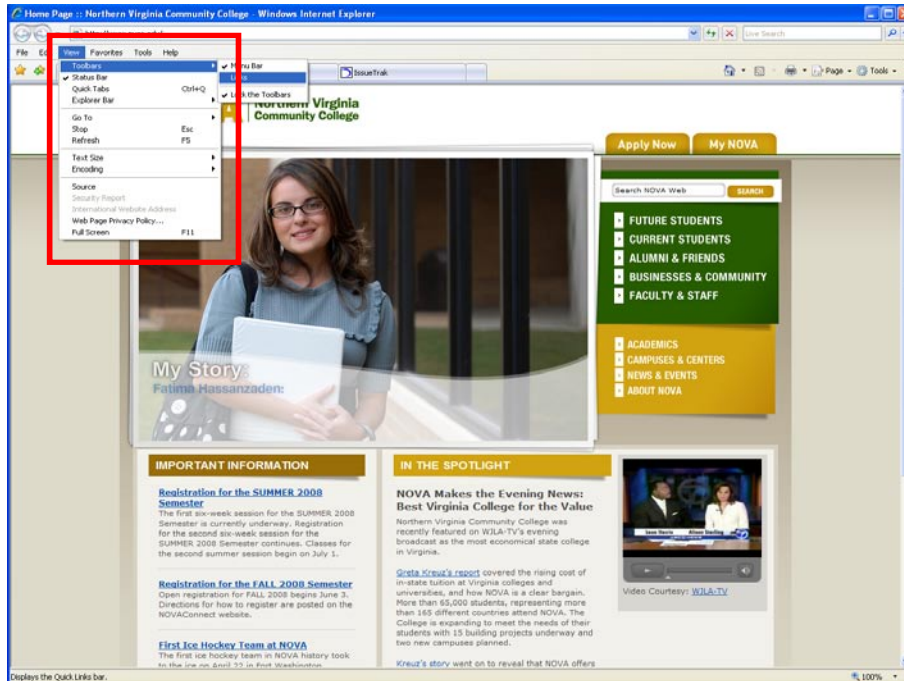
- Overview** These procedures document the process for adding favorite URLs to Internet Explorer's Links toolbar.
- Key Points** Adding favorite URLs to the Links toolbar is an efficient way to access frequently visited the websites.
- Note** These instructions were creating using Windows Internet Explorer 7.

Detailed Directions


- Step 1** Open your Internet Explorer homepage.




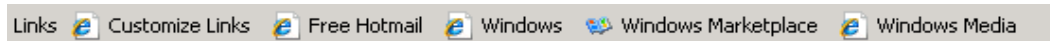
Step 2 On the menu bar click **View>Toolbars>Links** to display your links toolbar.



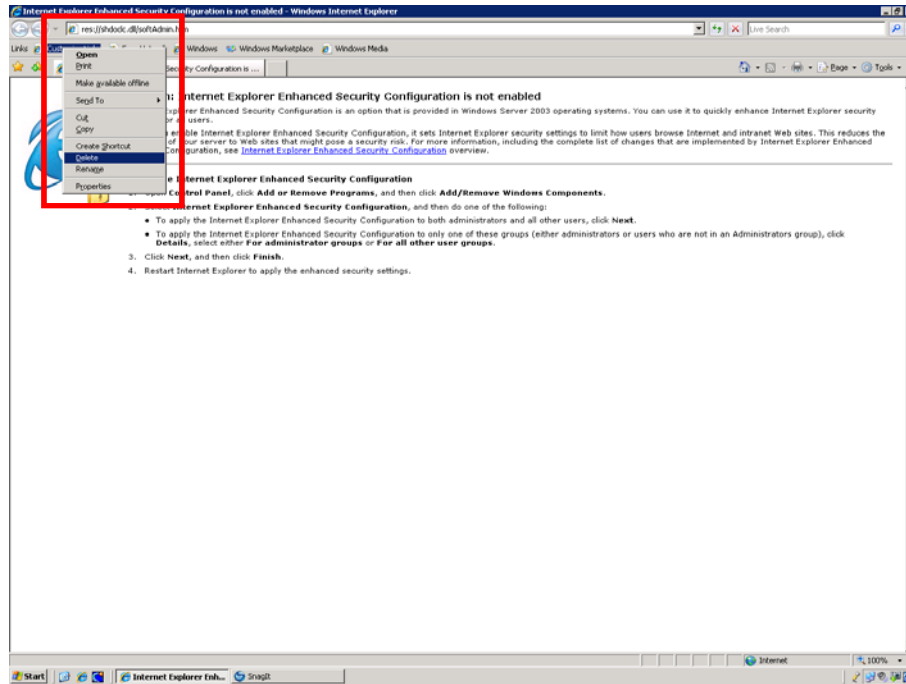
Step 3 On the menu bar click **View>Toolbars>Lock the Toolbars** to unlock your Links toolbar.

Step 4 Locate your unlocked Links toolbar. It will be indicated as . It may be on the right-hand side of your menu bar, above or beneath the menu bar.

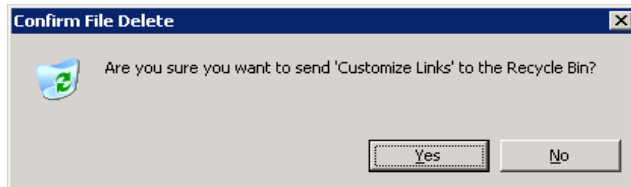
Step 5 When you've located the Links toolbar click and hold down the left mouse button until you see . Move the toolbar to the left or right, depending upon its location, until you can see all the icons. Here is an example of the toolbars that are often saved as defaults in new PCs.




Step 7 To remove unwanted links, right-click on the icon name and click delete.

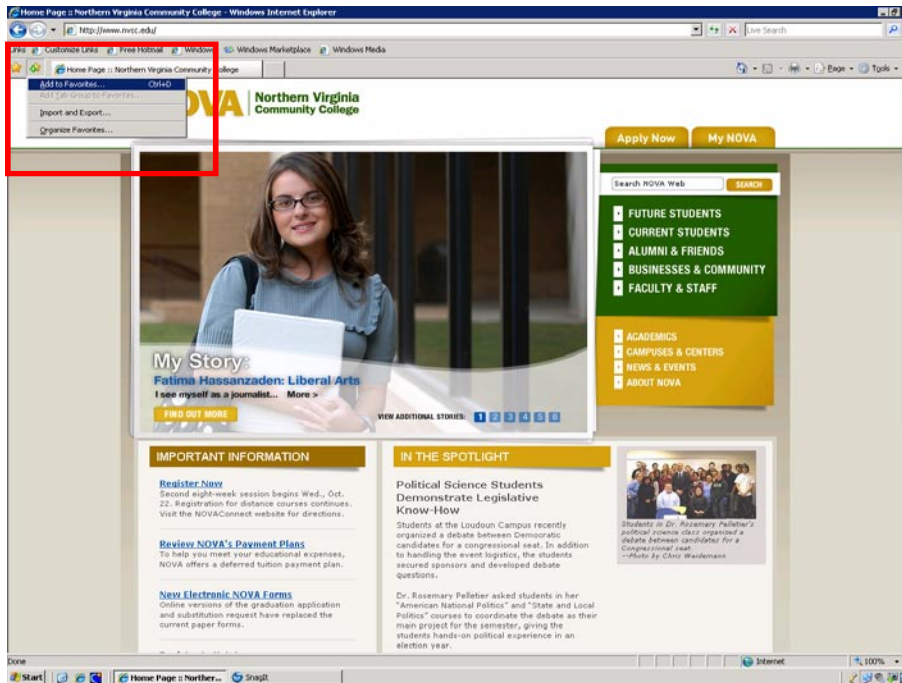


Step 8 A dialog box will appear. Click .




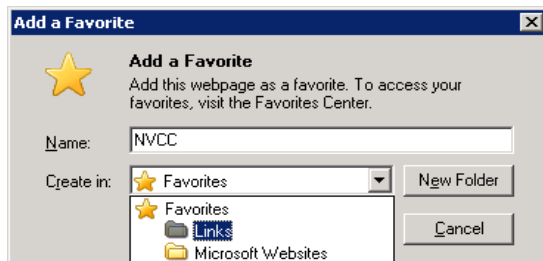
Step 9

To add links, navigate to a favorite website. Click  in the upper left-hand corner of the browser window, and then choose **Add to Favorites** from the drop down menu.



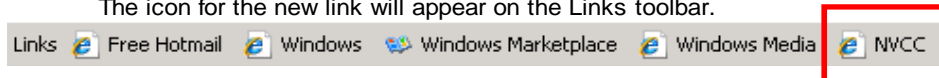
Step 10

A dialog box appears. Type in a name for the link, or accept the default suggestion. Click the **Create in** drop down menu and choose **Links**. Click .



Step 11

The icon for the new link will appear on the Links toolbar.



Step 12

To use the new link, just click on the icon.

Note

Advanced users may right click on the icon picture, click **Properties** and then **Change Icon** to change the icon. If the more icon choices are desired, try typing this path in the **Look for icons in this file:** [%SystemRoot%\system32\SHELL32.dll](#).