

## Adding a “www” favourite to Favourites and sorting in alphabetical order.

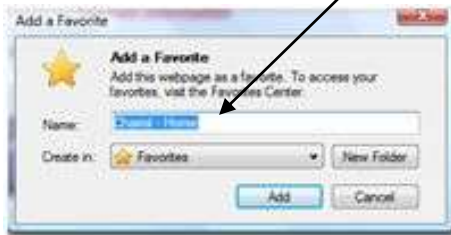
When you find a website you would like to make a note of, don't start writing it down on a piece of paper. Just add it to Favourites.

On the Toolbar you will find a green and yellow star. Click those stars.



A Box will appear, Click "Add to favourites".

Another box will appear. In the Name section type a name for your favourite. Then click "Add".



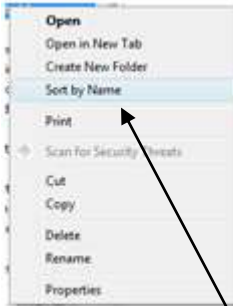
To access your favourites click the single yellow star on the Toolbar.



The list will appear and you can just double click on the favourite you wish to see on the WWW and hey presto it will appear. (As long as you are connected to the internet)

However after a while we seem to get quite a few of these favourites, and they need to be kept in some kind of order. One way is:

Open the Favourites List and Right click in the list



Click "Sort by Name". Everything is nicely sorted in alphabetical order.

Prepared by Peggy