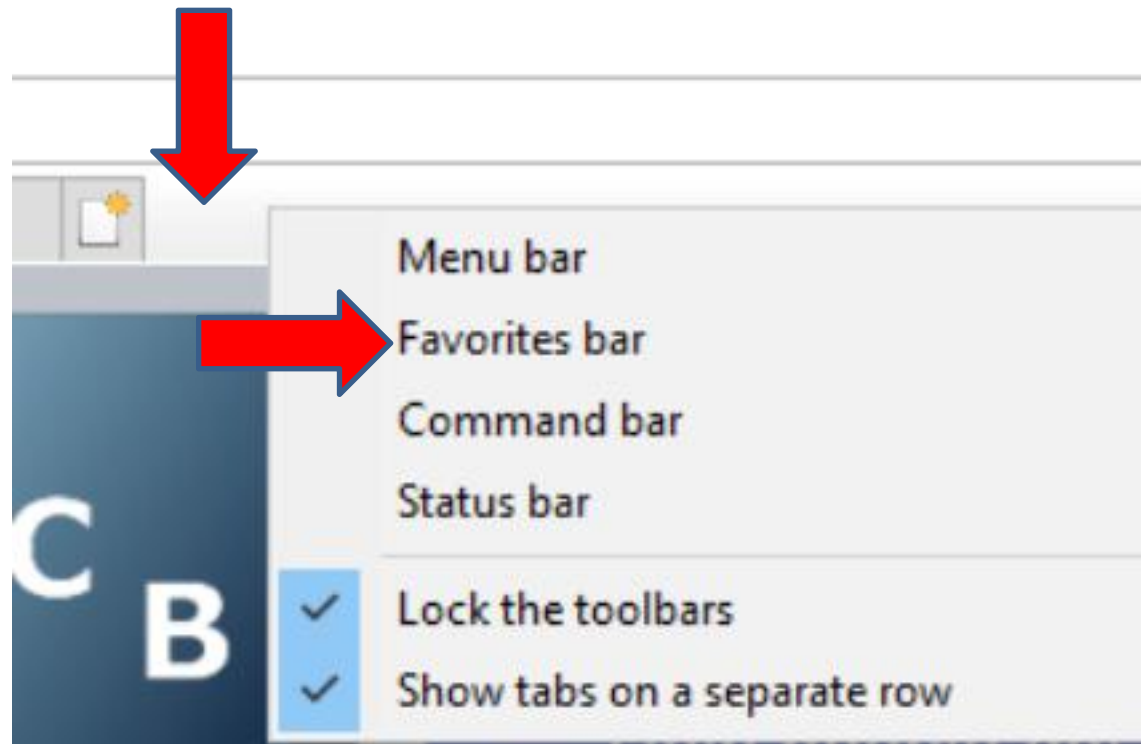





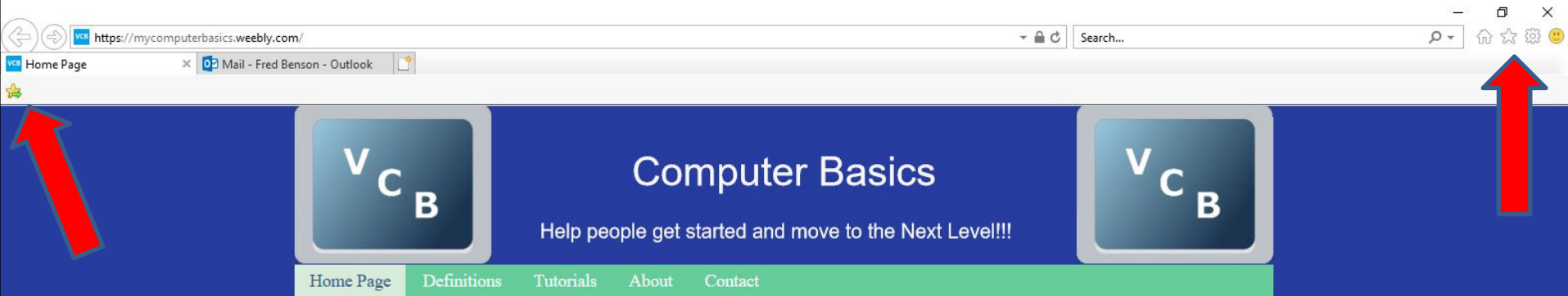
Step 4 – Part 2 - How to setup the Favorites bar with Internet Explorer.

- First I will show you how to open the Favorites bar.**
- After that I will show you how to add websites to the Favorites bar.**
- Last, I will show you two options to go back to the Home page or pages.**
- Make sure you open Internet Explorer with the home page(s), you set up in Step 4.**

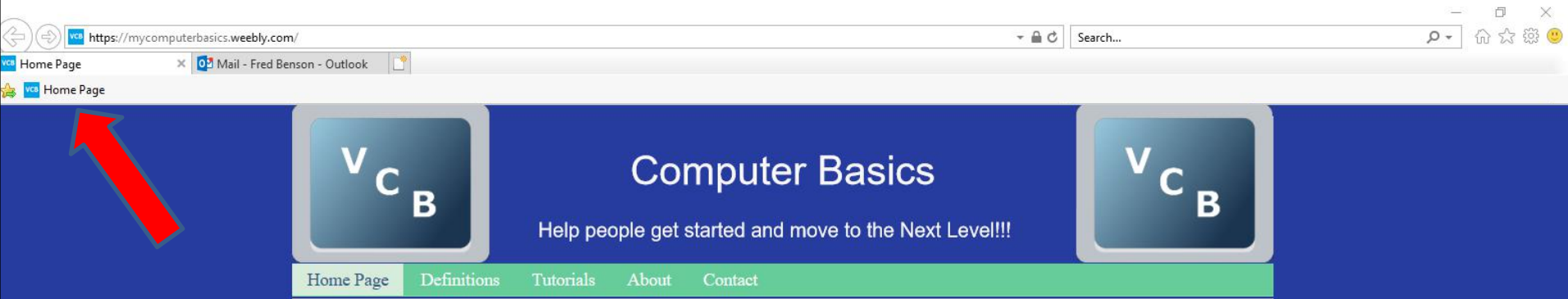
- Sometime Internet Explorer opens with the favorites bar. If not, you right click next to a page and then click on Favorites bar. Next is what happens.



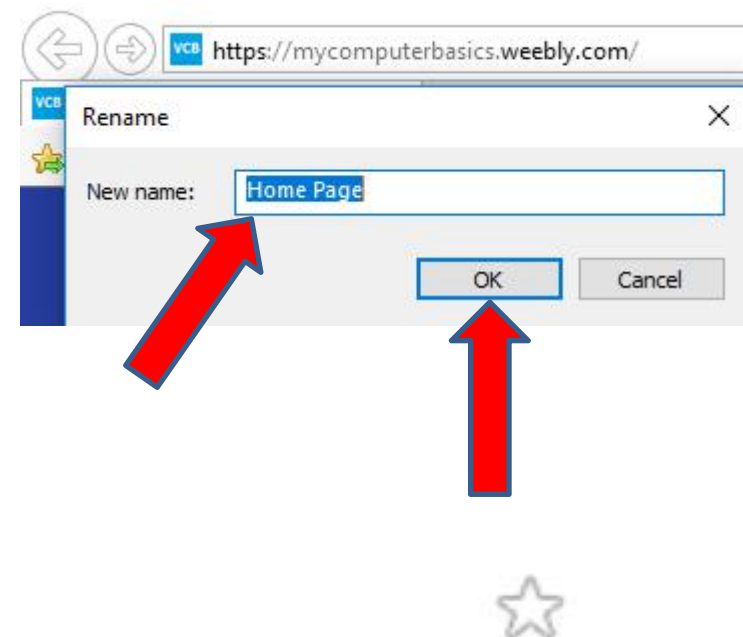
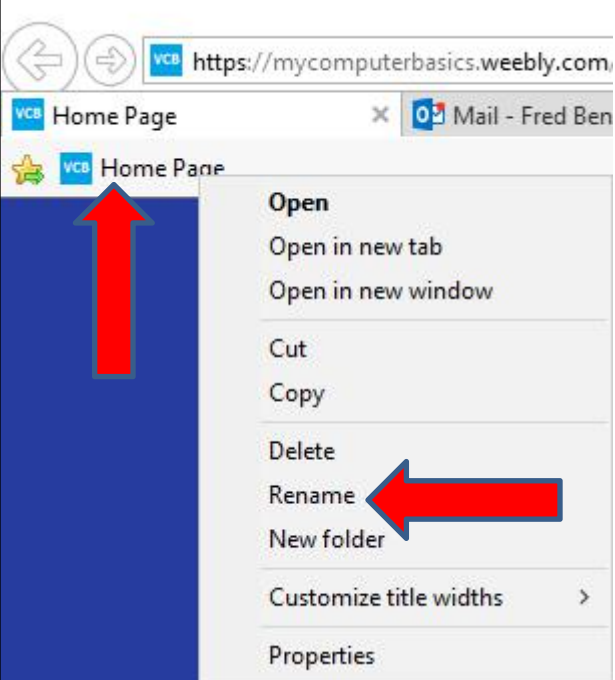
- You then see the Favorites bar and it shows this icon  in the left. You have 2 options to add websites to the Favorites bar. The first one is the icon  in the left. The second option is a similar icon  in the upper right. If you just use the first option, and you add other websites to the Favorites bar, it puts them first. To change the line, you have to drag them where you want. Next explains about the second option.



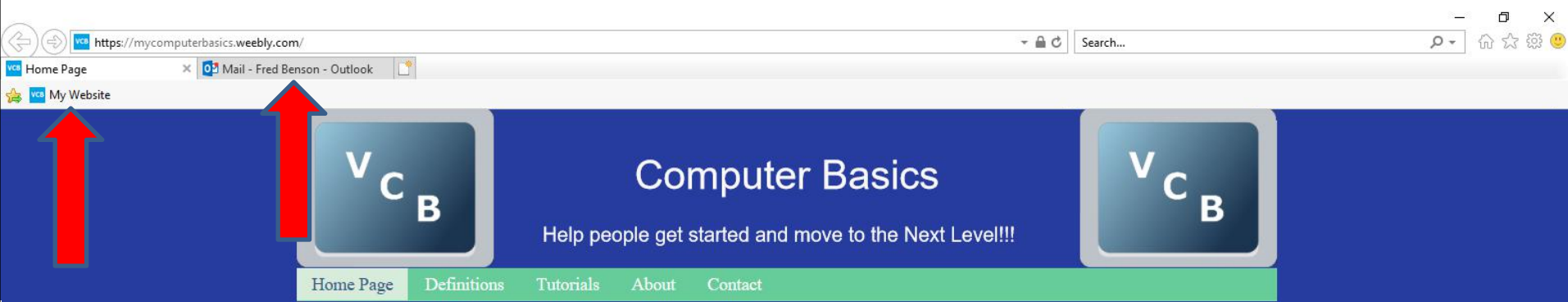
- You see it on the Favorites bar, but the name is Home page. You can change the name, which is next.



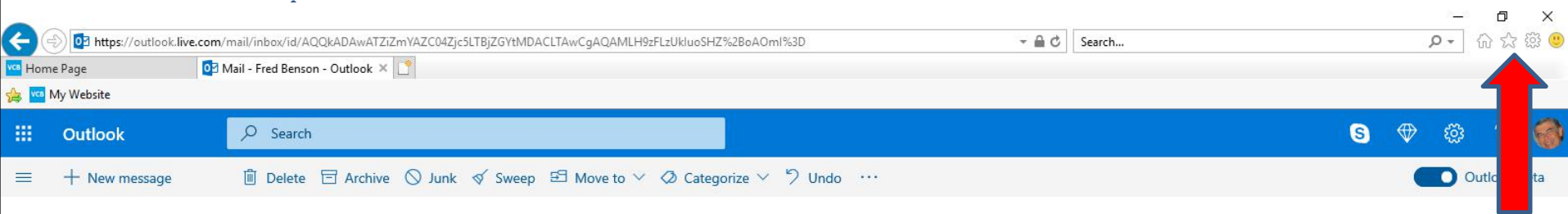
- You right click on it and a new window opens with list and click on Rename and the window closes and a new window opens, which is right and you see the name highlighted and you can type in the name you want and click on OK. Next is a sample of changing the name and clicking on OK.



- When you change the name and click on OK, the window closes and you see the new name on the Favorites bar. You then click on the second Home page Tab and use the second option, which is next.




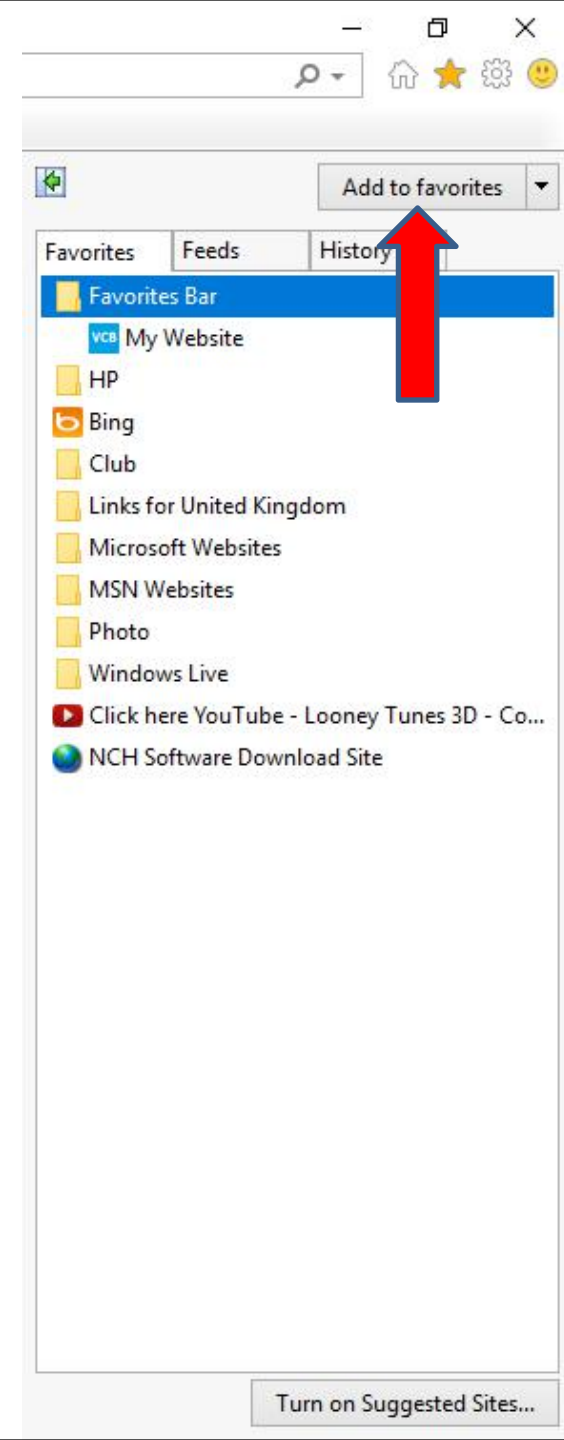
- **When you then click on the second Home page Tab, you see it. The second option to add it on the Favorites bar is click on the Icon ☆ in the upper right, as I showed you before. Next I zoomed in, so you can see it.**



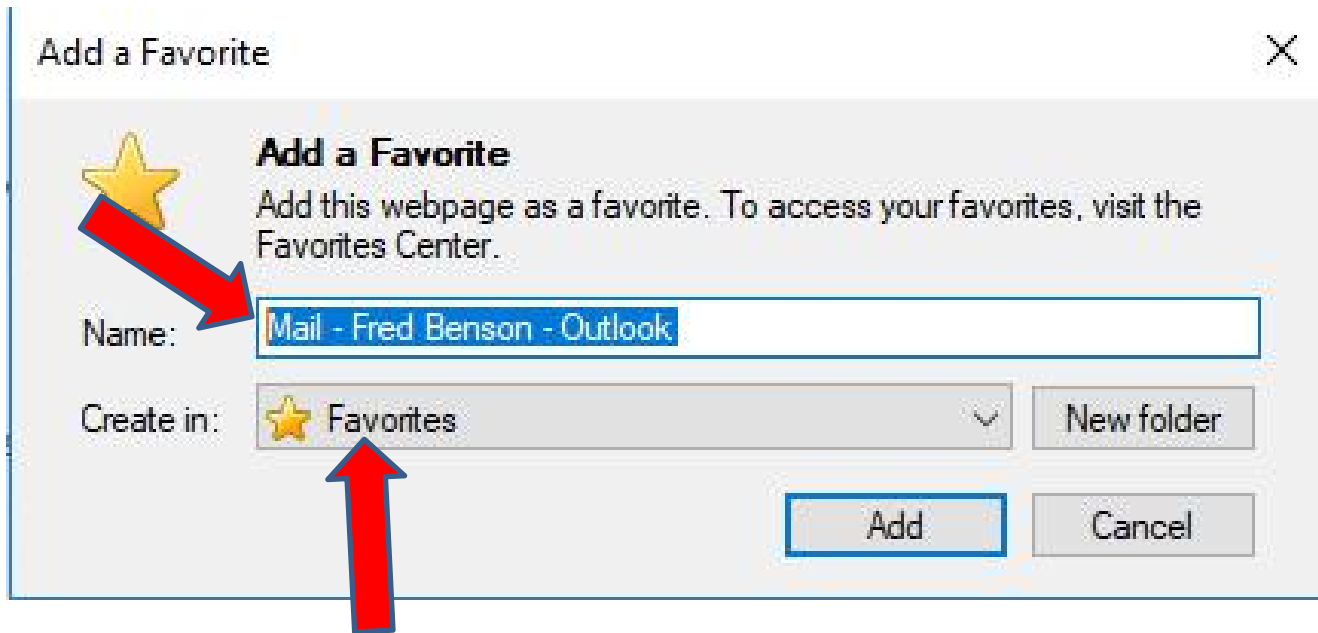
- I zoomed in, so you can see it. Next is what happens, when you click on it.



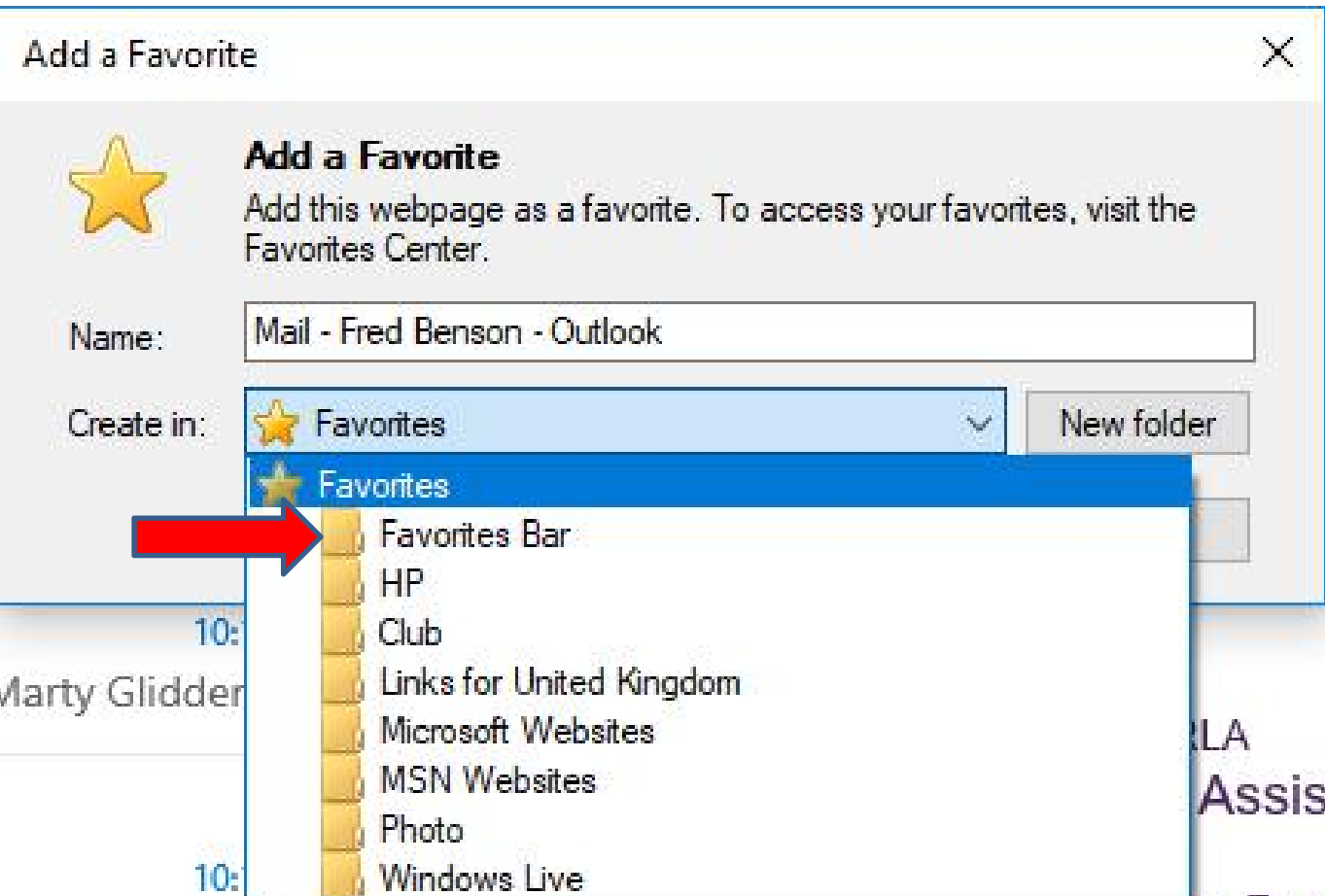
- When you click on the Icon  , the Icon is highlighted and a new window opens. I recommend you click on Add to favorites and next is what happens.



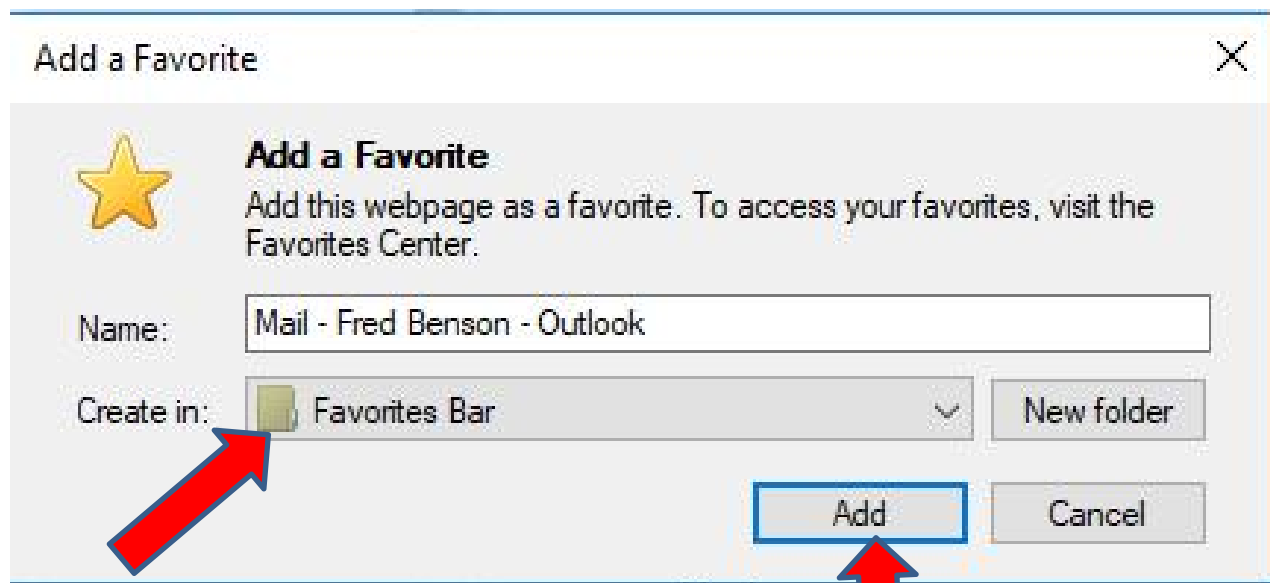
- **Window closes and a new window opens in the middle. You see the Name highlighted and you can type in the name you want. I decided not to change it. You then click on Favorites next to Create in and next is what happens. Note – sometimes it shows Favorites Bar vs. Favorites.**



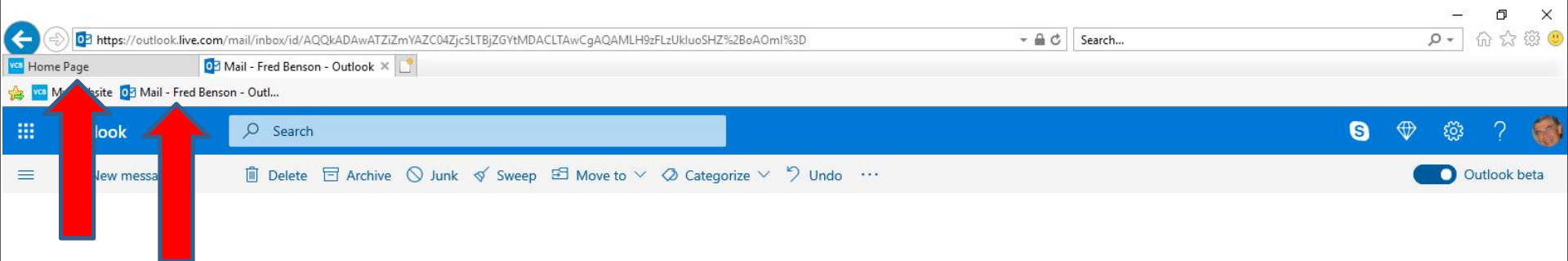
- **When you click on Favorites you see a list depending on what you did before and I recommend you click on Favorites Bar and next is what happens.**



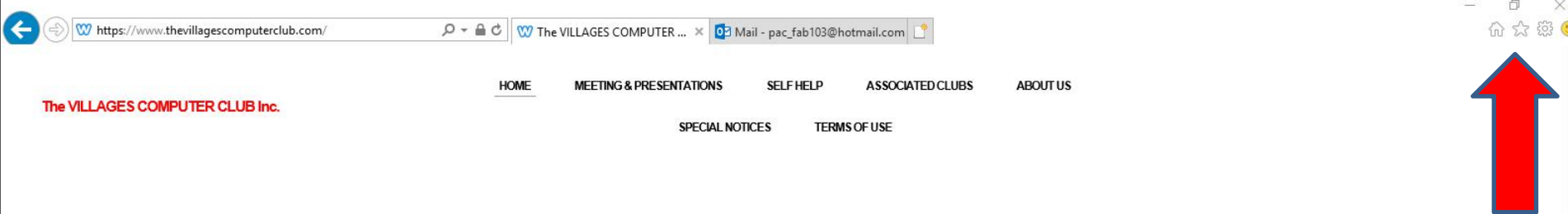
- You see Favorites Bar next to Create in. Once complete, click on Add at the bottom and next is what happens.



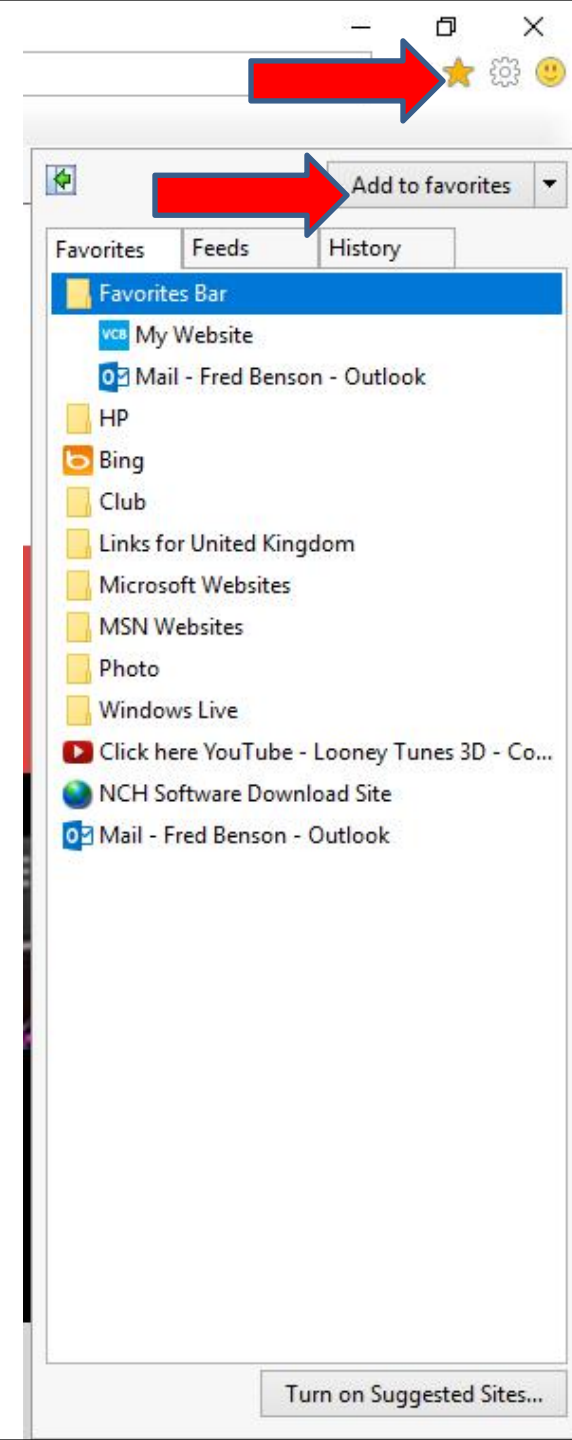
- You then see it on the Favorites bar after the first one we added. I click on the first page Tab again to add another Website on the Favorites bar with a Folder.
- Next is a sample of clicking on the first Home page and add another website.



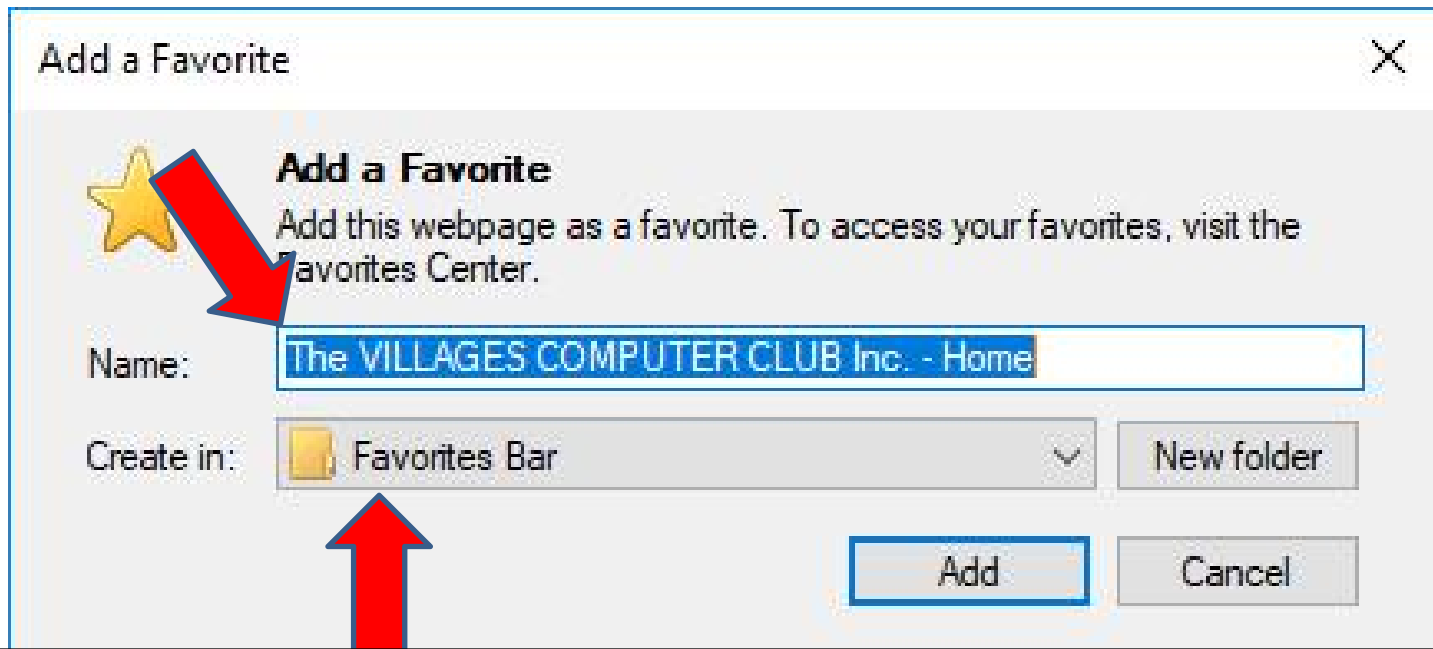
- It goes back to the first home page and I added another website, like the villages computer club as I showed you in Part 1. You click on Icon in the upper right again. Next is what happens again and how to add a Folder and add the website under the Folder.



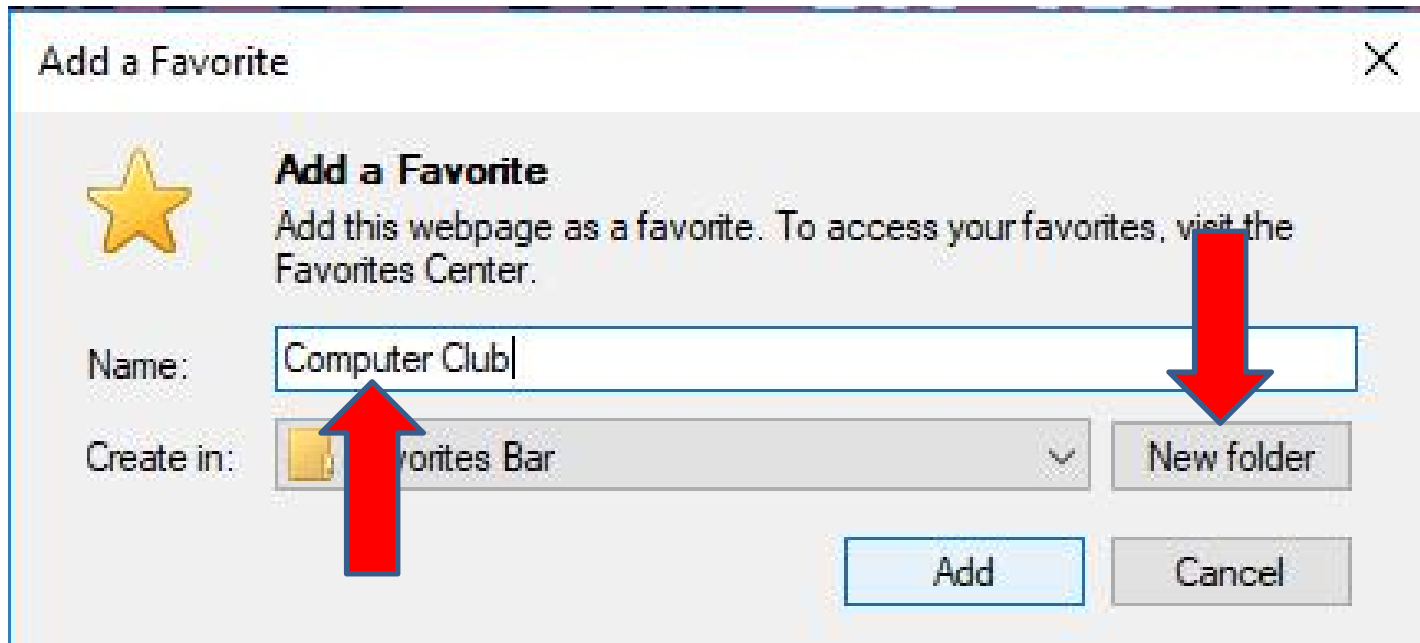
- When you click the Icon again in the upper right, click on Add favorite again next is what happens again.



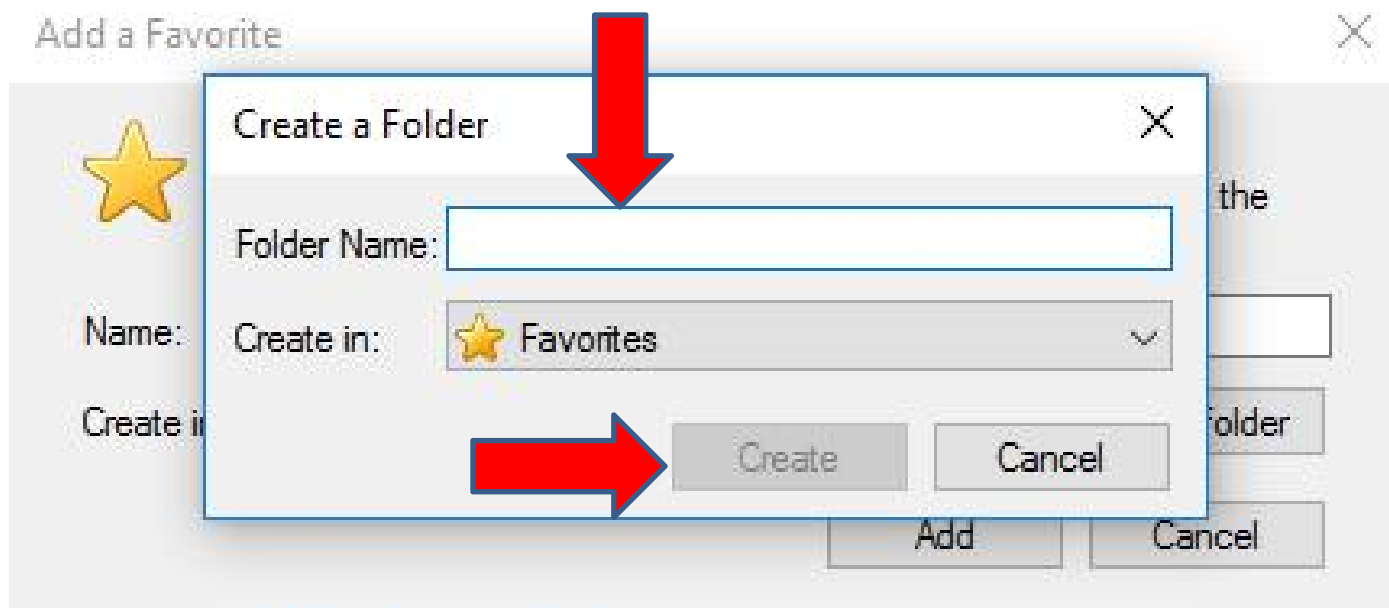
- You see the Name highlighted again and you can type in the name you want. Sometimes it shows Favorites Bar next to Create in. If it is just Favorites, you have to click on it and click on Favorites Bar as I showed you before. Next is a sample of changing the Name.



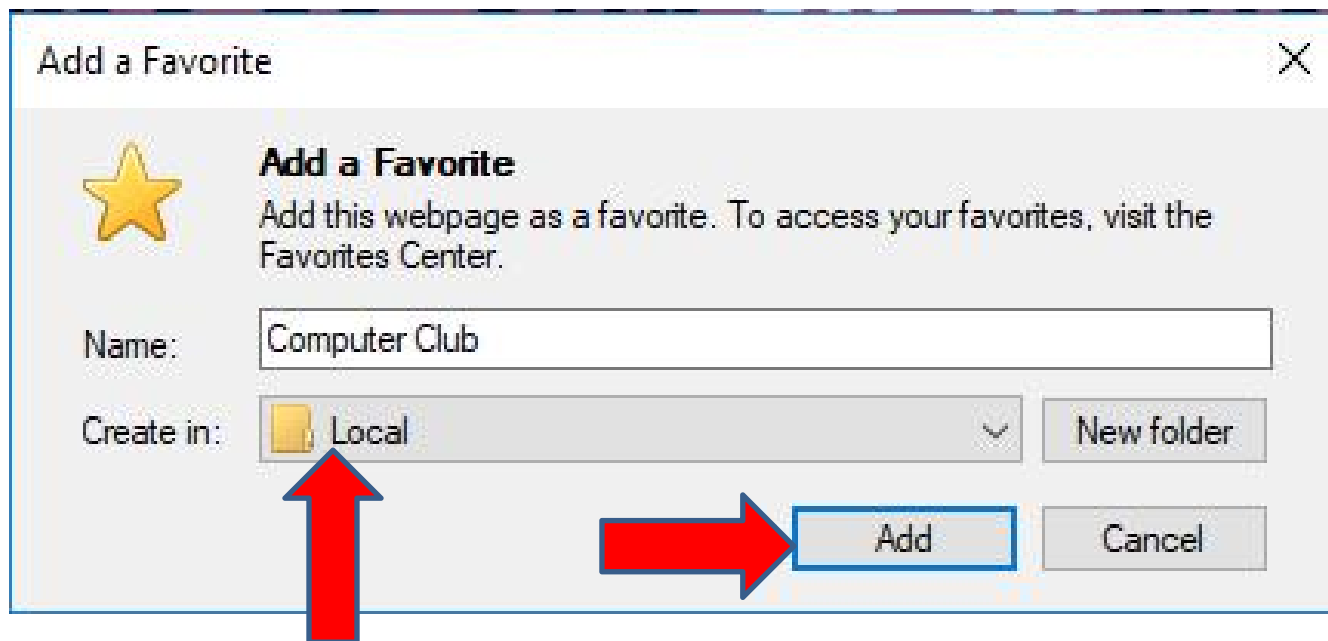
- Here is a sample of changing the Name to Computer Club. Then click on New folder and next is what happens.



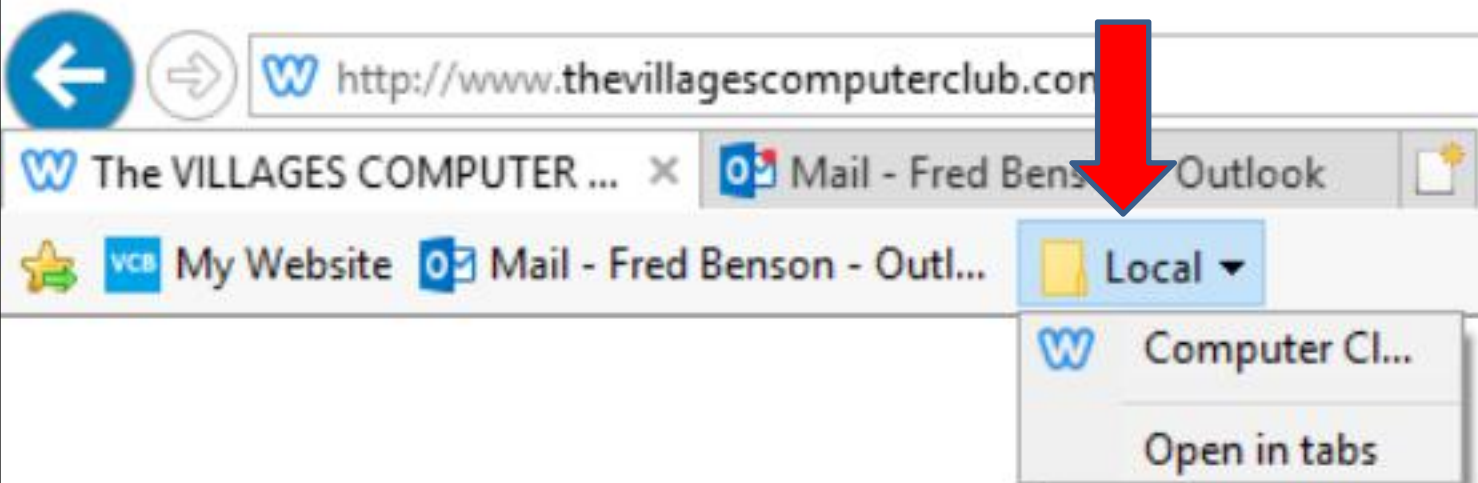
- A new window opens on top of it and type in the Folder Name, like Local as I showed you in Part 1. Once you do that Create at the bottom is highlighted and then click on Create.
- Next is what happens.



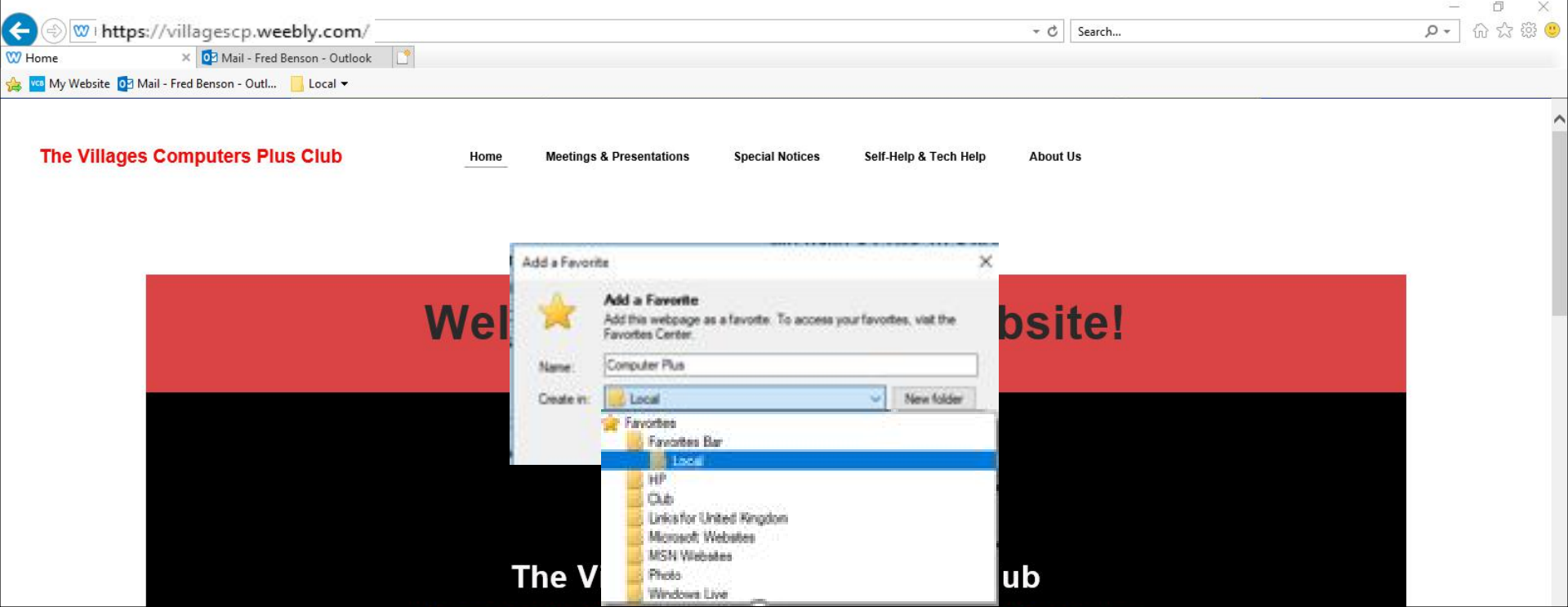
- The window closes and you see Local and then click on Add.
- Next is what happens.



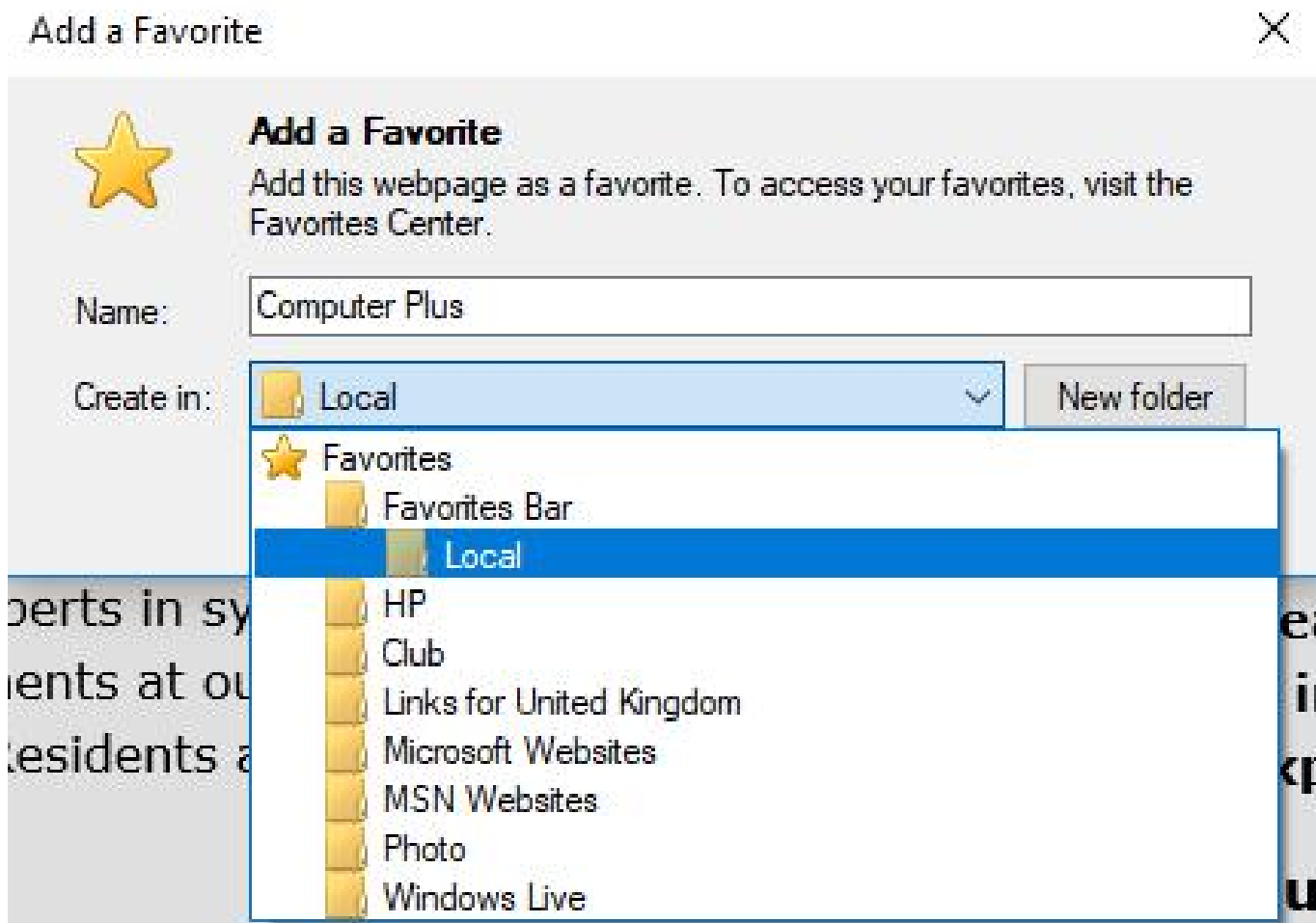
- Once you click on Add, you see the Folder on the Favorites bar and when you click on it, you see the site we added.
- You can follow the same process to add another website under the same Folder. Next is a sample of a new website and how to add it under the same Folder.



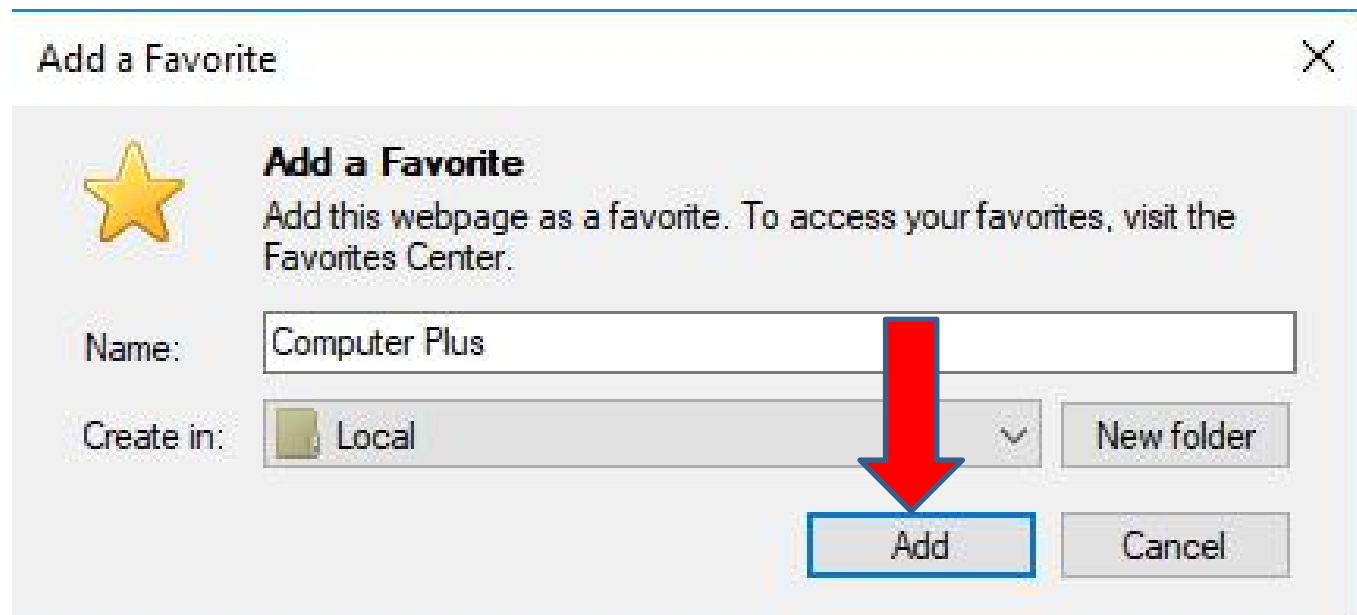
- Here is a sample of a going to another website and follow the same process in the one in the upper right and I decided to change the Name. Next I will zoom in so you can see it.



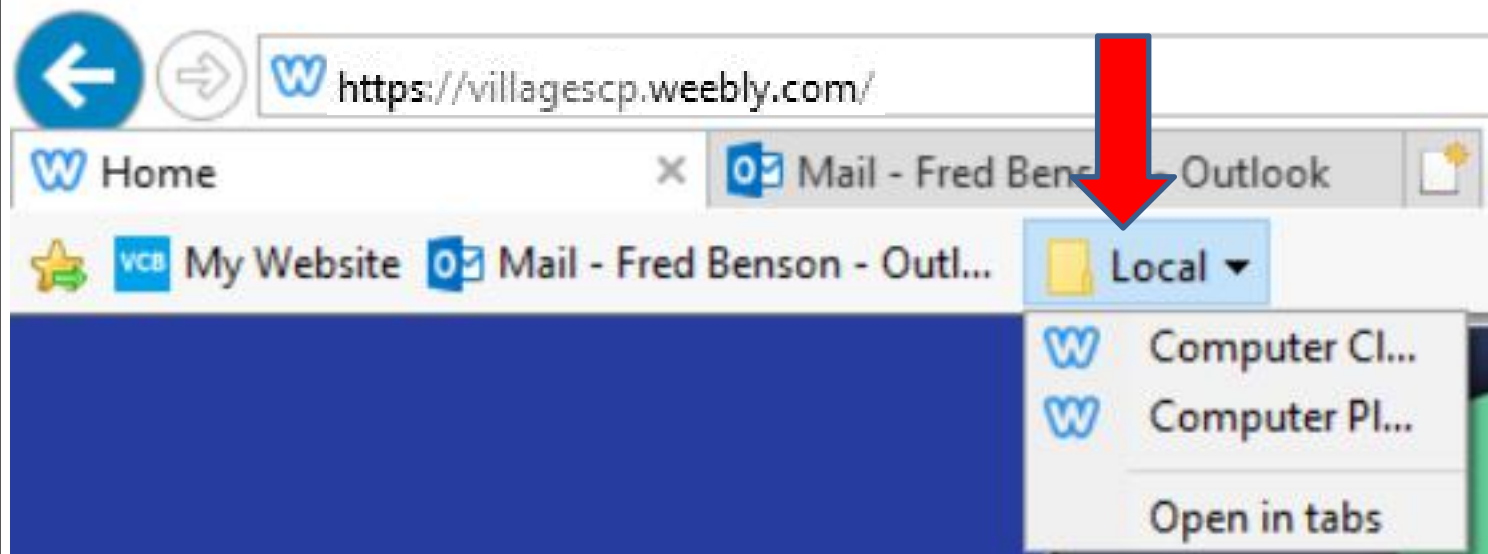
- Sometimes it shows the Folder that I just did. If not, it may show Favorites or Favorites Bar. If yes, click on it and click on Favorites Bar and click on the Folder, like Local. Next is how to add on the Folder.



- Once you click on the Folder, like Local, you see it and click on Add again and next is a sample. Next is how to add on the Folder. Note – if you want a New folder, you follow the same process as I showed you before.

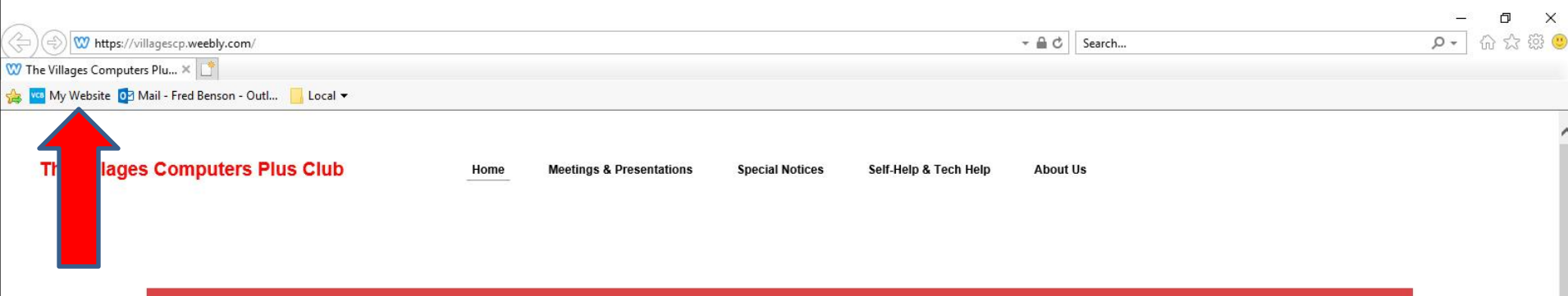


- Once you click on Add, and click on the Folder on the Favorites bar, you see the new website added under it.
- Next, I will show you two options how to go back to the Home page or pages.

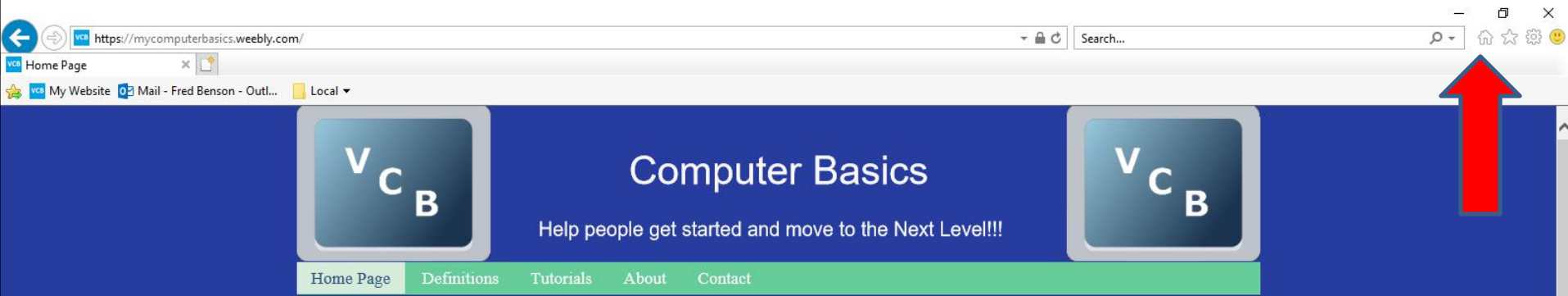



- **I showed in Step 3 how to set up Home page or pages and when you open Internet Explorer it goes to the Home page or pages.**
- **If you use the first Home page and add another website, like I just did to add under the Folder, you have 2 options to go back to the original Home page. The first option is click on the one I added on the Favorites bar. Next is a sample.**
- **The second option is use the Home button Icon in the upper right that I will show you later.**

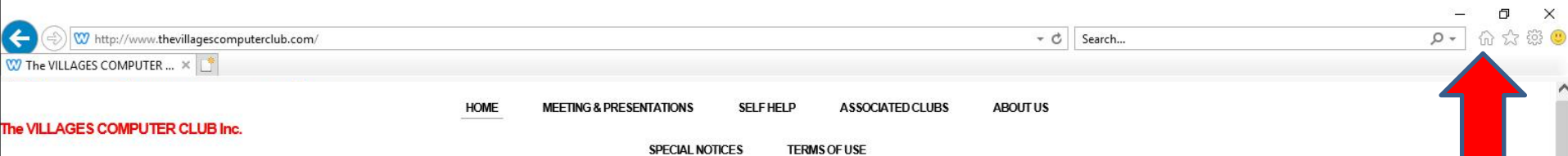
- To go back to the original Home page, click on the one I added on the Favorites bar, like My Website. Next is what happens again.



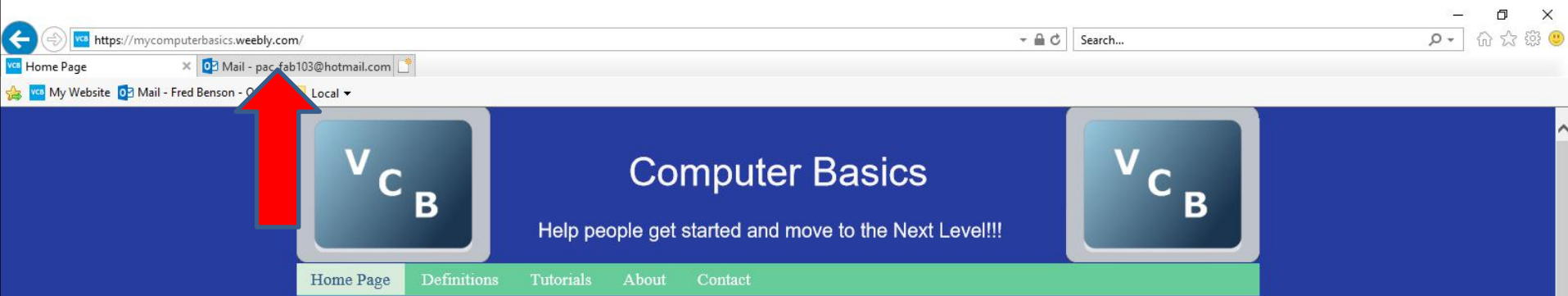
- You then see My Website. Next is the second option is use the Home button Icon in the upper right.



- I changed my first page again. To go back to your Home page again, you click on this Home button Icon  in the upper right.
- Next is what happens.



- You then see the original home page.
- Next is what happens when you click on the second Home page and add another website and click on the Home button Icon again.



- It changes the second page to the first page and then adds the second Home page again, which is not good. That's why I just use the Favorites bar vs. the Home button Icon.
- This is the End of Step 4 – Part 2 - Internet Explorer.

