

MONASH DIVISION OF GENERAL PRACTICE

Importing Favorites into Internet Explorer

Firstly, you need to save the bookmark file to your computer:

- Locate the bookmark file on the Monash Division Website (www.monashdivision.com.au)
- Right click on the bookmark.htm file and select 'Save Target As...'
- Save the file to a location on your computer

Now, to import the favourites list into your Internet Explorer browser:

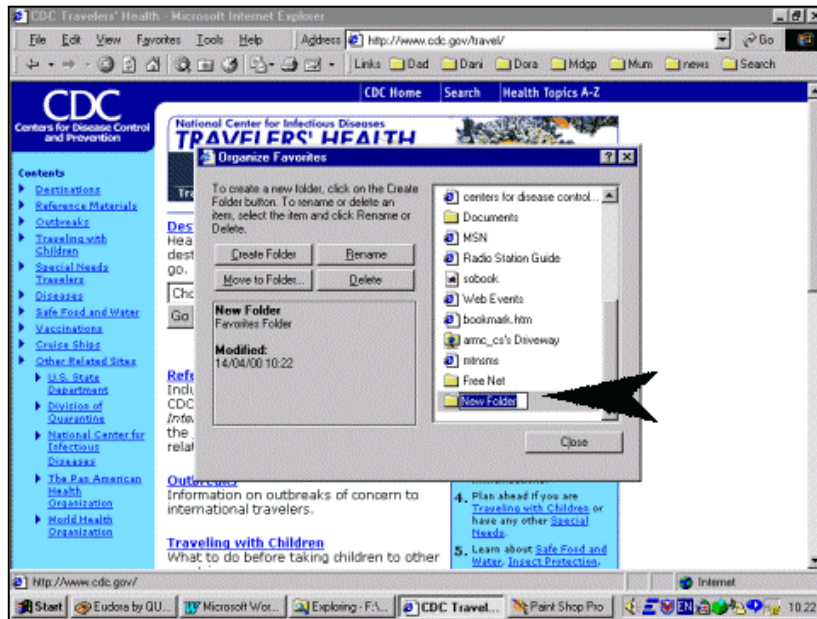
1. Open Internet Explorer and select **Favourites** in the Menu bar, and then **Organise Favourites**.



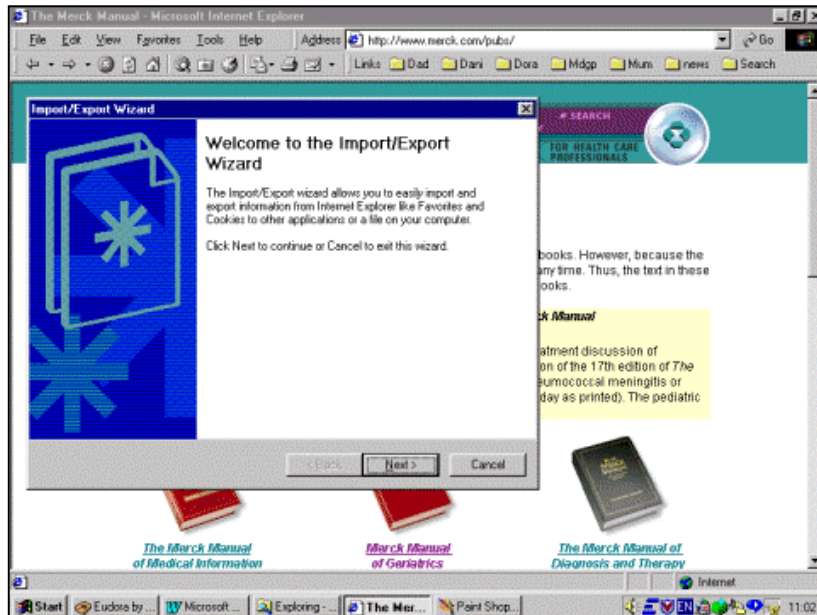
2. The **organise favourites** window should appear in the middle of the screen.



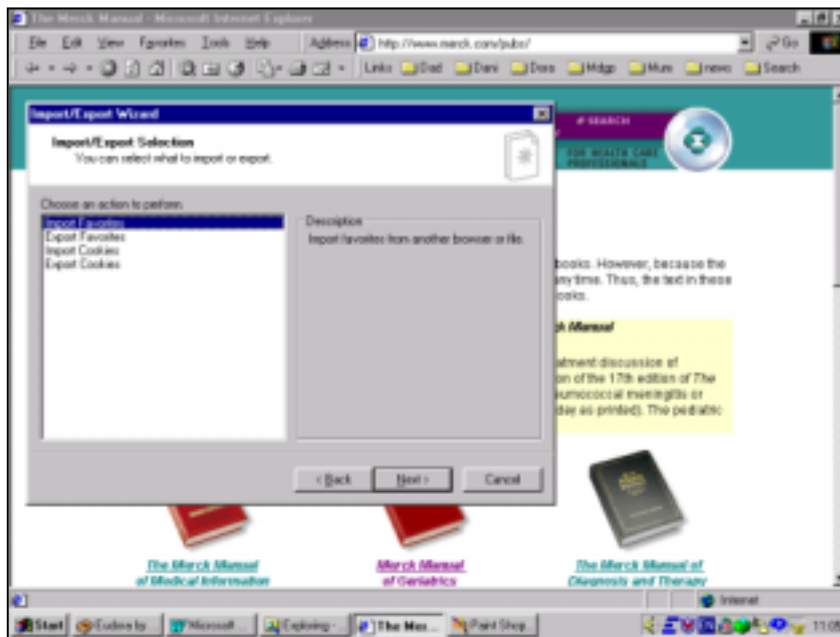
3. Click the **create folder** button in this window, and a new folder will appear at the bottom of the favourites list (arrow). Type *Monash Bookmarks*, thus renaming the folder, then select **close**.



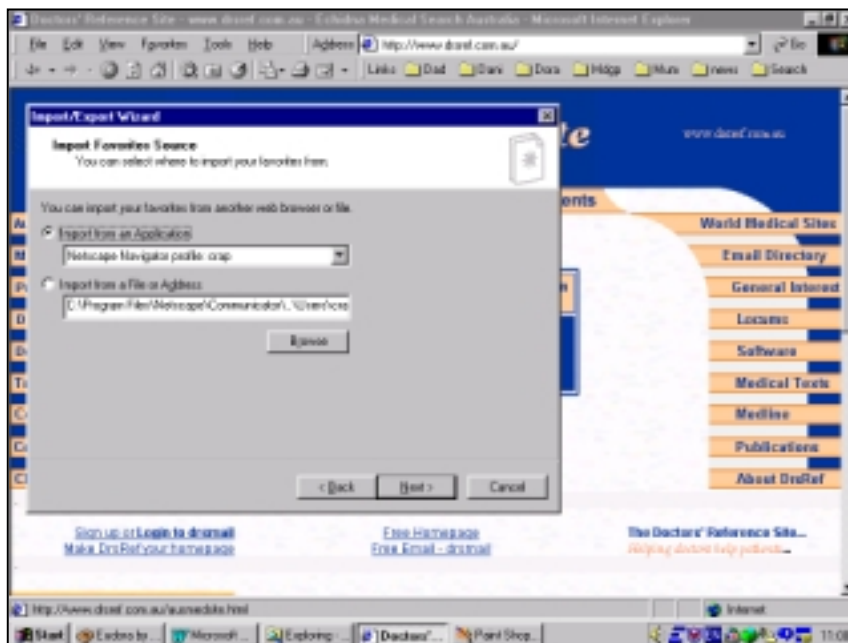
4. Click **File** and then **Import and Export**. Click **next** to continue.



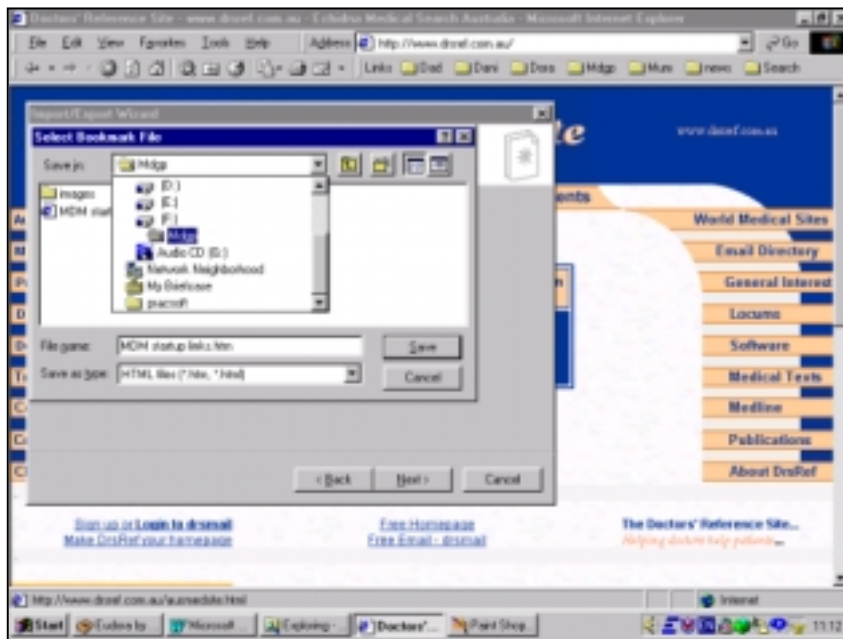
5. Choose **Import Favourites** and click **next** to continue.



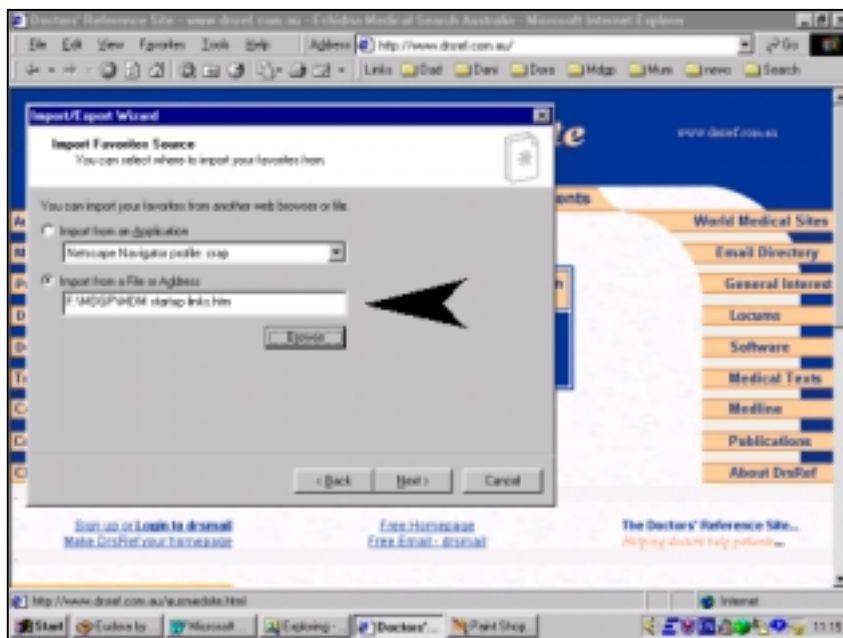
6. You now need to select the file from which to import. Select **browse** to locate the bookmarks.htm file on your computer.



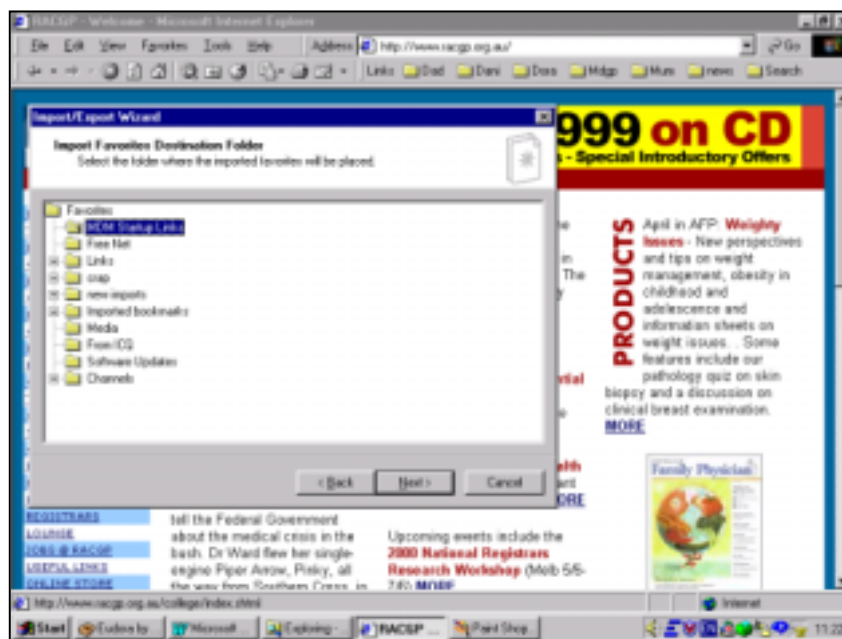
7. Go to the location on your hard disk where you saved the file called bookmarks.htm and select it. Then choose **save**.



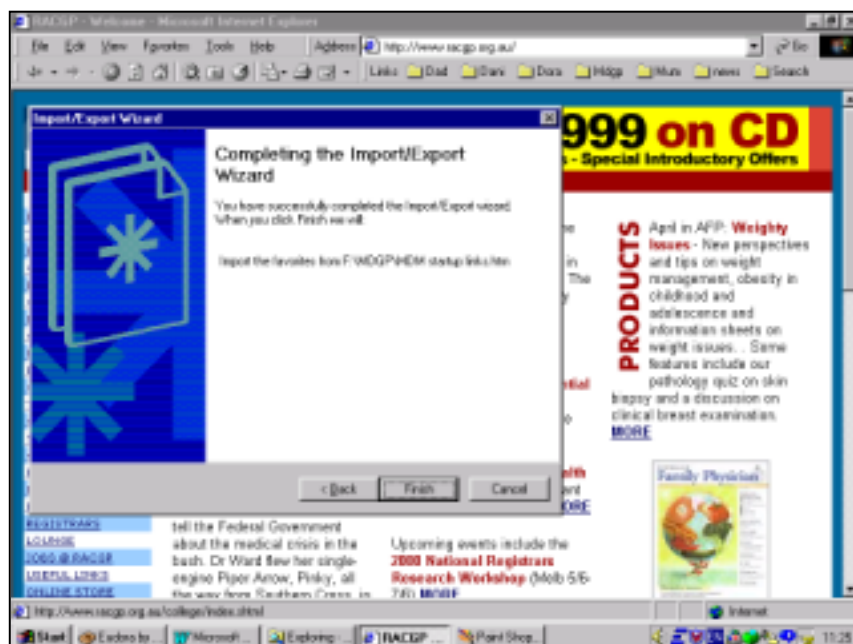
8. The screen will display the address path of the file you have selected in the appropriate field, click **next** to continue.



9. For the destination folder of the bookmarks file choose the **Monash Bookmarks** folder (which you previously created), and then click **next**.



10. Click **Finish** in the new window, and then **ok**.



11. The favourites have been successfully imported. If you click **Favourites** in the menu bar, you will see a folder called Monash Bookmarks.