What are 'Favourites'?
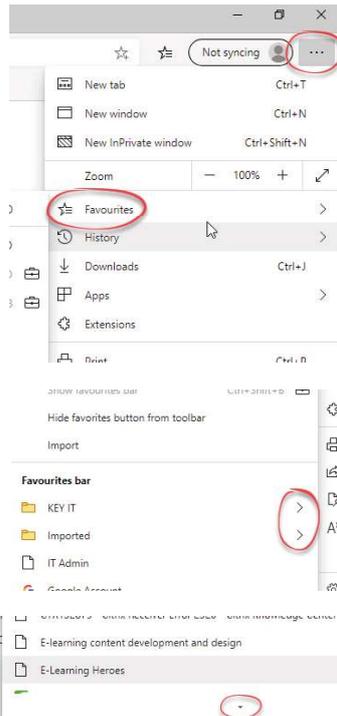
These are links to web sites you visit regularly which have been saved allowing you to return to the site without having to retype the URL (web address) each time.

How do I view my favourites?

1. Click the settings button (the three dots at the top right hand side).

2. Click 'Favourites'.

Folders are indicated by a small black arrow at the right hand side of the list.

Should you have a long list of favourites they may all not be listed and a small black arrow will be displayed at the bottom. Hover over this to scroll down through your favourites. After scrolling down, a small black arrow will be displayed at the top. Hover over this to scroll back up.

What is the 'favourites bar'?

The bar is found at along the top of the screen under the address bar and usually contains your most frequently used favourites.

How do I view the 'favourites bar'?

The favourites bar is shown by default in the VDI. If no favourites are shown. it may just be empty!

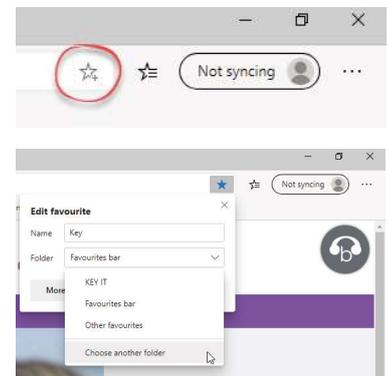## How do I visit one of my favourites?

FAVOURITES BAR
1. Locate the favourite in the favourite bar.
2. Click once on it.

FAVOURITES
1. Locate the favourite in your list following the instructions opposite.
2. Click once on it.

How do I mark a site as a favourite?

1. With the site on display, click the star at the right hand side of the screen.

2. Type a name for the favourite.
3. Use the drop down menu to select a folder to store the favourite or choose 'favourite bar' to locate it on your toolbar.
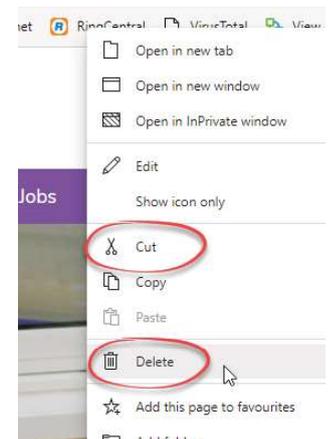
How do I delete a favourite?

FAVOURITE BAR
1. Locate the favourite in the bar.
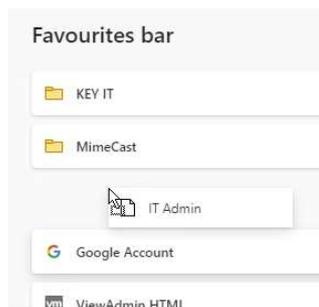2. Right click on it.
3. Click 'Cut' or 'Delete'.

FAVOURITES
1. Click the settings button (the three dots at the right hand side).
2. Click 'Favourites'.
3. Locate and right click on the favourite to be deleted.
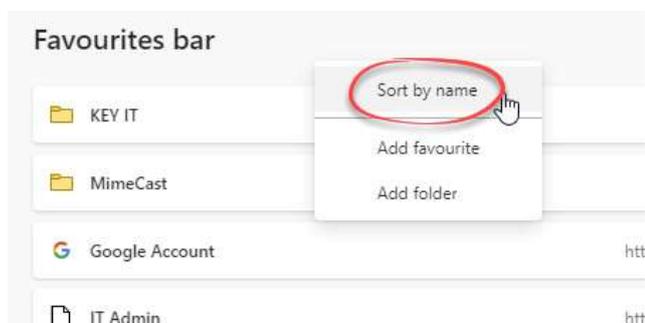4. Click 'Cut' or 'Delete'.

How do I sort my favourites?

1. Click the settings button (the three dots at the top right hand side).
2. Click 'Favourites'.
3. Click 'Manage Favourites'.
4. Click on the favourite and holding down the mouse button, drag to the new location.

ALPHABETICALLY

1. Click the settings button (three dots at the right hand side of the screen).
2. Click 'Favourites'.
3. Click 'Manage Favourites'.
4. Click the folder containing the bookmarks you wish to sort. (Each folder/subfolder needs to be sorted individually.)
5. Right click in some blank space.
6. Select 'Sort by name'.

For help and assistance, call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk