

Helpsheet:

Importing bookmarks into Firefox

Mozilla Firefox is the University's preferred Internet browser. If you change to Firefox from another browser, you may wish to import your bookmarks. You can import favourites from Internet Explorer into Firefox. This allows you to easily and quickly move between favourite webpages.

Importing Internet Explorer favourites into Firefox

To begin you need to export your Internet Explorer favourites to a file.

1. Open Internet Explorer
2. Go to **File > Import and Export**. The *Import and Export Wizard* window will appear. Click **Next**.
3. Select **Export Favorites** from the list on the left hand side of the screen. Click **Next**.
4. The *Export Favorites Source Folder* will appear. *Favorites* should be highlighted. Click **Next**.
5. In the *Export Favorites Destination* screen, click **Export to a File or Address**. You may click **Browse** to choose a location such as the desktop (or accept the default location). Save the file. It will be named **bookmark.htm** by default.
6. Click **Next**. Then click **Finish** to complete the export.

When you have finished exporting your Internet Explorer favourites to a file, the next step is to import the file. This is achieved with the *Import* feature of the Firefox Bookmarks Manager.

1. Open Firefox.
2. Go to **Bookmarks > Organize Bookmarks > File > Import > From File**
3. Browse the folder containing the bookmarks file you saved and select the file you wish to import (for example, *bookmarks.htm*).
4. Click **Open** to import the bookmarks. The imported bookmarks will appear inside the Bookmarks Manager along with existing bookmarks.