

## [How to alphabetize bookmarks in Explorer, FireFox](#)

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**QUESTION:** Here's a stumper for you! How do I possibly arrange my favorites in Internet Explorer 7.0? What has happened to the "Sort by Alphabet" command? Tell me that the gurus at Microsoft couldn't possibly have left out such a helpful option. It appears from a net search that I am not the only one who is bewailing this problem. Please give me a solution. ~ Dave

**PC Club:** Dave, the feature is still there. To access it, click the "Favorites" entry on the Internet Explorer menu and when the list of Favorites opens, right-click any item on the list and click "Sort by Name."

Another way to arrange your Favorites is to select the "Favorites" menu item again and select "Organize Favorites." In addition to sorting them, there are other options available here as well. In this window you can organize your Favorites. This is particularly handy if you have a lot of Favorites and want to arrange them into folders by category. You can also move Favorites between folders or delete them.

For Firefox users, it is a little more involved but easy to do once you know how. Here are the steps.

1. In Firefox, click "View," "Sidebar," "Bookmarks" or simultaneously hit the keys "Control" and "B."
2. In the Bookmarks panel, right-click any folder and select "Sort by Name."

3. Close the panel by using the “X” in the upper right hand corner or use “Control” and “B.” As you may have guessed by now, Control-B acts as a toggle switch for opening and closing the Bookmarks panel.

- Ed Schwartz, NOCCC member. View his blog at [edwardns.blogspot.com](http://edwardns.blogspot.com).

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