

## Easily Take Your List of Favourite Websites from One PC to Another

### This article shows you how to:

- Save your Favourites or Bookmarks from Internet Explorer, Firefox, Chrome or Edge
- Copy the bookmarks file to another PC
- Import the bookmarks into any of the four browsers

Perhaps you're replacing an old PC that's seen better days, or maybe you're adding another computer. Either way, you'll want to visit the same websites you enjoyed on the old PC, and you've probably gained quite a collection of 'Favourites' (in Internet Explorer or Microsoft Edge) or 'Bookmarks' (in Mozilla Firefox or Google Chrome) on that PC.



Fortunately, there's no need to rebuild that collection from scratch on the new PC. Just follow the steps in this article to copy them to the new computer and 'import' them into whichever of the four browsers you plan to use.

### Contents:

Exporting and Importing: A Quick Overview.....	N 172/2
Export Your Websites from Your Old PC.....	N 172/3
Import the List to a Browser on Your New PC.....	N 172/7
Where to Find Your Favourites or Bookmarks .....	N 172/13

## Exporting and Importing: A Quick Overview

*New PC?* When you become the proud owner of a new PC, you want to get up and running with it as quickly as you can, putting all the familiar bits and pieces at your fingertips.

*Copy your files to it...* Some of this is fairly easy: you probably keep your files in your personal 'Documents', 'Pictures' (and so on) folders, so it's just a matter of copying them to the same folders on your new PC using a flash drive or something similar.

*... and install programs* Other tasks are more longwinded. For example, you want to use the same programs on your new PC, so you have to root out their discs, or find them online and download them, then install them again. Nevertheless, it's clear what you have to do, and it's just a matter of getting on with it.

*But how do you deal with favourite websites?* But some tasks can seem rather baffling, and the list of favourite websites in your browser is one of them. You might guess it's possible to copy those to the new PC, but – whichever browser you use – it's not obvious how you do it!

*You need to 'export' then 'import' them* In fact, every browser refers to the process as 'exporting' and 'importing'. You begin by opening your web browser on the old PC and 'exporting' its list of Favourites or Bookmarks. This creates a single small file containing your whole collection of favourite websites which you then copy to your new PC. Having done that, you open a web browser on your new PC and 'import' the collection from this file.

*The file can be read by any browser* The neat thing about this process is that the small file is in a format that can be read and understood by any browser. So, if you were using Internet Explorer on your old PC but you want to use Microsoft Edge on your new one, that's no problem. Or perhaps you want to use both Firefox and Chrome on your new PC, and you'd like the

same bookmarks available in both: again it's easy – just import that file into each browser in turn.

The basic routine is straightforward enough, then, but – as always – the way you do it varies from one browser to another. Over the following pages, I'll begin by explaining how to 'export' your Favourites or Bookmarks from each of the four popular browsers, producing that small file. Then, from page 7, I'll explain how to 'import' that list into the browser (or browsers) of your choice.

*Different steps for different browsers*

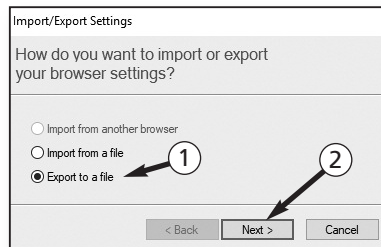
## Export Your Websites from Your Old PC

Let's crack on with the first half of the routine, generating a file containing all your Favourites or Bookmarks to copy to your new PC. You'll do this on your old PC, of course, so start that PC if necessary and then open the web browser you've been using up to now – the one in which your favourite websites are saved. Next, follow the appropriate steps below for the browser you're using.

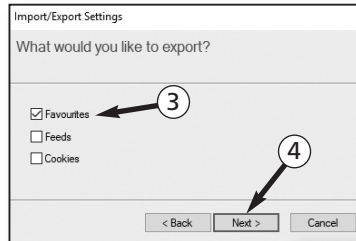
*Start by exporting the list*

### Export your Favourites from Internet Explorer

1. Press the **Alt** key on your keyboard to display Internet Explorer's menu bar, then open the **File** menu and choose **Import and export**.
2. Now you'll see the dialog pictured to the right. Click the option **Export to a file** ① to place a blob beside it and then click the **Next** button ②.

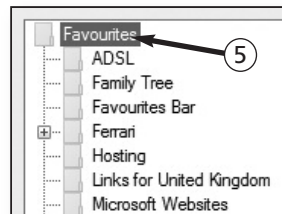


*Tick Favourites* 3. In the next step, tick the box beside **Favourites** ③, leaving the other two boxes unticked, and then click **Next** ④.



*You want to export everything*

4. The next step asks which folder you'd like to export your Favourites from, showing a list of all the folders you've created to organise your websites. You obviously want to export all of them, so make sure the topmost item in this list (**Favourites** ⑤) is selected, as it should be already, and then click the **Next** button again.



*Click Export* 5. Now you arrive at the step pictured to the right which asks where you'd like to save the file containing your Favourites. As you'll see, Internet Explorer proposes to save the file into your 'Documents' folder and to give it the name 'bookmark.htm' ⑥. That's all absolutely fine, and there's no reason to change anything here, so just click the **Export** button ⑦.



*Done* 6. This leads you to one final step in which you'll see a confirmation that your Favourites were exported successfully. Click the **Finish** button at the bottom and you're done.

**Export your Favourites from Microsoft Edge**

1. Click the ... ('Settings and more') button at the far-right of Edge's toolbar and choose **Settings** from the menu that opens.



2. In the Settings panel, below the heading 'Import favourites and other info', click the **Import from another browser** button.

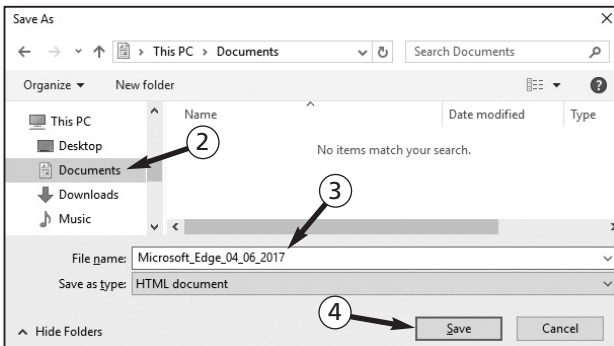
3. This takes you to another page in the Settings panel. Near the bottom of this page, click the **Export to file** button ①.



*Click **Export to file***

4. After a couple of seconds you'll see a familiar Save As dialog to let you choose where to save the file containing your list of Favourites. You'll see that Edge proposes to save it into your 'Documents' folder ② and to give it the name 'Microsoft\_Edge' followed by today's date ③. That's all fine as it is, so just click the **Save** button ④.

*Save the file*



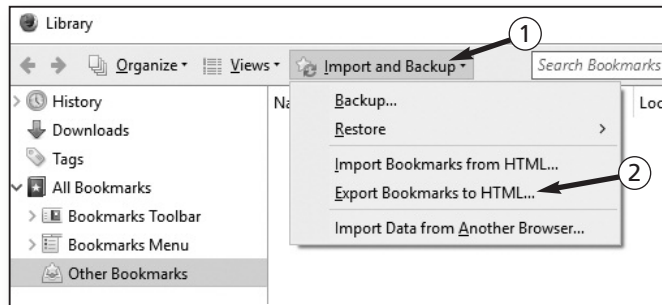
5. This returns you to the Settings panel where you'll see the words 'All done!' below the button you clicked in step 3. Press the **Esc** key to close the Settings panel and you've finished.

*Done*



### Export your Bookmarks from Mozilla Firefox

1. The first step is to open Firefox's Library window. A quick way to do that is to press the key combination **Ctrl+Shift+B**. Alternatively, press the **Alt** key on your keyboard to display Firefox's menu bar, then open the **Bookmarks** menu and choose **Show All Bookmarks**.
2. In the Library window that opens, click the **Import and Backup** button ① and choose **Export Bookmarks to HTML** ②.



*Save the file*

3. Now you'll see a Save As dialog which prompts you to choose where to save the file containing your list of Bookmarks. You'll see that Firefox proposes to save it into your 'Documents' folder with the name 'bookmarks', and that's fine as it is, so just click the **Save** button.

*Close the Library window*

4. Nothing else will happen at this point, but that's done the job. Close the Library window by clicking the **x** in its top-right corner and you've finished.

### Export your Bookmarks from Google Chrome



1. The first step is to open Chrome's Bookmark Manager. A quick way to do that is to press the key combination **Ctrl+Shift+O**. Alternatively, click the three vertical dots at the far-right of Chrome's

toolbar, move the mouse to **Bookmarks** on the menu that appears and then click on **Bookmark manager**.

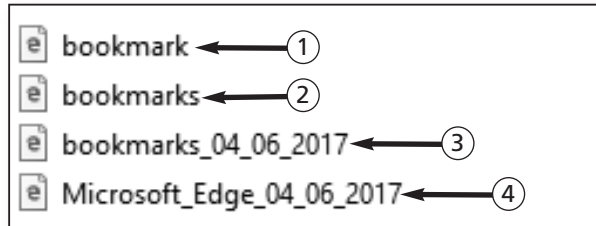
2. You'll see that Chrome has now opened a new tab containing its Bookmark Manager. (You might need to click this tab to switch to it if you opened it by pressing the key combination I noted above.) On the blue-grey bar a little way from the top of this page, click on **Organise**. *Click the Organise button*
3. On the menu that opens, choose **Export bookmarks to HTML file**.
4. Now you'll see a Save As dialog which prompts you to choose where to save the file containing your list of Bookmarks. Chrome proposes to save it into your 'Documents' folder with the name 'bookmarks' followed by today's date, and that's fine as it is, so just click the **Save** button. *Save the file*
5. Nothing else will happen at this point, but that's done the job. Close the Bookmark Manager tab (or close Chrome itself) and you've finished. *Done*

## Import the List to a Browser on Your New PC

Whichever browser you've been using on your old PC, you've now 'exported' your Favourites or Bookmarks into a file on that computer. You'll find this file in your 'Documents' folder, so press **Win+E** to open File Explorer (aka Windows Explorer) and make your way to that folder. Here's a quick recap of the filename you're looking for in this folder, according to which web browser you used to generate it: *Find the file you just created*

- In Internet Explorer it will be named **bookmark** ①.
- In Firefox it will be named **bookmarks** ②.

- In Google Chrome it will be named **bookmarks** followed by today's date ③.
- In Microsoft Edge it will be named **Microsoft\_Edge** followed by today's date ④.



*Copy this file to your other PC*

The next job is to copy this file to your new PC using a flash drive or something similar. You've probably done this with lots of other files already and know what to do, but let's dash through one method in case you're unsure:



*Copy the file to your flash drive*

1. Plug your flash drive into a USB socket on your old PC and wait a few seconds for Windows to register its arrival.

2. Right-click the file you need to copy to the flash drive, move the mouse down to **Send to** and click the item named **USB Drive** or **Removable Disk**. This copies that small file to your flash drive.

3. At the left of the File Explorer window, click on **This PC** (in Windows 10 or 8.1) or **Computer** so that you can see the icons for the various drives connected to your PC.

*Plug the drive into your new PC*

4. Right-click the icon for your flash drive and choose **Eject**. When you see a message that's safe to remove the drive, unplug it from this PC and plug it into your new computer.

5. On the new PC, press **Win+E** to open File Explorer, click on **This PC** or **Computer** (if necessary) to see



icons for this PC's drives, then double-click the icon for your flash drive to see its contents.

- 6. Right-click the file you've copied to the flash drive, move the mouse to **Send to** and this time choose **Documents**. This copies the file from your flash drive to your 'Documents' folder.

*Copy the file to your 'Documents' folder*

Now you're ready to import the Favourites or Bookmarks from that file into the web browser of your choice on this PC by following the appropriate steps below. As I mentioned earlier, that can be any of the four popular browsers – it doesn't have to be the browser you were using on the other PC. And, if you choose to, you can follow two (or more) of the routines below to import the same items into two (or more) browsers.

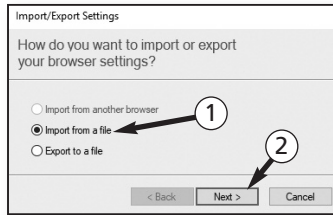
*Now import the file into your web browser*

**Import your Favourites to Internet Explorer**

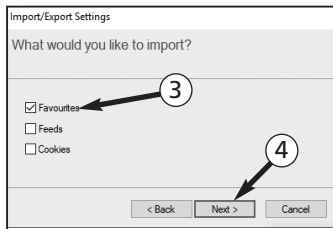
- 1. Press the **Alt** key on your keyboard to display Internet Explorer's menu bar, then open the **File** menu and choose **Import and export**.



- 2. Now you'll see the dialog pictured to the right. Make sure there's a blob beside the option **Import from a file** ① and then click the **Next** button ②.

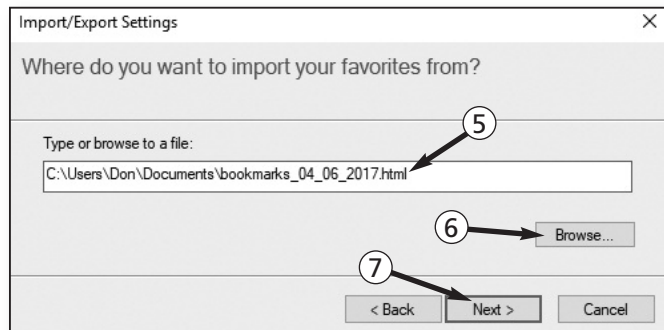


- 3. In the next step you're asked what you'd like to import. Tick the box beside **Favourites** ③, leaving the other two boxes unticked, and then click **Next** ④ again.



*Tick Favourites*

- Select the file*
- Now we need to tell Internet Explorer where to find the file containing your Favourites. In the text box ⑤ in the next step, you'll see that it's taken a brave guess as to where that file is, but it isn't necessarily correct, so let's avoid problems. Click the **Browse** button ⑥ and you'll see a standard dialog showing your 'Documents' folder, which is where we copied the file containing your Favourites earlier. Select that file and click **Open** and the text box now shows the correct path to that file. Click **Next** ⑦.



- Select Favourites and click Import*
- Lastly, Internet Explorer asks you to select a destination folder for your Favourites. Make sure the topmost item (**Favourites**) is selected, as it already should be, and click the **Import** button. Within a second or two you'll arrive at a final page confirming that you've successfully imported your Favourites. Click the **Finish** button and you're done.

### Import your Favourites to Microsoft Edge



- Click the ... ('Settings and more') button at the far-right of Edge's toolbar and choose **Settings** from the menu that opens.
- In the Settings panel, below the heading 'Import favourites and other info', click the **Import from another browser** button.

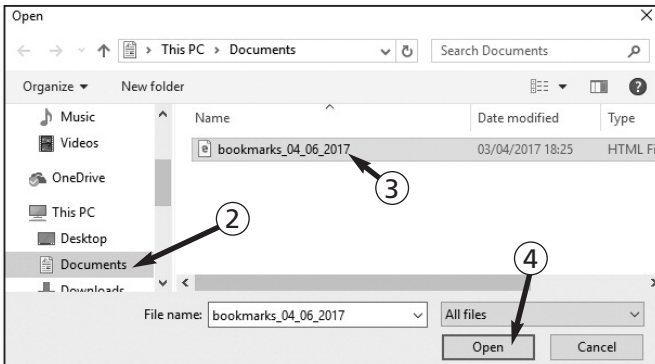
3. This takes you to another page in the Settings panel. Near the bottom of this page, click the **Import from file** button ①.



Click on **Import from file**

4. After a couple of seconds you'll see a familiar Open dialog showing the compatible files in your 'Documents' folder ②, one of which should be the file containing your Favourites which we copied there earlier. Select that file ③ and click the **Open** button ④.

Select the file



5. After a few seconds, you'll see the words 'All done!' below the button you clicked in step 3. Immediately below that, you'll also see a link that says **View imported favourites**: if you'd like to, you can click that link to close this Settings panel and open the Favourites section of the Hub to see all your Favourites, including those you've just imported. Alternatively, you can just press the **Esc** key to close this Settings panel.

Done

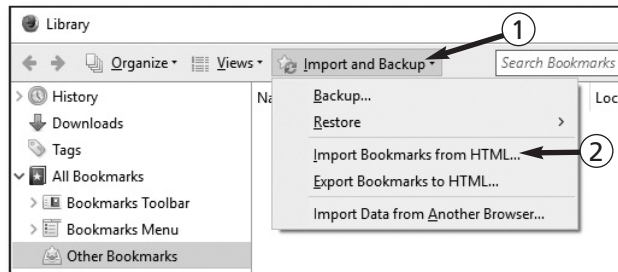
### Import your Bookmarks to Mozilla Firefox

1. The first step is to open Firefox's Library window. A quick way to do that is to press the key combination **Ctrl+Shift+B**. Alternatively, press the **Alt** key on your



keyboard to display Firefox's menu bar, then open the **Bookmarks** menu and choose **Show All Bookmarks**.

- In the Library window that opens, click the **Import and Backup** button ① and choose **Import Bookmarks from HTML** ②.



- Select the file*
- Now you'll see a familiar Open dialog showing the compatible files in your 'Documents' folder, one of which should be the file containing your Bookmarks which we copied there earlier. Select that file and click the **Open** button.

- Close the Library window*
- Nothing else will happen at this point, but that's done the job. Close the Library window by clicking the **x** in its top-right corner and you've finished.

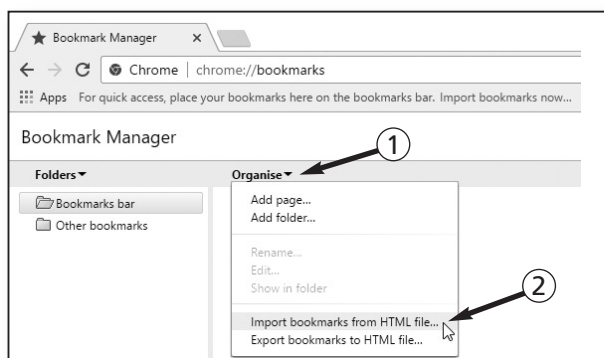
### Import your Bookmarks to Google Chrome



- Click the Organise button*
- The first step is to open Chrome's Bookmark Manager. A quick way to do that is to press the key combination **Ctrl+Shift+O**. Alternatively, click the three vertical dots at the far-right of Chrome's toolbar, move the mouse to **Bookmarks** on the menu that appears and then click on **Bookmark manager**.
  - You'll see that Chrome has now opened a new tab containing its Bookmark Manager. (You might need to click this tab to switch to it if you opened it by pressing the key combination I noted above.) On the

blue-grey bar near the top of this page, click on **Organise** ①.

3. On the menu that opens, choose **Import bookmarks from HTML file** ②.



4. Now you'll see a familiar Open dialog showing the compatible files in your 'Documents' folder, one of which should be the file containing your Bookmarks which we copied there earlier. Select that file and click the **Open** button. *Select the file*
5. After a few seconds, you'll probably see the newly-arrived Bookmarks appear in the Library window below the **Organise** button you clicked in step 2. (If you don't see them, however, don't worry – it's still safe to assume this has all worked!) You've finished, so either close the Bookmark Manager tab or close Chrome itself. *Done*

## Where to Find Your Favourites or Bookmarks

The whole reason for copying your Favourites or Bookmarks to your new PC is so that you can find them and use them easily, of course. However, the various browsers handle this 'importing' in different ways, so let's finish with a look at where you'll find these items:

*Browsers put items in different places*

*At the bottom of the Favourites list*

**Internet Explorer:** click the star-shaped button on the toolbar (or press **Alt+C**) to see your list of Favourites, and those you've just imported will be at the bottom of that list. You can right-click any item and choose **Sort by name** to put them all into alphabetical order. You can also click folders to open them and drag items out of those folders to move them into others.

*Gathered in a specially-named folder*

**Microsoft Edge:** click the **Hub** button on the toolbar followed by the **Favourites** icon or press **Ctrl+I**. You'll find all the items you've just imported in a folder named **Imported from [filename]**. If you choose to, you can drag items out of this folder to place them elsewhere in the list and then delete that now-empty folder by right-clicking it and choosing **Delete**. You can arrange all the items alphabetically by right-clicking any item and choosing **Sort by name**.

*At the bottom of the Bookmarks menu*

**Mozilla Firefox:** click the **Show your bookmarks** button on the toolbar and you'll find your imported items at the bottom of the menu. You can drag items around to change their order, and drag items out of folders to place them elsewhere. Afterwards, you can delete any empty folders by right-clicking them and choosing **Delete**.

*In a folder on the Bookmarks bar*

**Google Chrome:** you'll find your imported items on the 'Bookmarks bar' near the top of the window, many (if not all) inside a folder named **Imported**. You can therefore click this **Imported** folder to get at all your Bookmarks quickly. If you like, you can right-click this folder and choose **Rename** to give it a better name.

