Exporting Mozilla Firefox Favorites to the Network

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For help with any of the instructions below please contact the AIMS Help Desk at 265-6900 or email help@aims.wisc.edu
1. Open Mozilla Firefox from the Start Menu as seen in Figure 1.
2. Right-click the space above the Search bar. If **Menu Bar** is unchecked, click to add a check mark. Refer to **Figure 2**.
3. In the Menu toolbar that appears, click **Bookmarks**, then select **Show All Bookmarks** as shown in **Figure 3**.

*Figure 3*
4. In the Library window that appears, click **Import and Backup**, then select **Backup**. Refer to **Figure 4**.
5. Select your home drive (H: or U: for most users), then rename the file to include the word “Favorites”, then click **Save**. *Note: Your home drive will be named after your LoginID (see Figure 5).

![Image](image.png)

**Figure 5**

6. There will be no confirmation screen. Your favorites are now backed up.