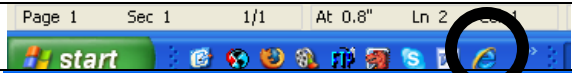
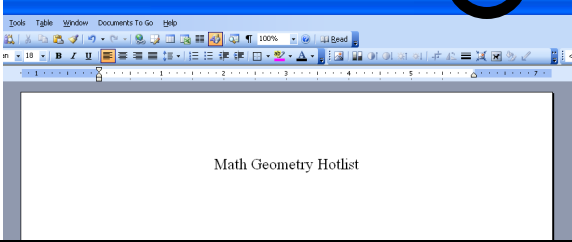
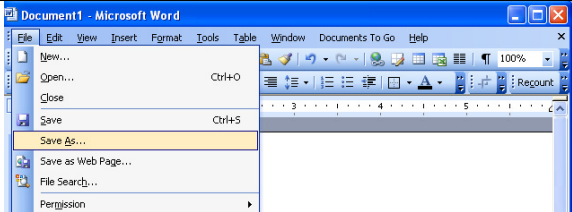


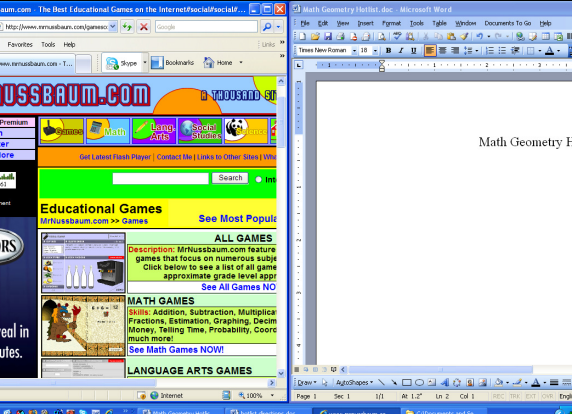
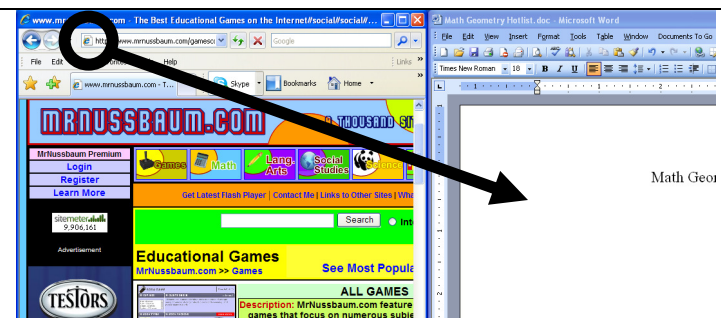


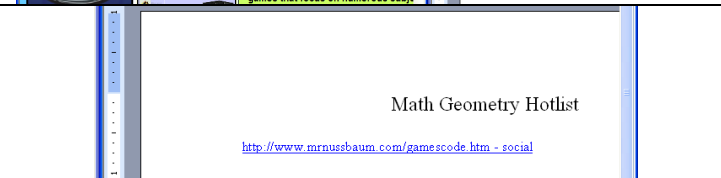
Making a Hotlist

<p>Open Internet Explorer (IE).</p>	
<p>Open MS Word. Type in a title for your page, e.g. <i>Math Geometry Hotlist</i></p>	
<p>Click File. Click Save As. Name your page. Save it.</p>	
<p>Locate a page that you'd like to save to your Hotlist.</p>	
<p>Tile your IE window and your Word window:</p> <p>RIGHT click on an empty space in the Taskbar on the bottom of the page (both windows must be maximized).</p> <p>A pop up window will appear.</p> <p>LEFT click on Tile Windows Vertically.</p>	
<p>Both windows will now appear side by side on your screen.</p>	

Hold your cursor over the **e** symbol to the left of the page url in the **Address** bar.
LEFT click and drag the **e** symbol to your **Word** page.

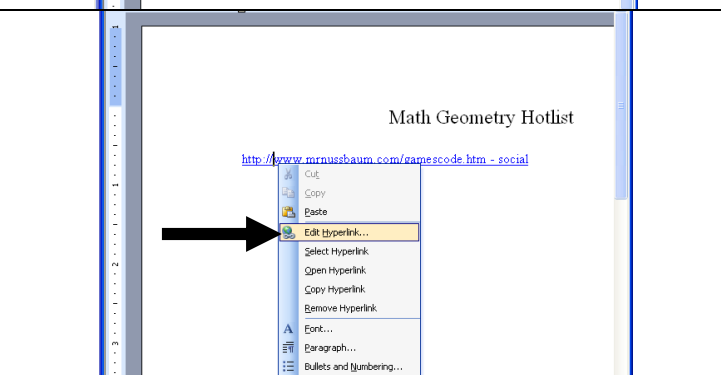


Let go of your mouse click and your Hotlist now has a link with the url of the page.



The name of the link is the url. To change the text, **RIGHT** click on the link you just created.

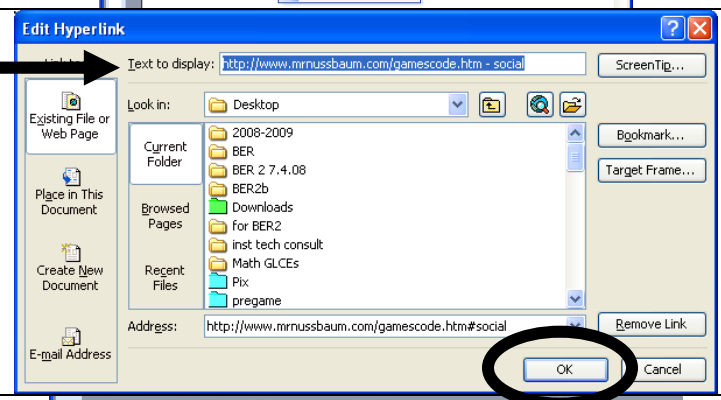
Click on **Edit Hyperlink**.



In the **Text to display** box, select the **web address**.

Type in the name of the page.

Click **OK** and your link is now the name of the page.



Save your page after every addition.

