

## Managing Favorites Lists

Using the Favorites Management page, you can add, remove, copy, rename and view lists. To open the Favorites Management page:

- 1 Choose a favorites list from the My Favorites list box. Click Go.
- 2 When the favorites list opens, click .

To add a favorites list to the Favorites Management page:

- 1 In the box to the left of the Add List button, type a unique name for the new list. Click Add List.
- 2 The new list is added to your favorites lists. Click View to begin adding items to it.

*Before you delete a list, make sure the list no longer contains any saved favorite items.*

To remove a favorites list from the Favorites Management page:

- 1 Click the Remove button corresponding to the list to delete.
- 2 Click Continue to permanently remove the list.
- 3 The list is deleted, along with its items.

To copy a favorites list using the Favorites Management page:

- 1 Click the Copy button corresponding to the list to copy.
- 2 At the Copy List With a New Name Of message, enter the new name.
- 3 Click Continue to add the duplicate list to your favorites lists with a new name. Click View to begin adding items to it.

To rename a favorites list using the Favorites Management page:

- 1 On the list of Current Lists, highlight the name to replace.
- 2 Enter the new name over the old name. Click the corresponding Re-name button.
- 4 When the list is renamed, the List Renamed message appears above the Current Lists column. Click View to see the list.

**DEMO ACCOUNT TESTING**

**Available Budget: \$0.00**

**Favorites  
Management  
Page**

	<input type="button" value="Add List"/>
CURRENT LISTS	LIST ACTION
Accounting's List	<input type="button" value="Remove"/> <input type="button" value="Copy"/> <input type="button" value="Rename"/> <input type="button" value="View"/>
Copier supplies	<input type="button" value="Remove"/> <input type="button" value="Copy"/> <input type="button" value="Rename"/> <input type="button" value="View"/>
My Favorites	<input type="button" value="Remove"/> <input type="button" value="Copy"/> <input type="button" value="Rename"/> <input type="button" value="View"/>