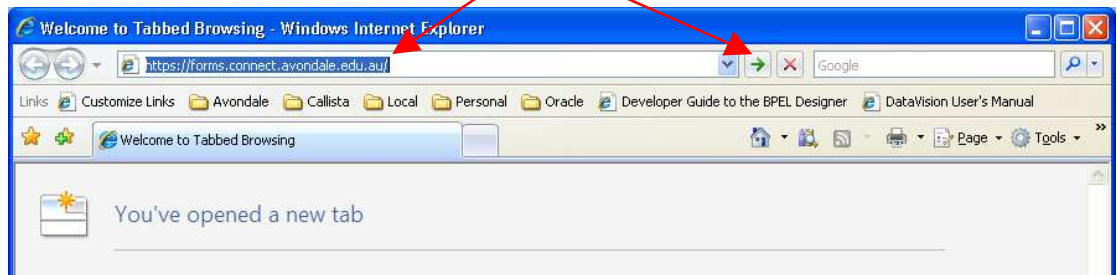


## How to create an Internet Explorer favourite:

To use applications such as Callista Forms effectively, it is best to create URL favourites in your Internet Explorer for each of these applications.

To create a favourite, follow these steps:

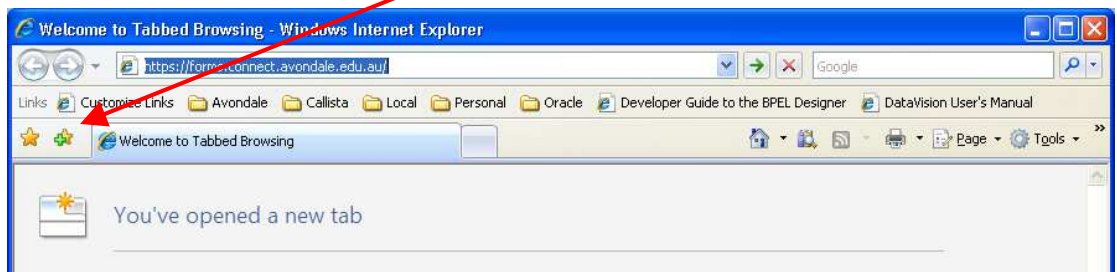
- Start Microsoft Internet Explorer
- Enter the URL that you want to create a favourite for and press the Enter key or click on the 'Go' arrow



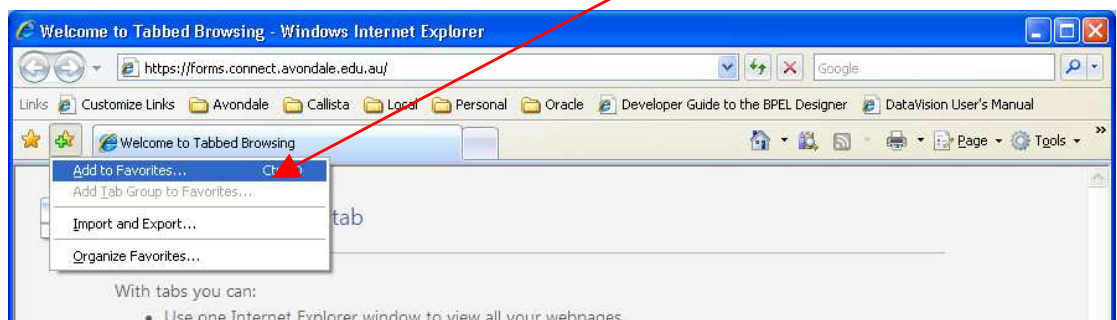
- This will launch the web page.

In the case of Callista Forms, this will open a new window. When this window opens, close or minimise it so you can see the original Microsoft Internet Explorer window again.

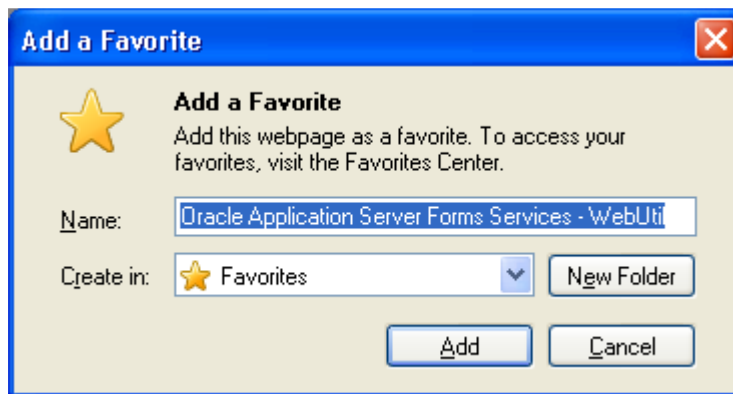
- Click on the 'Add Favourite' icon



- Choose the 'Add to Favourites ...' menu option

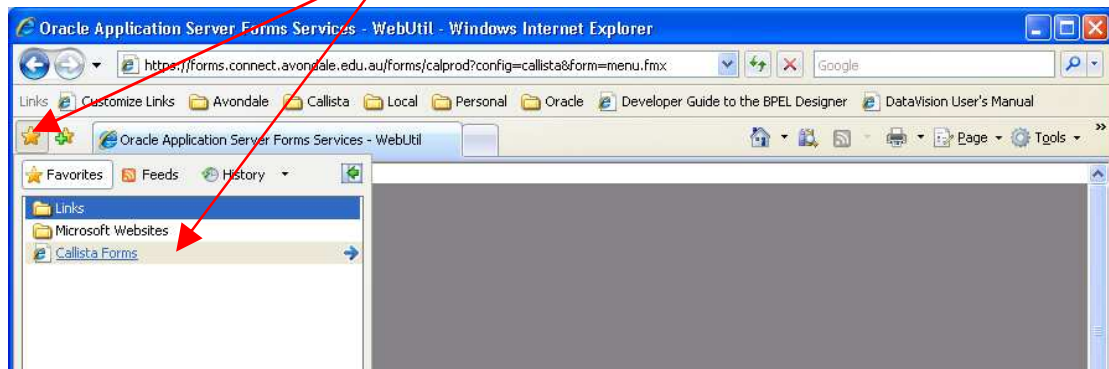


- The 'Add a Favourite' dialogue appears



- Change the name field to something meaningful like 'Callista Forms – Production' and click on the 'Add' button.

To use your new favourite, click on the 'Favourites' icon and then select your new favourite from the list.



Now you will have no trouble getting to your favourite Callista applications!