


## How to get an Alphabetical listing of your By-Pass URL's in the filter

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1. Login to the filter with your Administrator username and password assigned to you
2. Click on your Group name
3. Choose Exception URL from the sub menu
4. You will see 2 lists. Your Block URL list and your ByPass URL list.
5. In either list, choose (click once) on the first URL in the list  
This should hi-light the URL in a bright orange
6. Scroll to the bottom of the list
7. Press and hold the Shift key down and choose the last URL in the list (click once with the mouse)  
This should select all the URL's in the list and hi-light them a bright orange
8. Press and hold the Control key down and click the C key one time. (Ctrl-C)  
This will copy all of the data that is hi-lighted onto the clipboard (memory)
9. Open MS-Word (or Excel)
10. Right-mouse click and choose Paste, or Press and hold the Shift key and press the Insert key once  
This should paste all of the URL's into the document
11. Place the cursor at the top of the document page
12. Find the Alphabetical sort option or click on the icon   
Click on the icon
13. You should get a Sort Text pop-up box
14. Sort by Paragraphs, Type Text, Ascending (default settings maybe)
15. Click OK
16. Your list should now appear in alphabetical order for easier management.