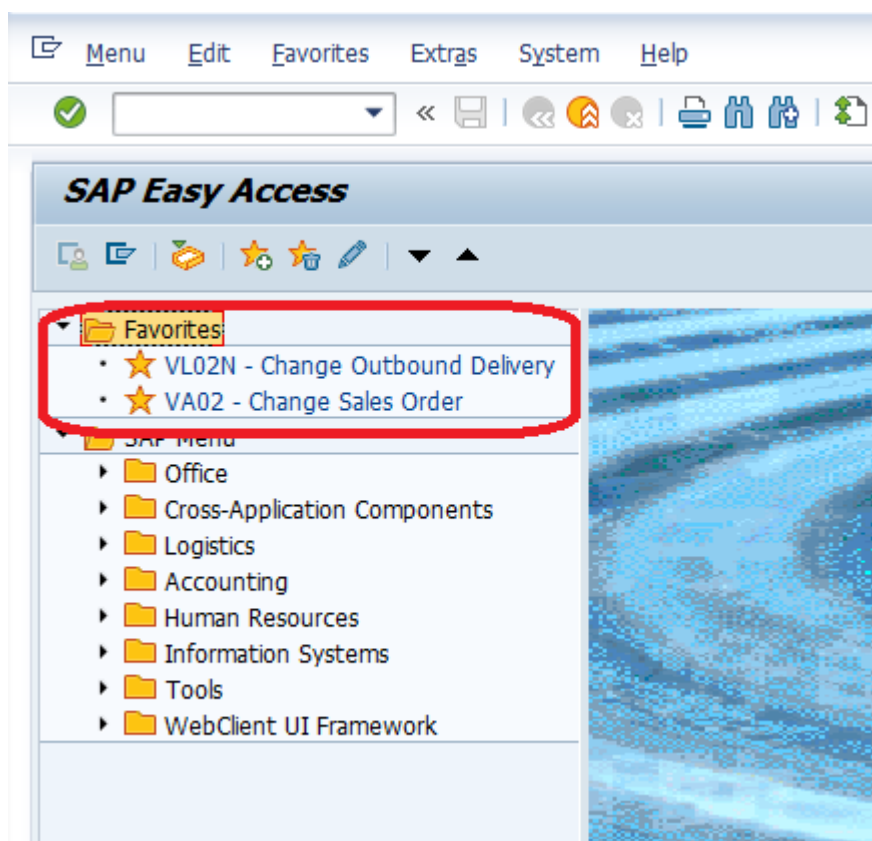# How to save SAPGUI favorites in SAP
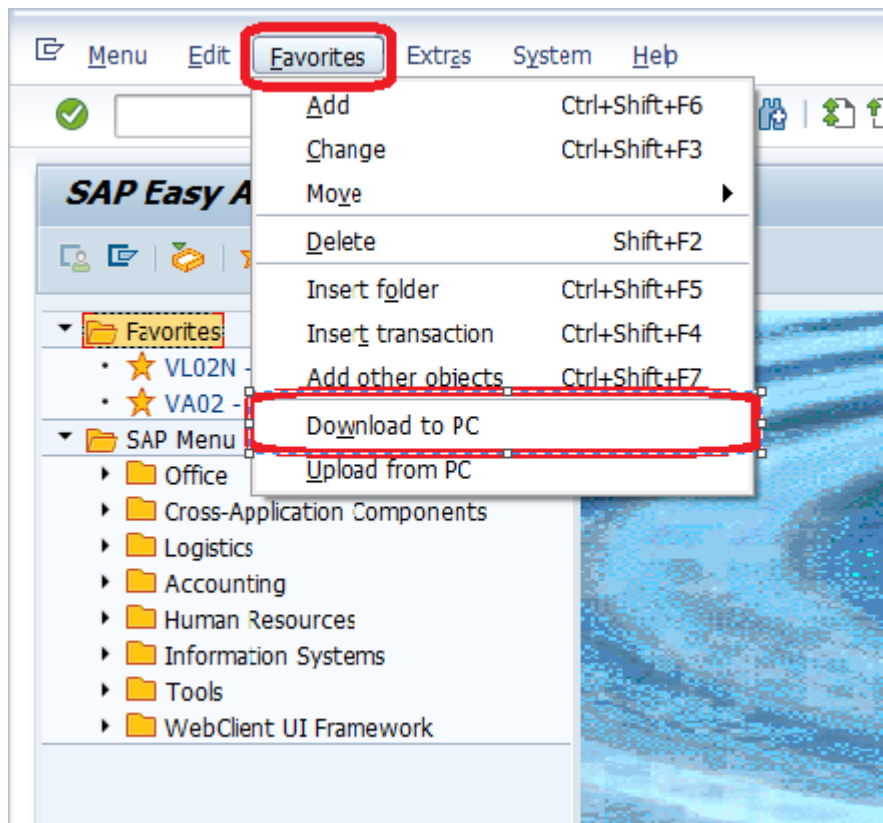
Some times need to save your favorites in various reasons, and it is easy:

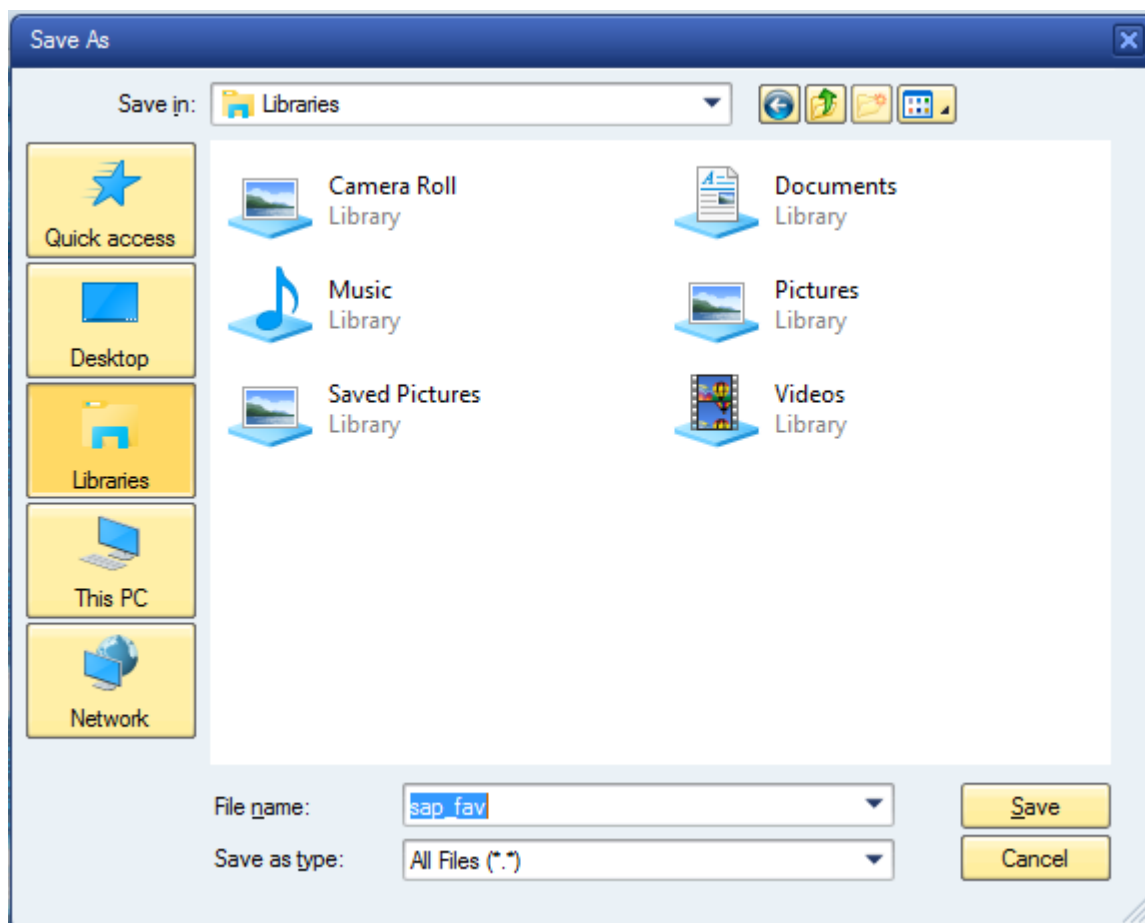**Download**

1) Log In to your SAP instance via SAP Logon:

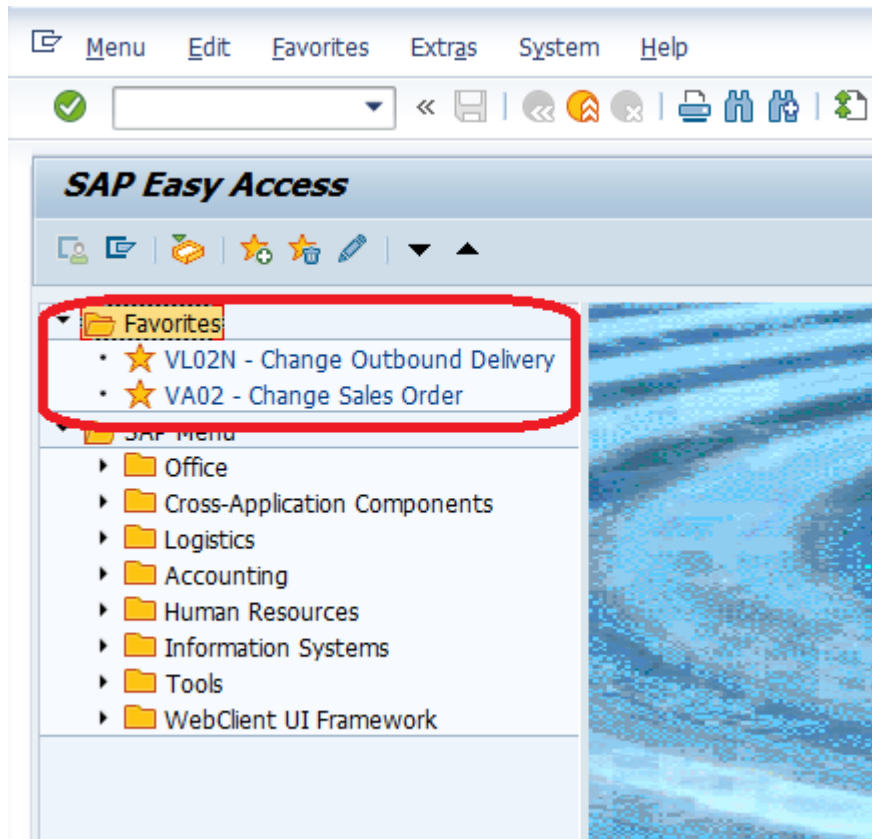2) Go to menu **Favorites** -> **Download to PC**
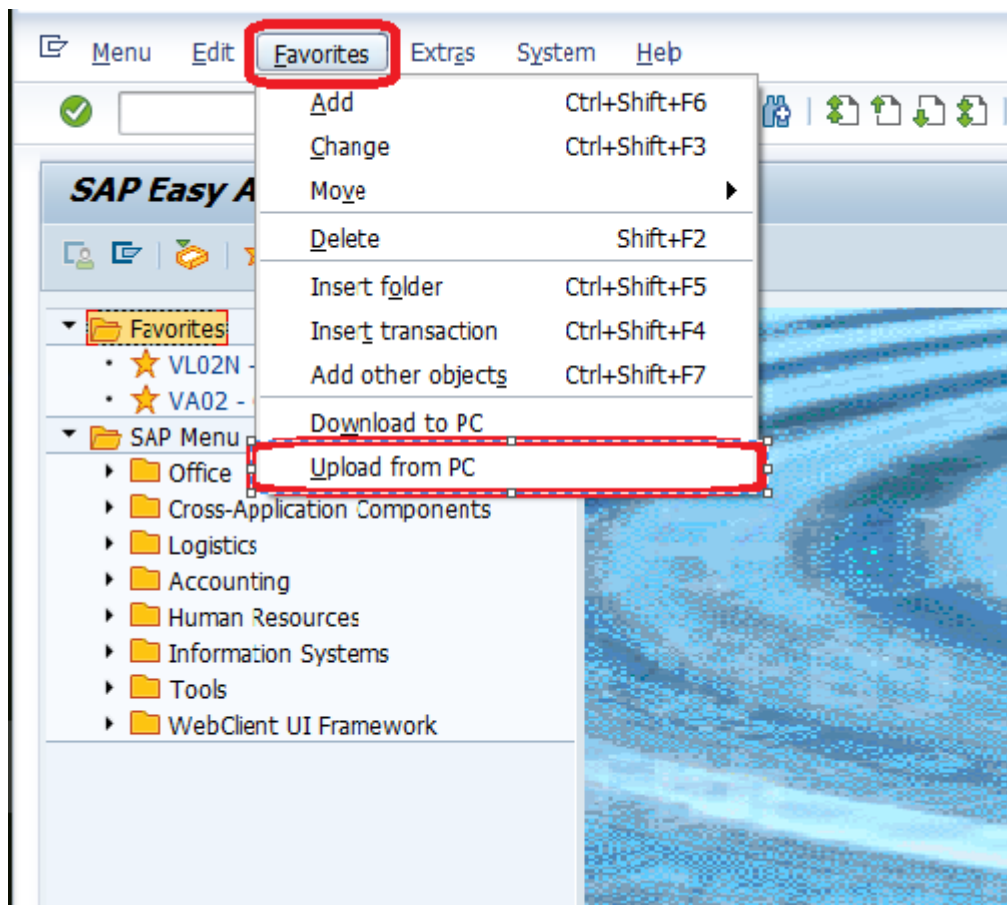
3) Give name to the file and Save it.

Upload

1) Log In to your SAP instance via SAP Logon:

2) Go to menu **Favorites** -> **Upload from PC**

3) Select saved favorite the file and Open it.