

## **Tech Tip: Adding and Managing Browser Bookmarks**

### **Week of May 5**

#### **Safari**

There are three ways to work with your bookmarks in Safari:

1. Favorites Bar - bar right under your address box
2. Bookmarks Menu
3. Sidebar (reading list, bookmarks)

#### **Adding Bookmarks**

##### **Option 1 (Favorites Bar):**

1. Navigate to the page you would like to bookmark. Drag and drop to “Favorites Bar” - rename when you add the bookmark, if necessary.
2. You can create a folder on the “Favorites Bar” by right clicking.

##### **Option 2 (Bookmarks Menu):**

1. Click on the Bookmarks menu and select “Add Bookmark”. Select the folder you would like add the bookmark to.
2. You can add a bookmarks folder here, by clicking on the Bookmarks Menu and selecting “Add Bookmark Folder”

##### **Option 3 (Sidebar):**

Show your sidebar by clicking on the book in the top left corner. From here you can view and edit your bookmarks. You can also add items to your reading list (to be read later).

#### **Deleting Bookmarks**

Drag and drop off of the **Favorites Bar**

**Bookmarks Menu** - Select “Edit Bookmarks”. Right click on the bookmark you want to delete and select delete from the dropdown menu.

**Sidebar** - Right-click on the menu you want to delete and select delete from the dropdown menu.

#### **Organizing Bookmarks**

You can use the Bookmarks Menu (select “Edit Bookmarks”) or the Sidebar to edit your bookmarks. From here you can add folders and rearrange and rename your bookmarks.

#### **Backing up bookmarks**

Click on the File Menu. Select Export Bookmarks. Save to an appropriate location.

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#### **Chrome**

There are two places to manage your bookmarks in Chrome.

1. Use your Bookmark Bar at the top of the page
2. Bookmarks Menu - Bookmark Manager

#### **Adding Bookmarks**

Option 1: Drag and drop on **Bookmarks Bar** - right click (Edit...) to edit name

Option 2: **Bookmarks Menu** - Bookmark This Page..., select a folder (you can create one by selecting “choose another folder”)

### **Deleting Bookmarks**

Option 1: Right-click on **Bookmark Bar** and hit delete key

Option 2: **Bookmark Manager** - Right click on bookmark and hit delete key

### **Organizing Bookmarks**

**Bookmarks Menu** - Bookmarks Manager. From here you can add folders and rearrange and rename your bookmarks.

### **Backing up Bookmarks**

**Bookmarks Menu** - Bookmark Manager

Click on Organize drop down menu. Select Export Bookmarks to HTML File... Save to an appropriate location.

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## **Firefox**

There are three places to manage your bookmarks in Firefox.

1. Use your Bookmark Bar at the top of the page
2. Bookmarks Menu - Show All Bookmarks
3. View Menu - SideBar - Bookmarks

### **Adding Bookmarks**

**Option 1:** Navigate to the page you would like to bookmark. Drag and drop to “Bookmark Bar” - right-click on bookmark and select “Properties” to rename. You can create a folder on the “Bookmark Bar” by right clicking.

**Option 2:** Bookmarks - Bookmark This Page

### **Deleting Bookmarks**

Right click on bookmark (on the Bookmarks Bar or in the Bookmark Editing Area) and hit delete key.

### **Organizing Bookmarks**

Use Bookmarks Menu or Bookmarks icon on Favorites Bar. Select “Show All Bookmarks” and organize from here (delete, rearrange, rename, etc.)

### **Backing up Bookmarks**

Click on Bookmarks Menu and select Show All Bookmarks. Click on the Star on the top of this window and select “Export Bookmarks to HTML...”. Find the proper folder you would like to save to and click Save.