TECH BYTE #10

Create, Edit, & Manage Bookmarks: Safari

**Tech Notes:** A list of links to websites saved in your web browser. Saving a website as a favorite allows you to return to it quickly.

**Tech Do’s:** Bookmark your favorite pages! It makes browsing to your favorite pages quick and easy! You can also organize them into folders using the Organize Favorites window.

**Tech Don’ts:** Don’t forget that sometimes pages move, so if your bookmark doesn’t work anymore you may need to delete the old one and make a new one.
Tech How To’s:

1. Launch Safari from the dock

2. Navigate to the desired page to be bookmarked via the address bar

3. On the menu bar and click on “Bookmarks” to expand. Select “Add Bookmark…” to create the bookmark of the current page (holding down the “command” button and pressing “D” will do the same command)

4. Once selected, a dialogue will pop up allowing several options:
   a. Bookmark naming/renaming
   b. Bookmark storage location
*“Bookmarks Menu” saves bookmarks in the “Bookmarks” menu drop-down bar (see step 3) 
* “Bookmarks Bar” saves bookmarks in the area below the address bar (see step 2)

5. Once bookmarking is finished, click “Add” to save and close dialogues.

6. To alter or move existing bookmarks, go to “Bookmarks” on the menu bar and select “Show All Bookmarks”

7. This opens up a new dialogue where all bookmarks are visible and ready for editing
To edit bookmarks1 (and their folders2), select and then single click on the item to change information. Moving bookmarks is as simple as dragging and dropping them into any folder within the collection. Deleting is even simpler; single click the bookmark (or folder) and press the “Delete” button on the keyboard. To add a folder, go to “Bookmarks” -> “Add Bookmark Folder” (see step 3). To exit out of this dialogue, go to “Bookmarks” on the menu bar and select “Hide All Bookmarks” (will replace “Show All Bookmarks”, see top of page).