TECH BYTE #9

Create, Edit, & Manage Bookmarks: Fire Fox (Mac Version)

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 Firefox

2. Navigate to the desired page to bookmark via the address bar

3. To bookmark, go to the menu bar and click on “Bookmarks” to expand. Select “Bookmark This Page” 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 Toolbar”** saves bookmarks in the area below the address bar (see step 2)

**“Unsorted Bookmarks”** (not recommended) saves bookmarks in the bookmark library but will not be readily available or visible in the previous two locations

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

6. If “Choose...” is selected, additional options like new folder creation will become available (+).

7. To alter or move existing bookmarks, go to “Bookmarks” on the menu bar and select “Organize Bookmarks...”

8. This opens up a new dialogue where all bookmarks are visible and ready for editing
9. To edit bookmarks\(^1\) (and their folders\(^2\)), single click on the item to view information. Once displayed, edit any information desired by typing or replacing text in any of the corresponding fields\(^3,4\). Moving bookmarks is as simple as dragging and dropping them into any folder within the library. Deleting is even simpler; single click the bookmark and press the “Delete” button on the keyboard.