



Here's how to:

Use Favourites or Bookmarks

Sheet 3.6



What are favourites and bookmarks?

These are a simple way of storing important, useful and frequently used URLs so you don't have to remember the addresses off by heart. These can be organised into folders.



Internet Explorer's Favourites

To access the Favourites you can left click the drop down menu at the top of the browser that shows you the list of favourites. To access a favourite URL from the list just choose it from the drop down menu. You can add a favourite by going to the URL you wish to add then choose the **Add to favourites** option on the pull down menu. If you then select **ok** it will list the new favourite at the bottom of the list, if you choose **Create in** you can choose a specific folder to store this favourite so that these are neatly organised.



You can also choose the **Organise Favourites** option to rearrange your favourite folders into an easy follow filing system. There is a **New Folder** option that enables you to create folders in which you can store and organise your favourite URLs.

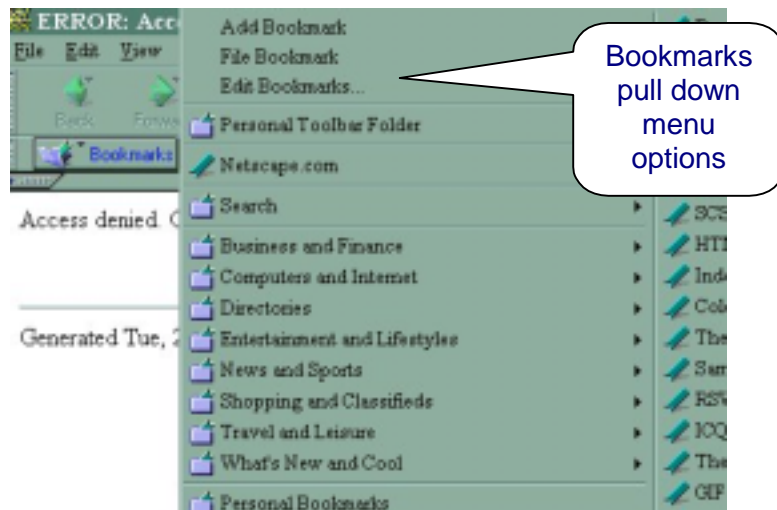
There is also a Favourites button on the tool bar at the top of the browser. When this is left clicked your favourites show up in a panel down the left side of the browser. This means you can see all your favourites while you continue to surf the Internet.





Netscape's Bookmarks

Bookmarks work in the same way as Favourites. Left click **Bookmarks button** on the toolbar next to the address bar. This opens up the list of bookmarks with the options to **Add a Bookmark**, **File a Bookmark** into the available folders or **Edit Bookmarks** which lets you rearrange the filing system as well as rename the URLs into more recognisable files.



To Add a bookmark you go to the URL you wish to add then choose the **Add Bookmark** option which just adds the URL to the bottom of the list. Or choose **File Bookmark** which opens another pull down menu which lets you choose which folder you wish to add this bookmark to. These folders are preset by Netscape, you can add your personal touch to the folders by choosing the **Edit Bookmarks** option. This opens up another window with all your bookmark folders and the list of bookmarks. This works in a similar way to Windows Explorer. Left click the **File** pull down menu which has the options to add a **new bookmark** or a **New Folder** for your filing system. You can delete bookmarks in this section as well by **left clicking** them to highlight them and then pressing delete on your keyboard, or **right click** on them and choose **delete bookmark** from the right click menu.

