



Windows

Getting Online

Saving Favorite Websites

There are websites that you likely visit frequently, sometimes on a daily basis.

You can create bookmarks to save and retrieve your favorite web pages. By creating bookmarks, you put all of your favorite websites in a list. That way, you can return to a particular website whenever you like without having to remember an exact website address. **Try it out!**

1. To create a bookmark in your browser, first visit a desired site.
2. When you're at the desired website, find the star icon at the far right of the address bar.
3. Select the star to bring up the **Bookmark added** dialog box. The color of the star changes from clear to blue, and the website's name is

highlighted in the name edit field. This means you can edit it to any name you choose. So if it's a long name, you can shorten it.

4. A combo box labeled **Folder** is a destination folder. It tells Chrome where you would like to save your bookmarked website. The down arrow icon to the far right tells you that you have other folders in your browser where you can save your bookmark. By default, there are two bookmark folders: **Bookmarks bar** and **Other bookmarks** where you can save your website.
5. There are two ways to open the Bookmarks bar and find your saved website:
 - Use the keyboard shortcut of **Control + Shift + B** to get to your Bookmarks bar. You can use the same shortcut to hide your bookmarks.
 - Or go to the **Settings** menu on the far right of your browser window, and select the three vertical dots. Then move down the menu to **Bookmarks**.

When you hover over **Bookmarks** with your mouse pointer, a submenu appears to the left. By moving your pointer to the submenu, you navigate to the selection **Show bookmarks bar**.

To make the bookmarks bar visible, select the **Show bookmarks bar** command, which places a checkmark to the left of the command. This places you back in your browser, and you can now see your bookmarks bar.

Now you have ways for creating and using bookmarks in your browser. This lets you easily find the websites you like to visit often. Other series explore other aspects of computer use. Why not check some other series out?

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