

Browser – Bookmarks and Favorites

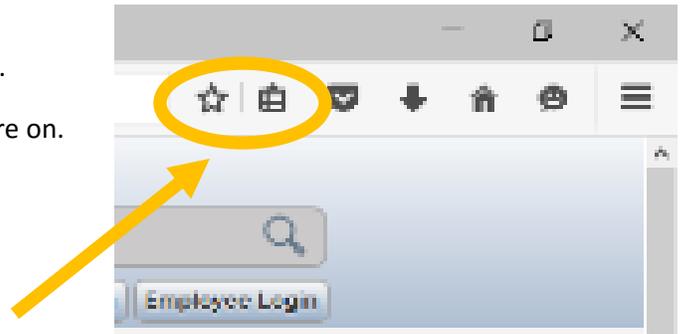
What

If you visit a web page often you probably want to save the link so you can visit it again with one click. These are called “bookmarks” in Firefox and “Favorites” in Internet Explorer

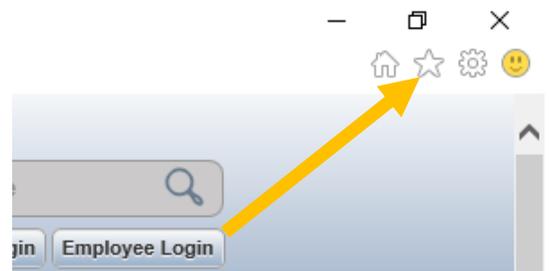
Where

Firefox – Icons in the upper right corner of the window.

- The star creates a bookmark of the page you are on.
- The little elevator icon next to it is your list of bookmarks.



Internet Explorer - Star icon in the upper right corner of the browser window.



Information

Marking a page to save

Saving a page is easy. First browse to the page you want to save. Then:

Firefox – Click on the star in the upper right corner. A window will appear that gives you a bunch of options:

- Name – The bookmark is automatically given a name. Usually it’s long and awkward so you will probably give it a shorter name.
- Folder – You can sort your bookmarks into folders. For example, you could have all news sites in a “news” folder. Click on the down arrow and it will give you controls to create or choose folders.

Internet Explorer – Click on the star. A window pops up. Then click on the “Add to Favorites” button at the top of the window. A box will pop up allowing you to change some settings:

- Name – The bookmark is automatically given a name. Usually it’s long and awkward so you will probably give it a shorter name.
- Create In - You can sort your bookmarks into folders. For example, you could have all news sites in a “news” folder.

Using saved pages

Firefox – Click on the little elevator icon to see your bookmarks.

Internet Explorer – Click on the star icon to see your favorites.

Click on the bookmark/favorite you want to use.

Important! Saving your marked pages

Yikes! Your Bookmarks are not saved to the server, so you will have to do manual backups from time to time. If you don't, and your computer dies or we upgrade it, you could lose your Bookmarks permanently! Here's how to back them up (you will need a flash drive):

Internet Explorer:

1. There's an icon on the screen that has your name. These are your personal files. Click on the icon.
2. Right click on the "Favorites" folder and click "copy"
3. Paste the folder to your flash drive.

Firefox:

1. Click on the elevator icon
2. Click on "Show all Bookmarks"
3. Click the "Import and Backup" button.
4. Click on "backup" from the menu.
5. A file save window will appear.
 - For the destination, on the left side of the screen, select your flash drive.
 - Under "file name", give the file a name such as "Firefox Bookmarks"
 - Click "save"

Some things to note:

- You should do this every month or so.
- If you ever lose your bookmarks, just copy the files back to their original location from your flash drive.