

# DU Learning Guide

## Bookmarks for Firefox

*"I can get to my favourite websites instantly."*

### What's it all about?

Once you start to use the web a lot, you will find that you have web pages that you want to go to frequently. You can make it quick and easy to do this by Bookmarking them.

### Try this

While you are viewing the page that you want to add to your Bookmarks, click Bookmarks in the Menu Bar to display the Bookmarks menu.

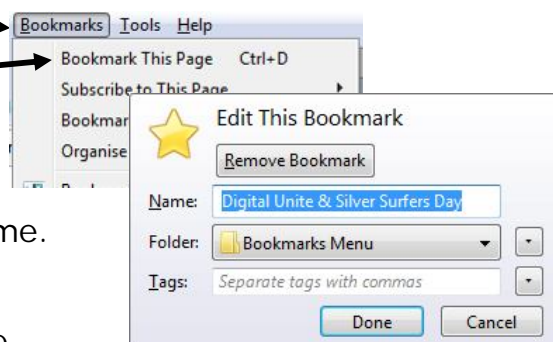
Click Bookmark This Page.

If you wish to change the name that will appear in your Bookmarks list, highlight the text in the Name box and type the new name.

You can choose the Folder for the Bookmark.

To add the page to your Bookmarks, click Done.

To **Delete** a Bookmark, right click on its name in the Bookmarks menu and choose Delete from the sub menu.



### Folders in Bookmarks

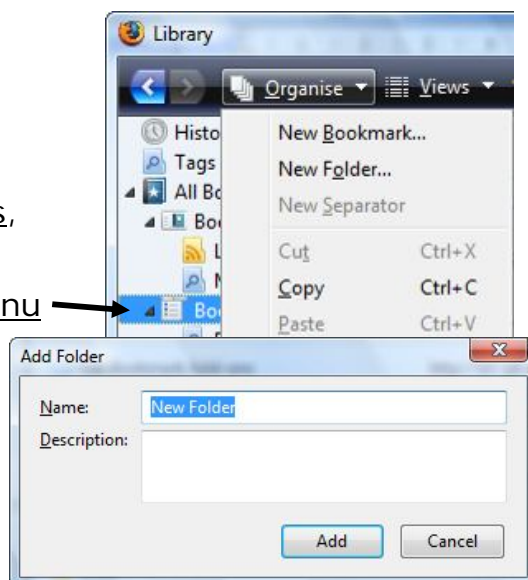
You can organise your Bookmarks into folders. If you have a lot of Bookmarks, this will make it easier to find the one you want.

Click Bookmarks and then Organise Bookmarks, to open the Bookmarks Library.

To set up a new Folder, click on Bookmarks Menu in the left hand column.

Then click Organise and select New Folder.

In the Add Folder box, you can give the folder a Name, and then click Add.



### To use Bookmarks

To use Bookmarks, click Bookmarks to display the Bookmarks menu.

Click once only on any Folder to display Sub-folders and Addresses within the Folder. Click on any Address to go to that page.

To go to a Bookmark in the Bookmarks Toolbar, simply point to its name. The text and icon will become a button. Click this.