



SANDY BAY PARK RESIDENTS ASSOCIATION (SBPRA)



COMPUTER BASICS 4

Using Internet Browser Bookmarks

How to create bookmarks

How to organise bookmarks

How to use bookmarks

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Computer Basics – Using Internet Browser Bookmarks

Bookmarks

Using bookmarks whilst browsing the internet, is a good way to save time finding your important or favourite website.

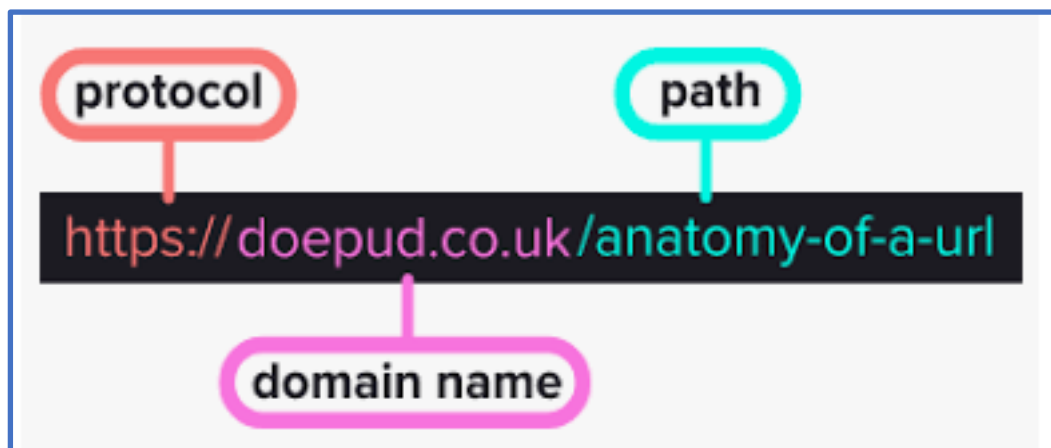
Rather than trying to remember the web address, also known as the URL of a website, with a bit of practice you can get the device you use to help you.

Before we progress, do you understand what URL stands for?

In the same way that buildings and houses have a street address, web pages also have unique addresses to help people to locate them.

On the internet, these addresses are called URLs (Uniform Resource Locators)

Uniform Resource Locator



This lesson uses the Chrome browser bookmarking function. Most computers, tablets and mobile phones, bookmark in a similar way.

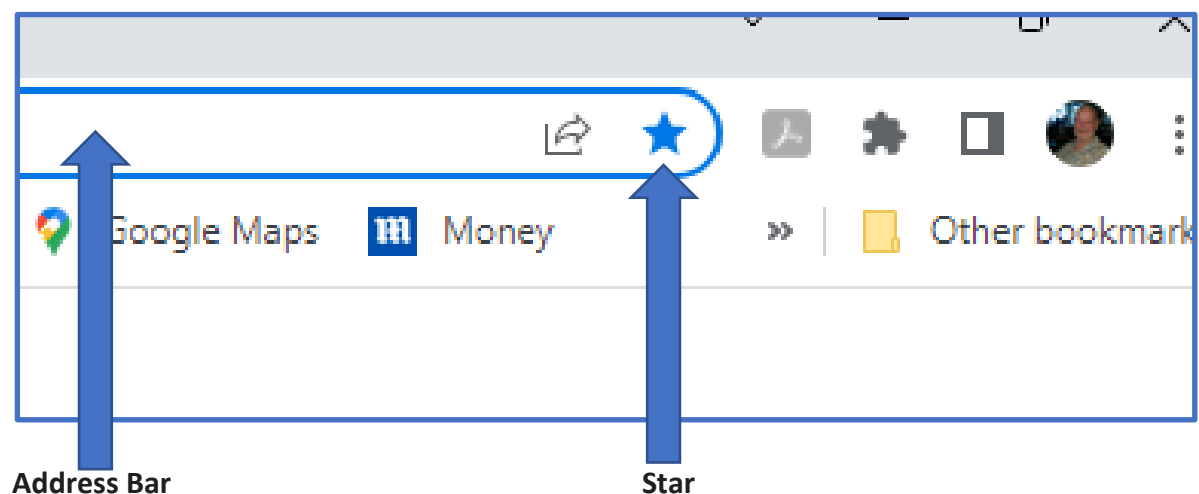
For example, Apple computers use a similar function available in the Safari browser. Chrome can be used on other devices such as Apple products and mobile phones.

Create, View and Organise Bookmarks on a Computer!

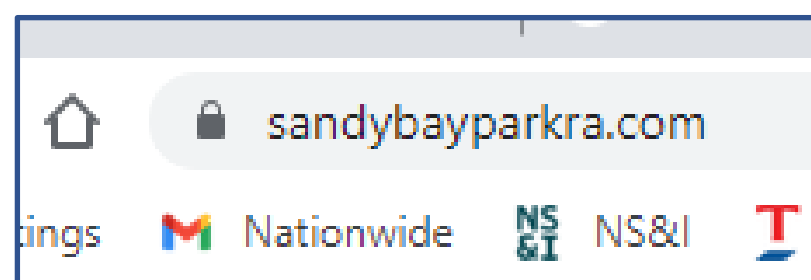
Chrome can remember your favourite and frequently visited websites. With a function called syncing, saved bookmarks can be used on your other devices using Chrome.

Add a bookmark

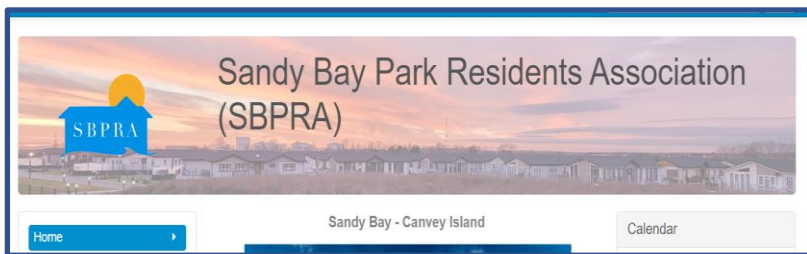
- On your computer, open Chrome.



- Type your website URL in the address bar and press the Return key.

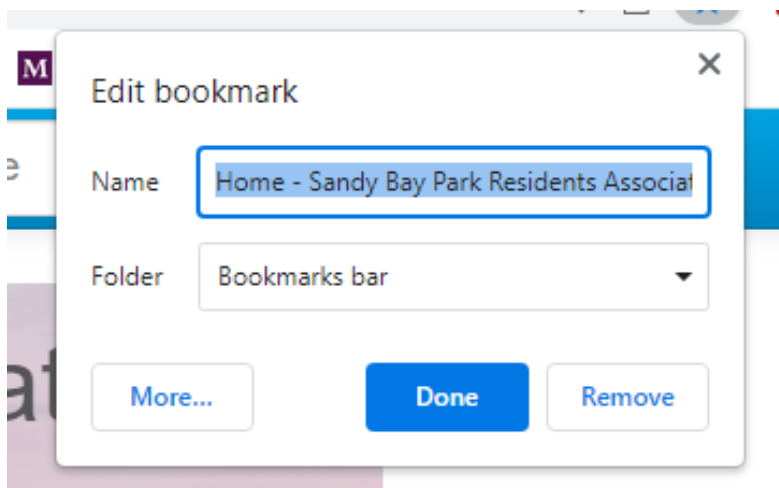


- Your computer will now display the website page, in this case the SBPRA home page.

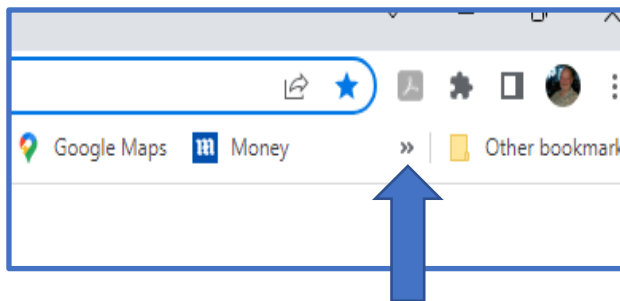


Bookmark the URL

- To the right of the address bar, click Star ★,
- The Edit bookmark box will be displayed, with the page displayed in the Name box,
- The URL can now be renamed if required, by highlighting the URL in the Name box and typing a more recognisable name.

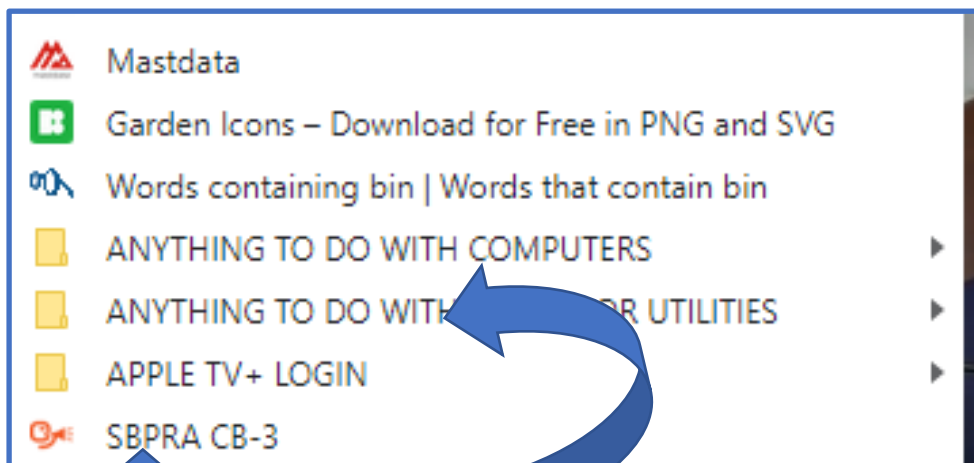


- The URL can be renamed by highlighting the URL in the Name box and typing more recognisable name, in this example SBPRA CB-3 was used .
- Click on the Done icon and the URL will now be saved in the Folder displayed in the Folder box, in this Bookmarks bar.
- An important point to note here, is if your Bookmark bar has room, then the URL will be shown in the Bookmark bar. If it is full, then the URL will be found in Hidden Bookmarks. Click on » to display hidden bookmarks box.



Hidden Bookmarks

- An important point to note here, is if your Bookmark bar has room, then the URL will be shown in the Bookmark bar. If it is full, then the URL will be found in Hidden Bookmarks. Click on » to display hidden bookmarks box.
- The hidden bookmarks will now be displayed.
- Select the wanted URL and right click, the wanted page will then be displayed.



Saved URL

Bookmark Folder

Part of Hidden Bookmarks Box

Organise Your Bookmarks

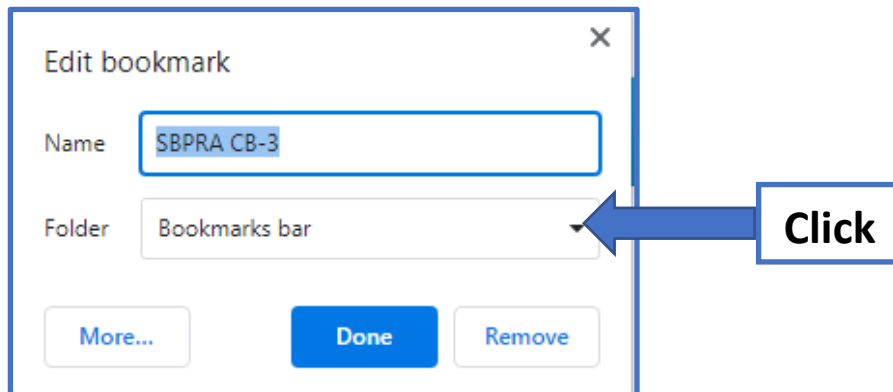
You can create folders to make it easier to find saved bookmarks, this is similar to how you save document files.

There are several ways that this can be done, one method will be shown here, others will be demonstrated during the covered in the lesson.

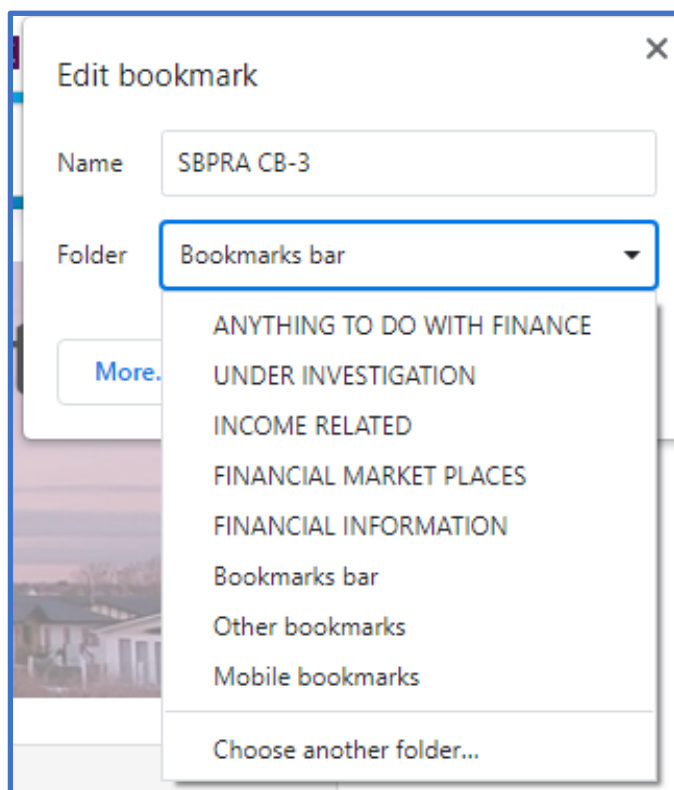


To the right of the address bar, click Star , to display the Edit bookmark box,

Click on the ▼ in the Folder Box,



The following Bookmarks Box will be displayed.



Select the folder to save the URL in and right click to save.

To find the URL again click on the » icon again and then select the required folder in the Hidden Folders box.

A practical demonstration will be given to show how the URL process works on a computer.