

Internet Applied

Dayton Metro Library

★ Bookmarks/Favorites Step by Step

Bookmarks and Favorites save Web addresses so you can return to them quickly, without having to retype them.

What is the difference between "**Favorites**" and "**Bookmarks**"?

"**Bookmarks**" is the term used by internet browsers such as Netscape or Opera. MS Internet Explorer calls web sites you wish to save "**Favorites**". Both terms refer to internet shortcuts.

They both work the same way. For this guide, we are using Internet Explorer.

Step 1

Navigate to the Webpage that you would add to your Favorites.
For example, www.daytonmetrolibrary.org

Step 2

Located at the top of your Window, left click on the word "**Favorites**". On the menu that displays, left click on the phrase "**Add to Favorites**".



Step 3

Within the **Add Favorite** box, type a new name for the page if you want, and left click **OK**. See example below.



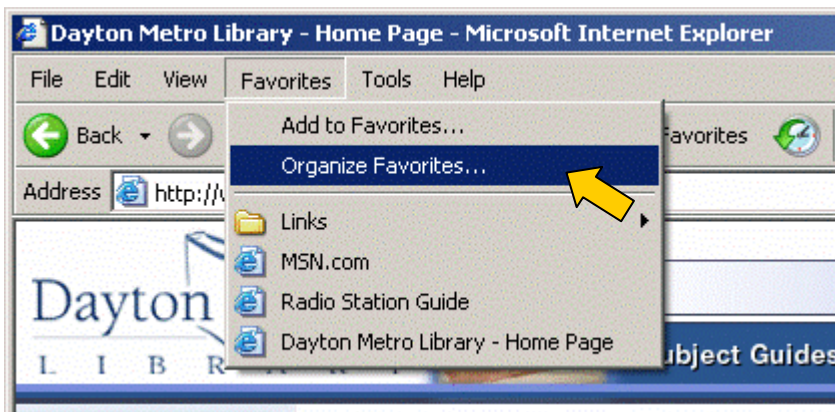
Internet Explorer 6 will display a proposed name for your link. You may change this name by left clicking once to highlight the whole word or phrase. When begin to type the original text will automatically be removed. To reduce the phrase, double click to right of the word that you would like to remove. A flashing cursor will appear at the end of the word. Use the backspace key on your keyboard to remove all or part of the word or phrase.

Step 4

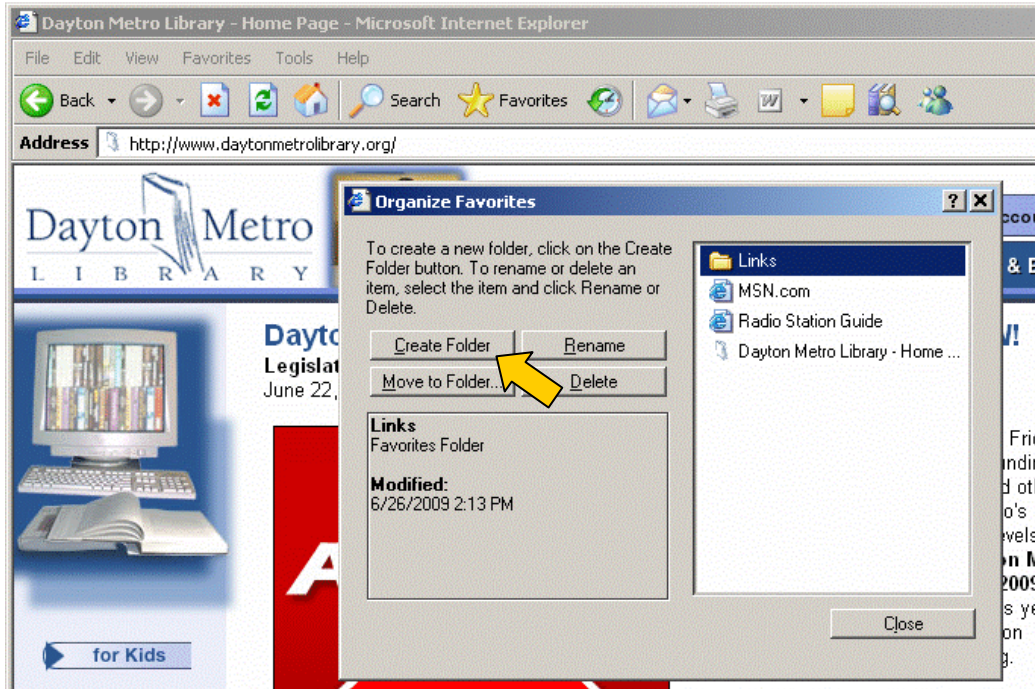
Organize Your Favorite Web Pages in a New Folder

As your list of Favorites grows, you can organize it by categorizing Web pages, creating a folder for each category, and storing Web pages - or even other folders -in them.

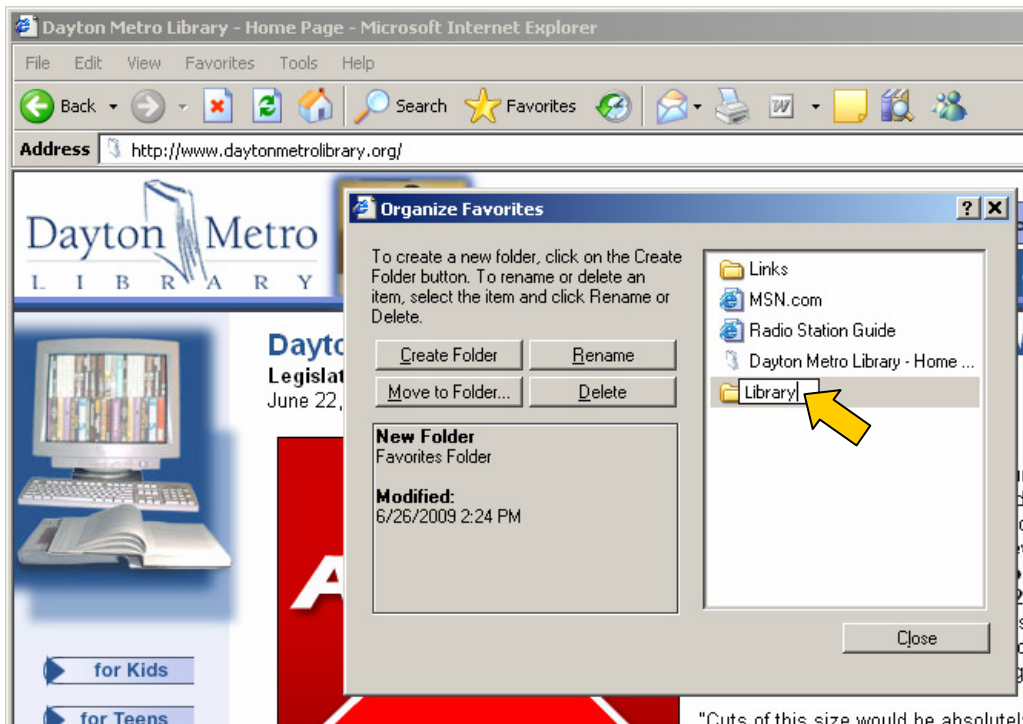
On the Favorites menu, click Organize Favorites.



Left Click on the button “Create Folder”...



Type a name for the folder, and then press **ENTER** on your keyboard. For example, you could create a folder named “Library”.



When you've finished, click **Close**.