

# Keep Track of All Your Favourite Web Pages for Fast Access in Future

This article shows you how to:

- ✓ Bookmark a useful web page in all four popular web browsers
- ✓ Quickly return to one of your bookmarked pages
- ✓ Use the 'Bookmarks Bar' to visit your most-used sites with one click

Do you struggle to find web pages you visited a little while ago and want to return to? Perhaps you try guessing at the address, or use a search engine in the hope that one of the results will ring a bell.



If you'd taken a moment to 'bookmark' the page, you'd be back to it with just a couple of clicks. In this article, I'll explain how to create and use these bookmarks (which are known as 'Favourites' in Microsoft's web browsers) to make your Web use plain sailing.

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### Why Use Bookmarks and Favourites?

Let's face it, there's nothing particularly memorable about web addresses: they're all dots and slashes and coms and co.uk's!

You don't always want a site's front page

Yes, some are easier than others. If you know you want to visit YouTube or Wikipedia or Microsoft, you probably remember automatically that the address is youtube.com or wikipedia.com or microsoft.com. Perhaps you remember that the BBC's main website is bbc.co.uk, and that Barclaycard's website is barclaycard.co.uk.

Example: a longer web address

You can probably type those quickly and accurately into your browser's address box when you want to visit them, but they only take you to the site's front page, and that's not always where you want to be.

Let's take an example. If you want to check your Barclaycard statement or change your account details, you have to visit this address to sign in:

[barclaycard.co.uk/personal/customer/  
online-account-servicing](http://barclaycard.co.uk/personal/customer/online-account-servicing)

There no quick way to reach this...

Is that memorable or easy to type? Not in the slightest! And if you decide to start at the front page, barclaycard.co.uk, you then have to click on **Existing customer**, then **Your account**, then **Online account servicing** before you can finally sign in – again, slow and fiddly (and that's assuming you can even remember this routine!).

...unless you have it bookmarked!

Here's the alternative. You open your browser's list of bookmarks, click the one you've named 'Barclaycard' and you're taken straight to that sign-in page. It doesn't matter that you can't remember its address because your browser has remembered it for you. All you have to remember is the name you gave that bookmark – and, of course, you chose an unmistakable name!

You can create as many bookmarks as you like (even a thousand of them would take up less space on your PC than a single photo), and it really does pay to make liberal use of them. It certainly makes sense to bookmark any web pages you visit regularly, but more than that, bookmark any page you think you'll want to visit again, whether that may be next week, next month or next year.

Create as many bookmarks as you like

Although I've referred to 'bookmarks' above, Microsoft uses a different word for them – 'Favourites'. So, if you're using Internet Explorer or (in Windows 10) Microsoft Edge as your browser, you'll be creating Favourites and you'll have a Favourites list. But in most other browsers, including the popular Mozilla Firefox and Google Chrome, they're bookmarks.



### **Before you start: two tips to stay organised!**

Creating a bookmark (or Favourite) is quick and easy, as I'll explain in a moment, and you obviously do it with the intention of finding that bookmark again when you need it. Therefore, keep these two tips in mind:

Choose meaningful names

- **Choose short, recognisable names.** Every web page has a name, chosen by whoever wrote it, and that name will be suggested as the name of your bookmark. The trouble is, that name will often be awful! It may be something vague like 'Untitled' or 'Home' which won't mean anything to you if you see it in your bookmarks list, or it may be absurdly long, like 'Flakes customer log-in, the home of professional hair care since 1362'. Always choose a name you'll recognise and understand for your bookmark, and try to keep it to three or four words.
- **Organise bookmarks into folders.** When you create a new bookmark, it's added to an ever-growing list unless you choose otherwise, and a list containing dozens of items is rarely enjoyable to trawl through!

Keep them organised and easy to find

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Instead, you can organise them into folders, and I strongly suggest doing that. For instance, over time you might create folders named Computing, Holidays, Financial, Gardening, and so on. When you bookmark a web page, choose an appropriate folder for it, or, if you don't yet have a suitable folder, create it. As well as making your bookmarks list much more compact, you'll also have a good idea where to look for that handy gardening website you found and bookmarked a few months ago.



When choosing a folder for a new bookmark, you can also choose one that's been created for you already, named 'Bookmarks bar', 'Favourites Bar' or 'Bookmarks Toolbar'. I'll explain that on page 14 (although you may like to jump ahead and read about it now), but I'll give you two quick tips relating to it. First, only use it for web pages you expect to visit regularly, as space is limited. Second, for the same reason, keep the names of bookmarks on this bar as short as possible.

### Quickly Bookmark the Current Web Page

Add a new  
bookmark

So, you've arrived at a web page you expect to want to visit again – an ideal candidate for a bookmark or Favourite. Let's take the example I used earlier of the Barclaycard account web page. You want to put it in a folder named 'Financial', which doesn't yet exist. And, as you'll discover, the name of this web page is: 'Log in or register ? online account servicing | Barclaycard' so you'll certainly want to pick a better, shorter name for it.

Press **(Ctrl)** + **(D)**

The first step is easy: just press the key combination **(Ctrl)** + **(D)**.

No, it's not the most memorable key combination ('D' doesn't stand for anything obvious), but it's the one that has been settled upon by the four most popular browsers – Microsoft Edge, Internet Explorer, Mozilla Firefox and Google Chrome.

After pressing **(Ctrl) + (D)**, a little dialog appears in which you choose the name and folder for your new bookmark, and that varies a little according to which browser you're using:

Choose a name  
and folder

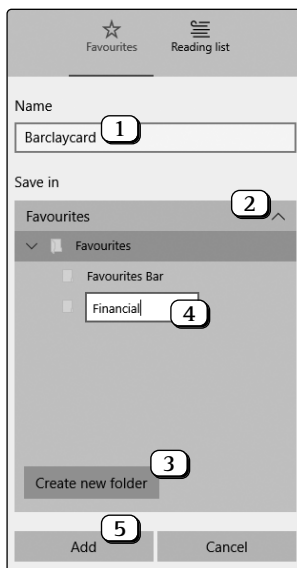
### Microsoft Edge

When the dialog appears, the name is highlighted, ready for you to type something different. Type something fairly short and easily recognisable (such as 'Barclaycard') **(1)**.

The drop-down list below **Save in** currently shows you'll be saving this into the main **Favourites** folder, but to keep things more organised you want to keep it in a folder named **Financial**. Open that drop-down list **(2)** to see all the available folders. If you already had one named 'Financial' you could simply click it to select it. Since you haven't, click on **Create new folder** **(3)**, type the name **Financial** for this new folder **(4)** and press **(Enter)** to confirm it.

Type a short  
name

Choose where  
to keep this  
Favourite



Finally, click the **Add** button **(5)** and you're done.

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### Internet Explorer

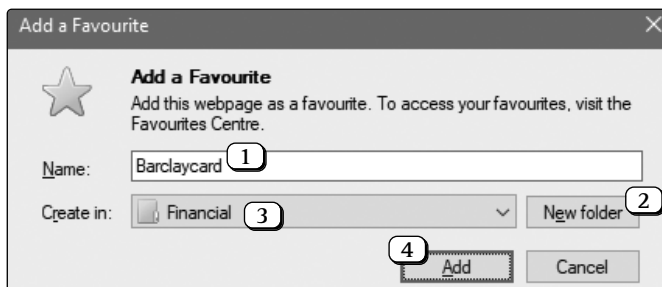
Type a short name

When the dialog appears, the name is highlighted, ready for you to type something different. Type something fairly short and easily recognisable (such as 'Barclaycard') (1).

Choose or create a folder

The drop-down list beside **Create in** currently shows you'll be saving this into the main **Favourites** folder, but to keep things more organised you want to keep it in a folder named **Financial**. If you already had a folder of that name, you could simply open that drop-down list and select it. Since you haven't, click the **New folder** button (2) and another little dialog will appear: type the name **Financial** and click **Create** or press **Enter**.

That brings you back to the first dialog where you'll now find that your new 'Financial' folder has been selected (3). Finally, click the **Add** button (4) and you're done.



### Mozilla Firefox

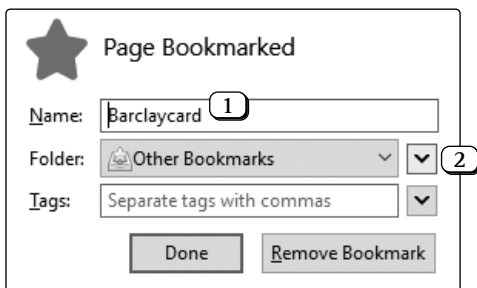
Type a short name

When the dialog appears, the name is highlighted, ready for you to type something different. Type something fairly short and easily recognisable (such as 'Barclaycard') (1).

Choose where to save this bookmark

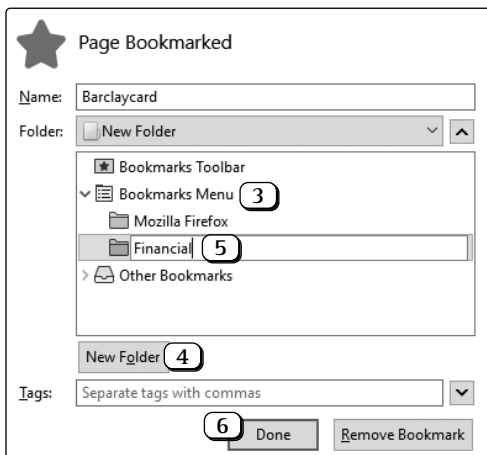
The drop-down list beside **Folder** currently shows you'd be saving this into the **Other bookmarks** folder, but to keep things more organised you want to keep it in a folder named

**Financial.** In order to choose or create a folder, click the arrow button to the right of that list (2).



Now you'll see a second dialog, pictured below. If you already had a folder named 'Financial' you could click the chevron to the left of **Bookmarks Menu** and select that folder. Since you haven't, click on **Bookmarks Menu** (3) to specify that you want to create the new folder inside it, then click the **New Folder** button (4), type the name **Financial** for this new folder (5) and press **Enter** to confirm it. Finally, click the **Done** button (6).

Create and name a new folder



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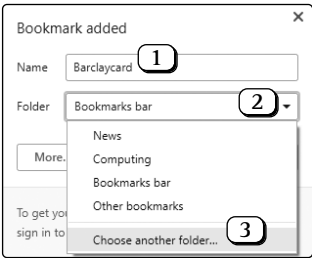
## Google Chrome

Type a short  
name

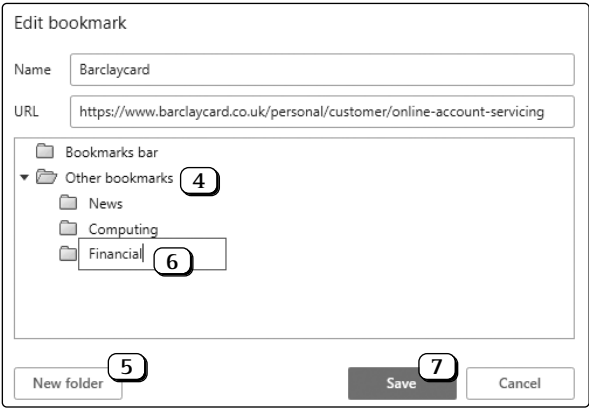
When the dialog appears, the name is highlighted, ready for you to type something different. Type something fairly short and easily recognisable (such as 'Barclaycard') (1).

Choose or create  
a folder

The drop-down list beside Folder currently shows you'll be saving this into the Bookmarks bar folder, but to keep things more organised you want to keep it in a folder named Financial. Open that drop-down list (2). If you already had a folder of that name, you could choose it from the list and click Done, but since you haven't, click on Choose another folder (3).



In the larger dialog that opens, begin by clicking on Other bookmarks (4) to specify that you want to create a new folder inside that one, then click the New folder button (5) and type the name Financial for the new folder (6). Finally, click the Save button (7).





### Return to a Bookmarked Page in a Jiffy

When you want to visit a web page you've book-marked, there are various ways to do it, but let's start with one that's identical in all four popular browsers.

Click in the address box (or press the **(F6)** key), which highlights the address currently shown there, and then start typing the name of the bookmark **(1)**. A panel will appear below the address box showing likely matches from your bookmarks or Favourites and your recently-visited pages.

One of these should be the bookmark you want **(2)** (and in Edge, Firefox and Chrome it will have a 'star' icon to its left to indicate it's one of your bookmarks). Either click it with the left mouse button or use the down-arrow key on your keyboard to select it and then press Enter and the web page will load in the current tab.

Revisit a web page

One method: type its name...

...and choose it from the list



But perhaps you'd prefer to look through your bookmarks and choose what to visit from the list? If so, here's what to do:

Or find it among your bookmarks

### Microsoft Edge

Your list of Favourites is kept in the 'Hub' panel of Microsoft Edge. Either click the **Hub** button on the toolbar followed by **Favourites** at the left of the panel, or press **(Ctrl) + (I)** (the letter 'i').



Open the Hub panel

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Find and click  
the Favourite

Click a folder to open it and see the Favourites inside it (or click the folder again to close it). Click one of your Favourites to open it in the current tab. If you'd prefer to open it in a new tab, hold **(Ctrl)** as you click it.

### Internet Explorer

Open the  
Favourites list

Click the star-shaped button on the toolbar followed by the Favourites tab, or press **(Ctrl)** + **(I)** (the letter 'i'), and you'll see your list of Favourites. You can click a folder to open it and see the Favourites inside it (and click the folder again to close it).

Click an item

Click a Favourite to open it in the current tab, or hold the **(Ctrl)** key as you click it if you want to open it in a new tab.



If you'd like to keep your list of Favourites visible as you surf, press **(Ctrl)** + **(Shift)** + **(I)** to open it. It then sticks to the left side of the window until you close it, either by clicking the little x in its top-right corner or by pressing **(Ctrl)** + **(Shift)** + **(I)** again.

### Mozilla Firefox

Open the  
Bookmarks  
sidebar

Click the **Show sidebars** button on the toolbar to open a panel at the left-hand side of the window. The heading at the top of this panel should say 'Book-marks': if it says 'History' or something else, click the heading and choose **Bookmarks**. Alternatively, press **(Ctrl)** + **(B)** to open this panel at its 'Bookmarks' section.



Find and click  
a bookmark

You can click a folder to open it and see the bookmarks inside it (or click the folder again to close it). Click one of your bookmarks to open it in the current tab, or hold **(Ctrl)** as you click it if you'd prefer to open it in a new tab. This 'sidebar' stays open, keeping your bookmarks permanently

## Bookmarks & Favourites: Revisit Websites Easily B 550/11

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available, until you close it by clicking the little x in its top-right corner or by pressing **(Ctrl) + (B)** again.

### Google Chrome

The best way to see and use your bookmarks in Chrome is to display the 'bookmarks bar'. You can do that by pressing **(Ctrl) + (Shift) + (B)**; alternatively, click the three vertical dots to the right of the address box and choose **Bookmarks > Show bookmarks bar**.

Display the  
bookmarks bar

The bookmarks bar appears immediately below the address box, and you'll see an **Other bookmarks** button at its right: click that to see your bookmarks arranged on a menu. Click a bookmark to open it in the current tab, or hold the **(Ctrl)** key when clicking it to open it in a new tab.

Pick a bookmark  
from the Other  
bookmarks menu

I'll tell you more about the bookmarks bar on page 14, but for now you can leave it open to keep your bookmarks permanently reachable or close it, either by pressing **(Ctrl) + (Shift) + (B)** again or by right-clicking the bar and choosing **Show bookmarks bar** to remove the tick beside it.



### Move, Rename or Delete a Bookmark

We don't do everything right first time, so you might create a bookmark in the wrong folder, or give it an unhelpful name – or just decide you no longer need it. Whenever one of those happens, or if you decide your bookmarks have become a bit disorganised and need tidying up, here's what to do:

Need to edit or  
organise your  
bookmarks?

### Microsoft Edge

Open the Hub at its Favourites section, as explained at the bottom of page 9. From here, you can move items around

Open the Hub  
panel

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by dragging them. If you'd put an item in the wrong folder, for instance, use the left mouse button to drag that item and drop it on the icon of the correct folder.

### Create new folders

If you're doing a spot of reorganisation, you might need to create new folders. To do that, click the **Create new folder** button at the top-right of the panel, type a name for the folder that appears and press **(Enter)** to confirm it. You can then start moving items into it as described above.



### Rename or delete items

To rename one of your Favourites or one of your folders, right-click it and choose **Rename**. To delete one, right-click it and choose **Delete** (but think carefully before deleting a folder as that also deletes all the Favourites inside it).

## Internet Explorer

### Open the Organise Favourites window

Press **(Ctrl) + (B)** to open the Organise Favourites window. In this window, you can move items around by dragging them (as in Microsoft Edge, described above), but there's another way you may prefer: click the item you want to move elsewhere, then click the **Move** button, and in the dialog that appears you can select the required folder and click **OK**.

### Create new folders

If you're reorganising your Favourites, you might need to create new folders. To do that, click the **New Folder** button, type a name for the new folder and press **(Enter)**. You can then start moving items into this folder as described above.

### Rename or delete items

You can rename a Favourite or a folder by clicking it once, then clicking the **Rename** button and typing a new name followed by **(Enter)**. To delete a Favourite or a folder, click it and then click the **Delete** button (but think carefully before deleting a folder as that also deletes all the Favourites inside it).

# Bookmarks & Favourites: Revisit Websites Easily B 550/13

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## Mozilla Firefox

Press **(Ctrl) + (B)** to open the Bookmarks sidebar at the left of the window. In this panel, you can move items around by dragging them using the left mouse button. If you'd put an item in the wrong folder, for instance, use the left mouse button to drag that item and drop it on the icon of the correct folder.

Open the  
Bookmarks  
sidebar

If you need to create a new folder, right-click on **Bookmarks Menu** and choose **New Folder**. In the dialog that appears, type a name for the new folder and either press **(Enter)** or click the **Add** button. You can then start moving items into this folder as described above.

Create new  
folders

If you need to rename a bookmark or one of your folders, right-click it and choose **Properties**. In the dialog that opens, type a new name in the **Name** box and either press **(Enter)** or click the **Save** button. To delete a bookmark or one of your folders, right-click it and choose **Delete** (but think carefully before deleting a folder as that also deletes all the bookmarks inside it).

Rename or  
delete items

## Google Chrome

Press **(Ctrl) + (Shift) + (O)** to open the 'Bookmarks Manager'. This opens as a new tab titled 'Bookmarks' where you'll see your folders listed on the left: click a folder to see the bookmarks it contains on the right. To move bookmarks around, drag them with the left mouse button. If you'd put an item in the wrong folder, for instance, use the left mouse button to drag that item over to the correct folder and drop it there.

Open the  
Bookmarks  
Manager tab

If you need to create a new folder, first click on **Other bookmarks** at the left to ensure you'll be creating the new folder inside that one. Then, at the far-right of the blue bar at the top of the window, click the three vertical dots and choose **Add new folder**. Type a name for the folder and press **(Enter)** or click **Save**.

Create new  
folders

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Rename or  
delete items

To rename a bookmark or one of your folders, right-click it and choose **Rename** (for folders) or **Edit** (for bookmarks). To delete one, right-click it and choose **Delete** (but think carefully before deleting a folder as that also deletes all the bookmarks inside it).

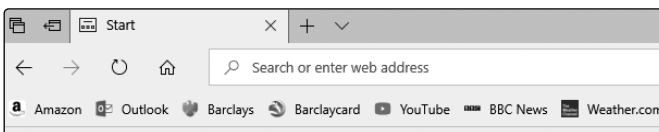
### The Bookmarks Bar: Favourite Sites Just One Click Away

Perfect for  
frequently-  
visited pages

Bookmarks are certainly handy for web pages you think will be useful again in future, but there's probably a handful of sites you visit frequently – a favourite news site, your email service, your Facebook page, and so on. These are ideal candidates to be added to your 'bookmarks bar'.

A wide bar below  
the address box

What's that? It's a thin bar that sits immediately below the address box and stretches the full width of the window. You can add bookmarks to this bar and – as long as the bar is visible – those bookmarks will always be quick and easy to visit: just click one. Here's my own bookmarks bar in Microsoft Edge, and the bar looks much the same in other browsers:



The important thing to note about the bookmarks bar is that space is limited – it can only ever be as wide as your browser window! If you add too many items to it, those that don't fit will appear on an 'overflow menu' at the right-hand end, but that puts them an extra click away. To make the most of this space, keep the names of these bookmarks as short as you possibly can!

# Bookmarks & Favourites: Revisit Websites Easily B 550/15

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Here's how to display and use the bookmarks bar in the four popular browsers:

## Microsoft Edge

Edge calls it the Favourites Bar and it has one peculiarity that the other browsers don't: the bar is always visible when Edge first opens and displays its 'Start' page, but it disappears as soon as you visit a different page.

Currently, it disappears

To display the Favourites Bar permanently, click the ... button at the far-right of the toolbar and choose **Settings**, then click the switch below **Show the favourites bar** to turn it to **On**.

Keep it visible permanently

When you're bookmarking a new web page (by following the instructions on page 5), you can place it on this bar by choosing to save it in the folder named **Favourites Bar**. Similarly, if you're reorganising your Favourites as explained on page 11, you can move items into the **Favourites Bar** folder to make them appear on the bar.

Add items to the bar

With the bar visible, you can right-click an item on it and choose **Rename** or **Delete**. You can also drag items right or left along it to adjust their order.

Rename, delete or rearrange items

## Internet Explorer

To display the 'Favourites bar' in Internet Explorer, press the **(Alt)** key (which makes the menu bar appear), then open the **View** menu, move to **Toolbars** and choose **Favourites bar**.

Display the Favourites bar

When you're bookmarking a web page (by following the instructions on page 6), you can place it on this bar by choosing the **Favourites Bar** folder from the drop-down list beside **Create in**. Likewise, when you're reorganising your Favourites as explained on page 12, you can move items into this folder to make them appear on the bar.

Add items to the bar

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Rename, delete  
or rearrange  
items

With the bar visible, you can right-click an item on it and choose **Rename** or **Delete**. You can also drag items right or left along it to adjust their order.

### Mozilla Firefox

Place items  
on the  
bookmarks bar

To display the 'Bookmarks Toolbar', right-click a blank space (or a button) on Firefox's toolbar and choose **Bookmarks Toolbar**. When you're bookmarking a new web page (by following the instructions on page 6), you can place it on this bar by choosing to save it in the folder named **Bookmarks Toolbar**. Similarly, if you're reorganising your bookmarks as explained on page 13, you can move items into the **Bookmarks Toolbar** folder to make them appear on the bar.

Edit or reorder  
the items

With the bar visible, you can right-click an item on it and choose **Properties** (to rename a bookmark) or **Delete**. You can also drag items right or left along it to adjust their order.

### Google Chrome

Add bookmarks  
to the bar

To display the bookmarks bar, press **(Ctrl) + (Shift) + (B)**. When you're bookmarking a new web page (by following the instructions on page 8), you can place it on this bar by choosing to save it in the folder named **Bookmarks bar**. Likewise, if you're reorganising your bookmarks as explained on page 13, you can move items into the **Bookmarks bar** folder to make them appear on the bar.

Edit, remove or  
rearrange  
bookmarks

With the bar visible, you can right-click an item on it and choose **Edit** (to rename a bookmark) or **Delete**. You can also drag items right or left along it to adjust their order.