

## 4 Nifty Ways to Open Your Most Used Websites with Only a Single Click!

This article shows you how to:

- ✓ Save time and clicks reaching your most-used websites
- ✓ Have your favourites pages opened for you automatically
- ✓ Place websites on the taskbar as if they were programs

These days, it's likely that your web browser is your most-used program. From using email, managing your photos and even storing your documents to keeping up with the news or finding entertainment, websites are increasingly taking over from programs.



And when you visit certain websites so often, you want the quickest possible ways to reach them. No more tedious trawling through a long list of Bookmarks or Favourites: try these four faster methods instead – and combine them in any way you like!

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### Method 1: Set Frequent Sites as Your Home Pages

Home pages have been sidelined...

...but they allow you to load pages automatically



Browser 'home pages' are rather a forgotten option. When a modern browser starts, it no longer takes you to any particular website; instead, it shows a page of its own design containing a search box and a selection of links to popular or recently-visited websites (in the case of Mozilla Firefox and Google Chrome) or the latest news stories (in Microsoft Edge).

But it doesn't have to do that. If there's a particular web page you want to see every time you start your browser – or even several pages – you could set them as your 'home pages', telling your browser to load them when it starts, each in its own tab. You'll see the page in the first tab straight away, and a single click takes you to any of the other tabs.

The catch to this method is that your browser will load these pages absolutely every time you start it, even if you only closed it a few minutes ago and you know there won't be anything new to see on those pages! Therefore, it's best used for just the one or two sites you really do want to check frequently – perhaps your email inbox and a favourite news-headlines page.

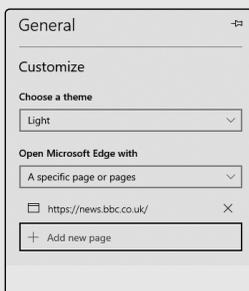
Here's how you choose your own home pages in each of the three most popular browsers – Microsoft Edge, Google Chrome and Mozilla Firefox.

**Microsoft Edge:**



1. Before you start, make sure you know the full URL of the page you want to add as one of your home pages. A good way to do that is to visit the page. Then, when the page has loaded, press **(Ctrl) + (L)** to highlight the URL in the address box and then press **(Ctrl) + (C)** to copy it to the clipboard.

2. Click the ... ('Settings and more') button at the far-right of Edge's toolbar and choose **Settings**.
3. Below the heading 'Open Microsoft Edge with', choose **A specific page or pages**.
4. In the 'Enter a URL' box that appears, type or paste the URL of the first web page you'd like as your home page and press **(Enter)**.
5. The URL you've just added shifts upwards and, if you choose, you can add another in the **Add new page** box that appears. (If you need to visit that site to find and copy its URL, feel free to do that, then come back to this Settings panel.)
6. When you've finished adding home pages, press **(Esc)** to close the Settings panel. At any time you can come back here and click the pencil icon beside a URL to edit or replace it, or the x to remove it.



Add individual home pages to Edge

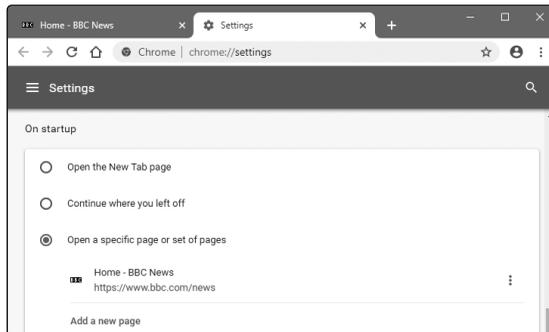
## Google Chrome:

1. After starting Chrome, visit the first web page you want to add as your home page. If there's a second page you'd like as well, open another tab **(Ctrl) + (T)** and visit that, and do the same again for a third page, and so on.
2. With your chosen pages now open in their own tabs, click the three vertical dots at the far-right of Chrome's toolbar and choose **Settings**.



Tell Chrome to use the web pages you've opened

3. Scroll down to the 'On startup' section and click on **Open a specific page or set of pages**.
4. Click on **Use current pages**, and Chrome will add the page(s) you've just opened to its list. That's it – you've finished: close this Settings tab. If you want to make changes, you can come back here at any time and click the vertical dots to the right of one of these home pages to edit or remove it. Alternatively, you can type or paste a URL by clicking **Add a new page** to add it to the list.



### Mozilla Firefox:



1. After starting Firefox, visit the first web page you want to add as your home page. If there's a second page you'd like as well, open another tab (**Ctrl**) + (**T**) and visit that, and do the same again for a third page, and so on.
2. With your chosen pages now open in their own tabs, click the 'Open menu' button (three horizontal lines) at the far-right of Firefox's toolbar and choose **Options**.
3. At the left of the page, click on **Home**.

4. Alongside **Homepage** and new windows, choose **Custom URLs**.
5. Click the **Use Current Pages** button and Firefox will paste the URL(s) of your open page(s) into the text box above, separating each with a pipe symbol (|, or **Shift** +). You've finished and you can now close this Options tab. At any time you can come back here and make changes, editing that text box directly if you need to (but remembering that each full URL must be separated from the last by a pipe symbol).

Use your current pages as Firefox's home pages

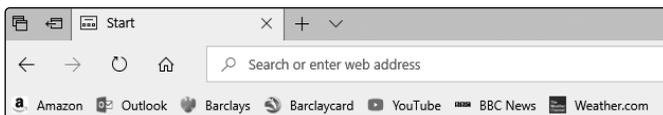


## Method 2: Make the Most of Your Browser's Bookmarks Bar

However keen you are on certain websites, there are probably very few that you want to see every time you start your browser. For all the rest, you want them to be close at hand whenever you need them, and this method (along with the next two) does just that.

One click away on the bookmarks bar

It makes use of the bookmarks bar, a thin bar immediately below the address box. You can add bookmarks to this bar and, as long as the bar is visible, you can visit one of those bookmarks with a single click. Here's my own bookmarks bar in Microsoft Edge, and the bar looks much the same in Chrome and Firefox:



Make wise use of the limited space!

In a moment, I'll explain how to use this bar in each of the popular browsers, but here are three quick tips to keep in mind that are common to each:

- Space on the bar is limited! The bar can only be as wide as your browser window, and if you add too many items to the bar, those that don't fit will appear on an 'overflow menu' at the right-hand end – still within reach, but now two clicks away rather than just one. To make the most of this limited space, keep the name of each bookmark on the bar as short as you can!
- You can change the order of bookmarks on the bar by dragging them left or right along the bar.
- Clicking a bookmark on the bar opens it in the current tab. If you'd like to open it in a new tab instead, hold the **(Ctrl)** key as you click it.

Easily adjust their order

Use **(Ctrl)** for a new tab

### Microsoft Edge:

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

Display Edge's favourites bar

To display the favourites bar permanently, click the ... ('Settings and more') button at the far-right of Edge's toolbar and choose **Settings**, then click the switch below **Show the favourites bar** to turn it to **On**.

Now you want to add your favourite web pages to this bar. Here's how to do that:

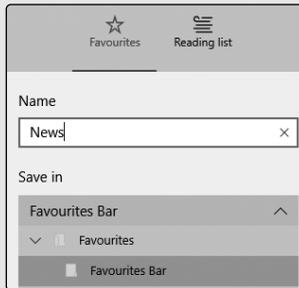


Add a new web page to the bar

1. Begin by visiting one of those favourite pages.
2. When you arrive, press **(Ctrl) + (D)** (the keyboard shortcut for creating a new 'favourite' in Edge).
3. Now you'll see the dialog pictured to the right. First, shorten the name as much as you can, down to just the

bare memory - jogging essentials. (Edge will display the site's icon on the bar as well, helping you recognise what it is.)

4. In the **Save in** box, select the folder named **Favourites Bar**.
5. Click the **Add** button at the bottom and you'll see this new item appear on your favourites bar. Repeat these steps to add more items to the bar in the same way.



At any time, you can right-click an item on the bar and choose **Rename** to give it a different name, or **Delete** to delete it.

**Rename or delete an item**

## Google Chrome:

To show (or hide) the bookmarks bar, press the keyboard shortcut **(Ctrl) + (Shift) + (B)**. To start adding your favourite web pages to the bar, follow these steps:

1. Begin by visiting one of those favourite pages.
2. When you arrive, press **(Ctrl) + (D)** (the keyboard shortcut for creating a new bookmark in Chrome).
3. In the panel that appears, pictured on the next page, begin by shortening the name as much as you can, just to the bare memory-jogging essentials. (Chrome will display the site's icon on the bar as well, helping you recognise what it is.)
4. In the **Folder** box below, select the folder named **Bookmarks bar**.

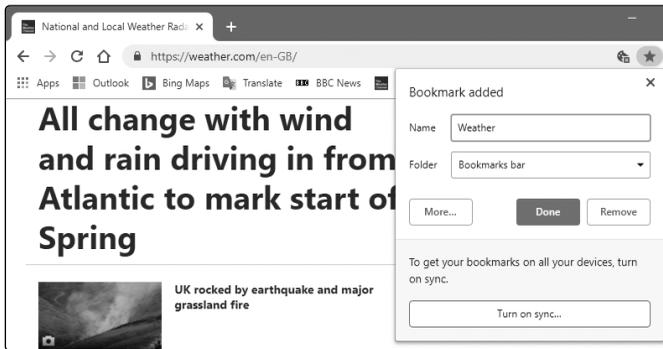


**Save bookmarks into this folder**

5. Click the **Done** button and this new item appear will appear on your bookmarks bar. Repeat these steps to add more items to the bar in the same way.

### Rename or delete a bookmark

At any time, you can right-click an item on the bar and choose **Edit** to give it a different name, or **Delete** to delete it.



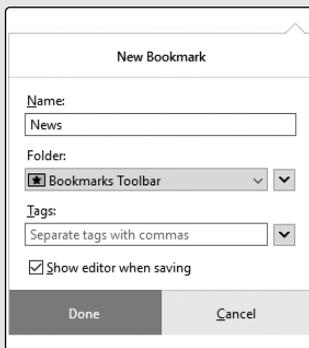
### Mozilla Firefox:

To display the bookmarks bar in Firefox, right-click a blank space or a button on the toolbar and choose **Bookmarks Toolbar**. Now you're ready to begin adding your favourite web pages to the bar:



1. Begin by visiting one of those favourite pages.
2. When you arrive, press **(Ctrl) + (D)** (the keyboard shortcut for creating a new bookmark in Firefox).
3. In the panel that appears, pictured on the next page, begin by shortening the name as much as you can, just to the bare memory-jogging essentials. (Firefox will display the site's icon on the bar as well, helping you recognise what it is.)

4. Open the drop-down list headed **Folder** and choose **Bookmarks Toolbar**.
5. Click the **Done** button and this new item will appear on your bookmarks bar. Repeat these steps to add more items to the bar in the same way.



Save bookmarks into this folder

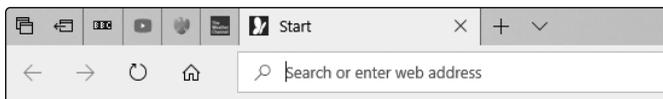
At any time, you can right-click an item on the bar and choose **Properties** to give it a different name, or **Delete** to delete it.

## Method 3: Pin Favourite Sites to the Tab Bar

Perhaps we haven't hit upon your perfect solution with the two previous methods? The first, home pages, forces you to wait for those pages to load, even if you don't actually want to see them this time. The second, the bookmarks bar, takes up some vertical space in your browser – not much, but perhaps too much on a small screen.

Our third method is a more recent addition to the three popular browsers – pinned tabs. These appear as small icon-only tabs in a bunch at the far-left of the tab row, as pictured in Microsoft Edge below (and looking almost identical in Chrome and Firefox):

Pin pages to the left of the tabs



## W 084/10 Web Browsing: Favorite Sites Just a Click Away

**Pinned tabs are loaded automatically**

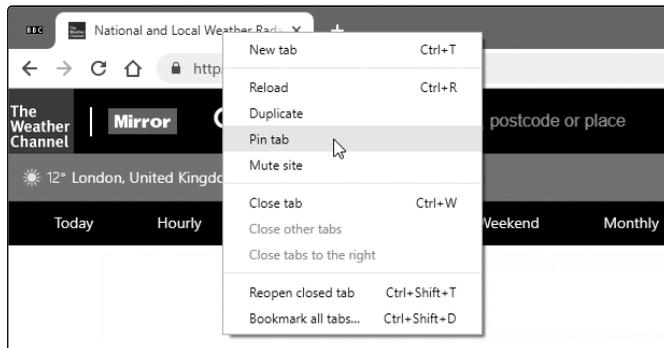
Pinned tabs are rather like home pages in that they load automatically every time you start your web browser. However, you can ignore them if you choose to: you'll also see your familiar home page tab (or your browser's Start or New Tab page) and you can get straight on with visiting whatever site it was you wanted.

If you do want to see one of the web pages you've 'pinned', just click its tab. It's already been loaded, so you'll immediately be looking at it.

Pinned tabs work almost identically in Edge, Chrome and Firefox:

**Create a pinned tab**

- To create a pinned tab, start by visiting one of your favourite web pages. When it's loaded, right-click its tab and choose Pin (in Edge) or Pin tab (in Chrome or Firefox). Straight away, the tab shrinks to icon-size and shifts to the left of the tab row.



In theory, you can 'pin' as many pages here as you like, but remember you'll be leaving less space in that tab bar for ordinary, full-size tabs you open as you browse the Web. Also keep in mind that the more tabs you pin,

the more data you'll ultimately be downloading, since each of these pages is downloaded every time you start your browser. So, similar to the 'home page' method, this is best used for the handful of pages you really do want to keep a frequent eye on.

- If you change your mind about a page you've pinned, just right-click its little tab and choose **Unpin** (in Edge) or **Unpin tab** (in Chrome or Firefox). The tab then reverts to an ordinary, full-sized tab which you can close (or reuse to go somewhere else). Once unpinned, your web browser will no longer display or load this little tab when it starts.

Remove an unwanted tab

### Method 4: Add Web Pages to The Taskbar

I mentioned at the beginning of this article that websites are increasingly taking the place of programs, so why not 'start' a favourite website the same way you start a favourite program – by clicking an icon on your taskbar?

Web pages just a click away on your taskbar



Only Edge and Chrome offer this option, but it does literally give you a one-click method of reaching a favourite web page since you don't even have to start your web browser first: you just click the taskbar button of the web page you want. And if you ever want to remove a web page from your taskbar, you do it in the same way as removing a program: right-click the icon and choose **Unpin from taskbar**.

Only possible in Edge and Chrome

The methods of doing this are different in Edge and Chrome (a little more effort in Chrome), so let's run through them:

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Quickly pin to taskbar in Edge

### Microsoft Edge:

In Edge, it could hardly be easier to pin a web page to your taskbar. Start by visiting the web page, and when it's loaded, click the ... ('Settings and more') button at the far-right of Edge's toolbar. On the menu that appears, choose Pin this page to the taskbar and you've finished: an icon for the page is added to your collection of taskbar buttons.

### Google Chrome:

In Chrome it's a little more longwinded, although still easy:



Choose how this web page should be displayed

Drag the desktop shortcut to the taskbar...

...then delete it to tidy up

1. Start by visiting the website you want to pin to the taskbar.
2. Click the three vertical dots at the far-right of Chrome's toolbar, move the mouse to **More tools** and choose **Create shortcut**.
3. If you tick **Open as window** in the dialog that appears, your page will open in a special, app-like window with no tabs, address box or toolbar. If you'd prefer it to open in an ordinary Chrome window, leave that box unticked. Finally, click the **Create** button.
4. This creates a shortcut to the web page on your desktop – not quite what you wanted, but the first step along the way! Move or minimise your Chrome window if necessary, so that you can see this shortcut. Now, using the left mouse button, drag the shortcut down and drop it into a blank space on your taskbar: a copy of this shortcut is now pinned to your taskbar.
5. You no longer need the desktop shortcut that was just created, so click it once to select it and press the **Delete** key to get rid of it.