

Beginners: Bookmarks

When you find a Web site or page that you like, your Web browser allows you to **bookmark** it, that is you can add it to a list of **Favourites**, so that in future you can easily get back to it.

On a home PC, the list of your favourite sites remains permanently available and each entry will remain there until you remove it.

If you are using a Hillingdon Libraries PC, the **Favourites** list will already contain useful links to our Library Catalogue, e-Information services, Community Info, as well as email providers, search engines and e-learning resources. You can add your own favourite sites to this list and use them during your session, but they will be deleted when the PC is switched off and re-started (rebooted).

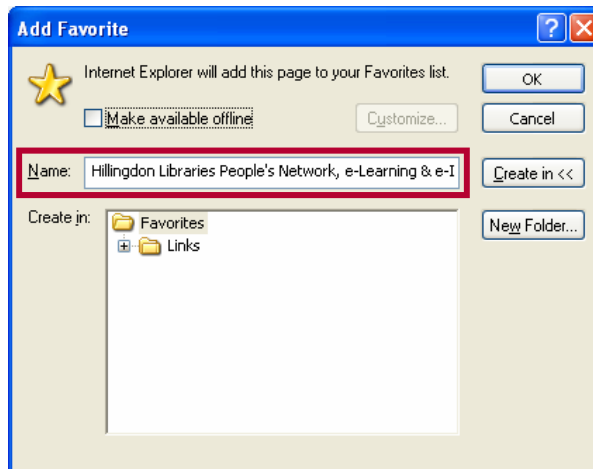
Bookmarking a Web Site

1. Open the MS Internet Explorer;
2. Go to the Web page that you wish to bookmark, for the purpose of this exercise you can go to <http://libraries.hillingdongrid.org>

3. Click on the **Favourites** menu;
4. Click on **Add to Favourites...**;

This will display the **Add Favourite** dialogue box.

5. Click once in the **Name** text box;
6. Delete all the text already in it ;
7. Type in the new name—in this instance call it **Library Learning Site**;
8. Click on the **OK** button.



YOUR TURN!!

Go to each one of the following sites and bookmark each one in turn.

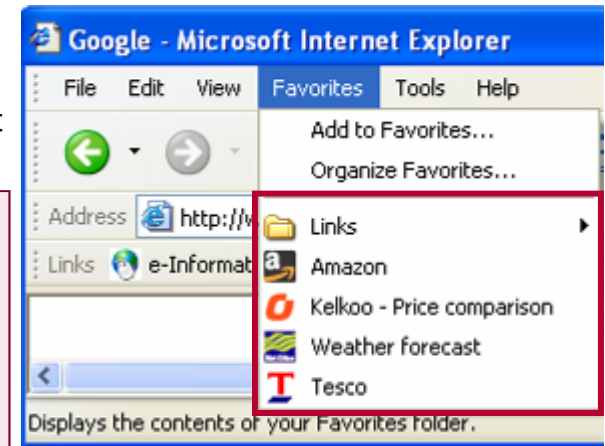
Website to bookmark	Bookmark name
www.amazon.co.uk	Amazon
www.kelkoo.co.uk	Kelkoo - price comparison
www.tesco.com	Tesco
www.met-office.gov.uk	Weather forecast

Displaying a Bookmarked Web Site

1. Click on the **Favourites** menu.
This will display your list of favourite Web sites.
2. Click on the site you want to go to.

Notice that **Links** is not a bookmark, but a folder which contains subfolders full of bookmarked sites.

As your list of favourite sites grows, they can be organized into folders.



YOUR TURN!!

Go to your four bookmarked sites using the **Favourites** list.