

Bookmarks Outline

- I. Introduction
 - A. Why present on Bookmarks
 - 1. "To teach is to learn"
- II. Bookmarks/def - Way to organize a list of Websites in a Web Browser.
- III. How to create Bookmarks
 - A. Press/hold + button address bar/drag to location
 - B. Hit world button/drag icon to Favorites bar/auto drop down comes up.
 - C. BM menu>add BM
- IV. How to view/edit a BM - numerous ways
 - A. Sidebar - button top left.
 - 1. Takes up 1/3 page makes hard to work
 - 2. Does have Search bar when scroll up
 - 3. Can move/organize BM's
 - 4. Blue line with circle
 - 5. Shorten or lengthen blue line to properly place in folders
 - 6. Click webpage and can move it.
 - 7. Can right click to rename, delete
 - 8. Careful move too far left and Reading List comes up
 - 9. Can edit name of old BM's here.
 - 10. Double click on folders and opens up webpages stained it it.
 - a) Right click on mouse & can edit description.
 - 11. Don't Bookmark a webpage that can do with two letters in Add bar.
 - B. Sidebar gives overview list:
 - 1. Tab groups on top, Reading List, BM's, Shared items, iCloud Tabs
 - 2. Use caret on top to go between these items.
 - C. Menu bar>edit Bookmarks - more room to work - not search bar.
 - D. View Menu>show Favorites bar - located top of screen.
- V. Where to place Bookmarks - Favorites bar or Bookmarks menu
 - A. Goal have all websites on and folders one line Favorites Bar.
 - B. Favorites Bar limited length - double arrows goes down right of page.
 - 1. Favorites Bar cannot be removed
 - C. Distinguish Favorites Bar from Bookmarks list
 - 1. Favorites Bar used frequently. Bookmarks less so - keep separate
 - 2. Favorites Bar viewed in Start Page not Bookmarks
- VI. How to organize your Bookmarks. Goal - Favorites bar one line
 - A. Use BM menu bar>edit BM's - use whole page
 - B. May have disorg mess of BM's
 - C. Start by shortening names BM's/Webpages names
 - 1. Do all
 - 2. Delete ones no longer use.
 - D. Use "Folders" biggest advantage

1. Safari alphabetize
2. Stat by new folder upper right
3. Organize by most important first
 - a) Enables first L/R in Favorites bar and T/B BM menu and Sidebar.
 - b) Develop Folders
 - c) Description explain under Folder name - why saved.
4. Can place one Folder under another creates subfolders.
5. Side bar also shows Favorites and BM's folders.
 - a) Hovering over Folders brings up subfolders.
6. Can alphabetize BM's in folders not reg BM's
 - a) Hilite Folder in Sidebar or Edit BM's - right click or Control click
- E. When completed check phone.

VII. Start Page vs Home Page

- A. Safari Preferences>General>**Start Page or Home Page**
- B. Show how develop each one.
- C. Start Page shows all Favorites/not Bm's center of page.
 1. Also find in Favorites bar across top.
- D. Explain **Multi-window Icon** - brings back Start page.
- E. Customize Start Page with button lower right of Start Page.

VIII. Apple Sys Pref>ICloud>Safari checked - all devices.

IX. Tabs and BM's (Time permitting)

- A. Tabs - short term, ie. gifts for family
- B. Bookmarks for sites open regularly. Plan keep indefinitely.
- C. View many sites in a Folder - click **open new tabs** - all open together.
 1. Tab bar opens across top beneath Favorites bar.