

# Macintosh Learning Center

--- Shell Weinberg

Laguna Woods Village Community Center, 3rd floor  
Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday


## Reviewing Fundamentals & Basics:

### When online... save & use Bookmarks

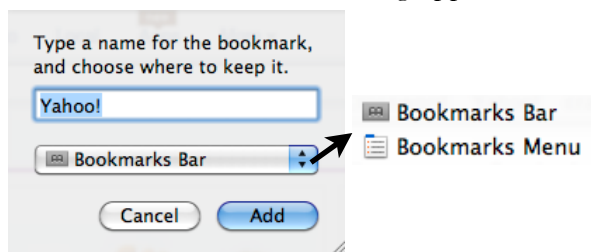
I believe we all **connect to the Internet** nowadays, and so today's column is going to offer some information that could be helpful to beginners, new users, maybe other Mac users.

Step one is to be **connected online...** and the **Browser** I use to do this is **Safari**. The reason I mention it is because all Browsers offer a Bookmarks feature, however, it is not always called **bookmarks**, and their uses vary. But, if you understand the **basics** I show, you should be able to figure out their counterparts.

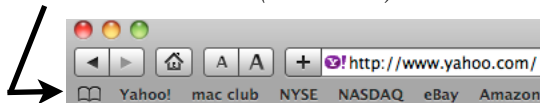
As you "**surf**" the net, you will often find a website page that you would like to visit again. Understand that every page on the web has its **own address**. So when you **save** a Bookmark the computer puts the entire address into its memory.

Say that you want to Bookmark the homepage for **yahoo.com...** and you have it active on your screen.  <http://www.yahoo.com/>

Press **command D**, this dialog appears:




select **Bookmarks Bar** (see above) result is:

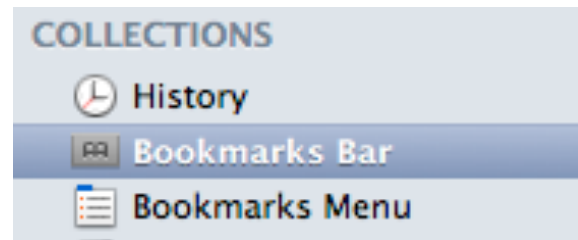


select **Bookmarks Menu** (see above) result is:

Bookmark	Address
Yahoo!	<a href="http://www.yahoo.com/">http://www.yahoo.com/</a>
WEATHER	<a href="http://weather.yahoo.com/forecast/USCA1304.html">http://weather.yahoo.com/forecast/USCA1304.html</a>
TIME	<a href="http://www.time.gov/timezone.cgi?Pacific/d/-8/java">http://www.time.gov/timezone.cgi?Pacific/d/-8/java</a>
Schwab	<a href="https://investing.schwab.com/trading/signoff">https://investing.schwab.com/trading/signoff</a>
PORTFOLIO ONE	<a href="http://finance.yahoo.com/p7v&amp;k=pf_107">http://finance.yahoo.com/p7v&amp;k=pf_107</a>
themacclub.org	<a href="http://www.themacclub.org/">http://www.themacclub.org/</a>
Apple	<a href="http://www.apple.com/">http://www.apple.com/</a>

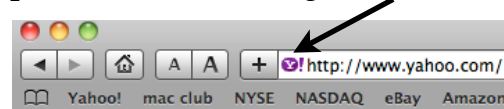
The **position** of a bookmark on a list can be changed.

Click on this **symbol**  to see list of items on your **Bookmarks Bar**, (select from the **sidebar**)




or, see list of items on your **Bookmarks Menu**. To move an item **drag it** to a new position, then release mouse button.

You can also place a **web page link** on your **desktop**, or on the **dock...** drag this **icon**



to the desktop or to the **Trash side** of dock, and then release the mouse button.

With this icon on dock,  if you hover over it with the arrow cursor you'll see the web page title. A single click on the icon will open the page immediately.

To **delete** a bookmark, have a list window open, simply click on an item to select it, then press **delete key** on the keyboard.

The **title** of a bookmark, that appears on either list, can be changed to a name that means something special to you. Here is how to do it... single click on the original title, **count to 3**, and then **click again**. This will **highlight** the complete title and now it is ready for you to type in your **new title**.

You can organize your bookmarks by putting them into **folders**. See bottom of the open window when viewing a bookmark list.

*click for sidebar folder*      *click for list folder*

