

Using the Browser Bookmark Toolbar

All web browsers offer a feature where a bookmarks toolbar is displayed with buttons or links to quickly go to specific web pages.

Each browser is a bit different but the concept is the same. In Safari, it is called “Favorites” folder in the bookmarks. In Chrome, it is called the “Bookmarks Bar” and in Firefox it is called the “Bookmarks Toolbar”.

There are three steps to using the bookmarks toolbar:

1. Displaying the bookmarks toolbar
2. Adding a bookmark in the bookmarks toolbar for a web page
3. Renaming the bookmark if necessary

These will be shown on the three browsers on a Mac. The process is similar on the Windows PC and for other browsers.

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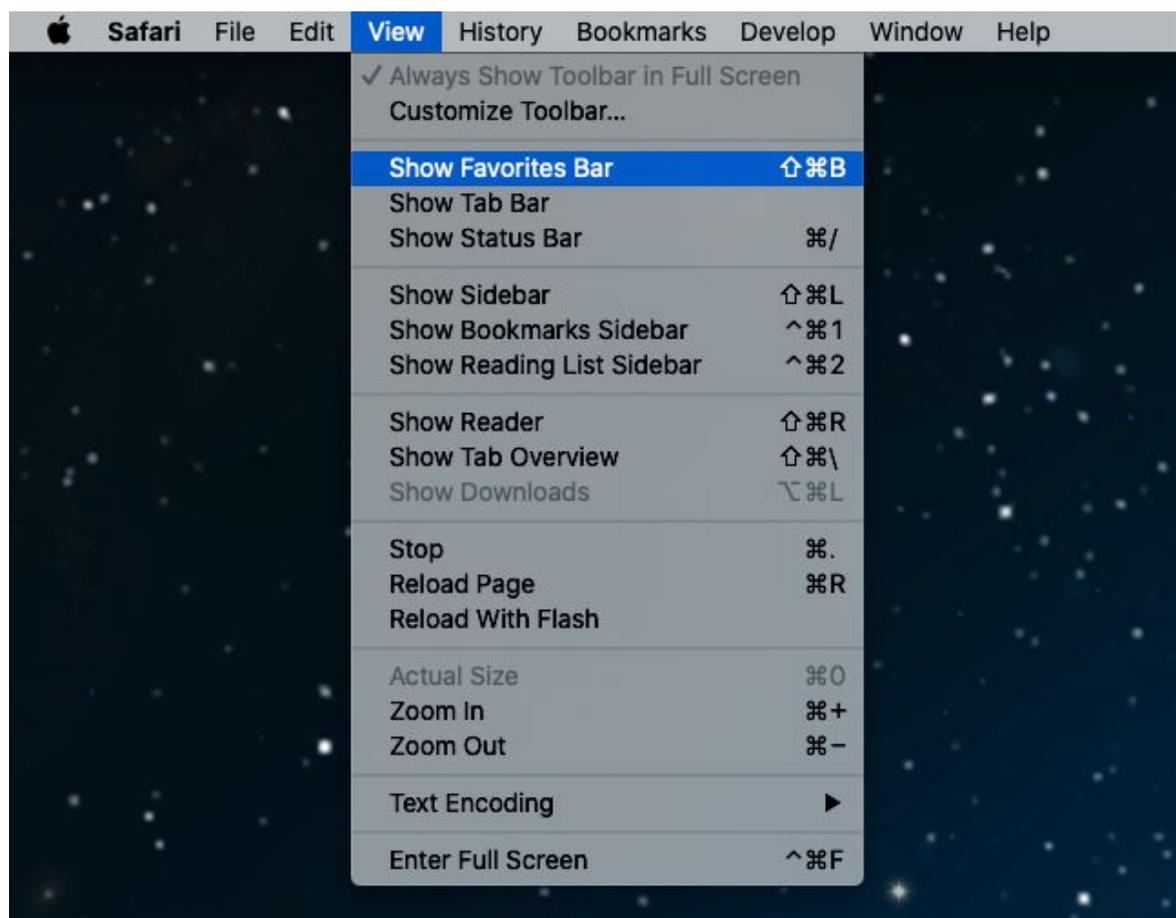
Chrome - [page 8](#)

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Safari on Mac

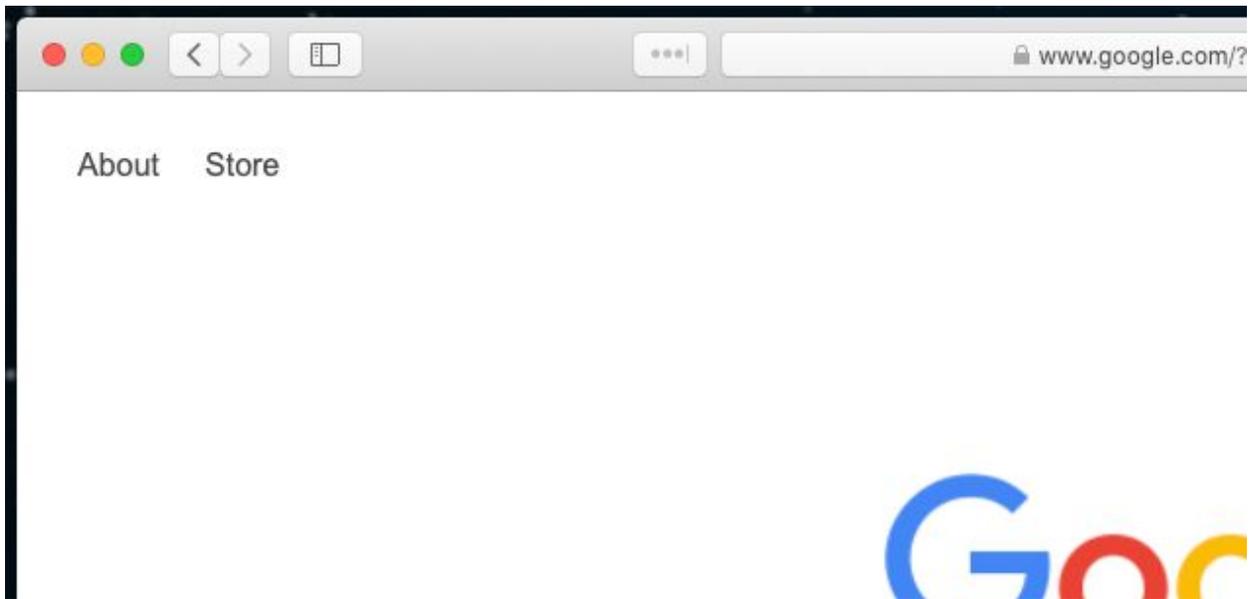
Displaying the Bookmarks Toolbar

The first step is make sure these bookmarks are always displayed. In Safari on the Mac, this is done with the View menu by selecting the “Show Favorites Bar” option:

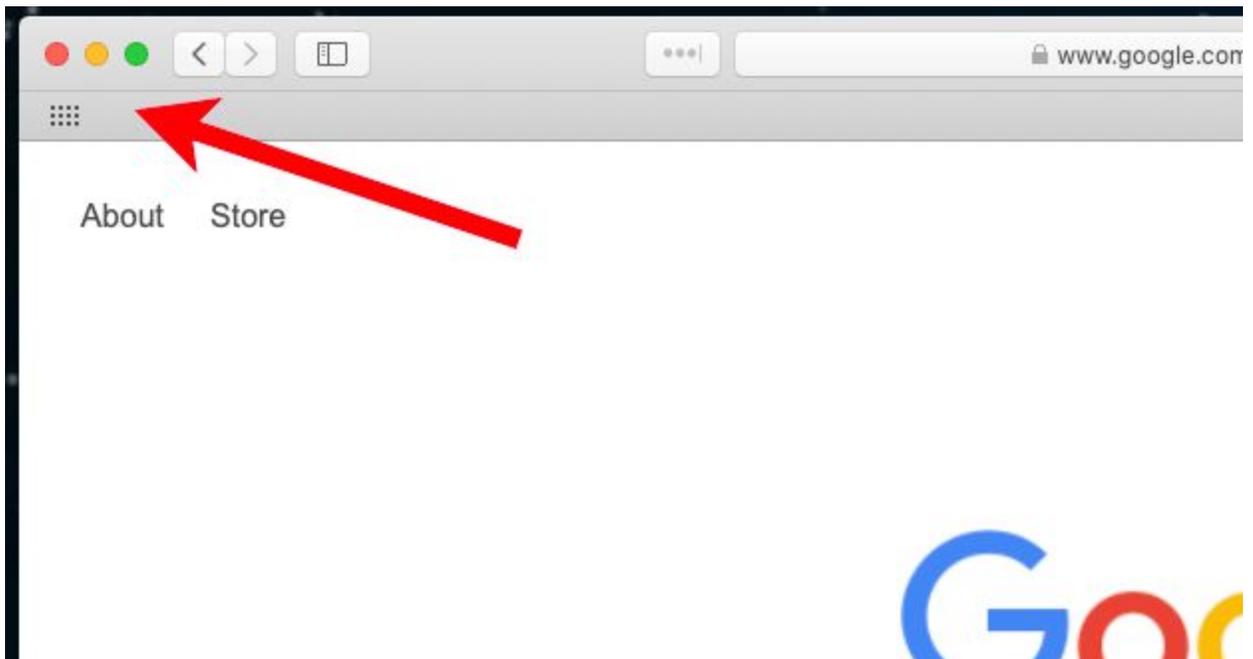


If the Favorites bar is already displaying, the option changes to “Hide Favorites Bar”.

When the favorites bar is displayed, the top of the window changes from this:



To this:



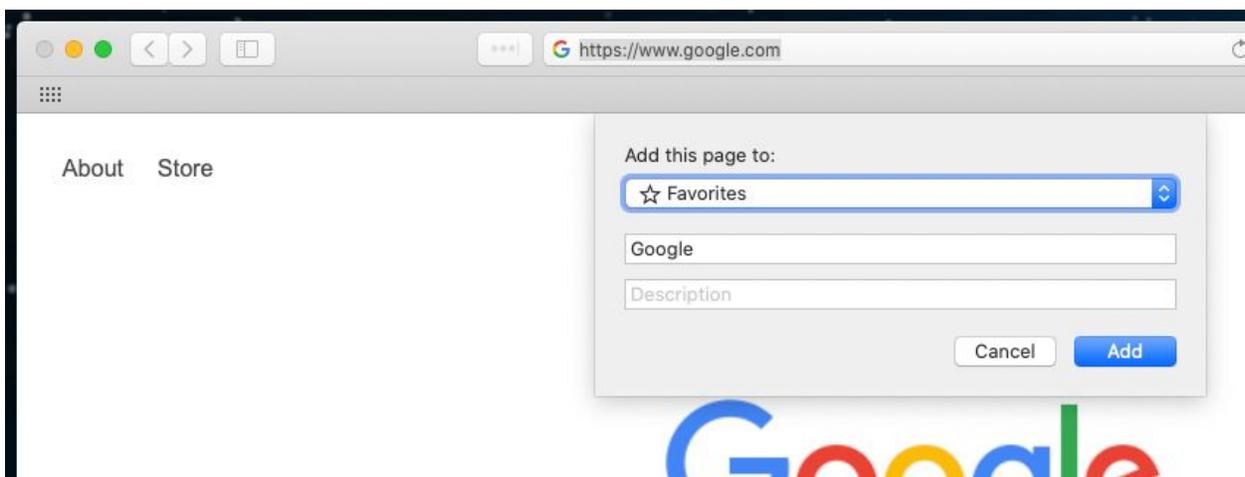
Adding a bookmark in the bookmark toolbar for a web page

First, go to a web page you want to bookmark, e.g. the Google search page: <https://www.google.com>

Then select “Add Bookmark...” from the Bookmarks menu:

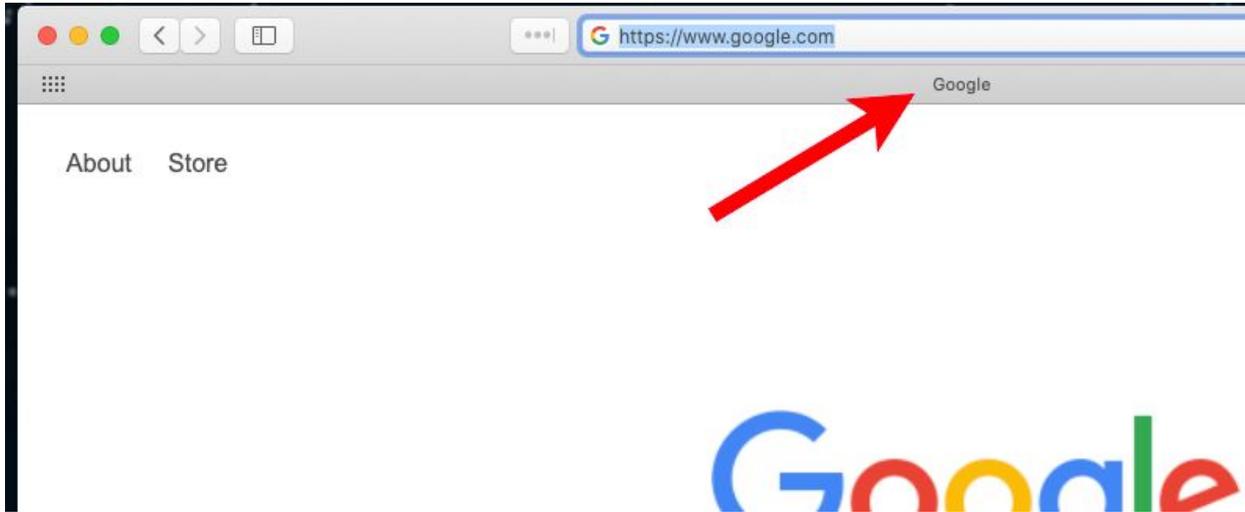


The keyboard shortcut (Command / D) is shown at the right on the menu item. A popup window will appear:



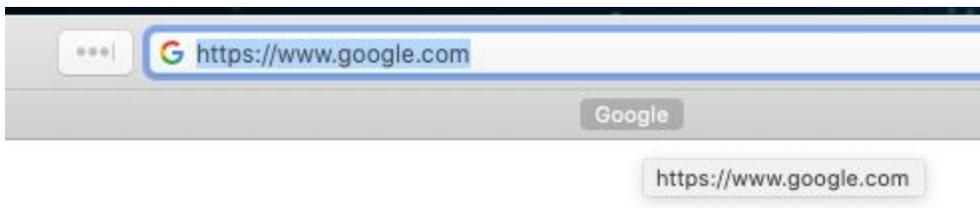
This is a form that lets you select the folder for the bookmark, the name for the new bookmark and an optional description.

Make sure the folder is “Favorites” and make sure the name is small, e.g. Google. Click the blue **Add** button and the new button will appear in the Favorites Bar:

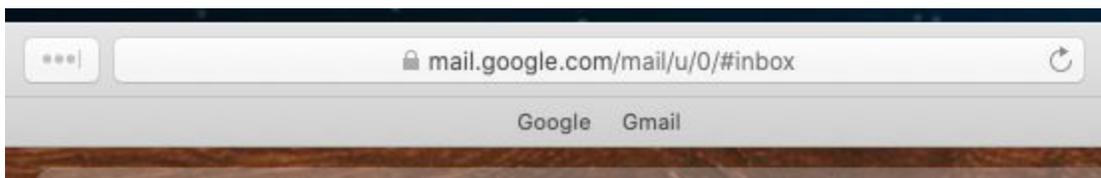


The bookmark acts as a button to take you to this page. The buttons are centered on the Favorites Bar.

If you hover over the button, you can see its outline and location:

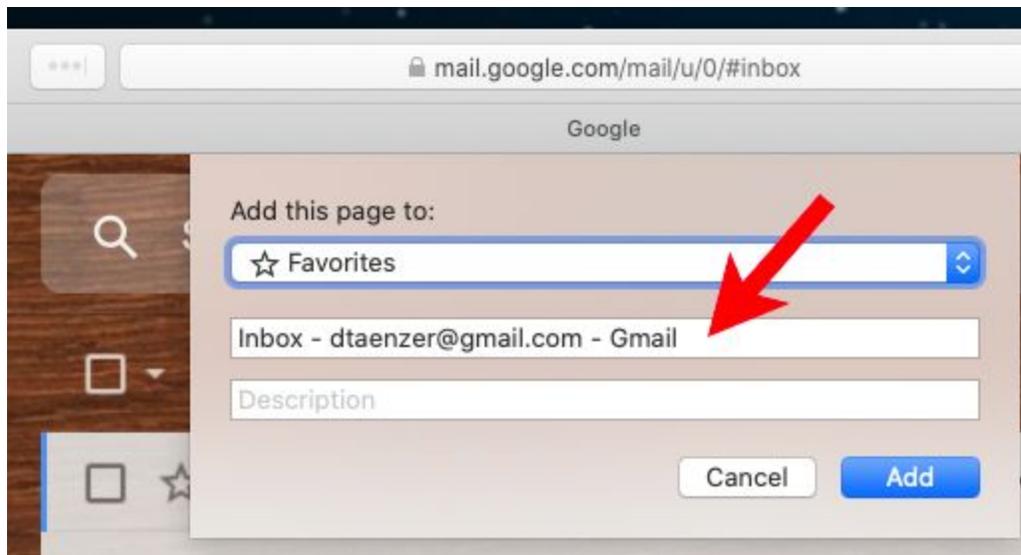


If we go to Gmail (<https://mail.google.com>) and add a Favorites bookmark named “Gmail”, we will see two bookmarks centered in the Favorites Bar:

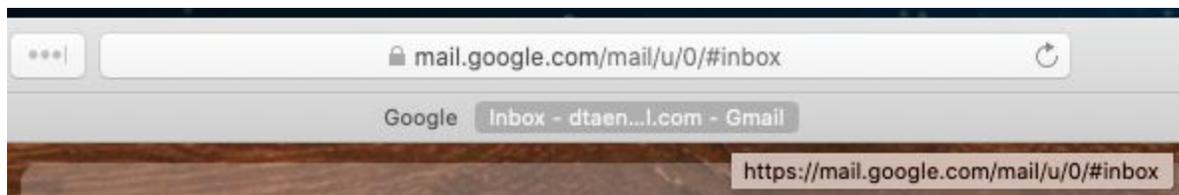


Renaming the bookmark if necessary

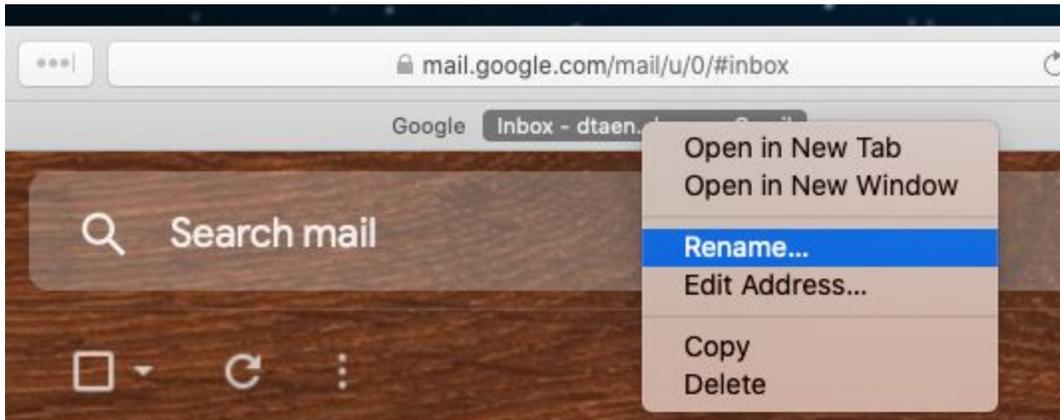
When you add the bookmark for Gmail, you may not have remembered to change the name:



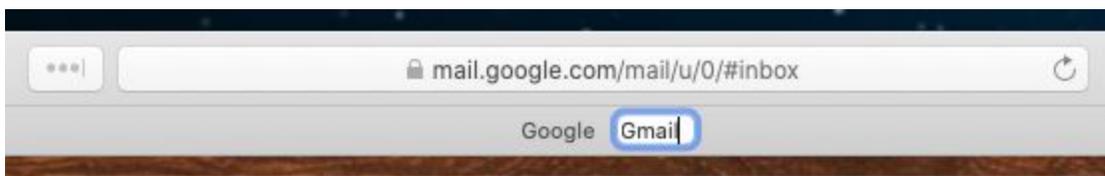
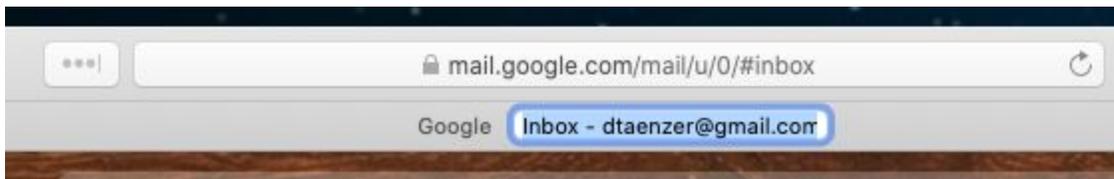
In this case, you would get the long name in the Favorite Bar:



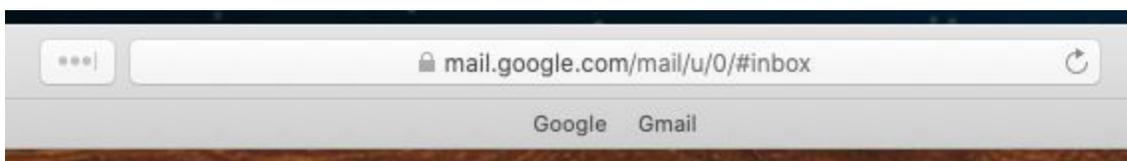
You can right click on the button to rename it:



In Safari, this highlights the button in blue and you can type in the new name:



And hit the return key to change the name

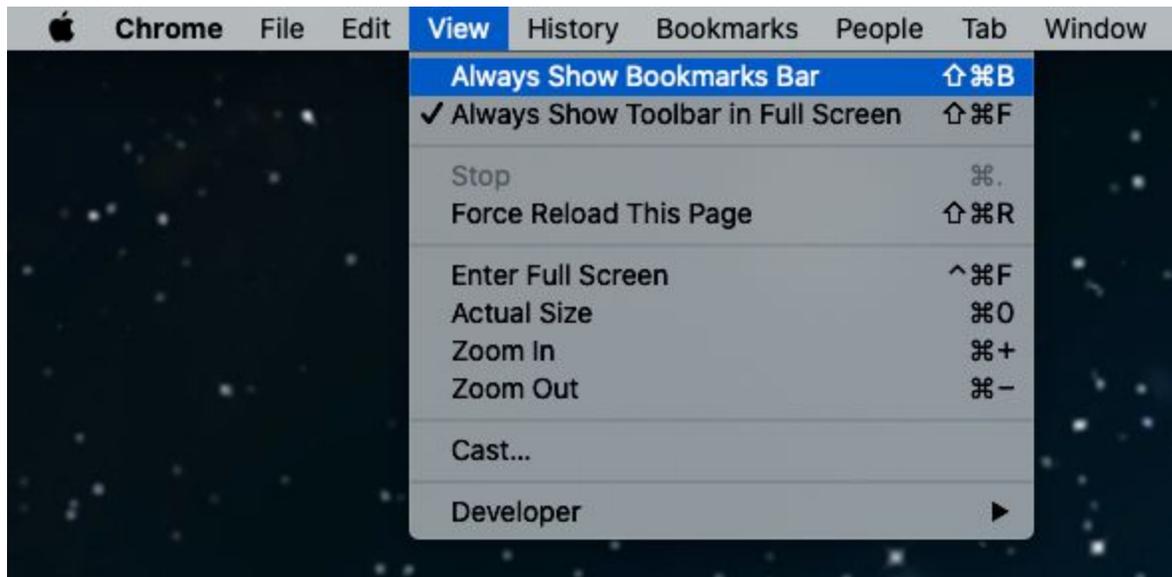


Add as many Favorites Bar bookmarks as you like for all of your favorite websites.

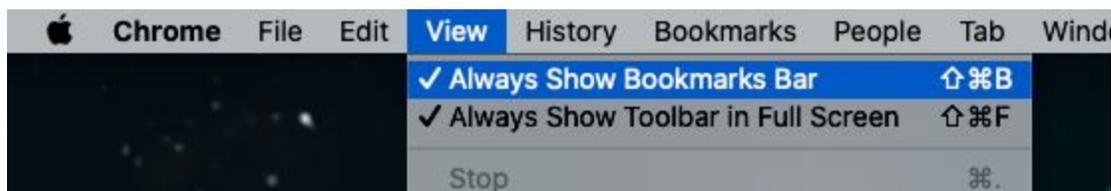
Chrome on Mac

Displaying the Bookmarks Toolbar

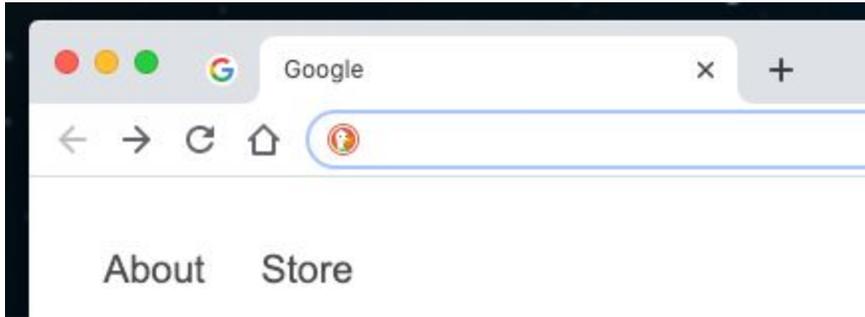
In Chrome, the top option on the View menu is used to display the Bookmarks bar.



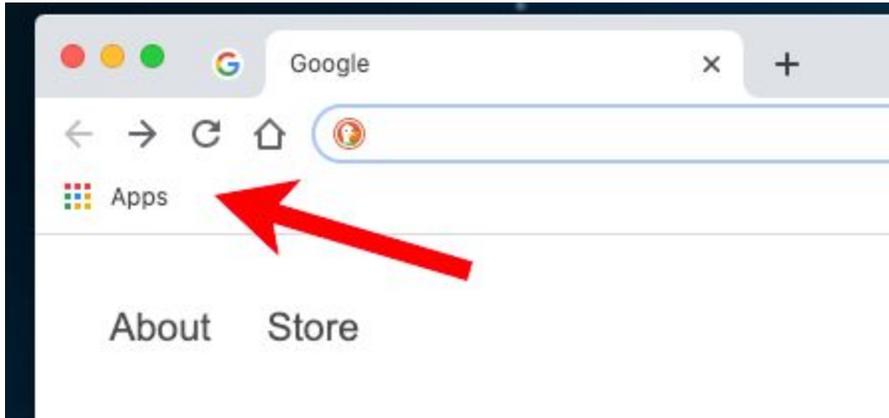
Make sure this is checked on the left side:



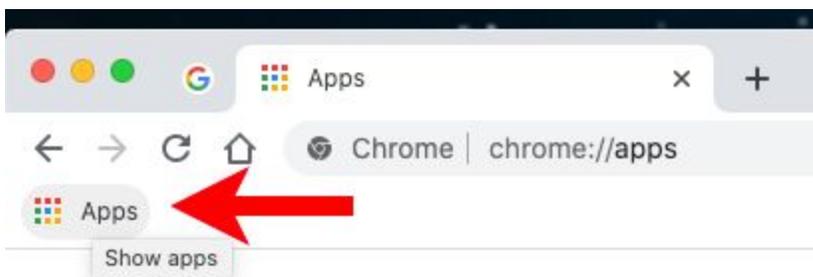
This changes the display from:



To this:



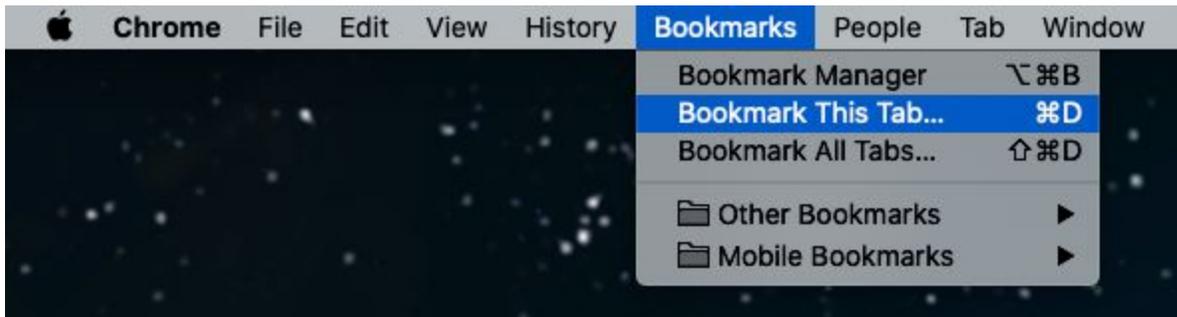
The Bookmarks Bar always has a Google Apps bookmark:



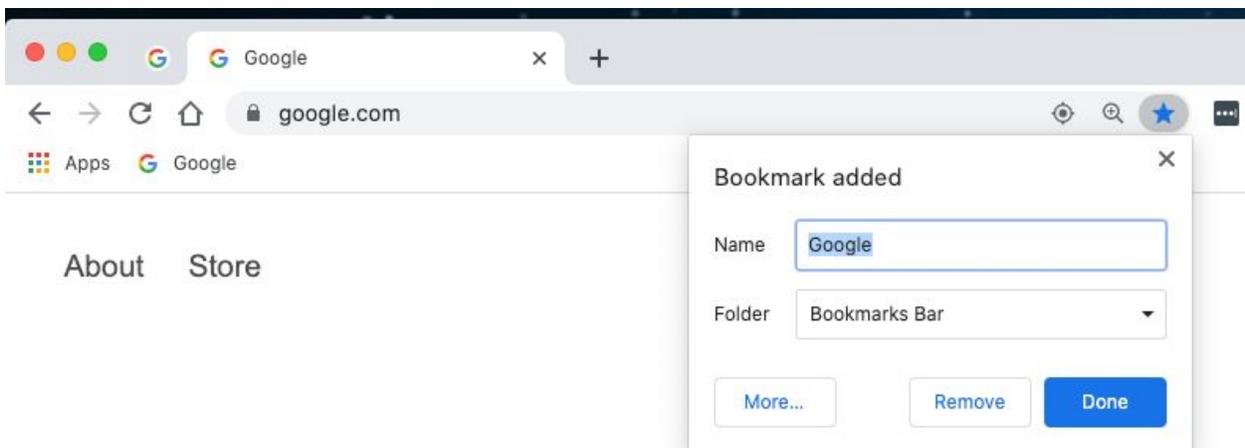
Adding a bookmark in the bookmark toolbar for a web page

First, go to a web page you want to bookmark, e.g. the Google search page: <https://www.google.com>

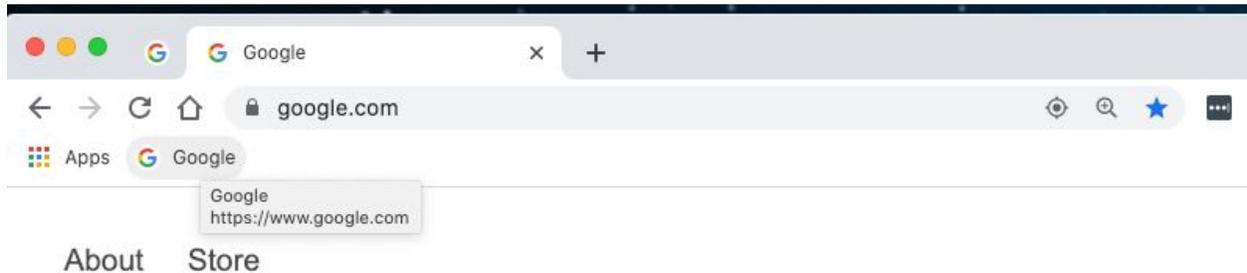
Then select “Bookmark This Tab...” from the Bookmarks menu:



A popup window will appear that lets you choose the name and folder to put the bookmark. Make sure the name is short and the Folder is “Bookmarks Bar”. Then click the blue **Done** button

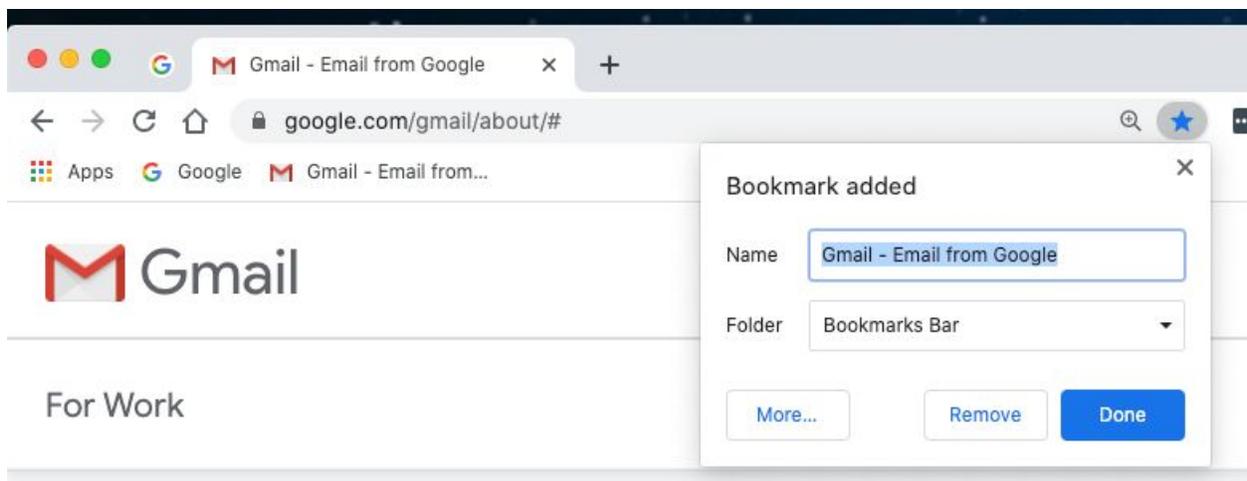


The new bookmark will stay on the Favorites bar:

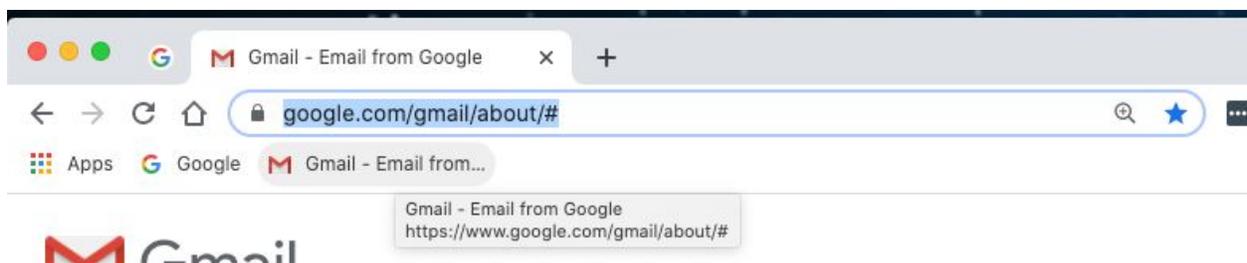


In Chrome, the bookmark buttons on the Bookmarks Bar are left aligned.

If we go to Gmail (<https://mail.google.com>) and select the “Bookmark This Tab...” option from the Bookmarks menu”

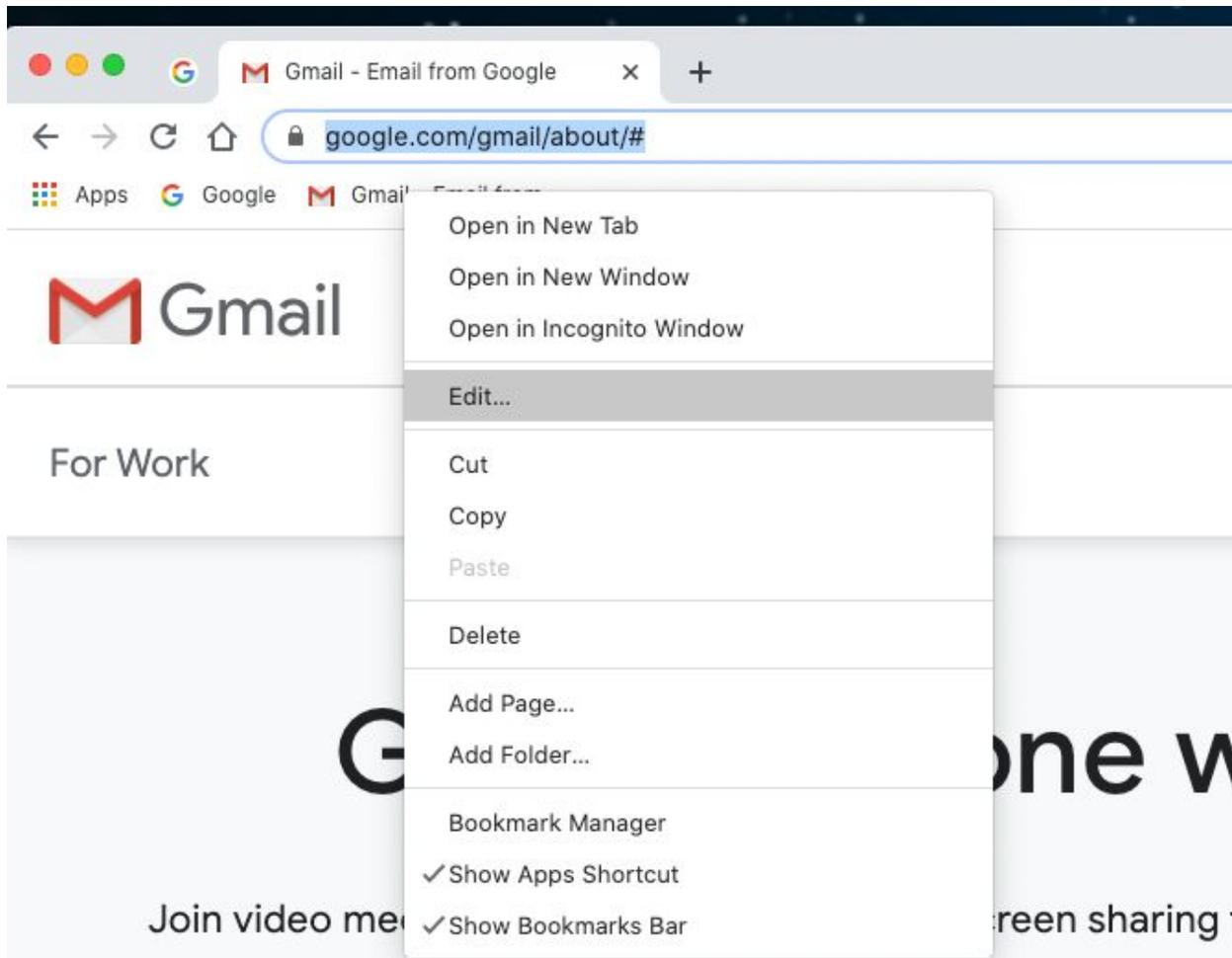


We can add a new bookmark for this page. If we don't fix the name it will appear as the long string:

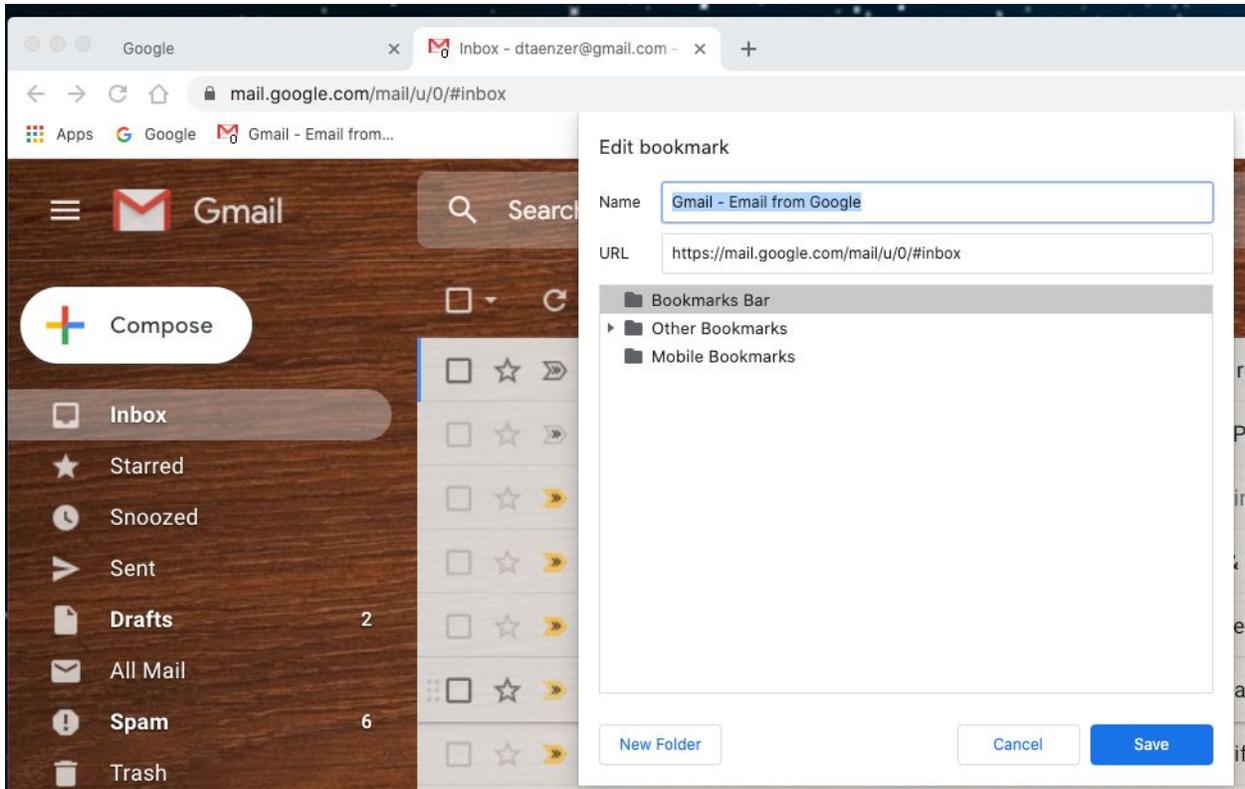


Renaming the bookmark if necessary

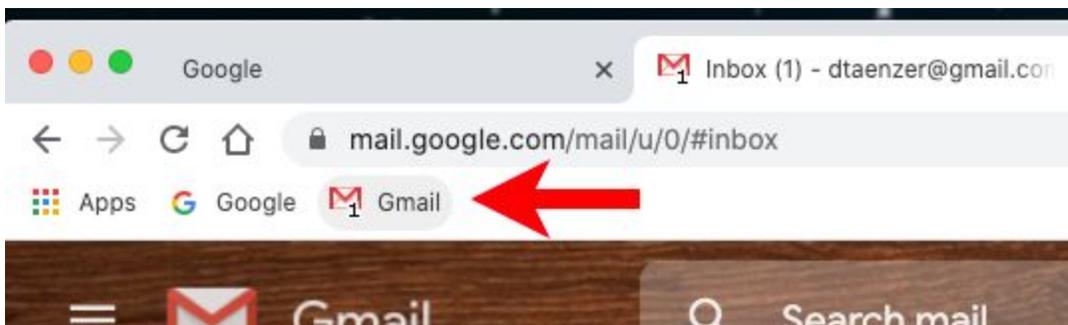
If the name is wrong, you can right click on the bookmarks button and choose “Edit” option:



This will let you choose a new name (and Folder) but you only need to change the name:



If we change the Name to “Gmail”, we will see the simpler bookmark button:

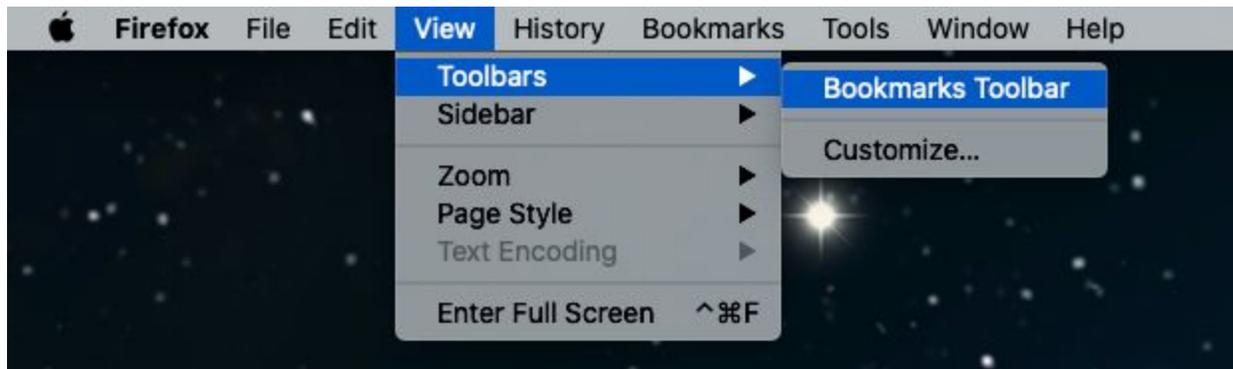


You can now add bookmarks in the Bookmarks Bar for your favorite websites.

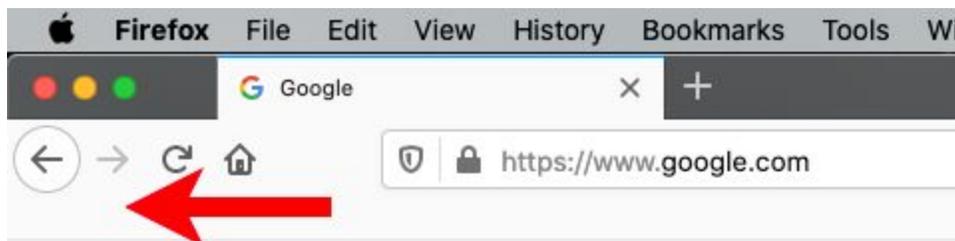
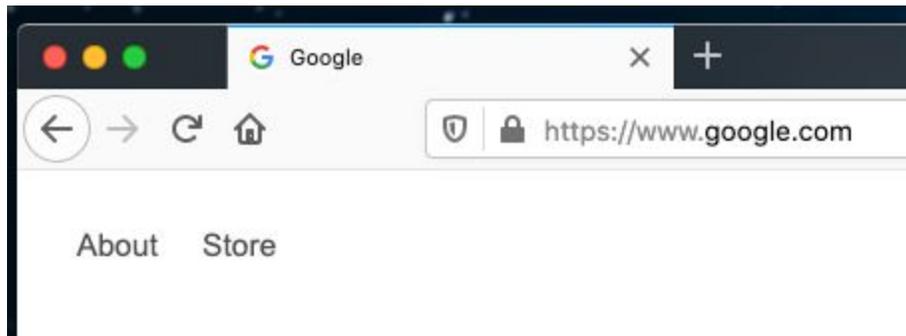
Firefox on the Mac

Displaying the Bookmarks Toolbar

In Firefox, the “Bookmarks Toolbar” option in the “Toolbars” on the View menu is used to display the Bookmarks bar.



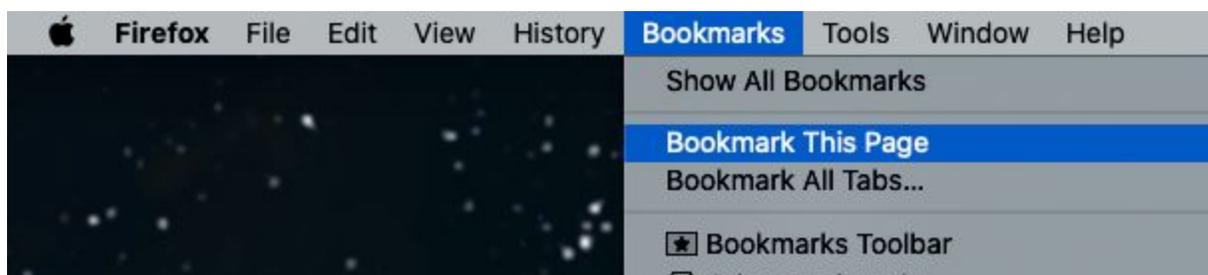
This adds a gray bar between the web address and the rest of the page:



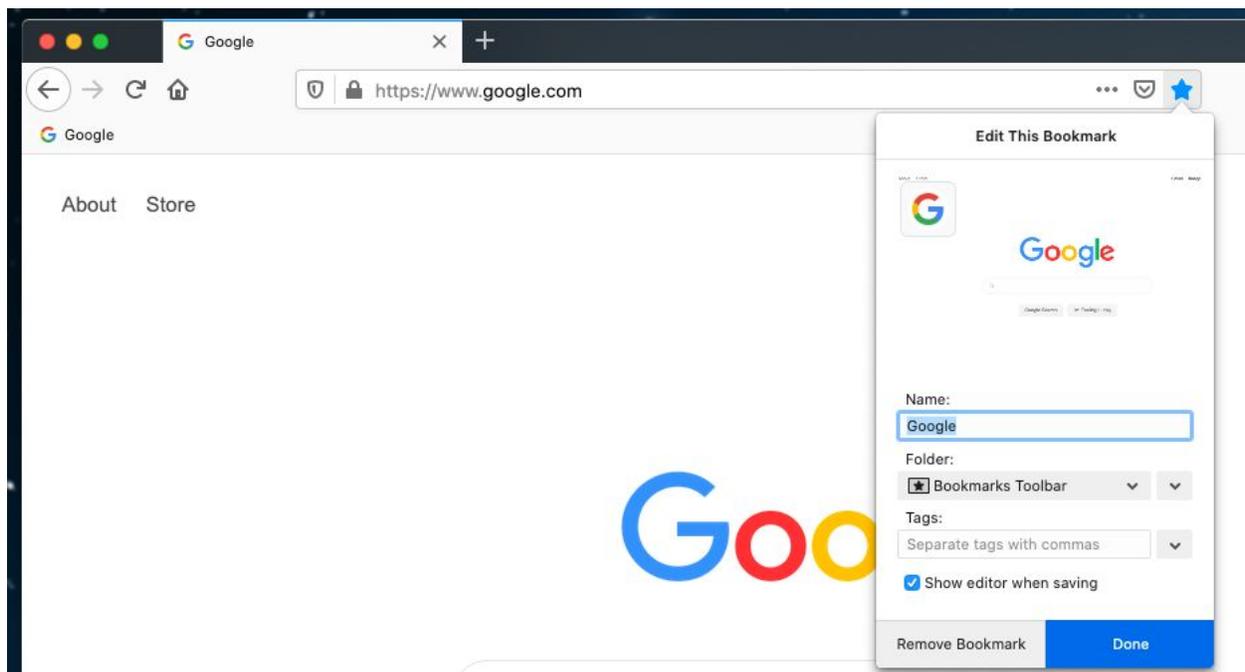
Adding a bookmark in the bookmark toolbar for a web page

First, go to a web page you want to bookmark, e.g. the Google search page: <https://www.google.com>

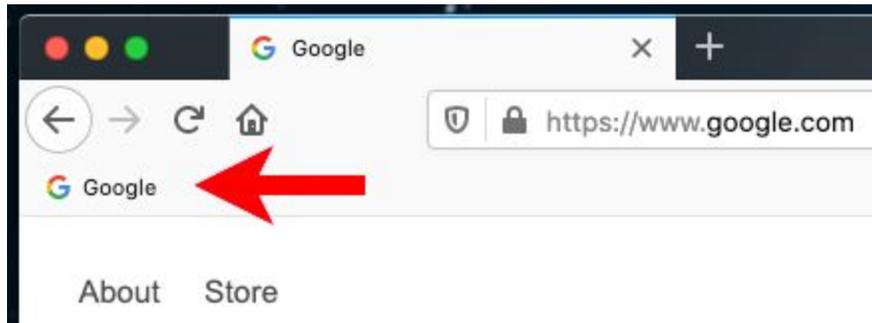
Then select “Bookmark This Page” from the Bookmarks menu:



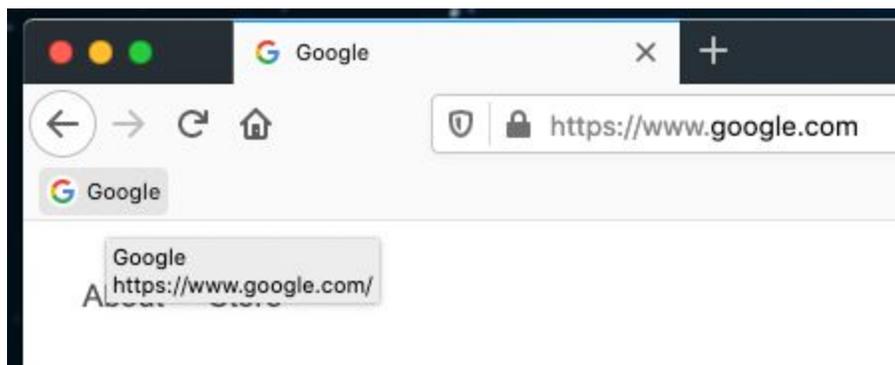
This brings up a popup window where you can enter a name and select “Bookmarks Toolbar” from the Folder dropdown menu:



This adds a new bookmark in the Bookmarks Toolbar:

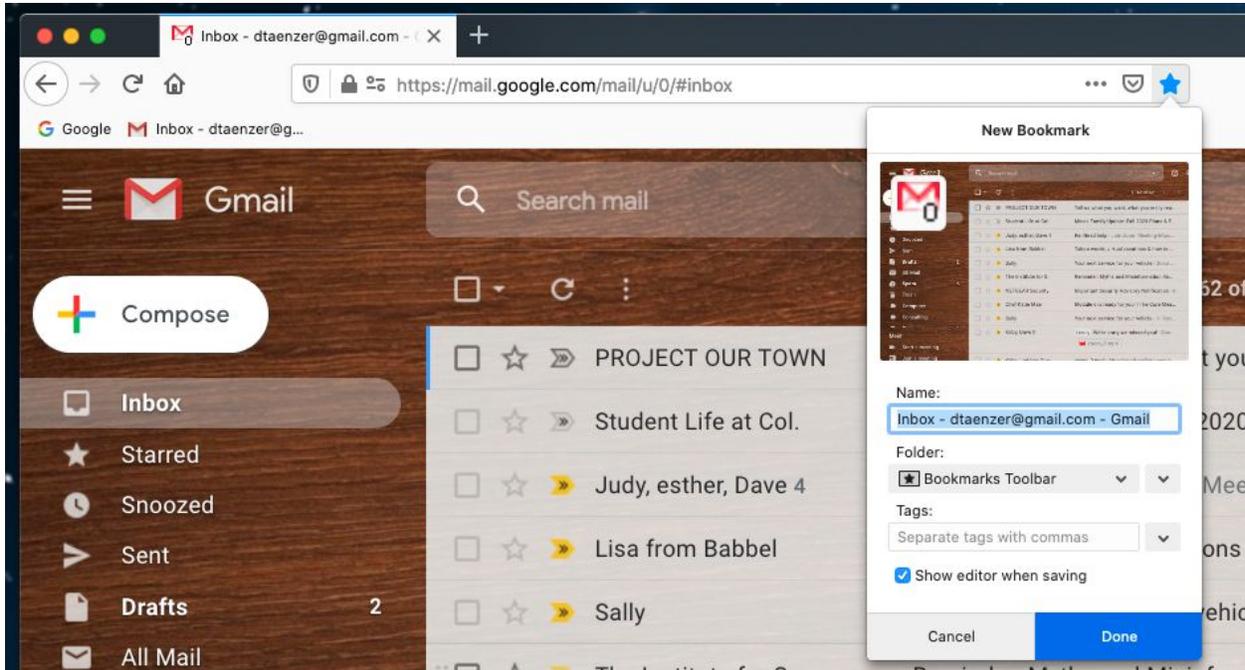


This is actually a button which you can see when you hover over it:

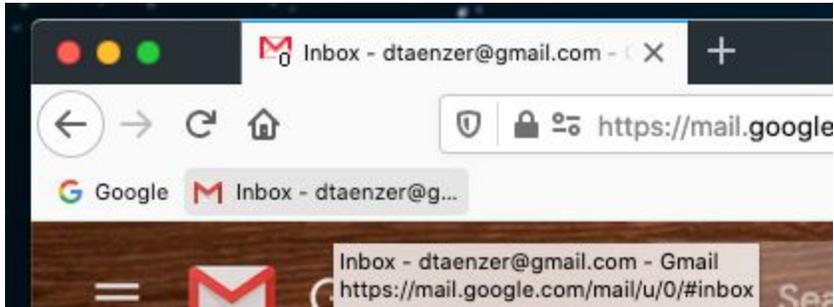


In Chrome, the bookmark buttons on the Bookmarks Bar are left aligned.

If we go to Gmail (<https://mail.google.com>) and select the “Bookmark This Tab...” option from the Bookmarks menu” a popup menu appears which lets you enter a name and select the “Bookmarks Toolbar” folder:

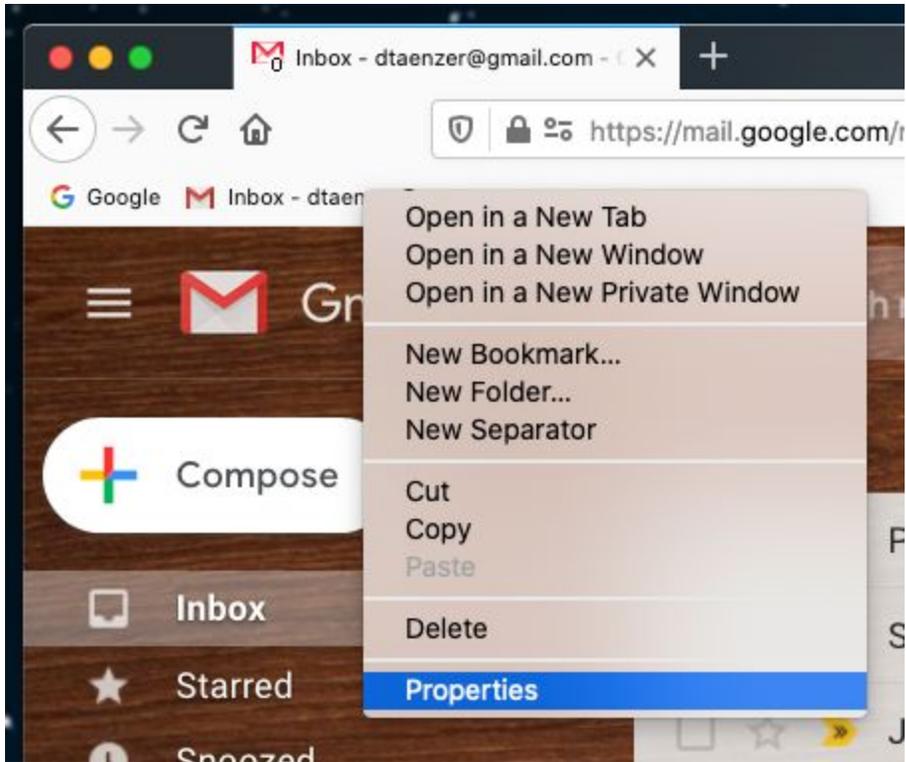


If you just clicked the blue Done button or hit the return key, this would end up with a long name:

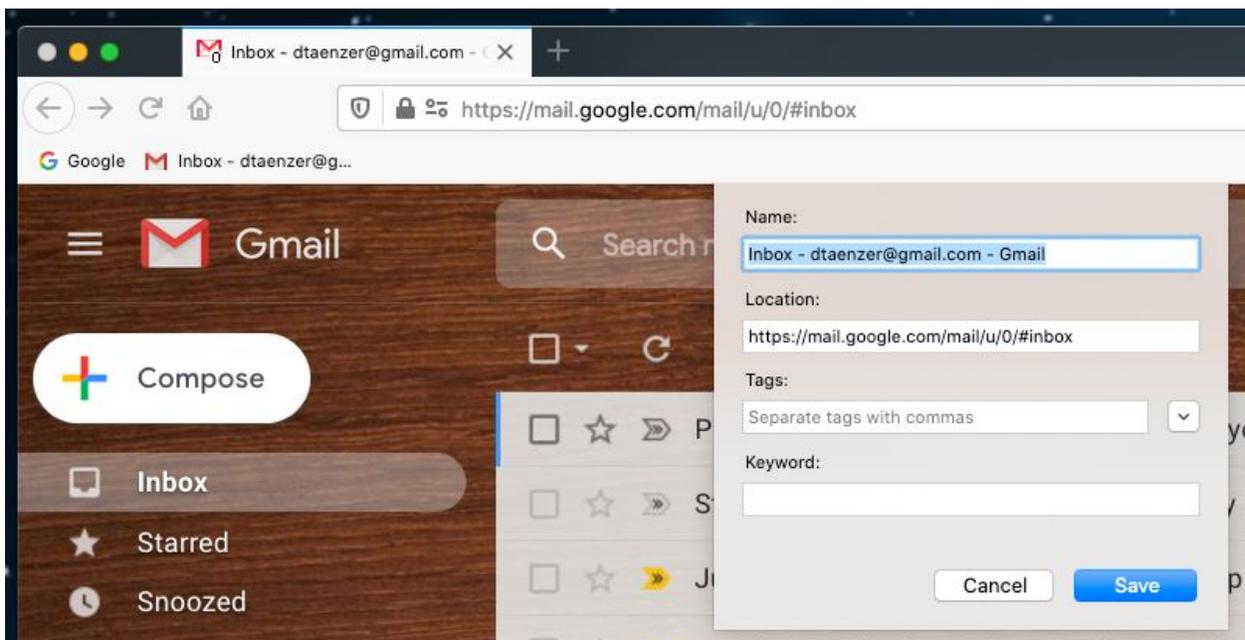


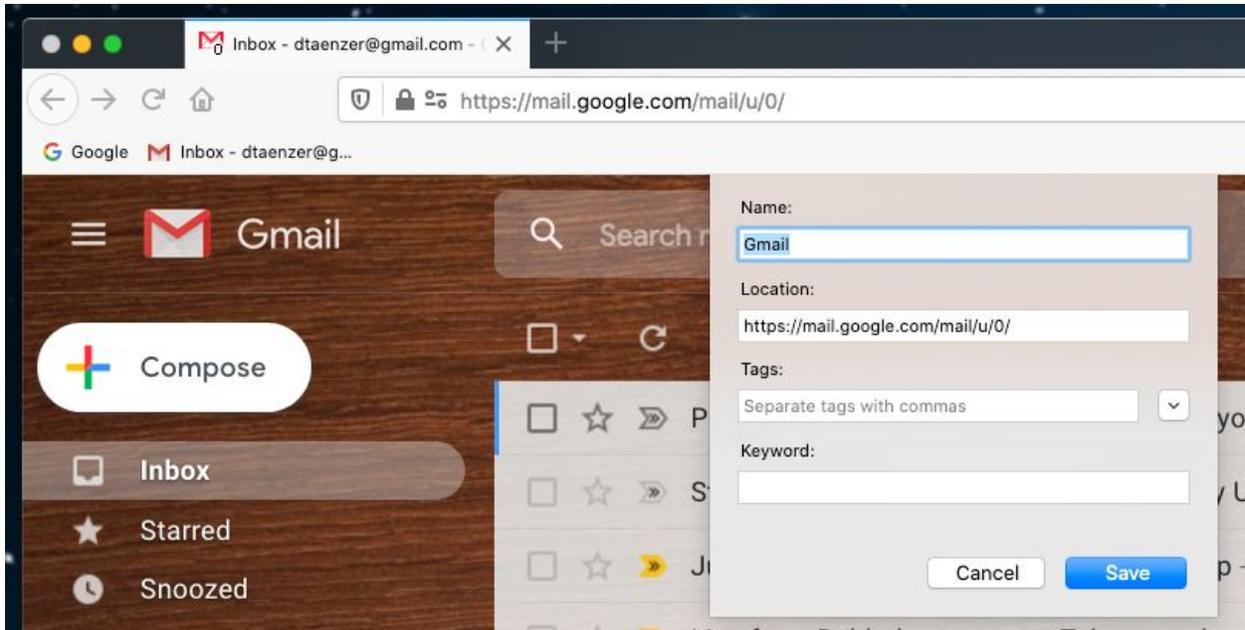
Renaming the bookmark if necessary

If the name is wrong, you can right click on the bookmarks button and choose "Edit" option:

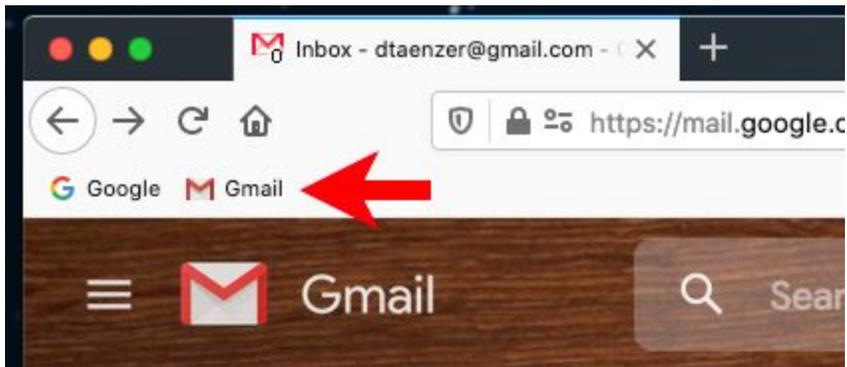


Which brings up a popup window where you can enter the new name:





When you click Save (or hit the Return key), the name is fixed:



You can now add bookmarks in the Bookmarks Toolbar for your favorite websites.