

# Using Browser Bookmarks

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# Introduction

Bookmarks are a feature of all common web browsers. They are a useful way to remember the address of a website and revisit it later. The bookmarks can be organized hierarchically in folders to make them easier to find. The basic browser bookmark functions are:

1. Adding a new bookmark with a specified name in a specific folder
2. Deleting a bookmark
3. Editing the name, web address or folder location for a bookmark

The details of how to add, delete, edit and move bookmarks to different folders varies from browser to browser but the basic concepts are the same.

This talk will cover four common browsers: Chrome, Edge, Firefox and Safari. The images will be from Apple devices (Mac, iPad and iPhone), but they work in a similar fashion on PC computers and Android phones and tablets. The main difference is that the Mac offers a menu at the top of the screen which makes it a bit easier to find the bookmark functions.

I will cover both computers and portable devices. Each browser works a little differently on each combination of program and device. I will cover Google Chrome in some detail and you can use this document as a reference for the details on the other browsers.

Each browser also supports a special folder where the bookmarks will appear at the top of the browser window. I did a talk on these called “Using the Browser Bookmark Toolbar” which is available on my website:

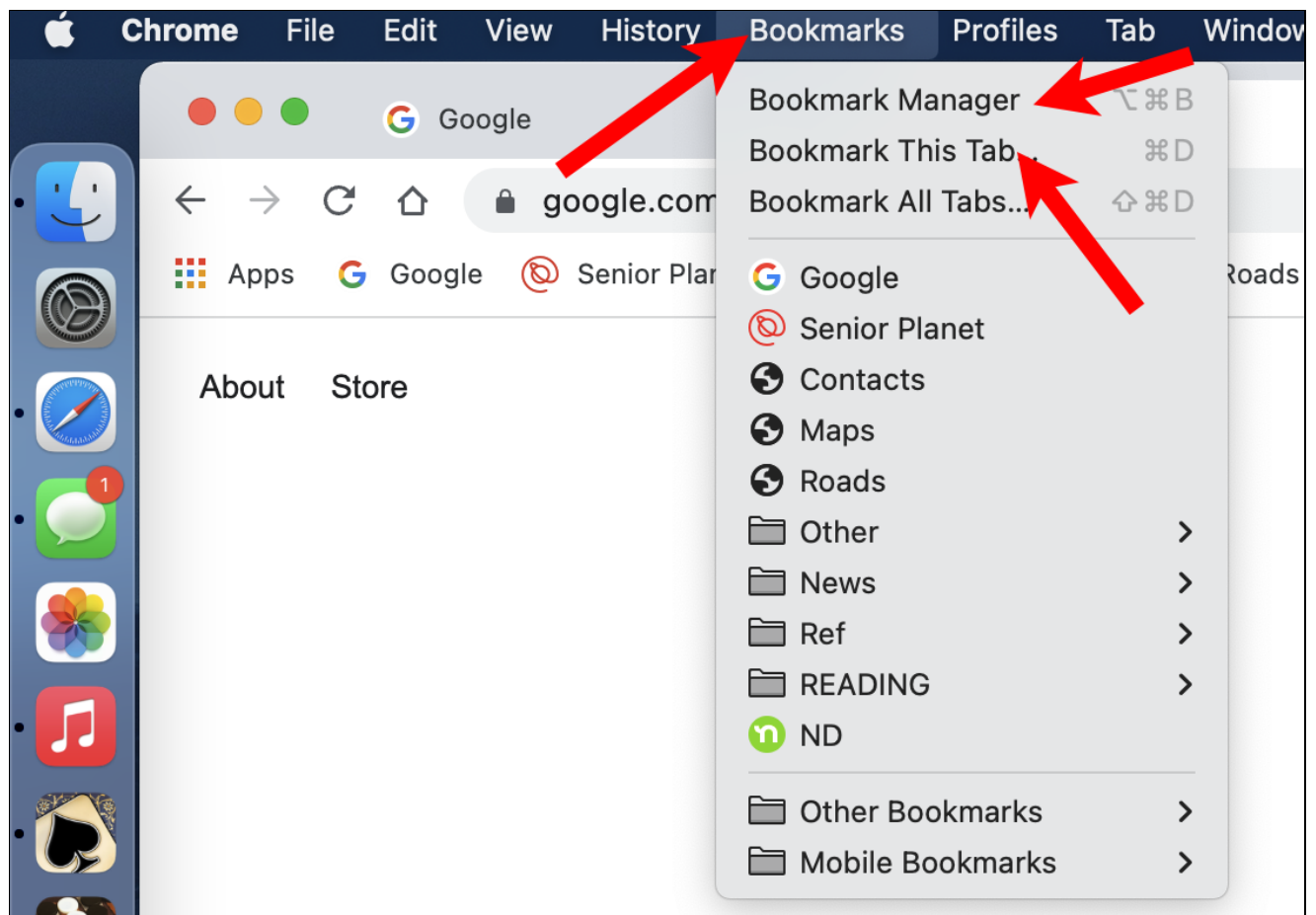
<http://davetaenzer.com/docs/>

# Using Bookmarks on Computer Browsers

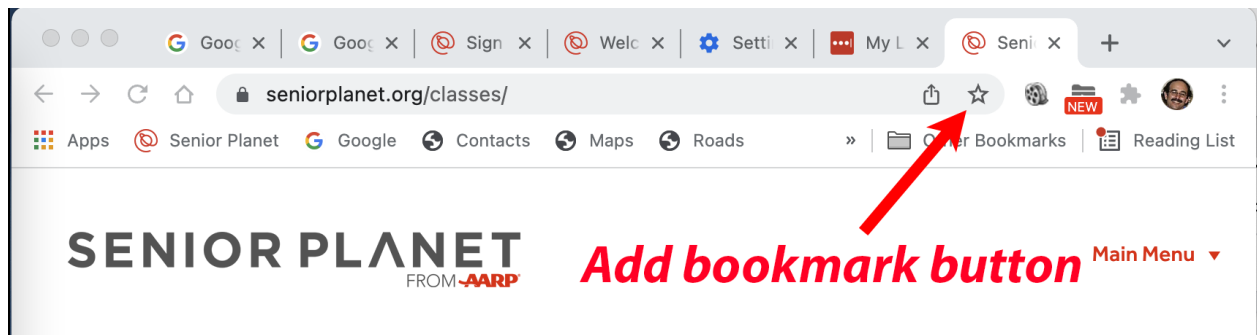
The Chrome browser is made by Google and is available on all computers and portable devices. It is currently the most popular browser on the Internet and is the default browser for Android devices.

## Chrome on a Mac

The Mac supports application menus and the Bookmarks menu provides an easy way to view your bookmarks and get to all the Bookmark functions:

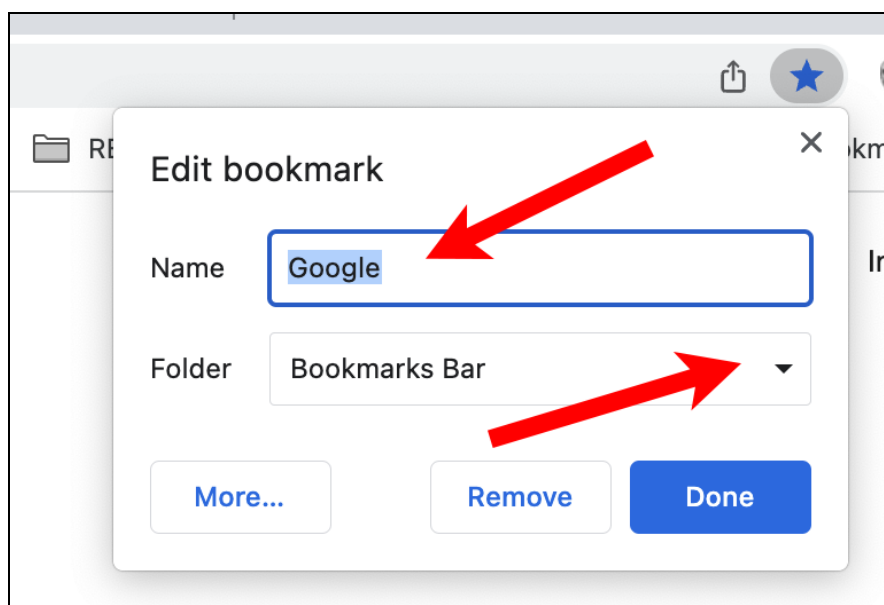


A simple way to add a bookmark is to click on the star button to the right of the website address:



This button will be solid blue if the current webpage already has a bookmark and you can click it to remove the bookmark, rename it or move it to another folder.

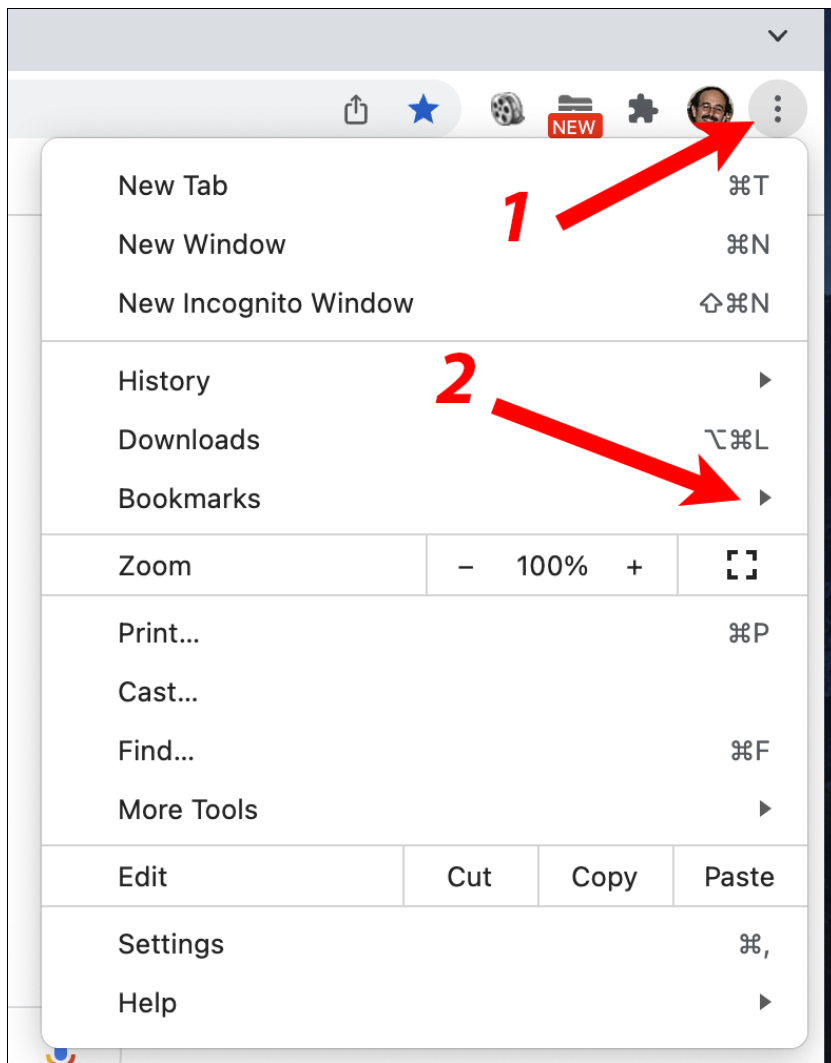
When you click the Bookmark (star) button (or use one of the menus to add a bookmark) you will see this popup window:



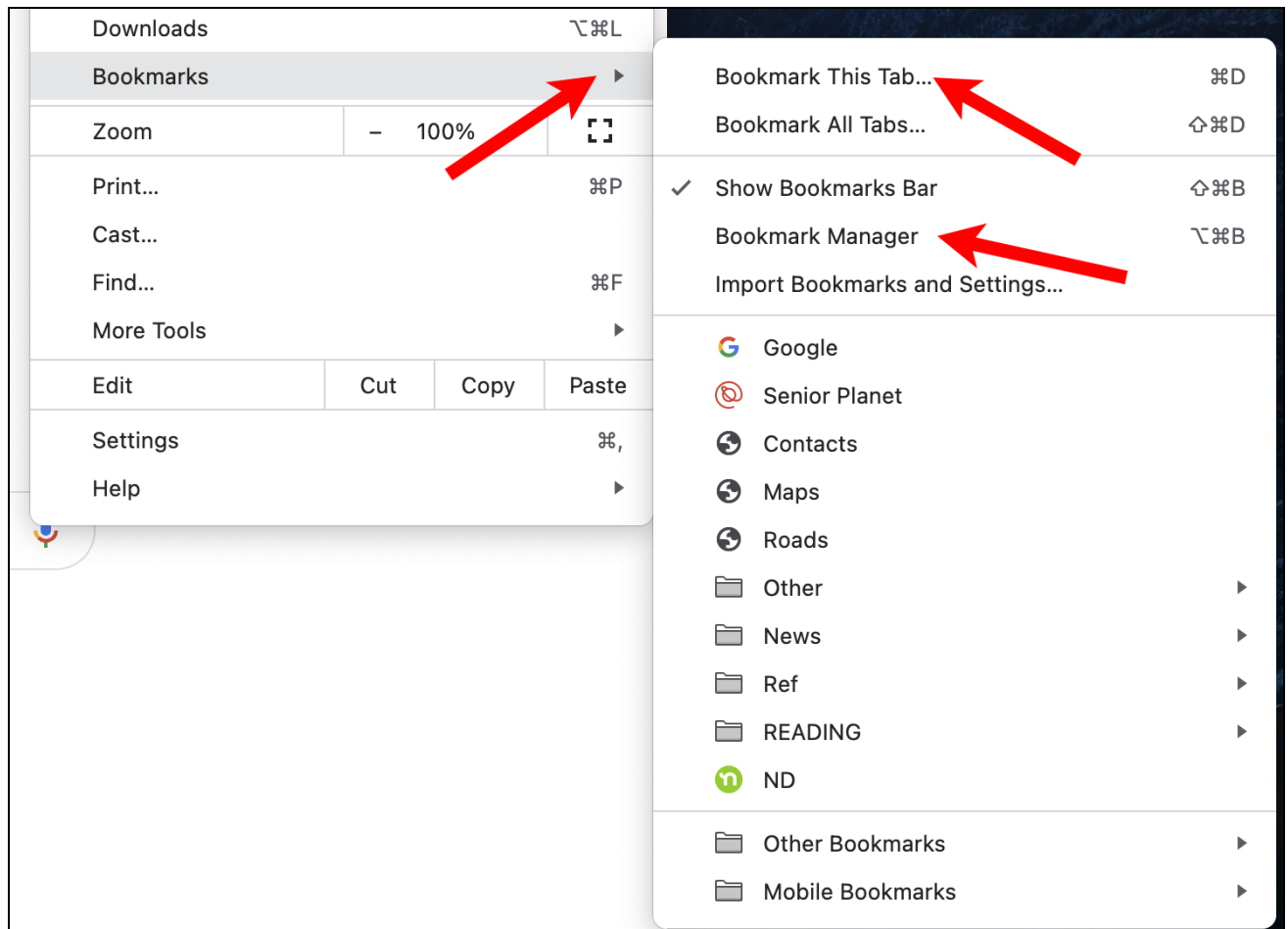
You can change the name in the Name field and click on the Folder menu button (the down arrow at the right) to choose a different folder.



You can also get to these functions using the “More” menu in the upper right corner of the browser window. It looks like three vertical dots:

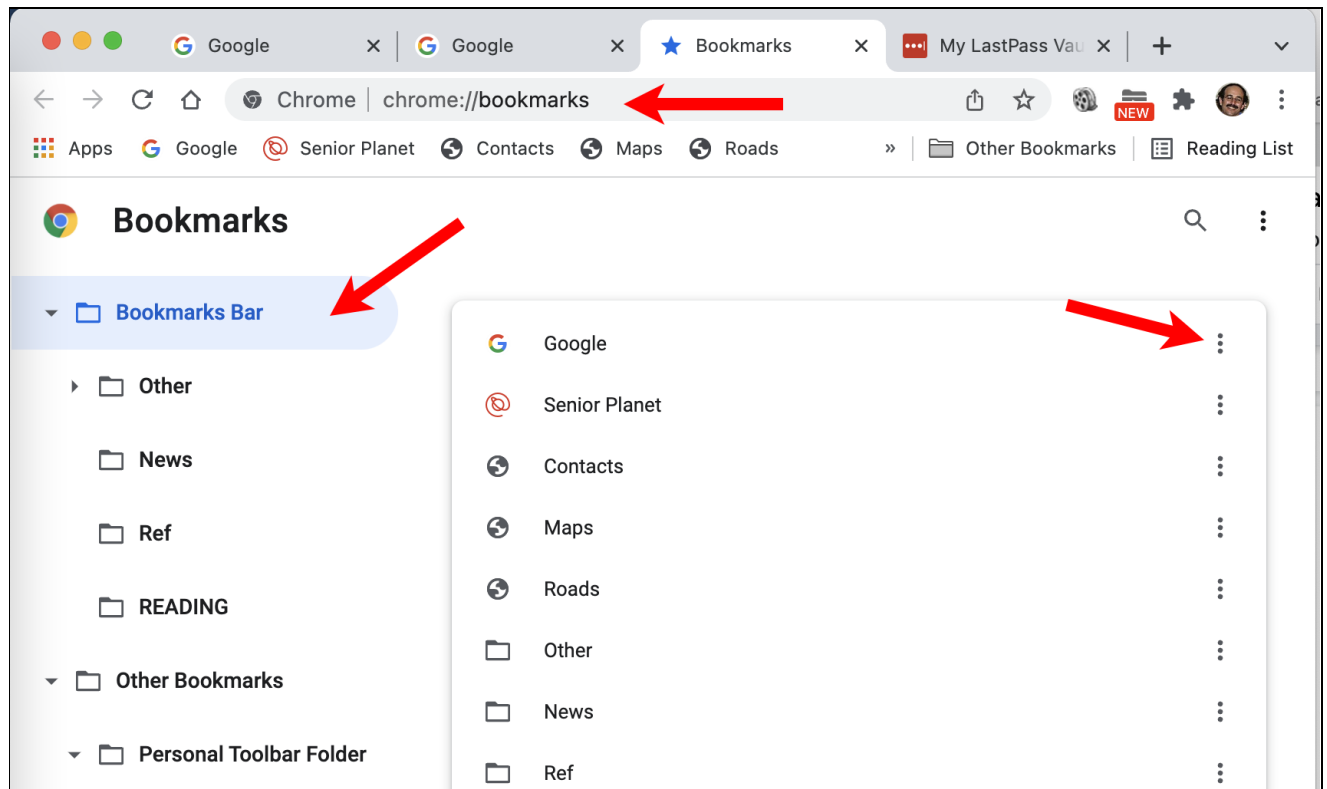


After you click on the three dot More menu you can click on the arrow on Bookmarks line to see a menu of Bookmark functions:



This menu has functions to display your bookmarks and also a function for adding a new bookmark for the current webpage and opening the Bookmark Manager which can be used to edit your bookmarks along with some other bookmark functions.

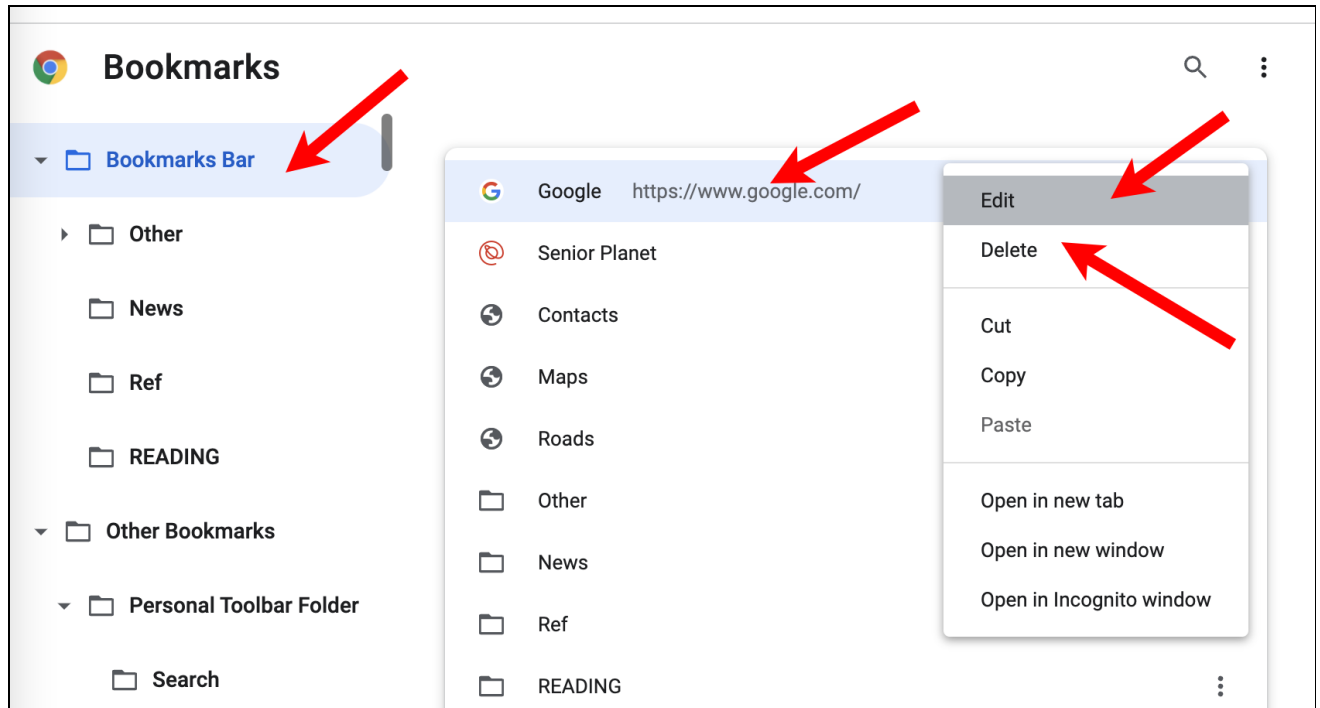
If you select the “Bookmark Manager” options in the Bookmarks menu or click on the More button and then the Bookmarks menu and then click on Bookmark Manager you will see this in a new tab:



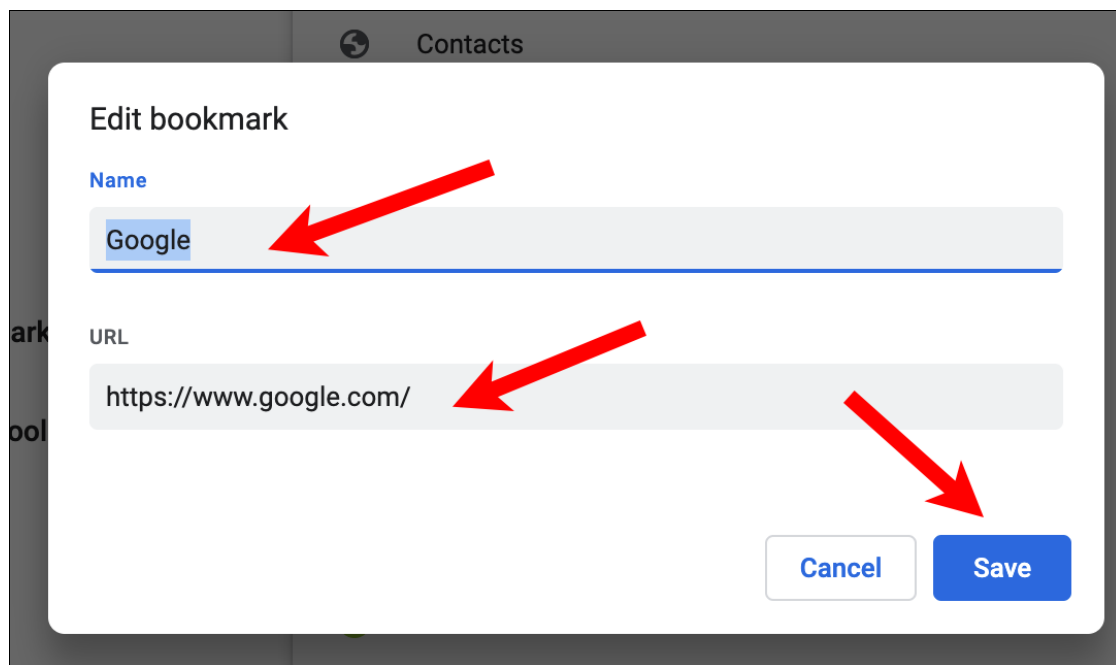
The address in the address bar will be “chrome://bookmarks/” and you will see a hierarchy of your folders on the left and when you click on one, the contents of the folder appear on the right.

You can click on the More (three vertical dot) menu button to the right of each bookmark to bring up functions that you can perform on that bookmark.

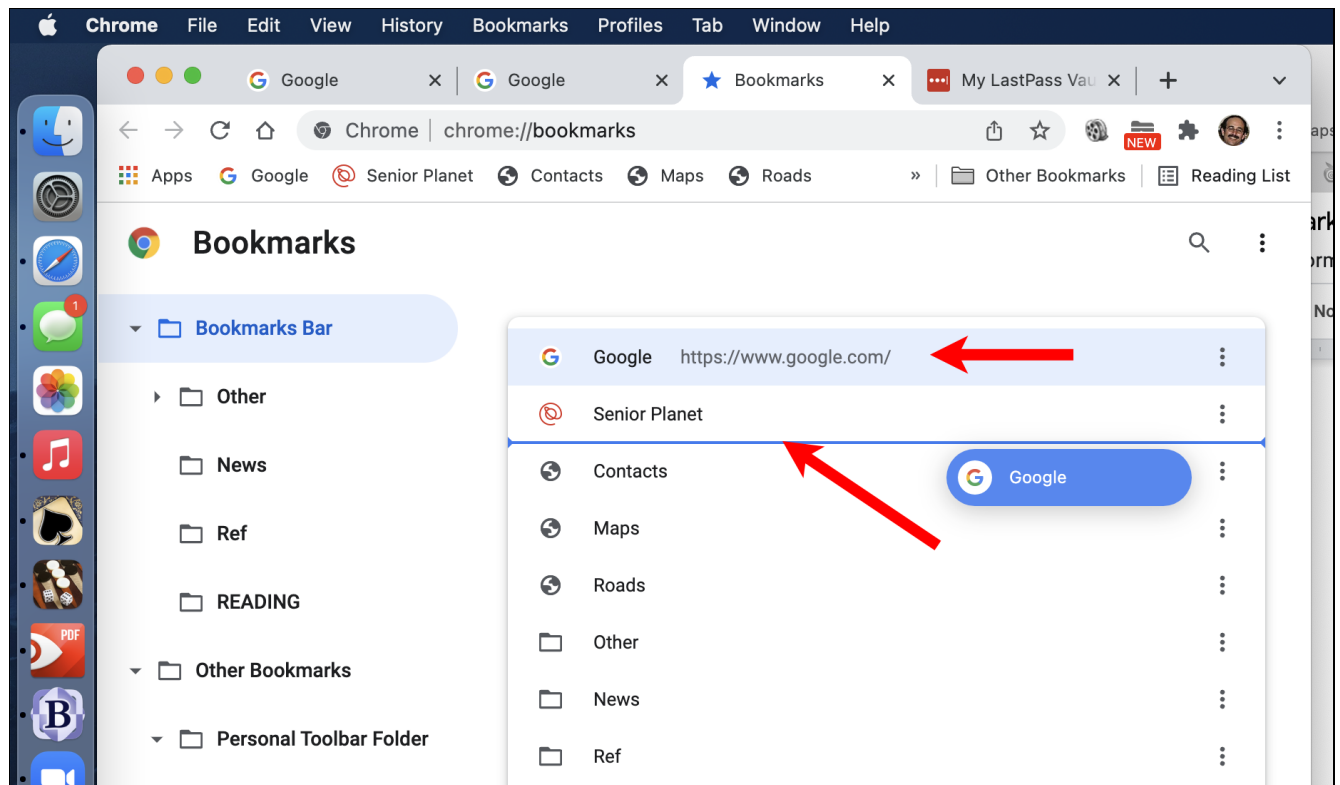
The More (three dot) menu for a bookmark looks like this:



Click on Edit to change the name or URL for a bookmark:



If you click on a bookmark (to select it) and then drag it up or down, you will see a blue line appear:



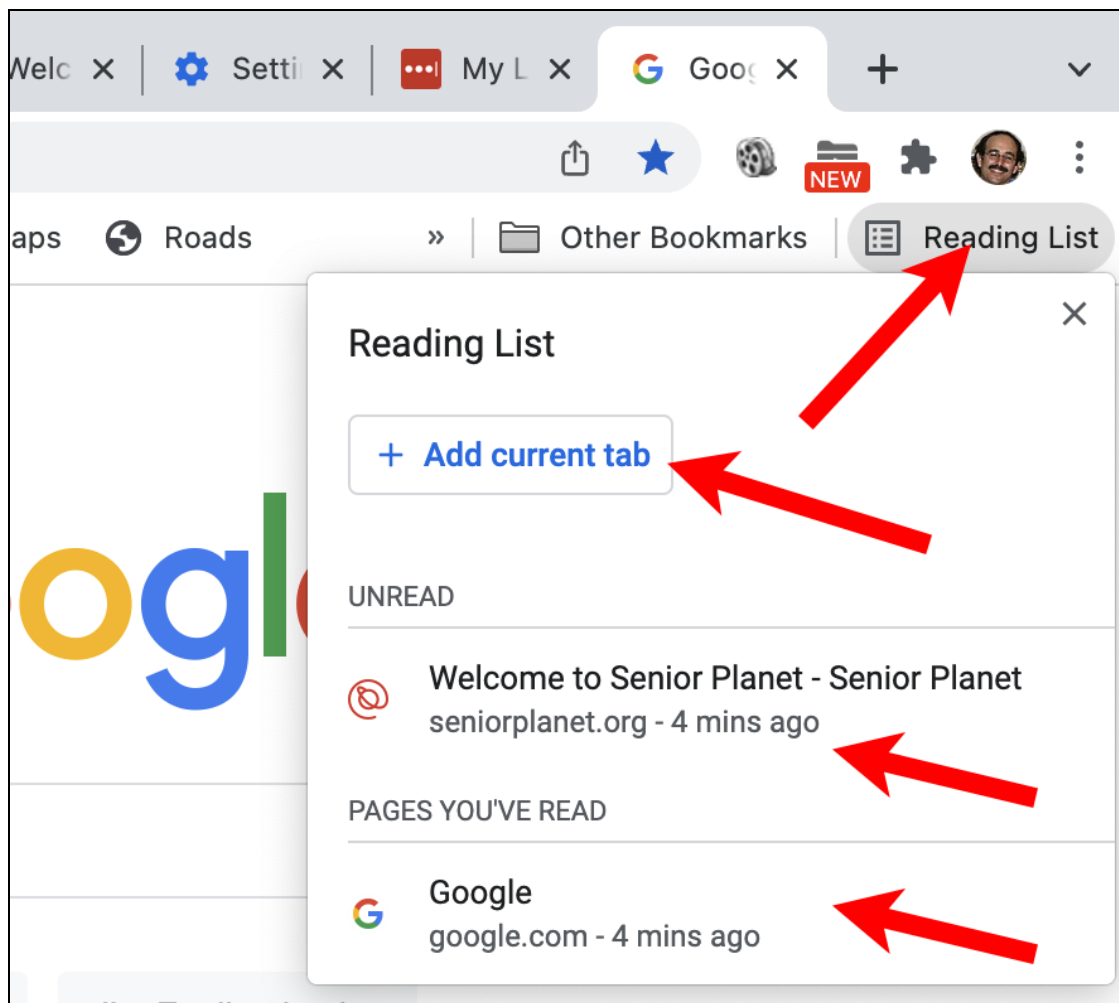
You can move that line up or down to change the order of the bookmarks in the folder.

You can also select a bookmark and drag it to another folder on the left hand side of the BookMark Manager.

If you click the Delete button on the keyboard, the bookmark will be removed.

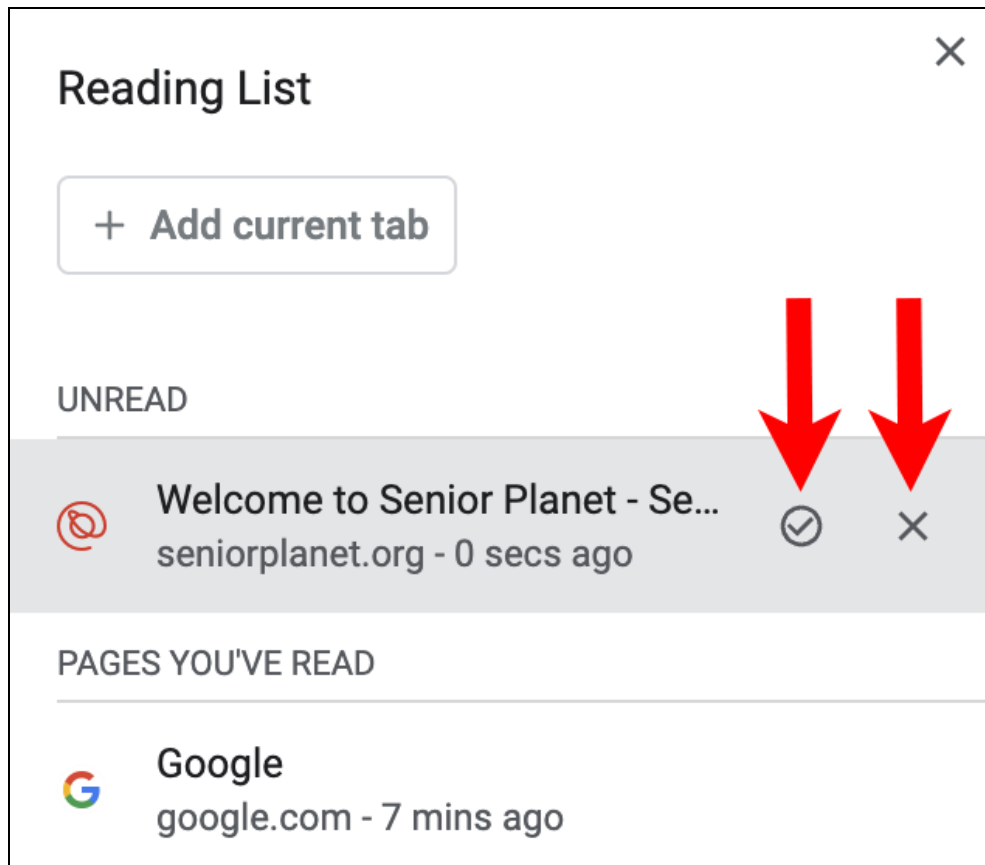
Another feature available on Chrome is a reading list. This is where you can save pages you may want to view later.

You can view the Reading List and add the current page by clicking on the Reading List button:



This displays any items you have added to the reading list and a “Add current tab” button to add the current website.

If you hover over a reading list item, you will see buttons to mark it as read or remove it completely from your reading list:



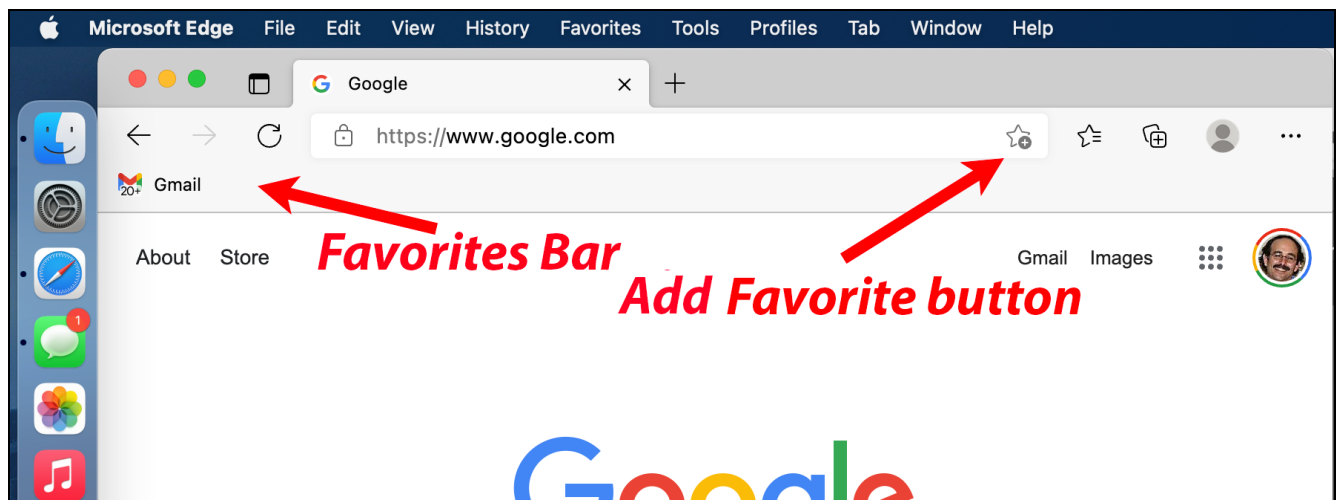
## Edge on a Mac

Edge is the Microsoft browser and works on all computers and portable devices. It replaced the earlier Internet Explorer browser from previous versions of the Windows operating system.

It is very similar to Chrome on a Mac except it does not have a Bookmarks menu. Bookmarks in Edge are called “Favorites” and there is an option on the View menu to display the Favorites Bar. This works just like in Chrome except the folder is called “Favorites Bar” instead of “Bookmarks Bar”.

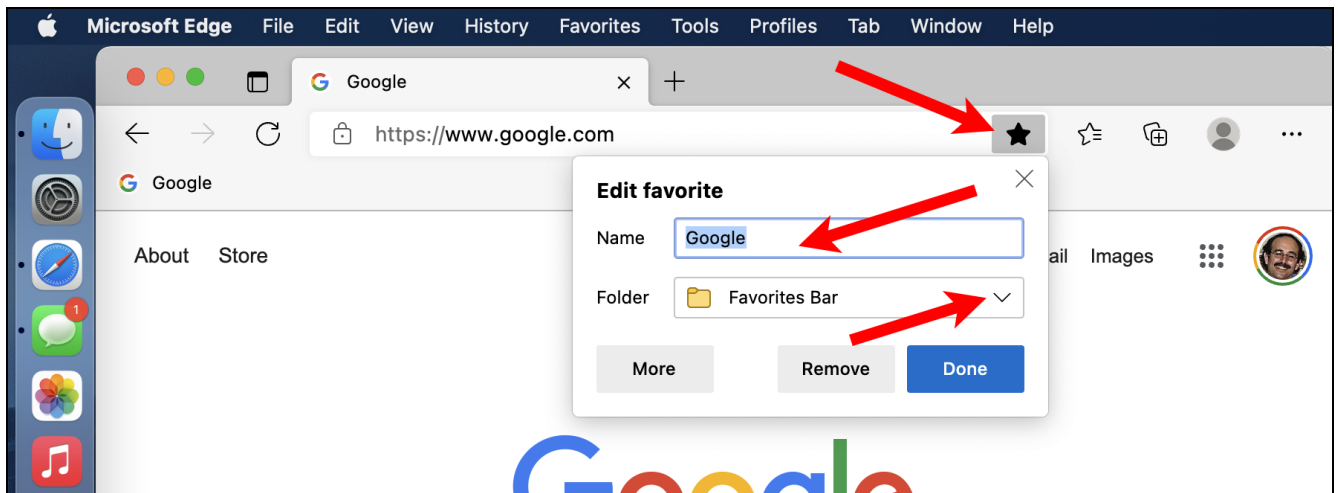
The Favorites bar is displayed below the tabs, just as in most other browsers (see below).

To add a webpage as a favorite, you click on the Add Favorites button at the right side of the address bar:

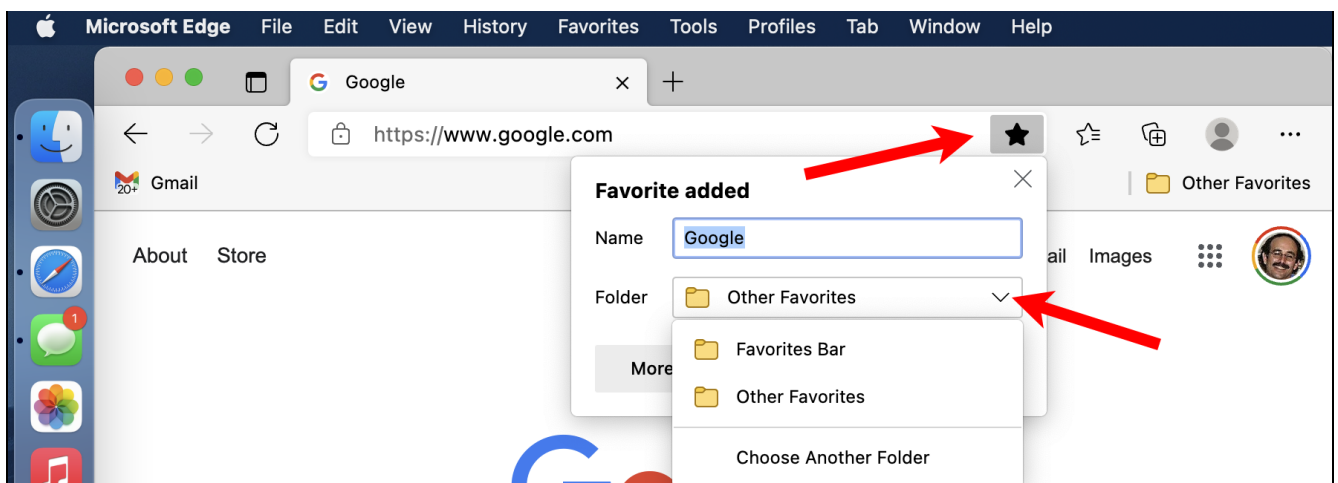




This brings up a popup window where you can name the Favorite and decide where you want it:

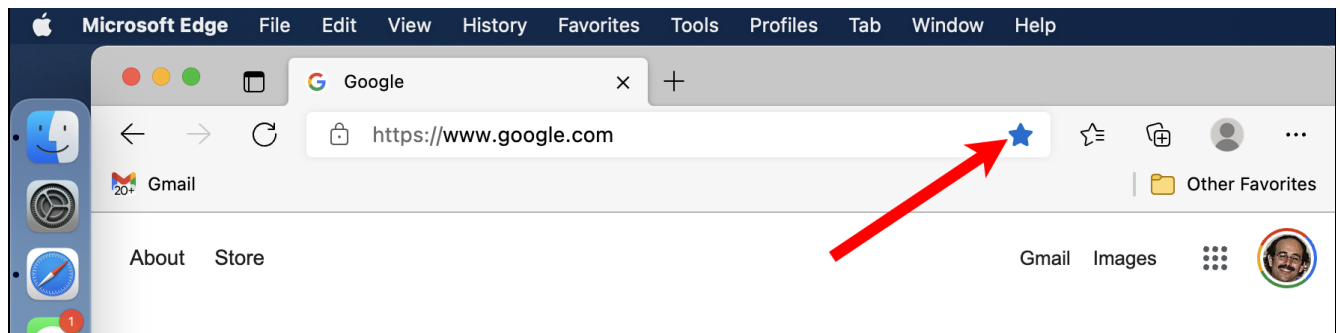


If you click on the Folder you will see some choices:

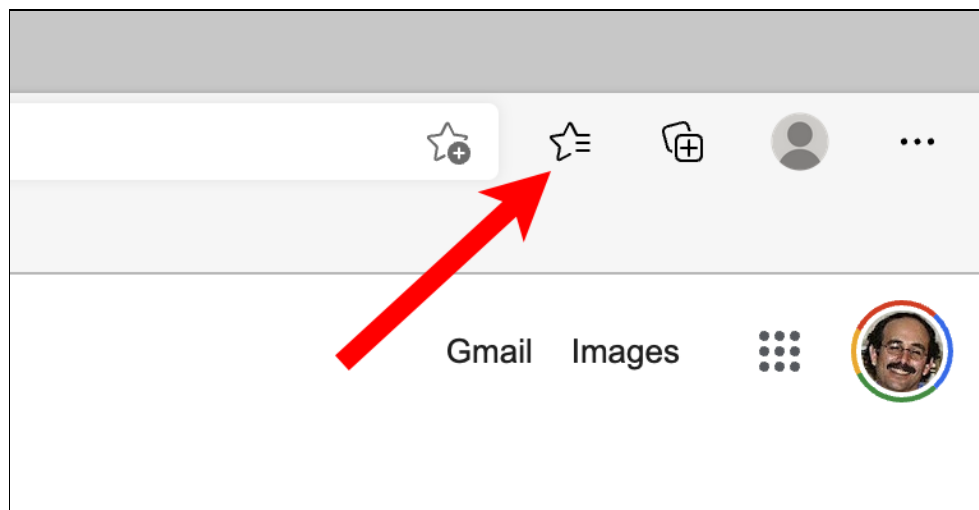


- Favorites Bar: the favorite will appear on the Favorites Bar
- Other Favorites: the favorite will be saved in the “Other Favorites” folder
- Choose Another Folder: lets you create a folder under the Favorites Bar folder (which will appear on the top of the window) or put a new folder under Other Favorites

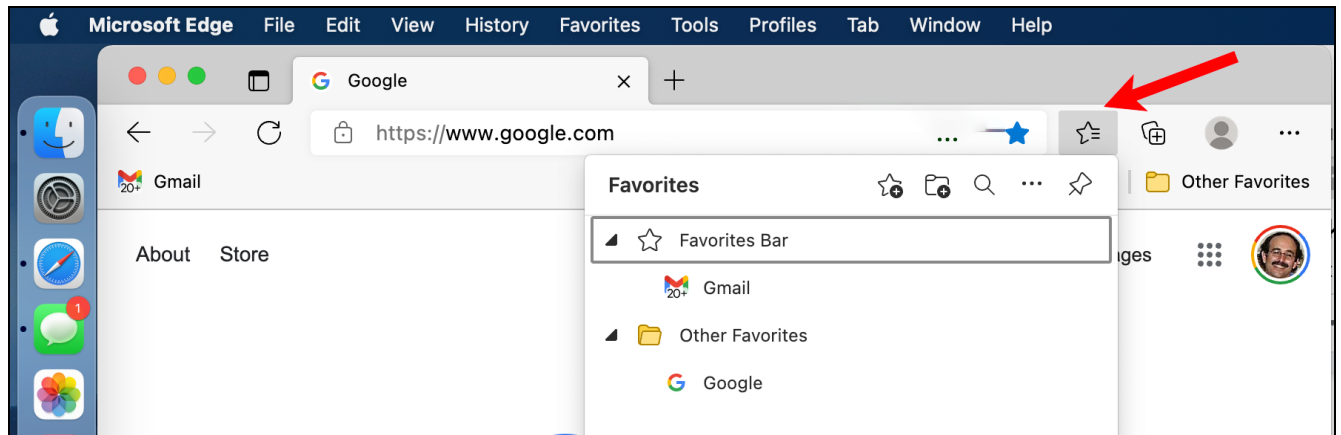
After you add a webpage to the Favorites, the star to the right of the web address will turn blue:



To view your favorites, click on star button to the right of the Add Favorite button:

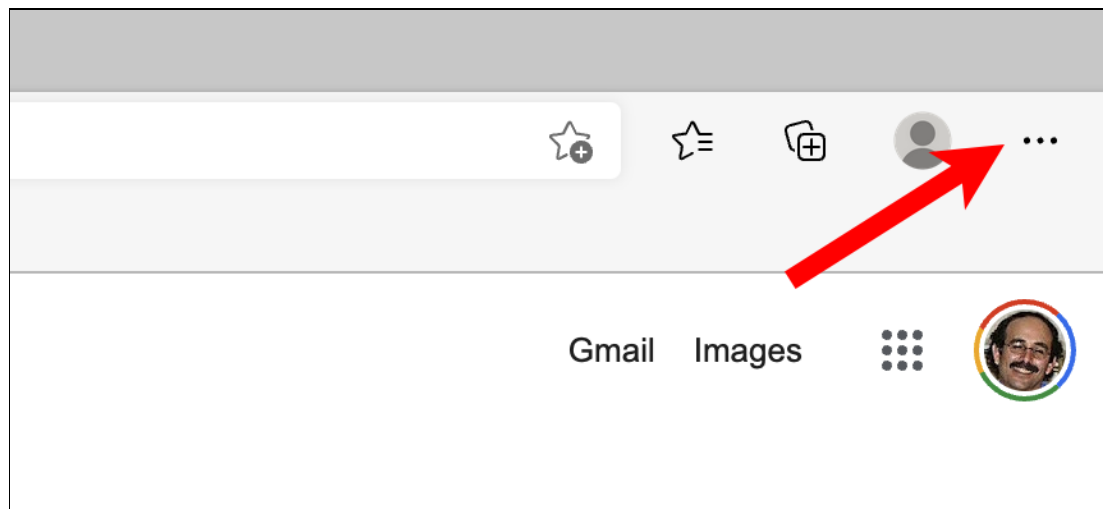


This brings up a display of your Favorites:

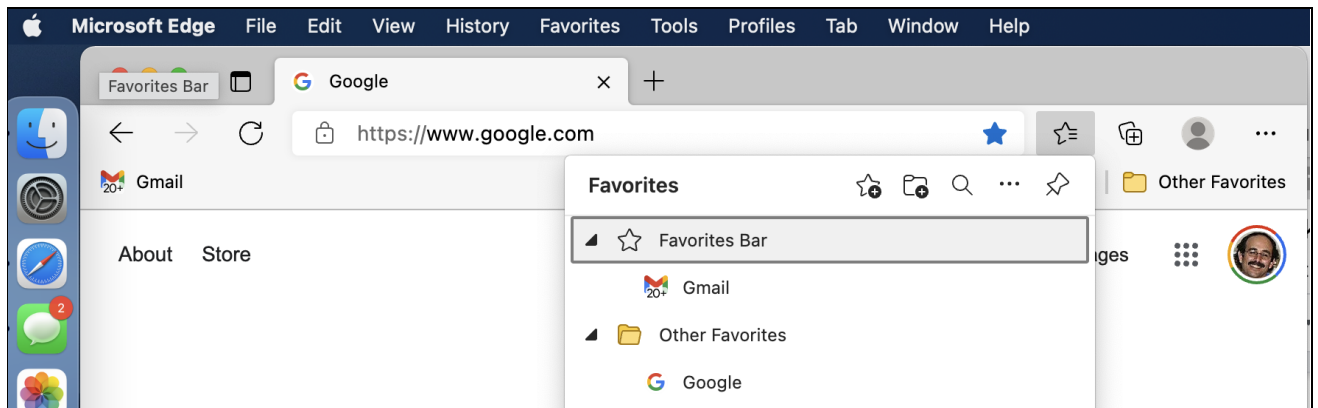
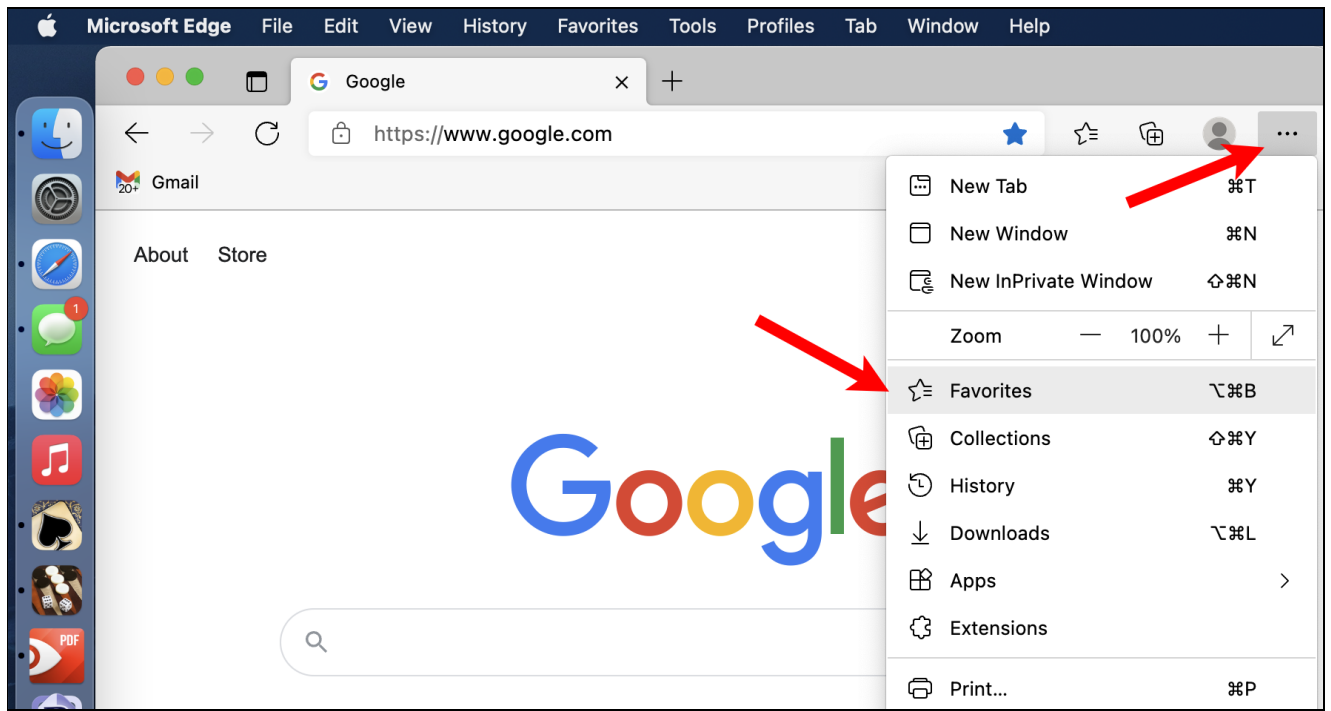


And you can click on a Favorite to open it.

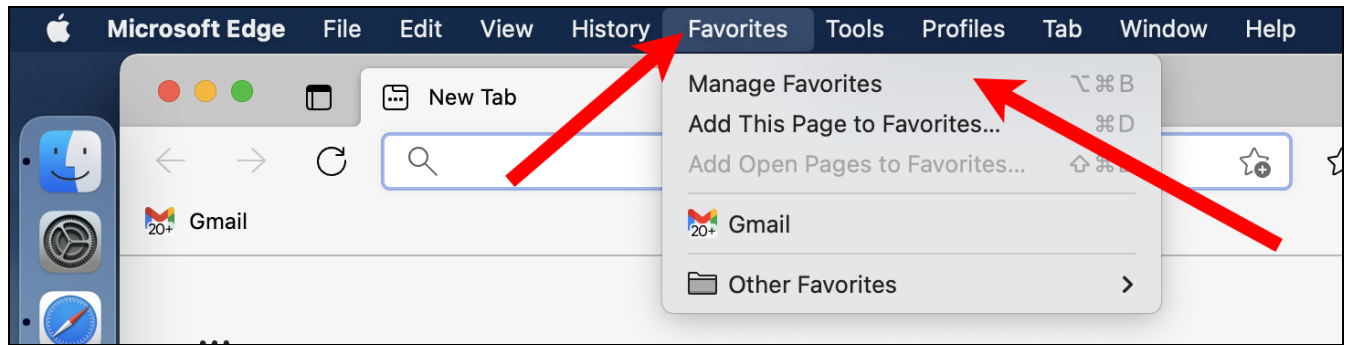
You can also display the favorites by click on the three dot “More” button in the upper right corner of the window (ala Chrome):



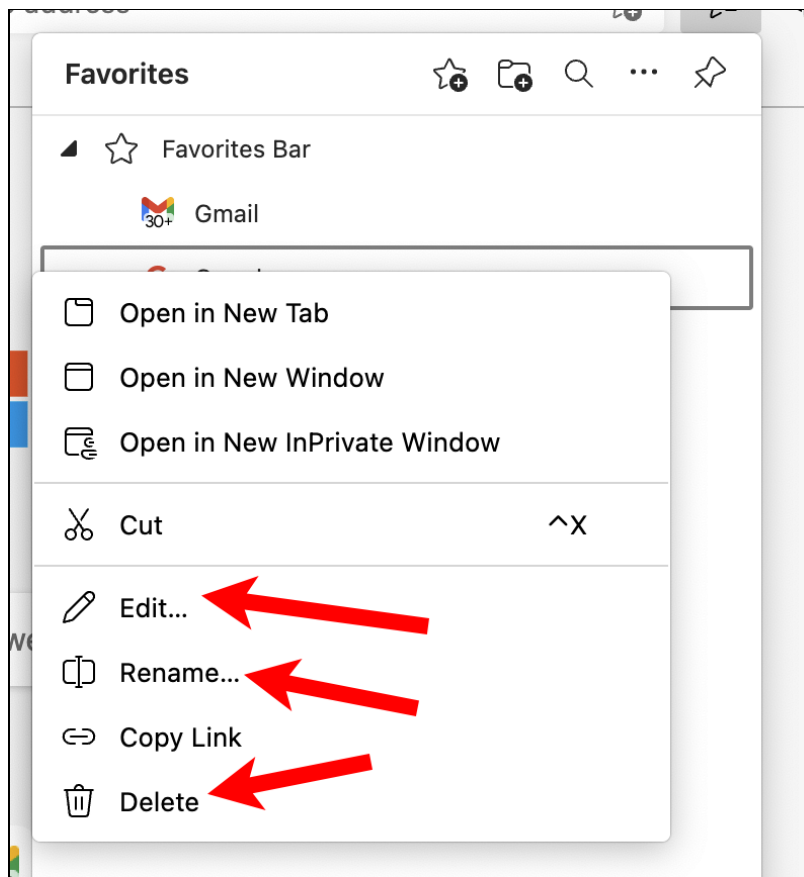
This brings up the More menu and you can click on Favorites to see the Favorites display:



The equivalent of the Bookmarks Manager on Chrome is called the Favorites Manager on Edge which is just the Favorites popup window you see when you click the Show Favorites button (the right star). You can open it with the Manage Favorites option on the Bookmarks menu:



This brings up the Favorites window and you can select a favorite and drag it a different location or folder or you can right click on a Favorite to bring up a menu of functions:

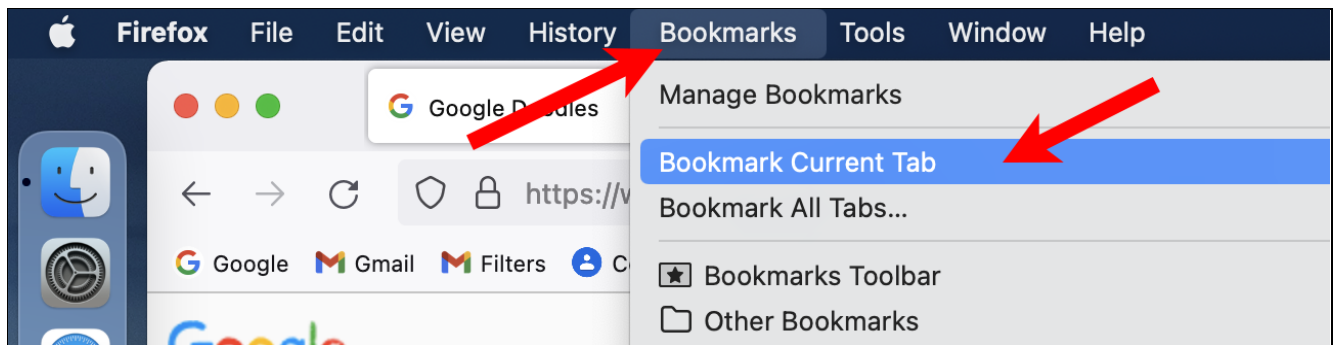


The current version of Edge on the Mac does not support the Reading List functionality but this is available on portable devices.

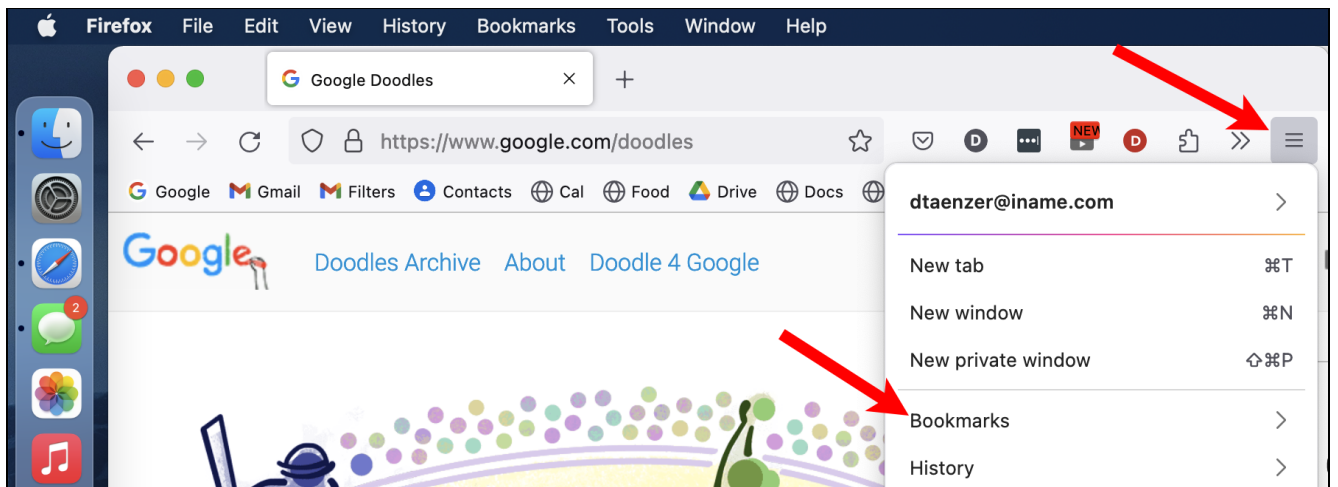
## FireFox on a Mac

Firefox is created by Mozilla. It has some privacy and security features which are stronger than Chrome and Edge and similar to those found on Safari.

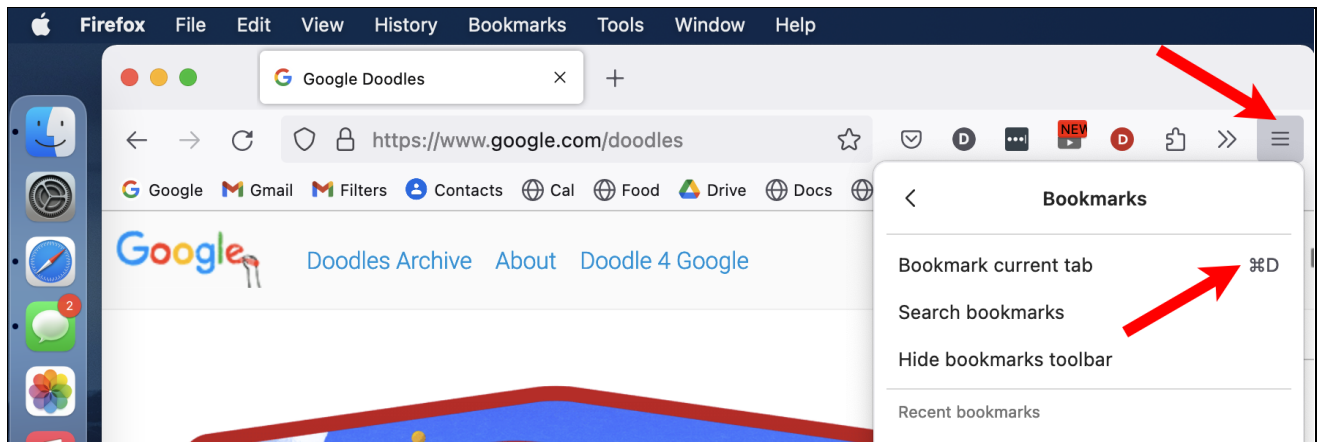
Firefox is very similar to Chrome and how it handles bookmarks. They are called “bookmarks” and the Bookmarks Bar is called “Bookmarks Toolbar”. You can add a Bookmark (on a Mac) with the Bookmarks menu:



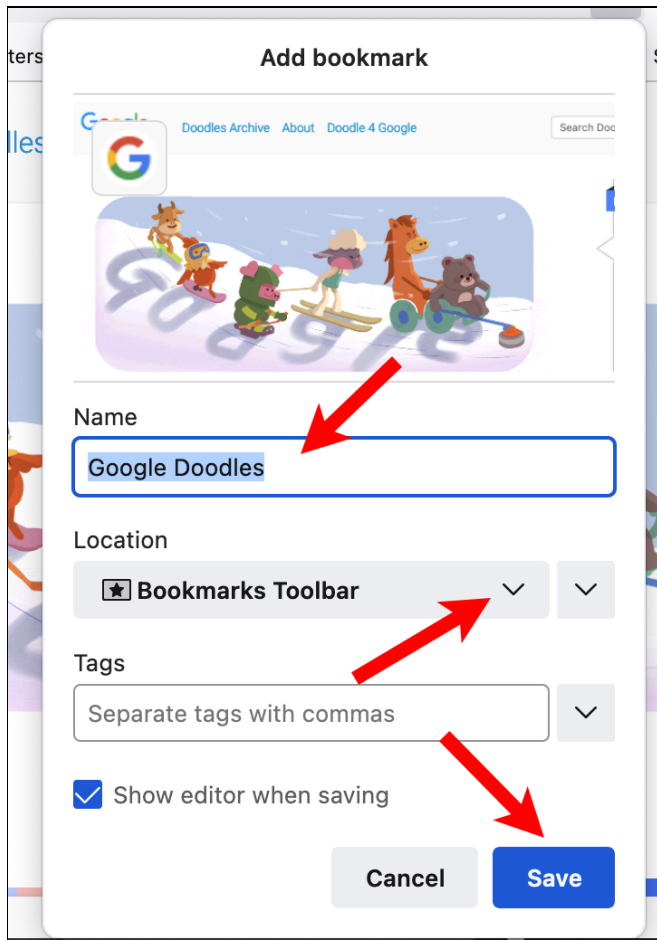
You can also use the More menu in the upper right which looks like three horizontal lines (aka. “hamburger menu”):



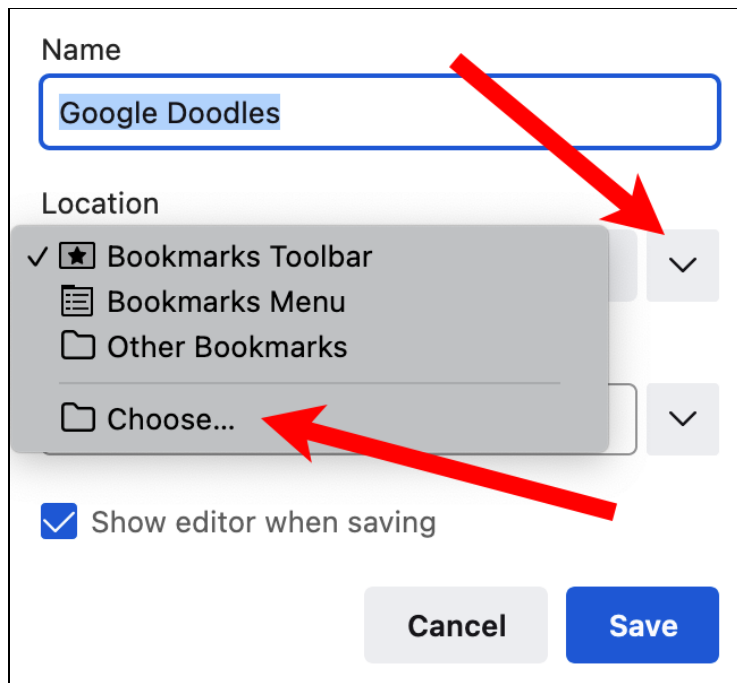
When you click on Bookmarks in this menu, you see this:



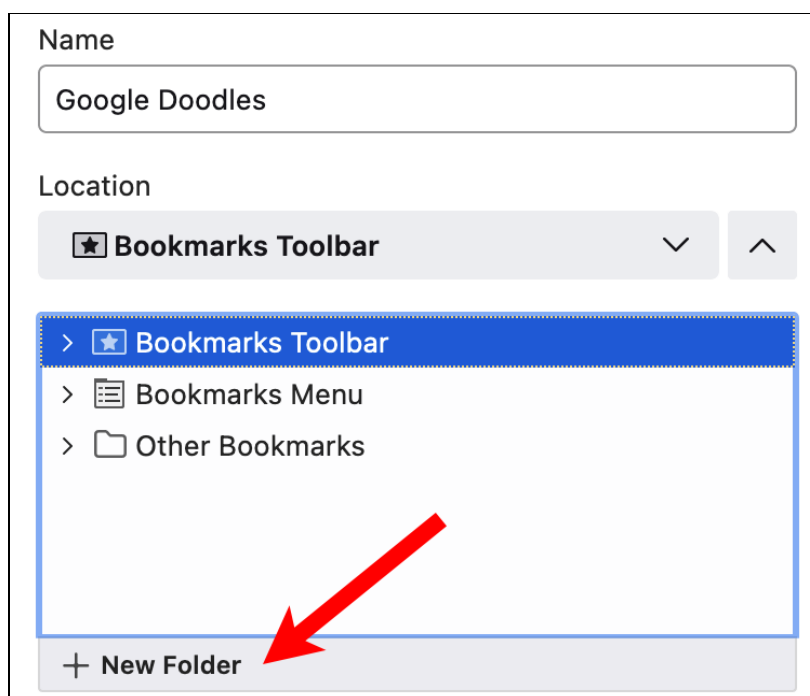
The Bookmark Current Tab option brings up the a popup window similar to the other browsers:



You can change the name and the folder the bookmark is saved in. If you click on the Location menu and then click on Choose Another:

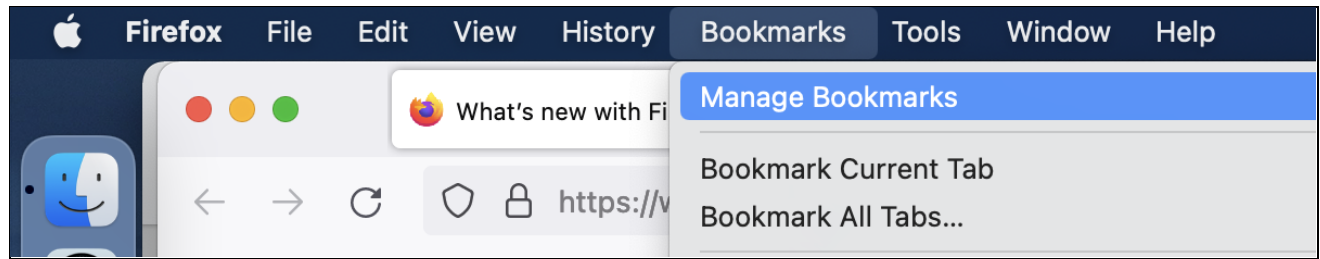


It brings up a choice of current menus and an option to create a new one:

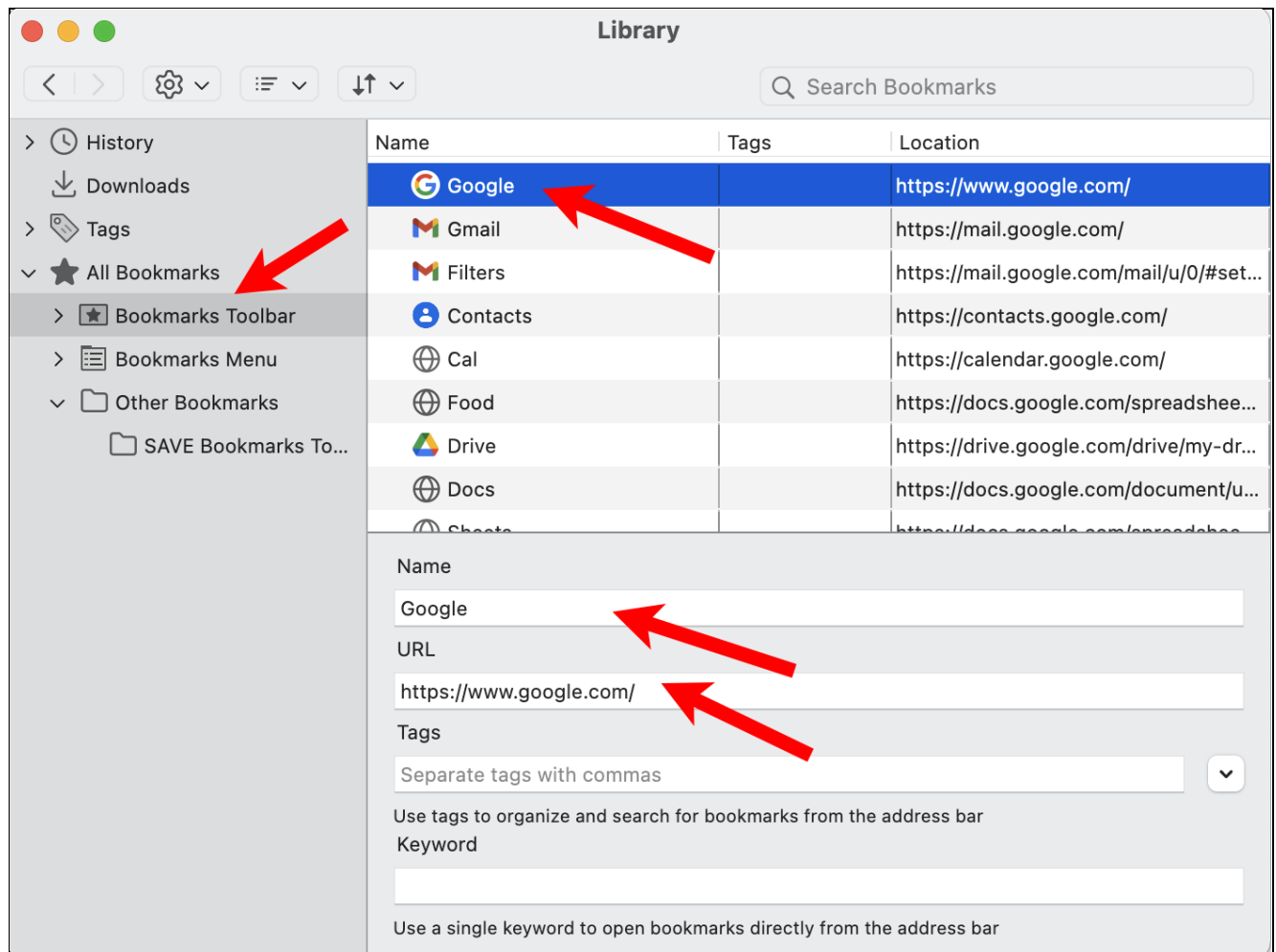




You can edit the bookmarks on Firefox with the Bookmarks Manager:



This brings up the Bookmarks Manager window:



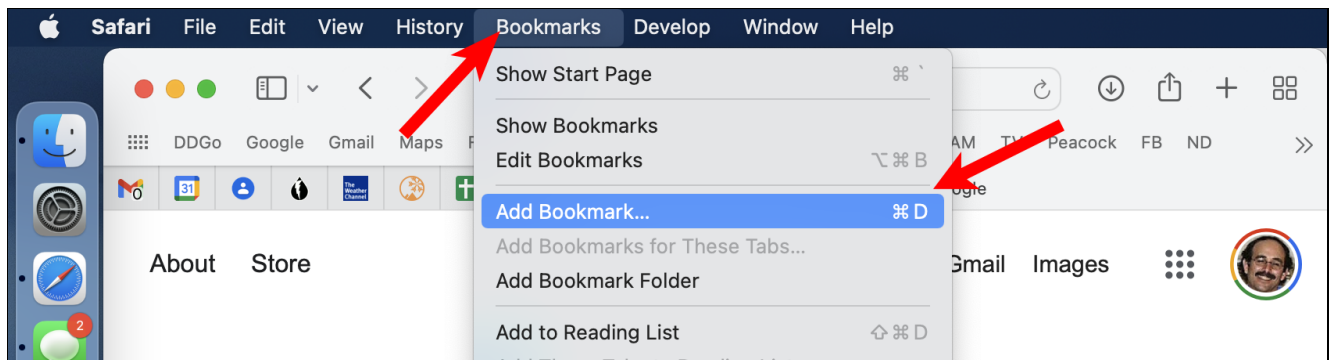
You can select a bookmark to delete it (with the Delete key), drag it to move it or edit the name or URL in the form at the bottom.

## Safari on a Mac

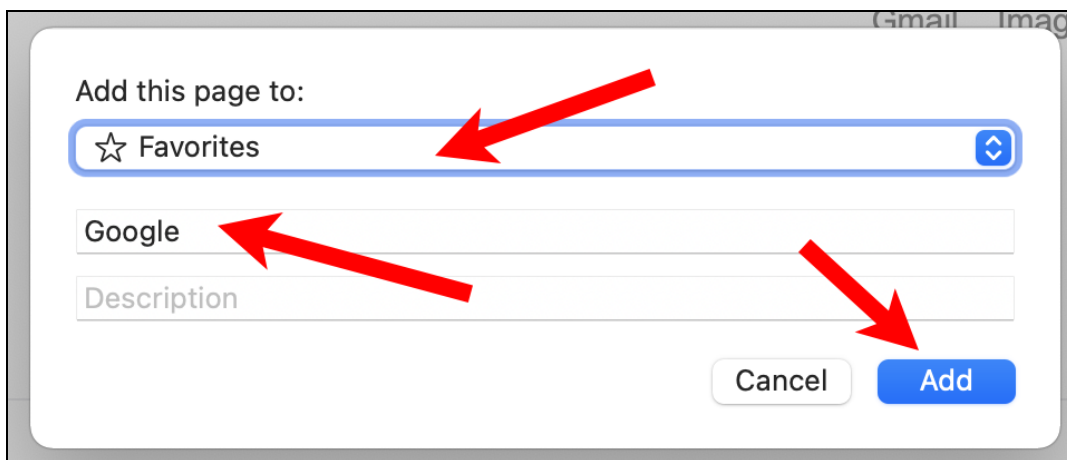
Safari is the Apple browser which is very good for speed, security and privacy. It is the standard browser on Apple devices (Macs, iPhones and iPads).

It is similar to the other browsers. Bookmarks are called “Bookmarks” and the Bookmarks Bar is called the “Favorites Bar”.

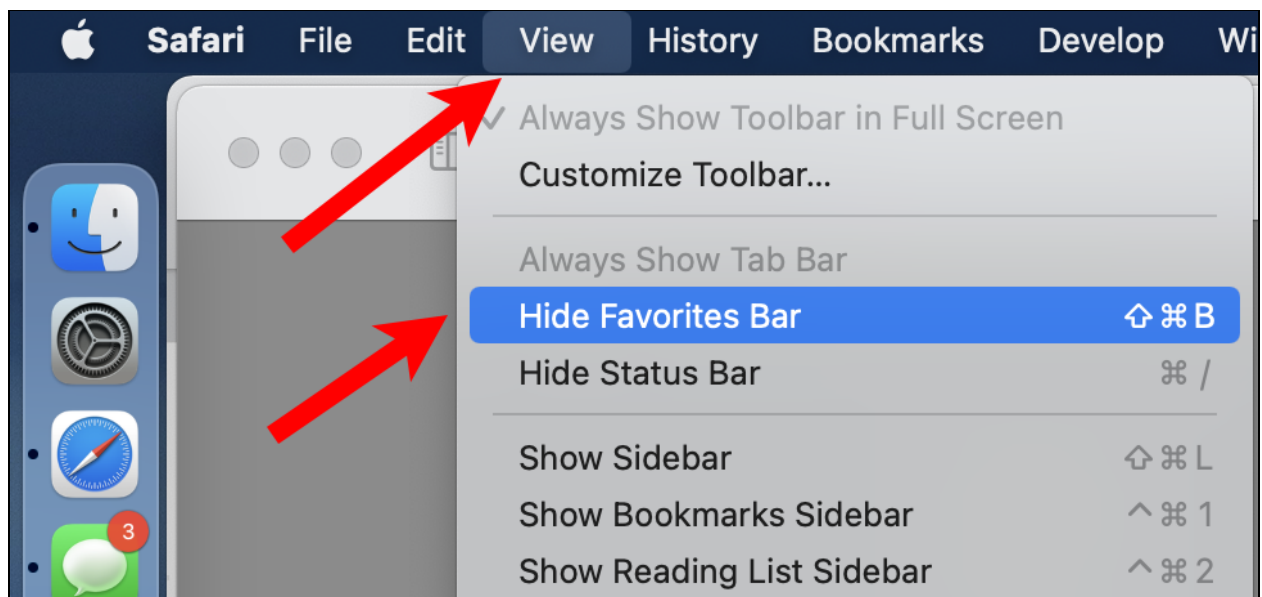
You can add a new bookmark with the Bookmarks menu:



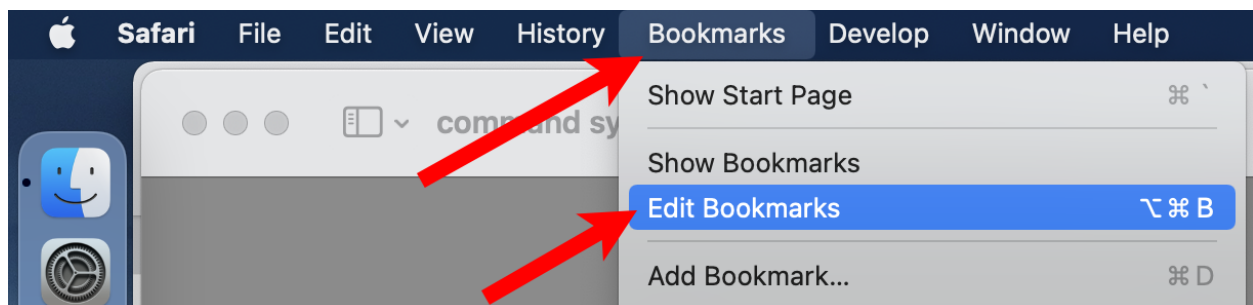
This brings up a window to add the new bookmark:



You can click on the location menu to choose the folder for the new bookmark and also edit the name and then click the Add button. If you put the new button in the Favorites folder, it will appear at the top of the screen in the Favorites bar. You can view or hide the Bookmarks Bar with the View menu:

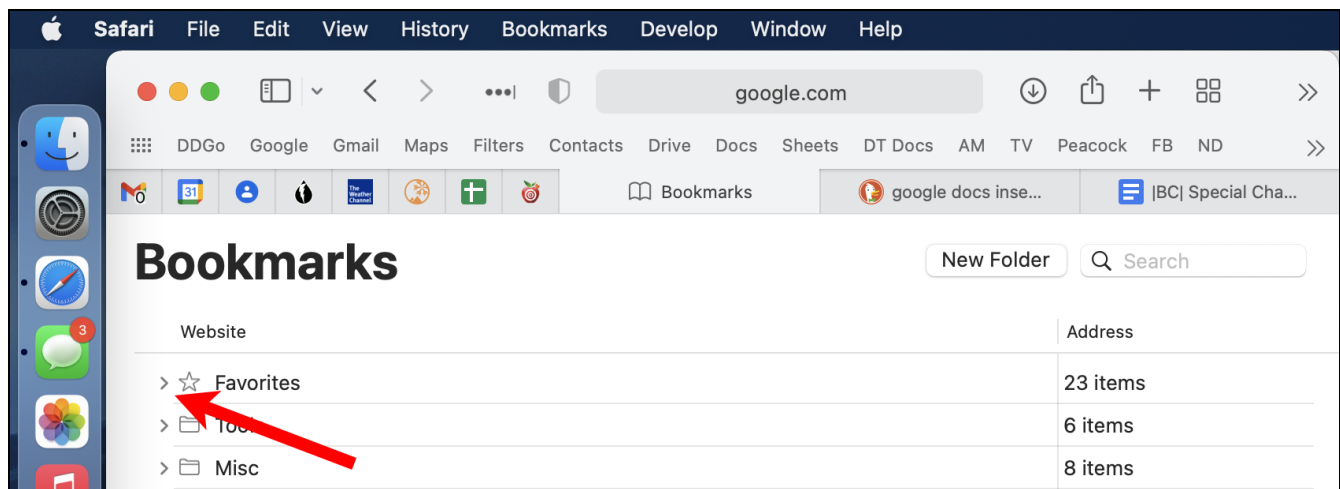


You can edit the bookmarks with the Edit Bookmarks option in the Bookmarks menu:



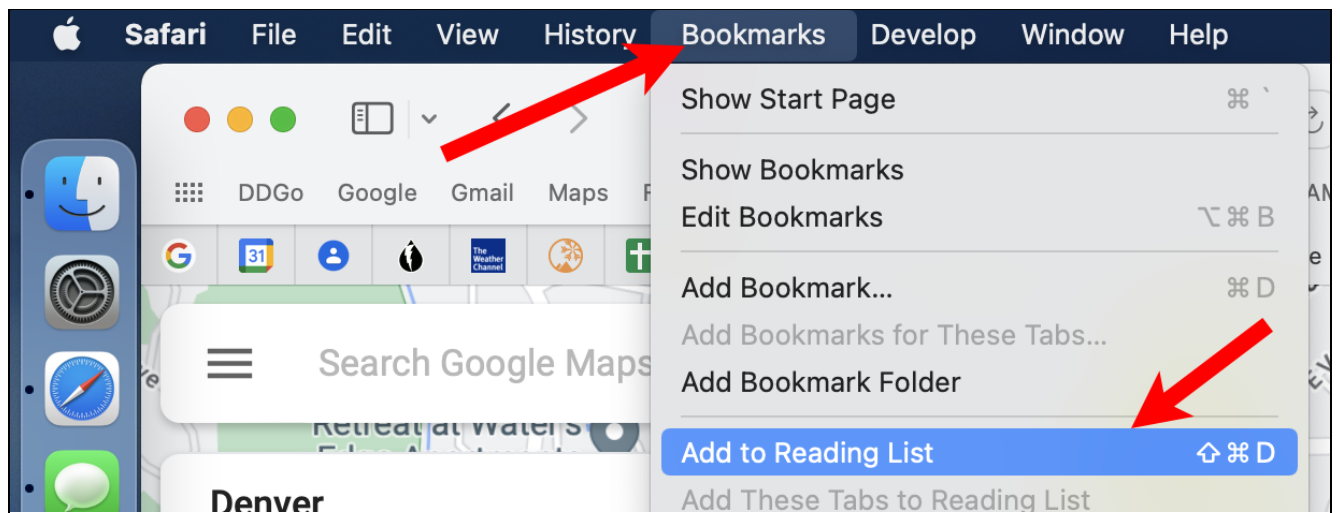
This opens the Bookmarks Manager which lets you rename, delete or move bookmarks and create new folders (aka. Chrome above). It looks a little different but has the same functionality. The folders and bookmarks

are displayed hierarchically and you use the right arrow key to the left of a folder name to open it.

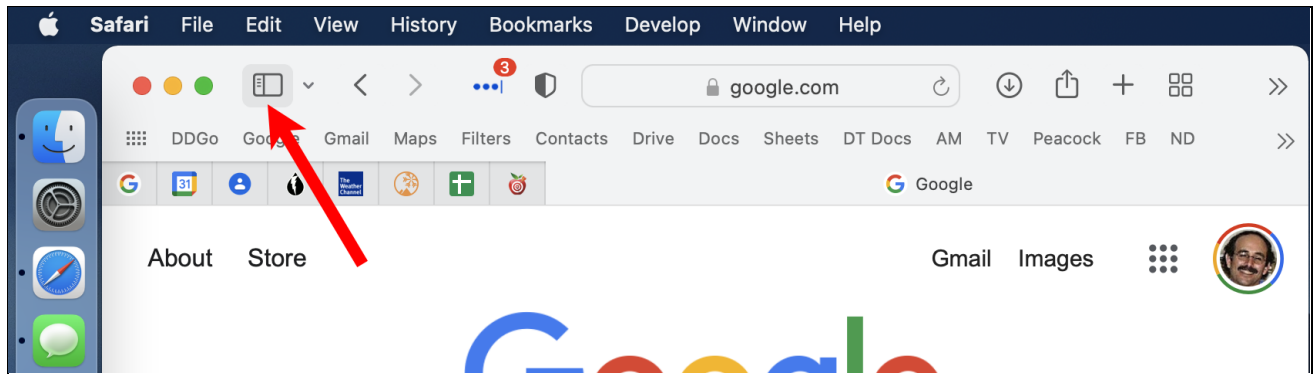


You can then click on a bookmark or folder to select it. It will turn dark blue and you can hit the Delete key to remove it or you can drag it to a new location.

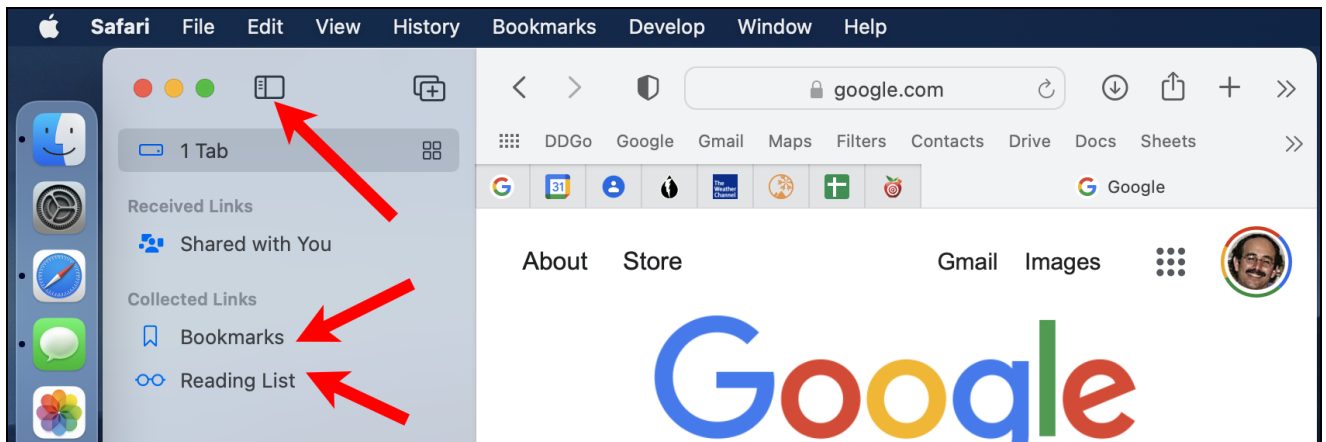
You can add the current webpage to your reading list via the Bookmarks menu:



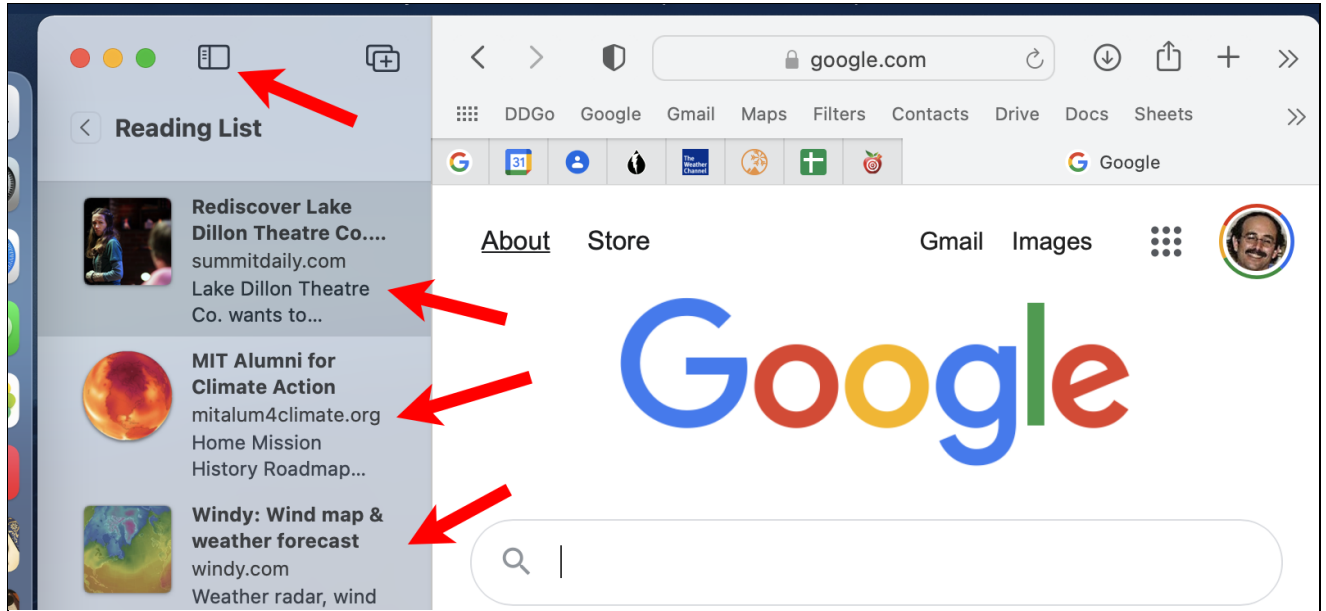
Safari has the Sidebar display which you can bring up via the View menu or the Sidebar button in the top left part of the window:



This display a gray sidebar with Bookmarks and Reading List options:

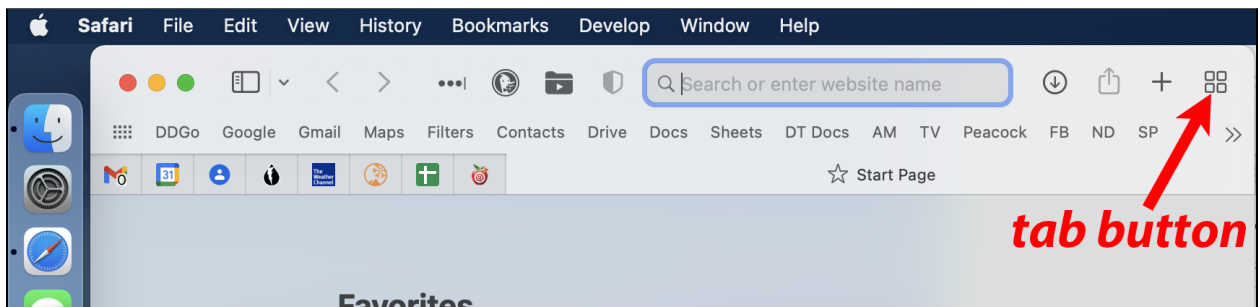


You can click on the Sidebar button to hide it, the Bookmarks to view the bookmarks or the Reading List to view it:

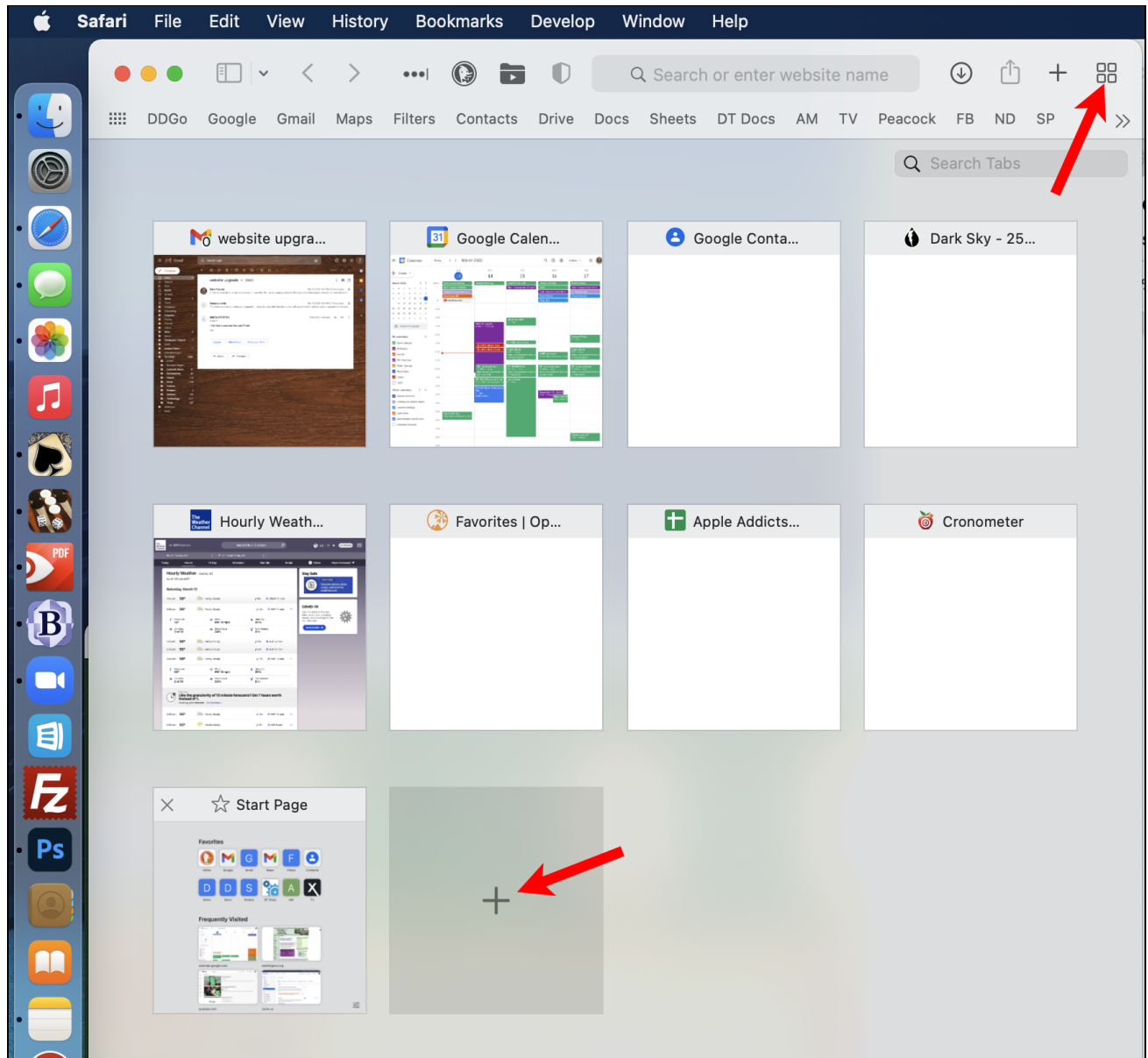


This displays a preview of your reading list items and you can click on one to view it in the current tab. Click on the Sidebar button at the top to hide the sidebar.

Another feature that Safari has is the tab button to display all the tabs:



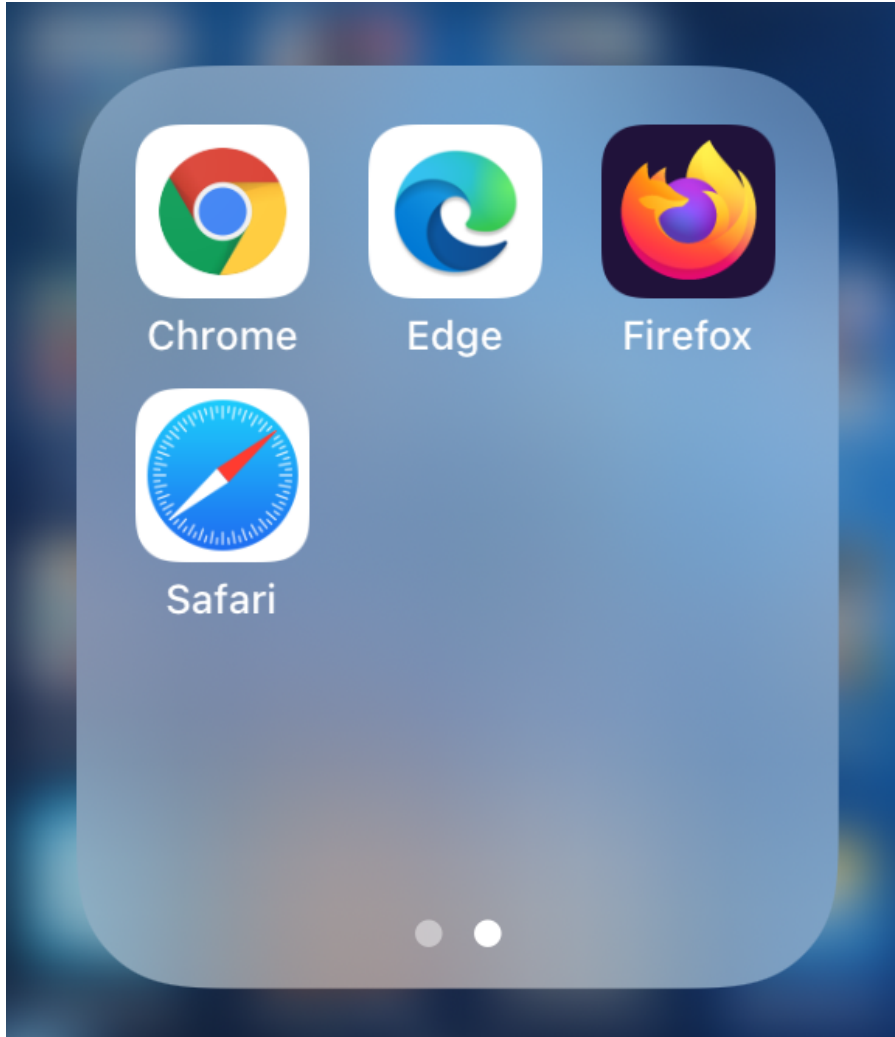
You can click on one to display it or with the (X) button to add a new tab:





## Browser Apps on the iPhone

You open the browser on the iPhone by clicking on the button for the app. They look like this:

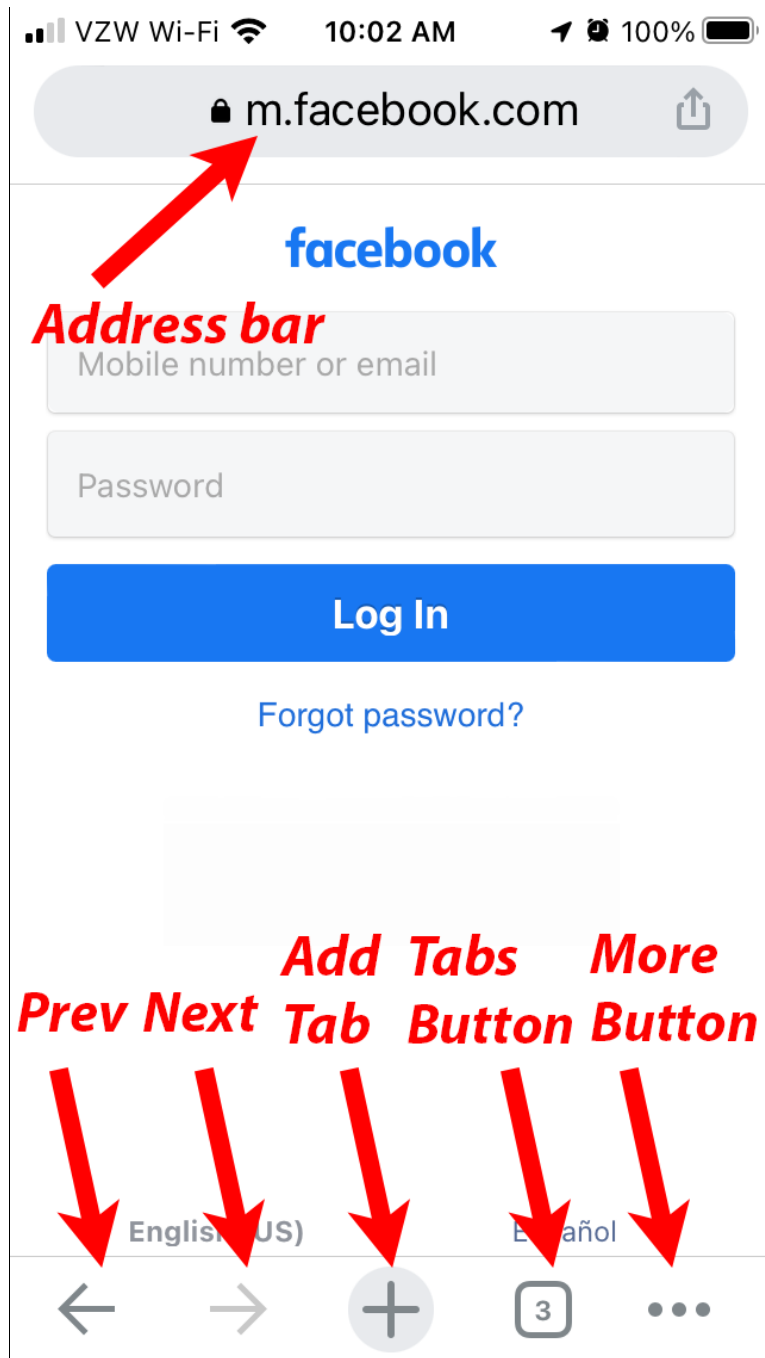


The apps have the same functions as the computer versions but use different approaches to get to them.

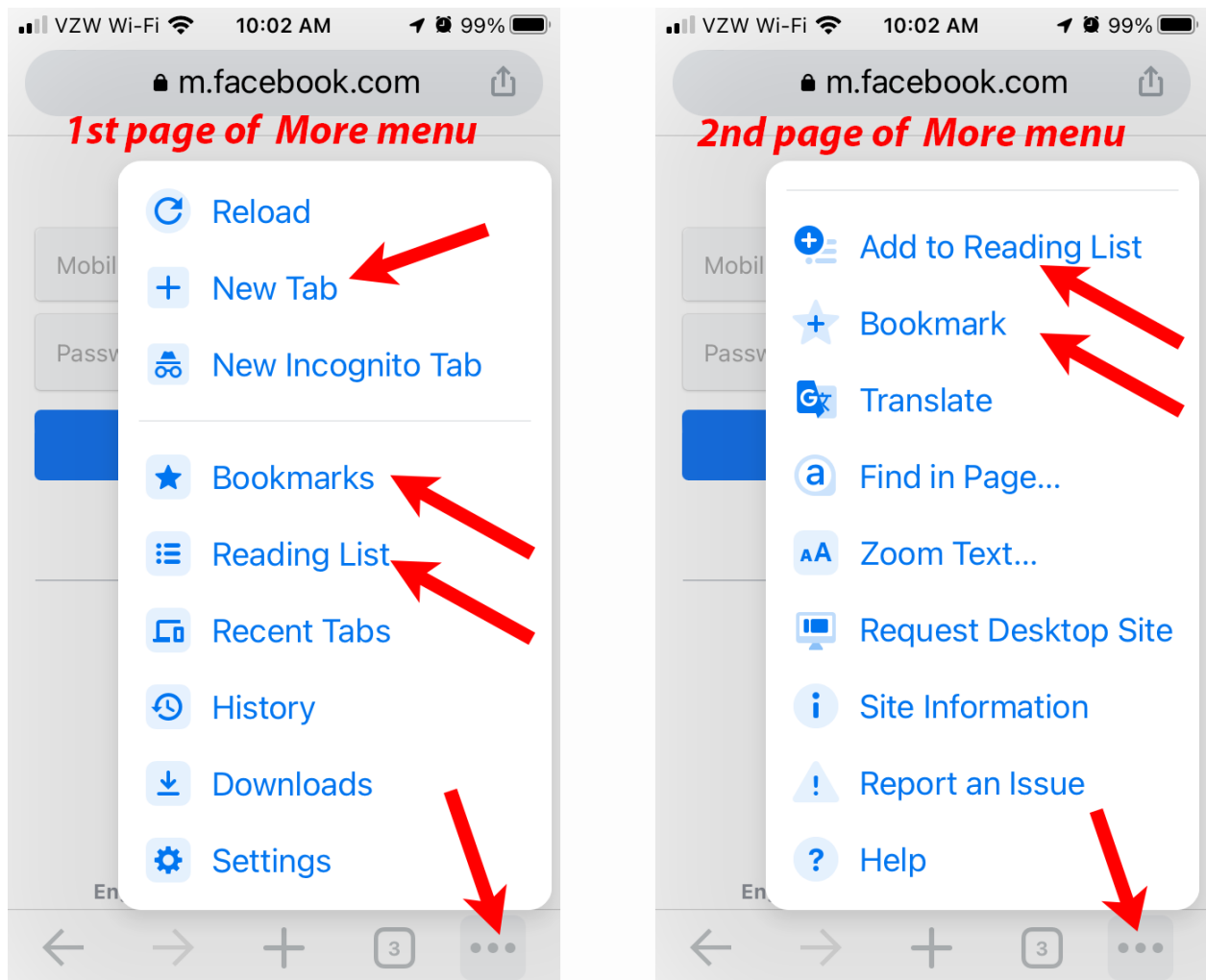


## Chrome on an iPhone

The Chrome app on the iPhone has the buttons on the bottom of the screen and the address bar on the top:



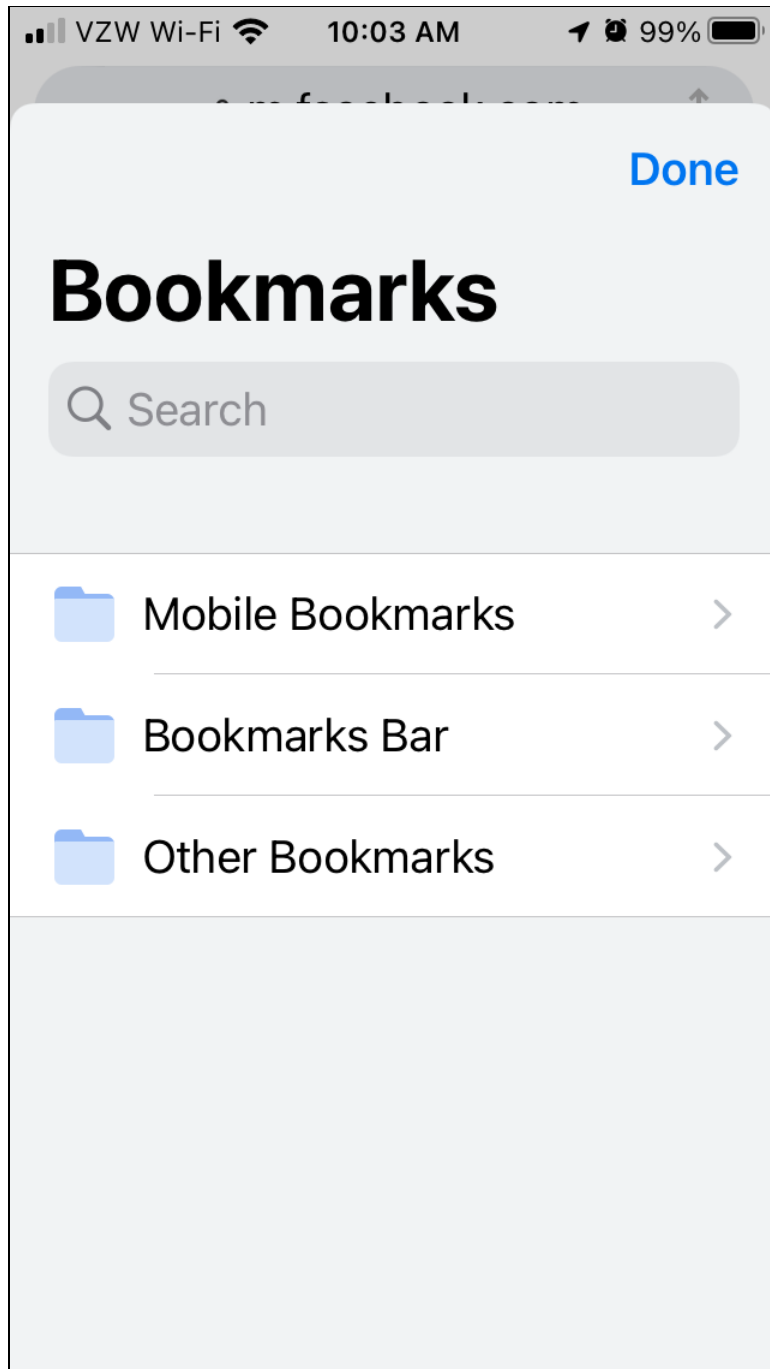
The three dot More menu at the bottom right brings up these choices:



The first page of the More menu has functions for adding a new tab, viewing the Bookmarks and viewing the Reading List.

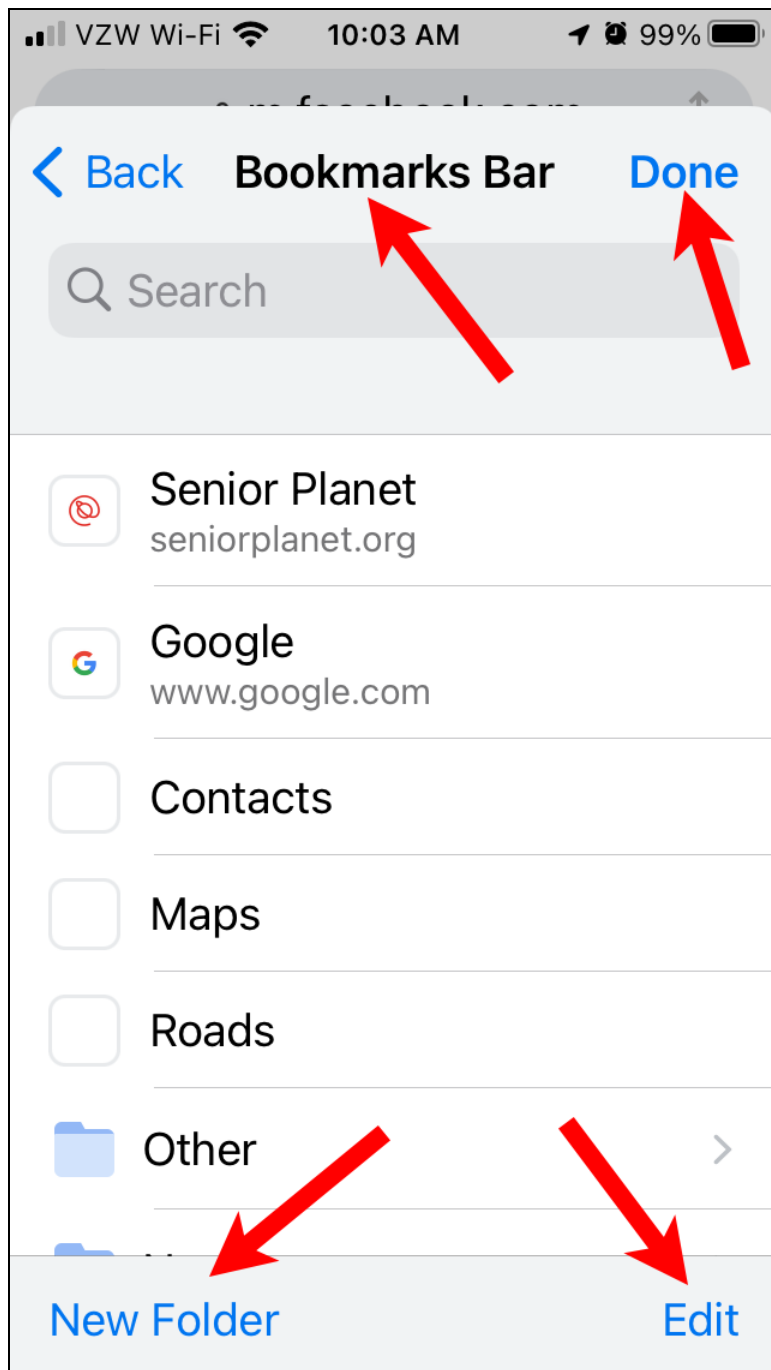
When you scroll the menu up to the second page there are functions to add the current page to the reading list or create a new bookmark.

When you tap on the Bookmarks function, it brings up a page like this:

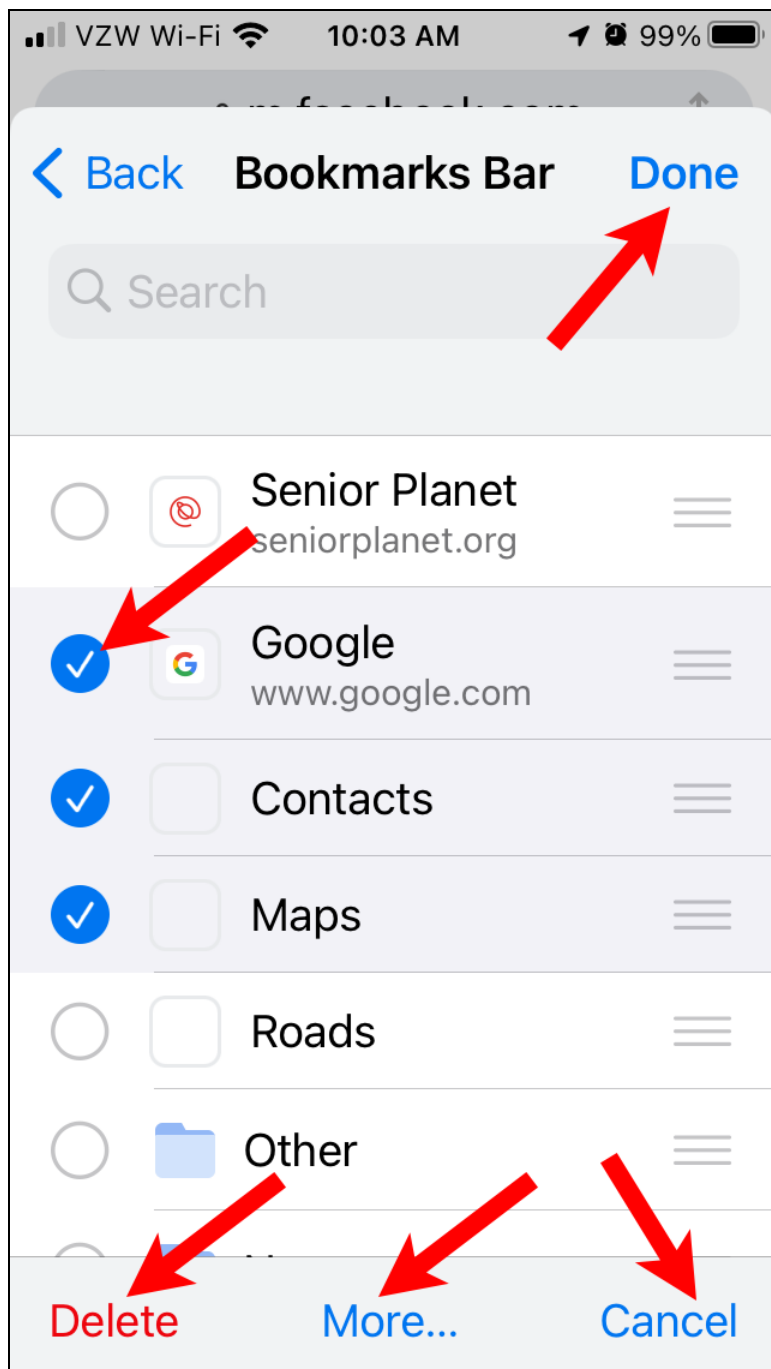


You can view your Bookmarks Bar or Other Bookmarks or a folder called Mobile Bookmarks which is used for bookmarks for your portable devices.

You can view the Other Bookmarks and Mobile Bookmarks on your computer as well. If you tap on your Bookmarks Bar, you will see something like this:

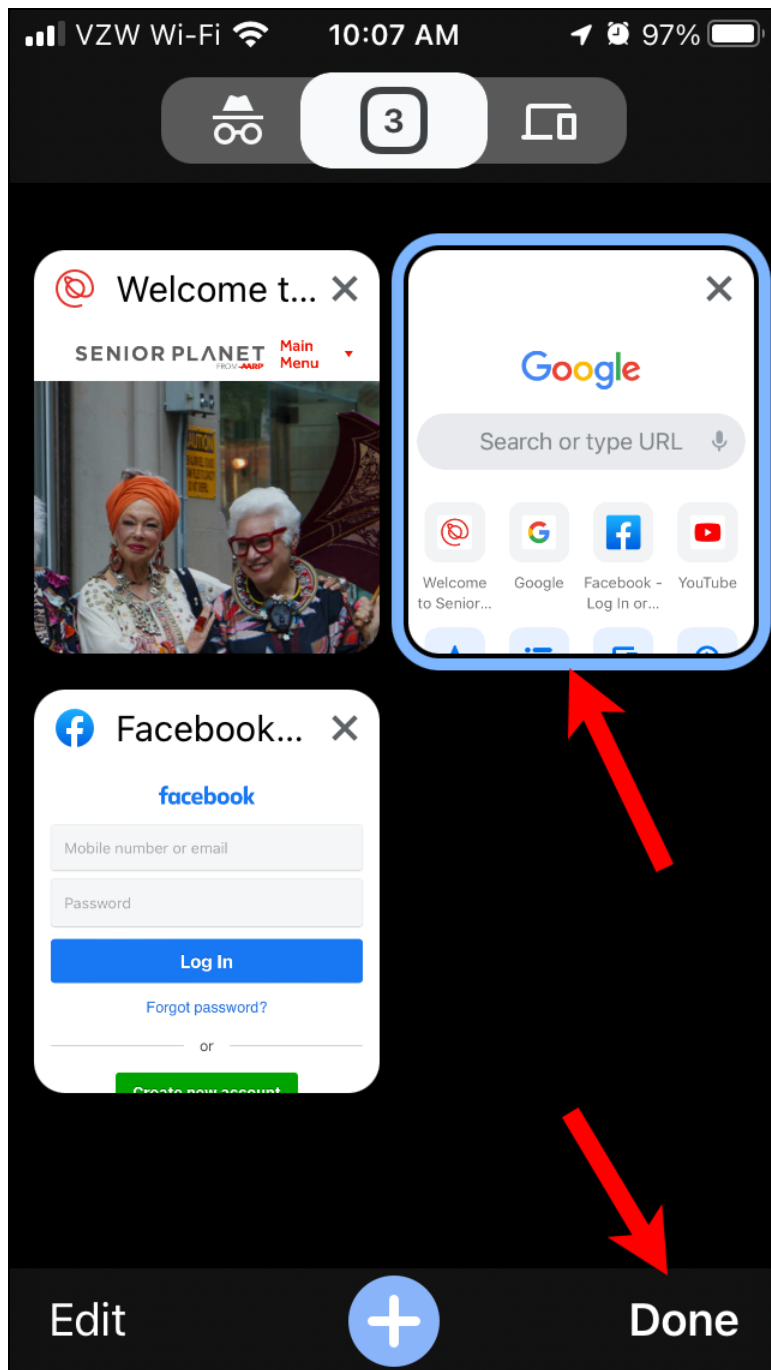


You can add a new folder to your bookmarks bar or click Edit to change it:



This has buttons for selecting bookmarks which gives them a blue circle with the checkmark. You can tap Delete to remove them, Cancel to unselect all of them, Done to stop editing or More to see other options: Open All, Open in Incognito (private mode) and Move to move all the bookmarks to a different folder.

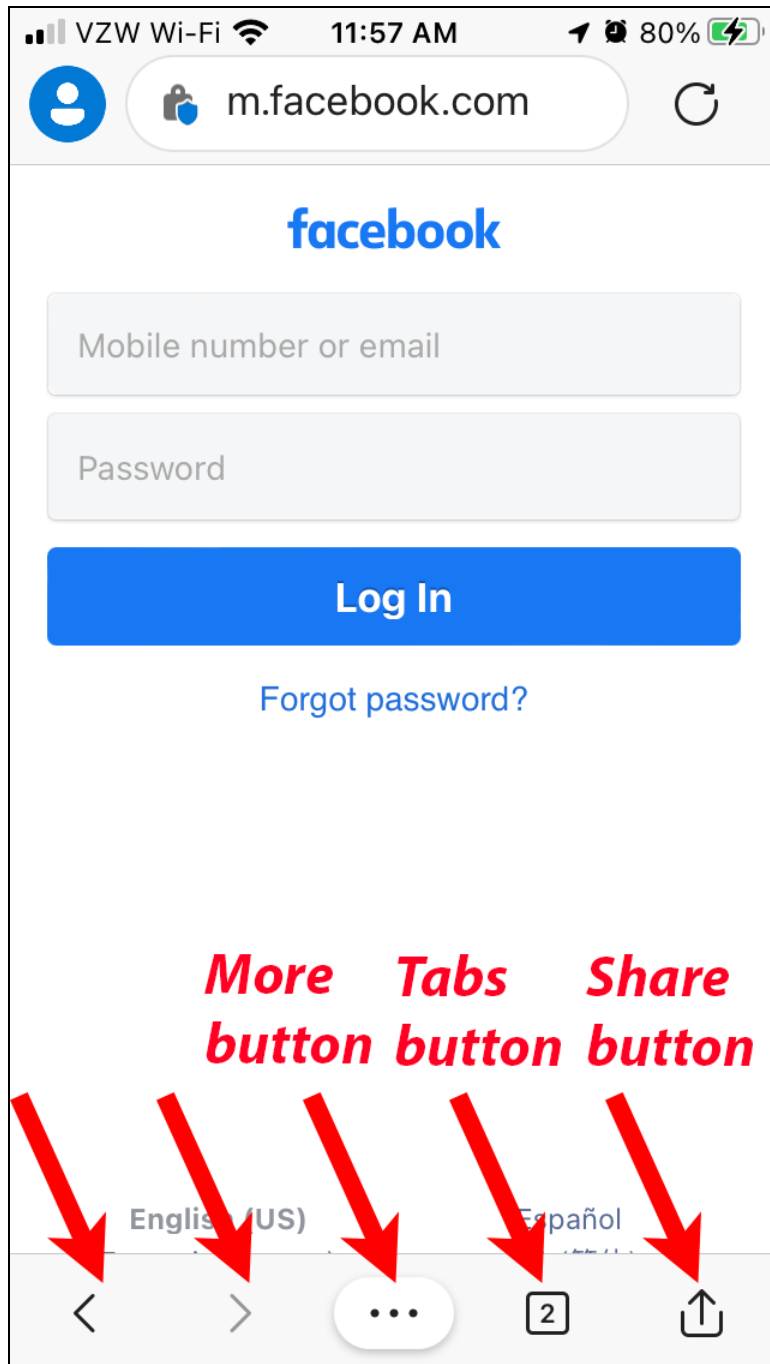
The Tabs button at the bottom of the phone lets you see all the open tabs:



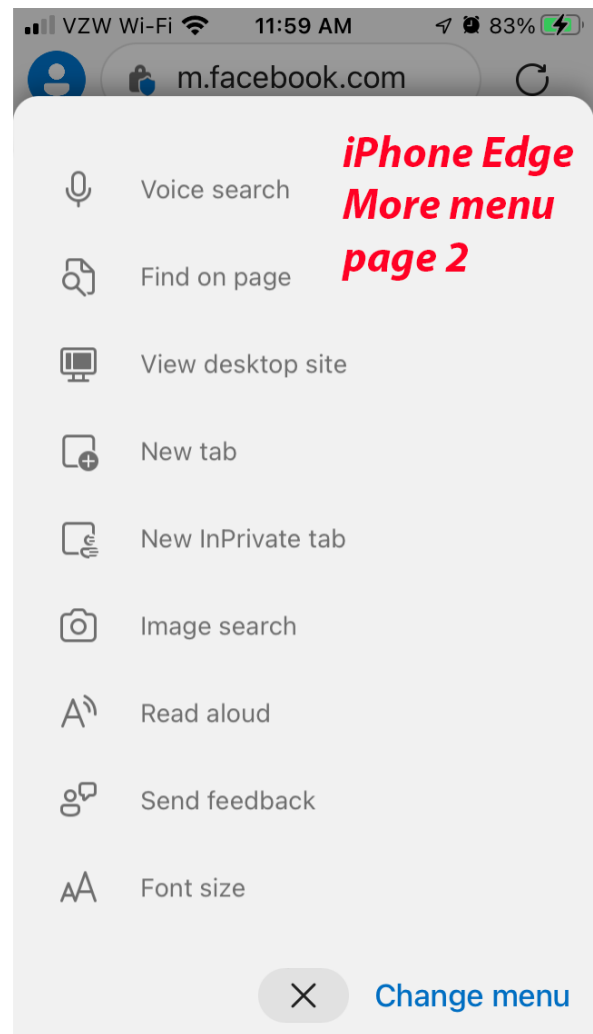
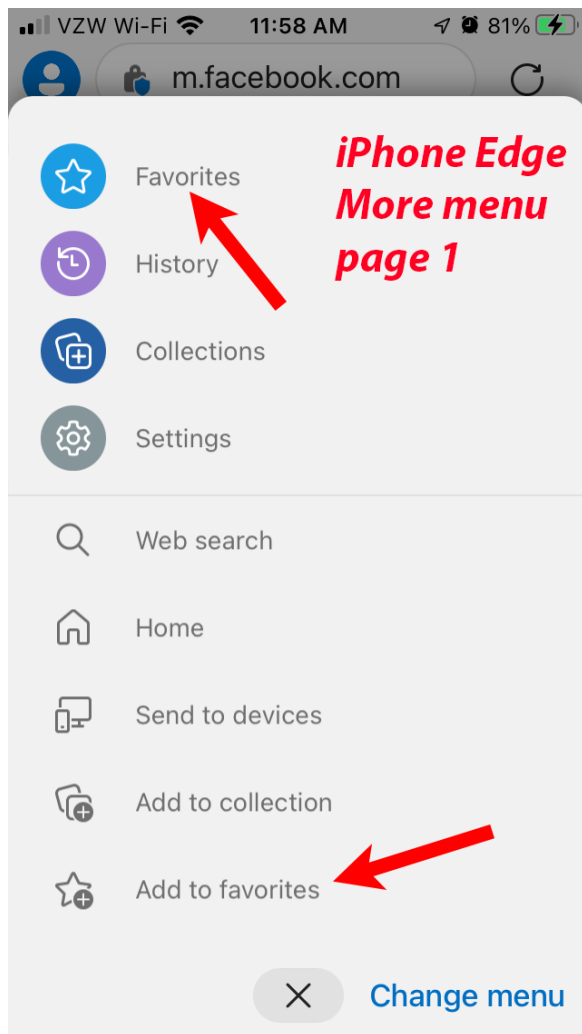
The current tab is highlighted with a blue border. You can click on any of the tabs to open them, the blue (+) button at the bottom to add a new tab or the Done button to return to the current webpage.

## Edge on an iPhone

The Edge app on the iPhone is very similar to the Chrome app with buttons on the bottom of the screen:



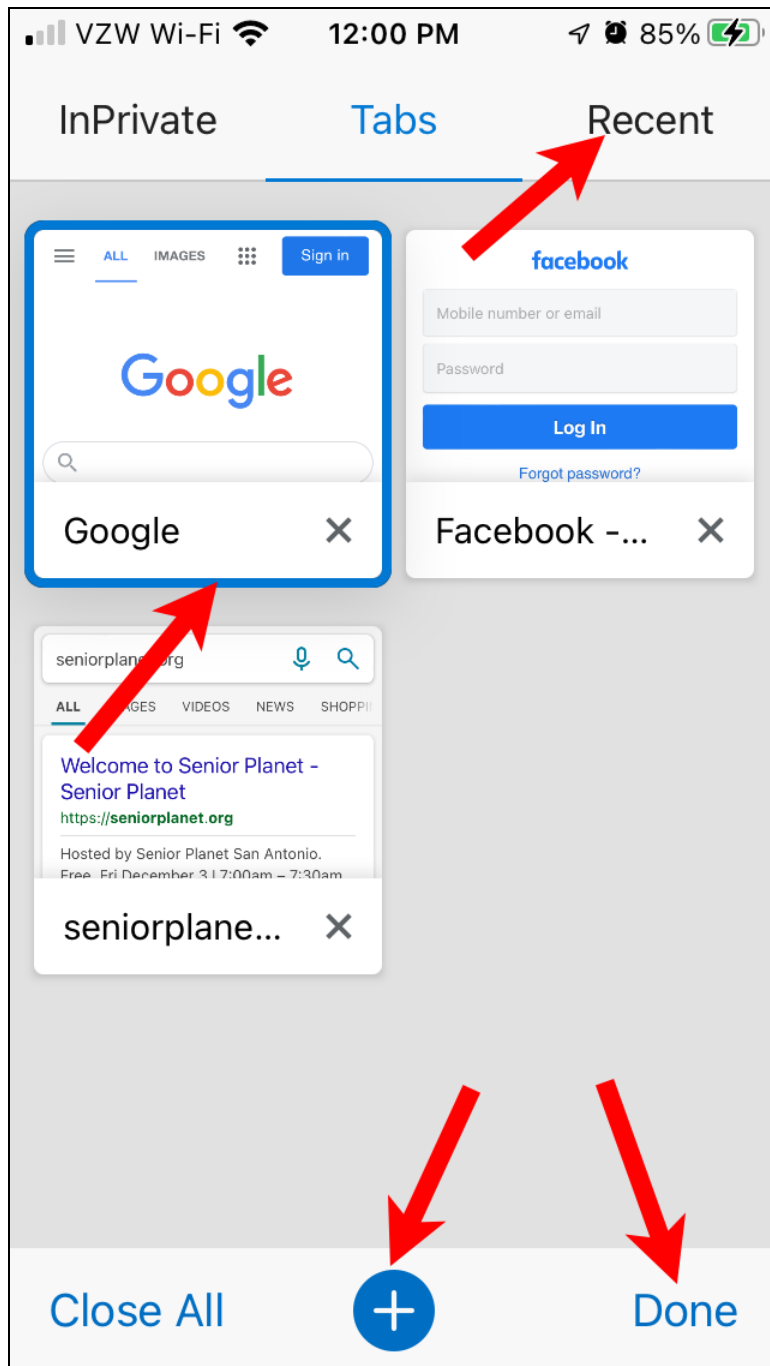
The More button as two pages of functions:



You can add a Favorite (e.g. bookmark) or view all your Favorites.

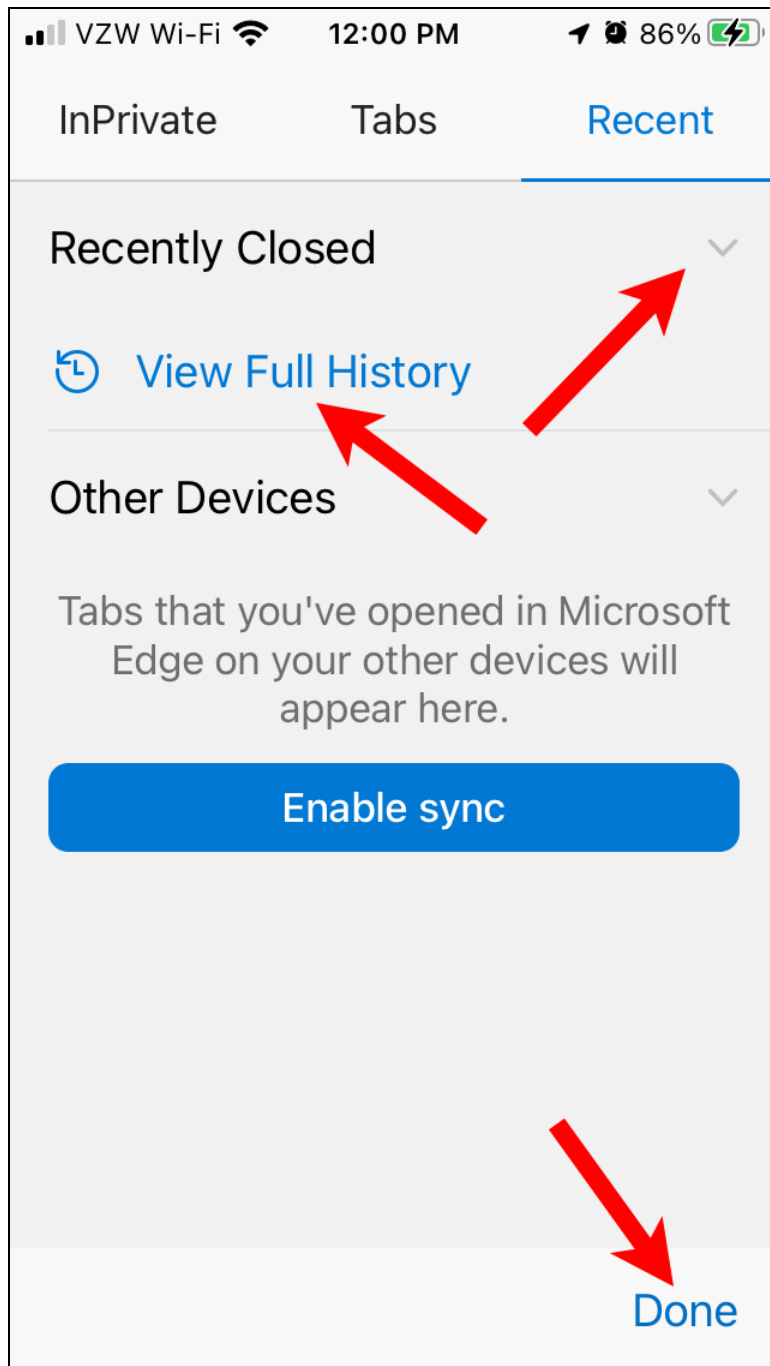


If you click on the Tabs button at the bottom of the screen you will see all the current tabs:



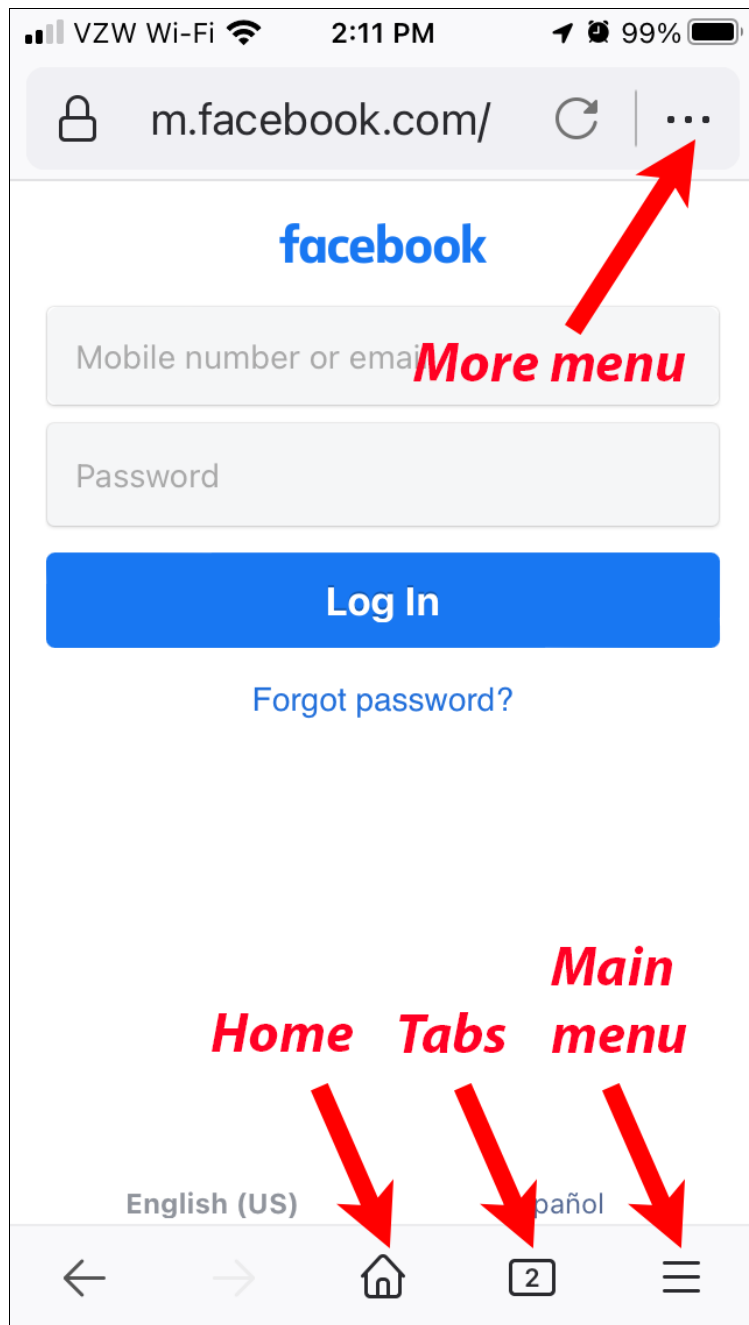
Click on a tab to view it or the blue (+) button to add a new tab.

If you tap on the recent button at the top, you can view recently closed tabs or your browser history:

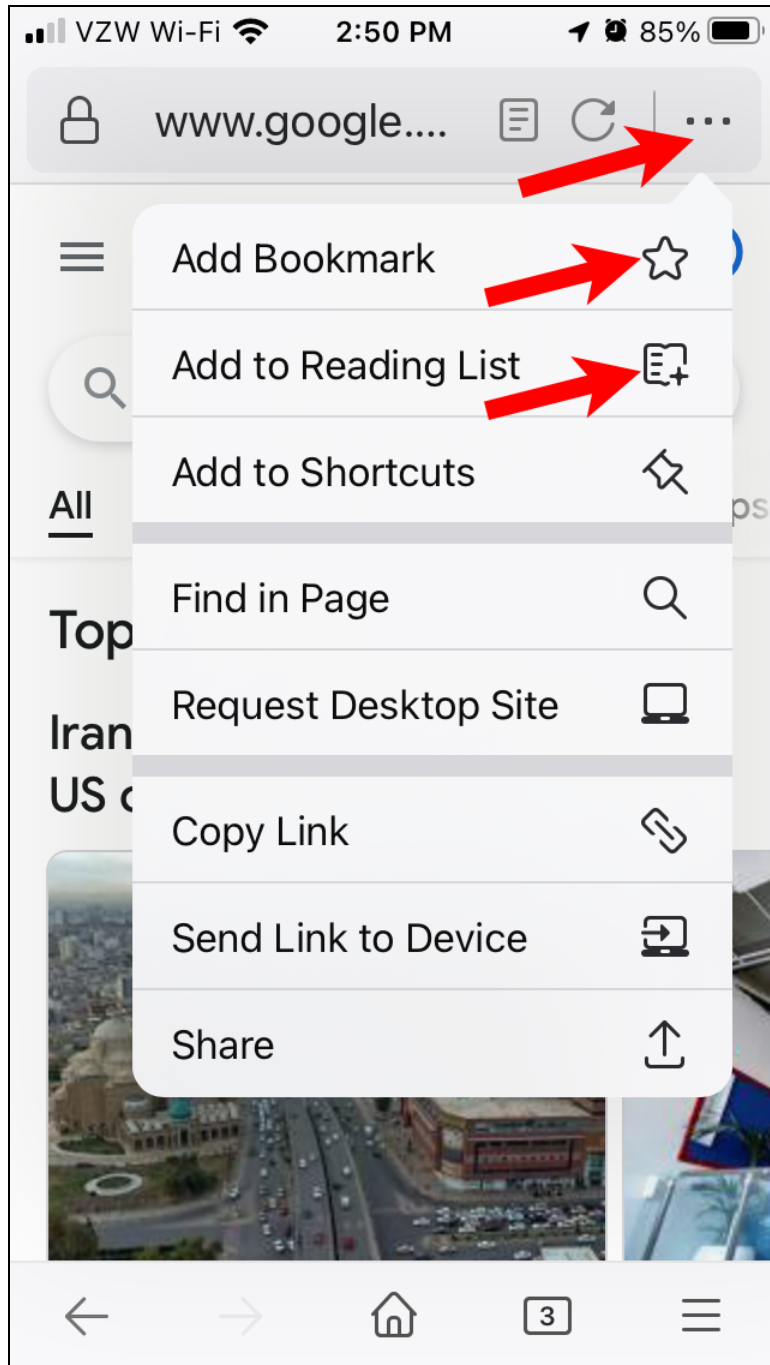


## Firefox on an iPhone

Firefox on the iPhone is similar to the other browsers. It has a three dot More menu in the upper right and a Main (settings) menu in the lower right along with buttons for view tabs and going to the home page:

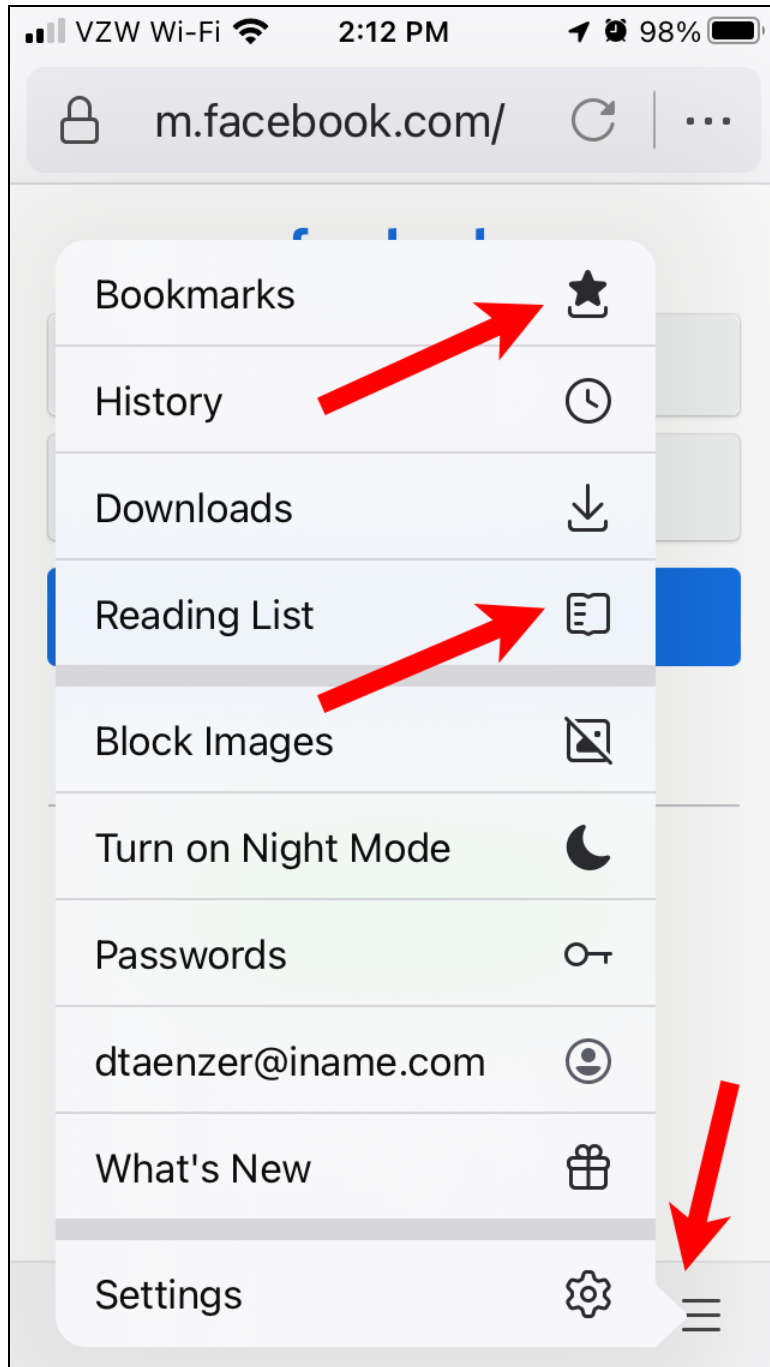


The three dot More menu in the upper right offers these functions:



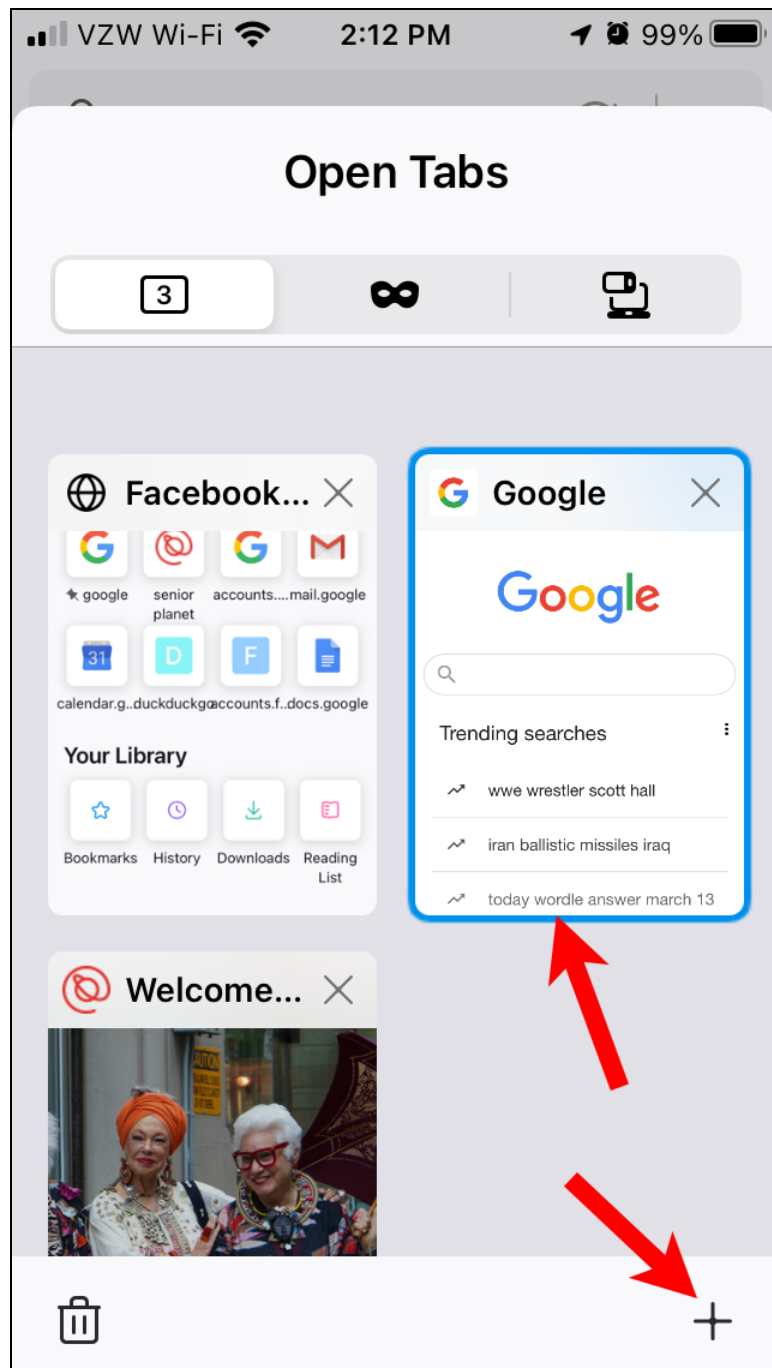
This is how you add a bookmark for the current page or add it to your reading list.

The main menu (three horizontal lines) on the bottom looks like this:

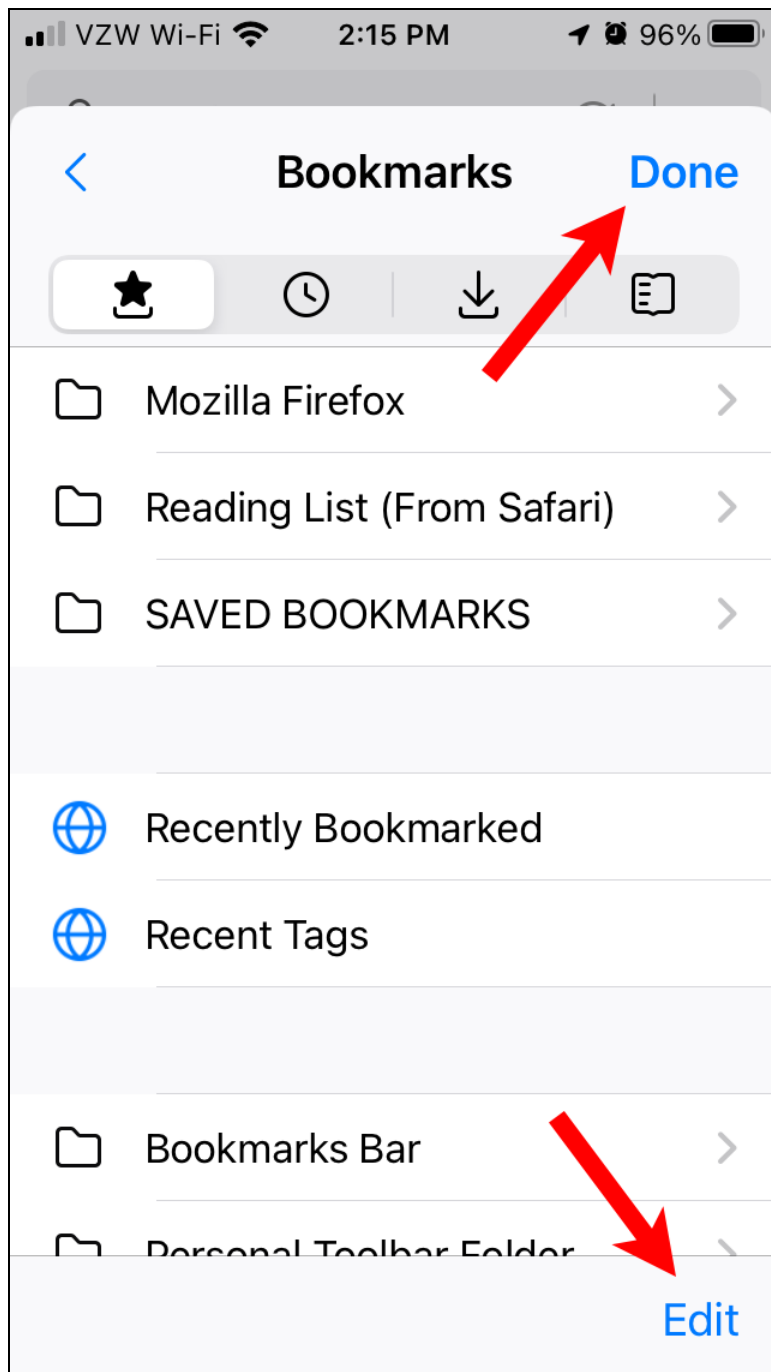


There are functions for viewing your Bookmarks and Reading List and other settings functions.

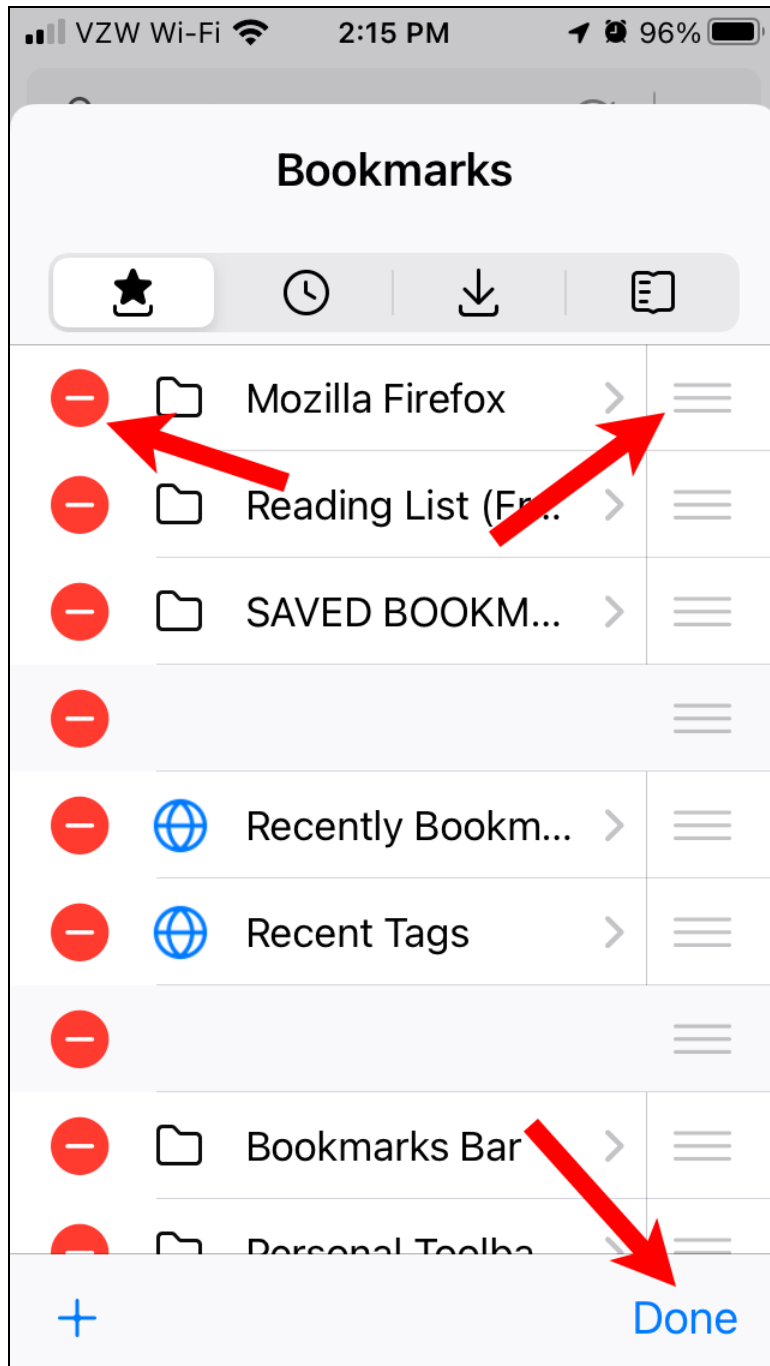
The Tabs button on the bottom of the screen displays the current tabs:



The current tab is highlighted with a blue border. You can click on any tab to display it or click the (+) button in the lower right corner to add a new tab. The Bookmarks display (from the bottom right menu) looks like this:



You can click on a folder and then click edit to modify the bookmarks:

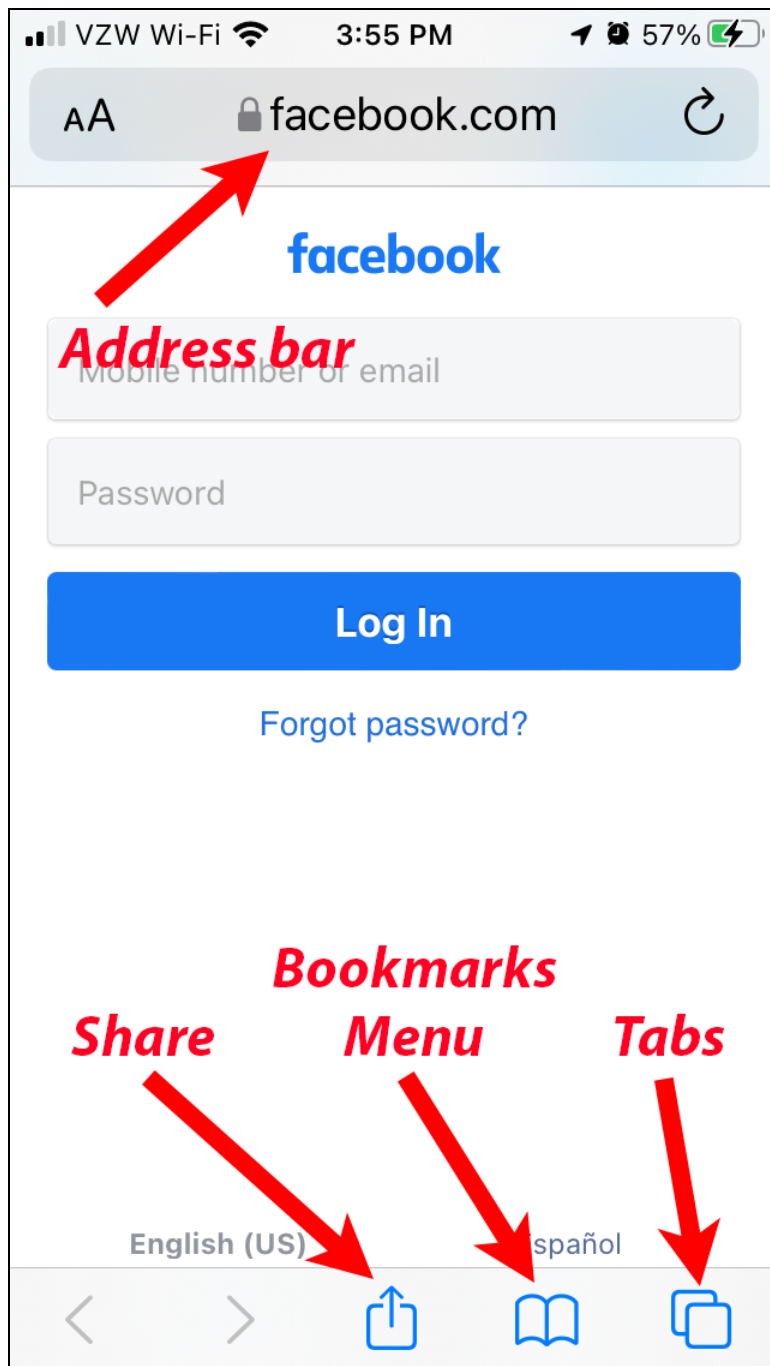


You can delete a bookmark by clicking on the red circle on the left with a (-) in it. You can rearrange the order by dragging the three line button to the right of the bookmark up or down and click Done when you are finished

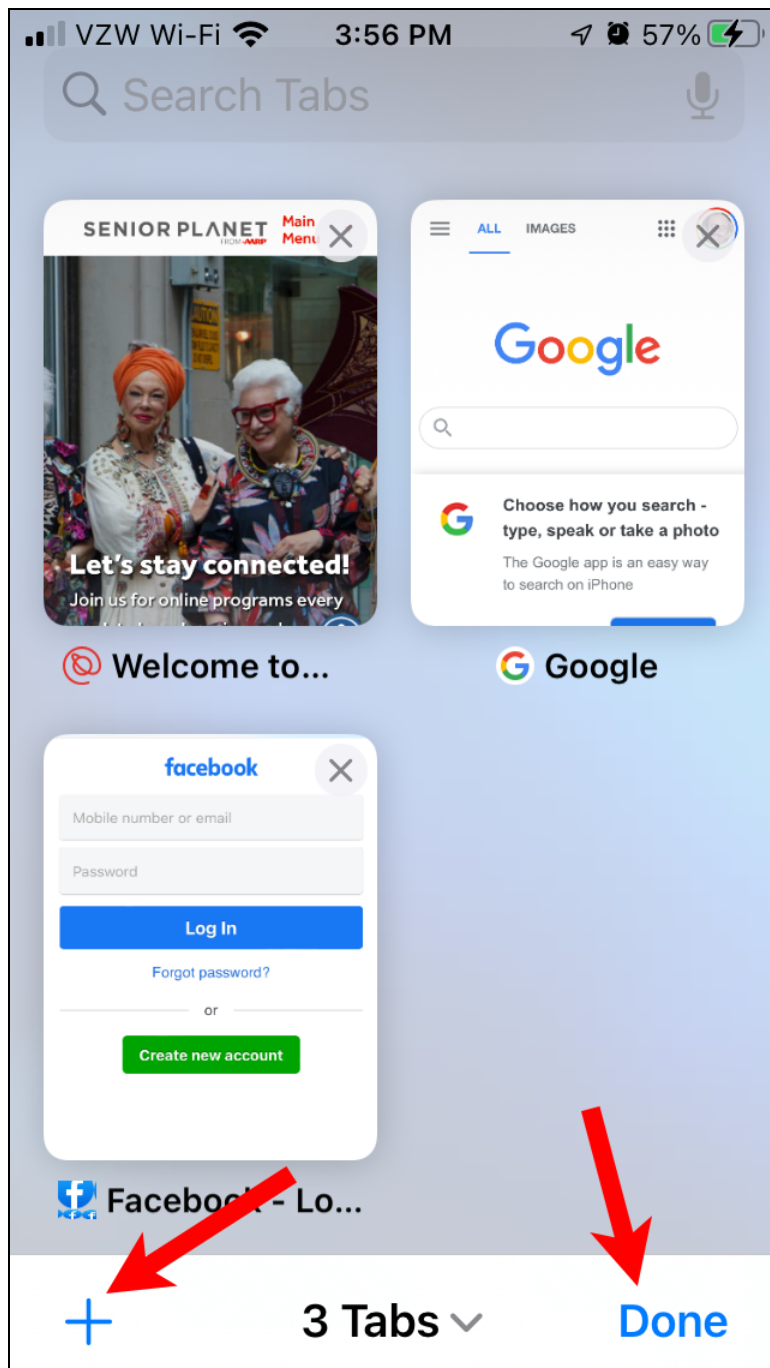


## Safari on an iPhone

The Safari app on the iPhone is similar to Chrome and the other browser apps. It has buttons on the bottom of the screen:

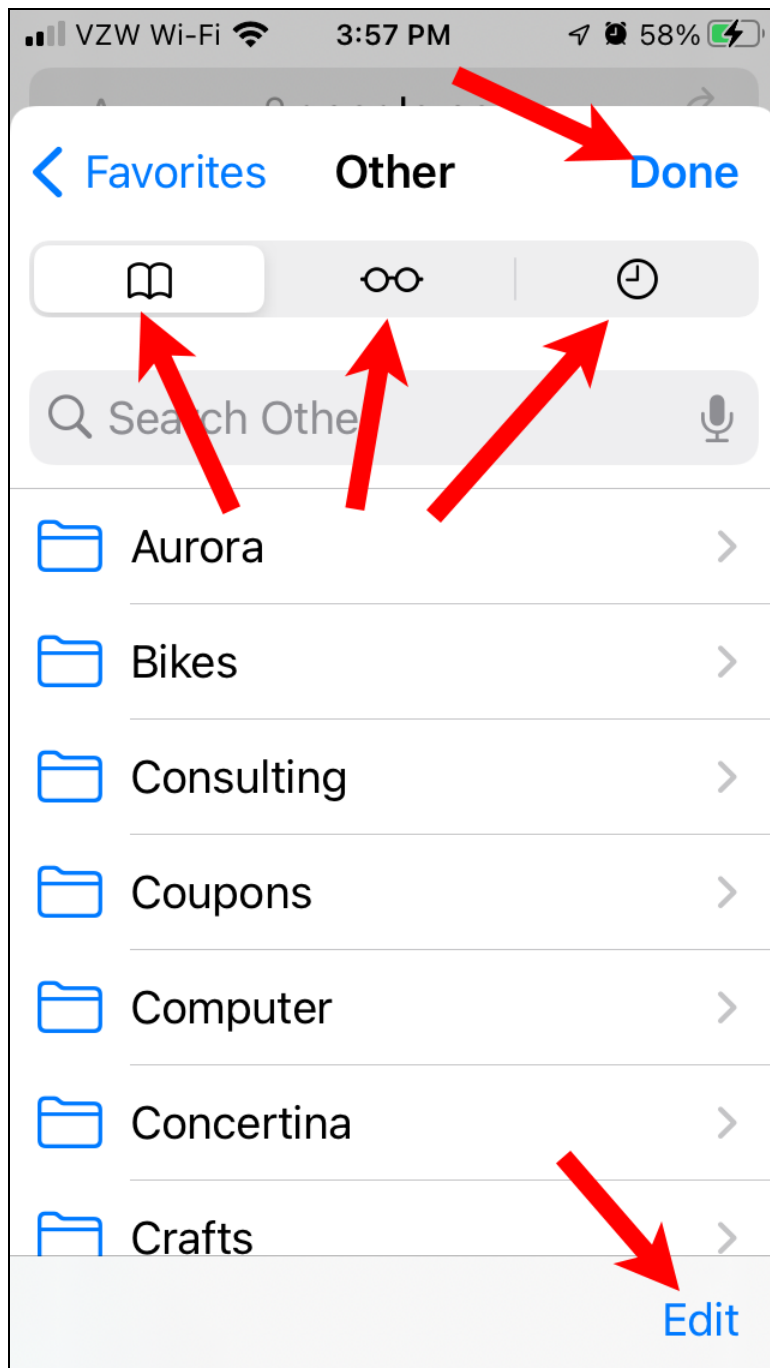


The Tabs button displays the current tabs:

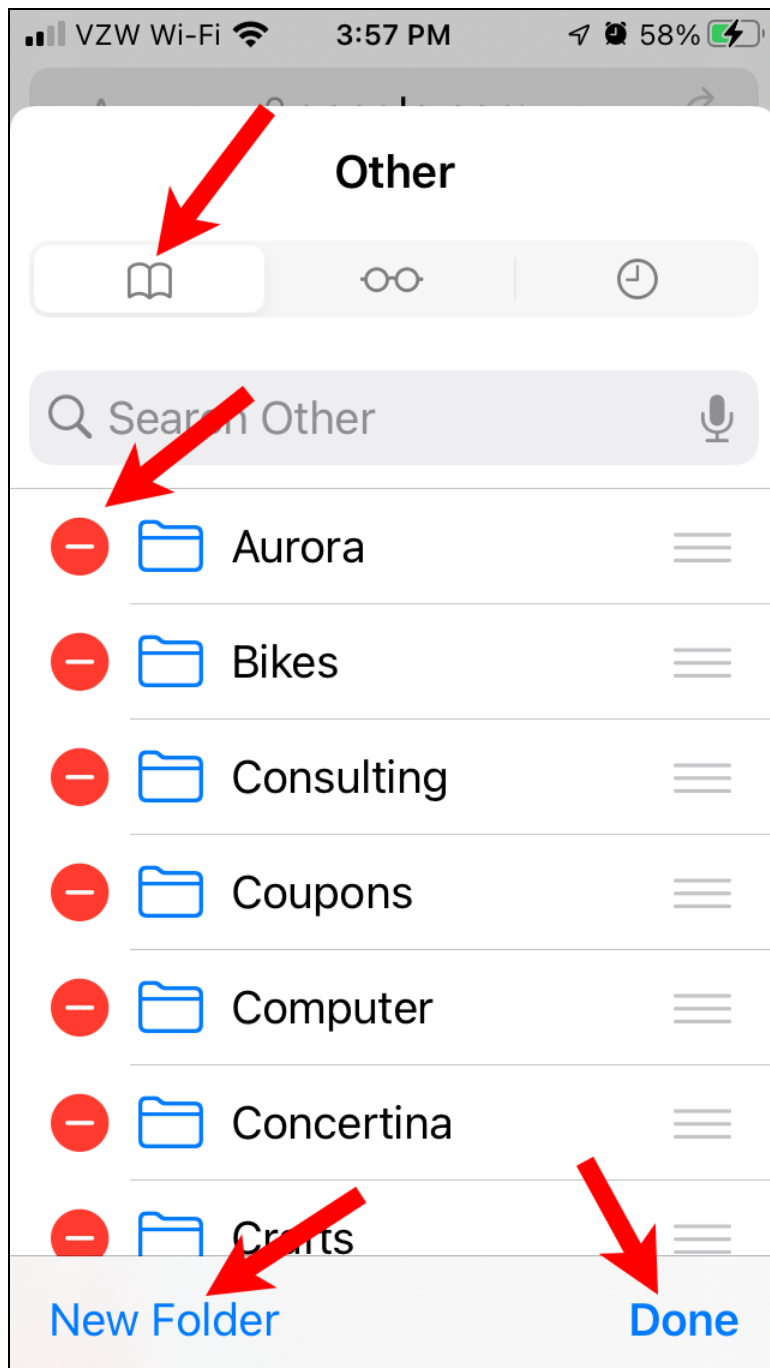


You can tap on a tab to display it or click the (+) button to add a new tab.

The Bookmarks button at the bottom of the screen opens the Bookmarks display with buttons on the top that open your bookmarks (book), reading list (eye glasses) and history (clock).

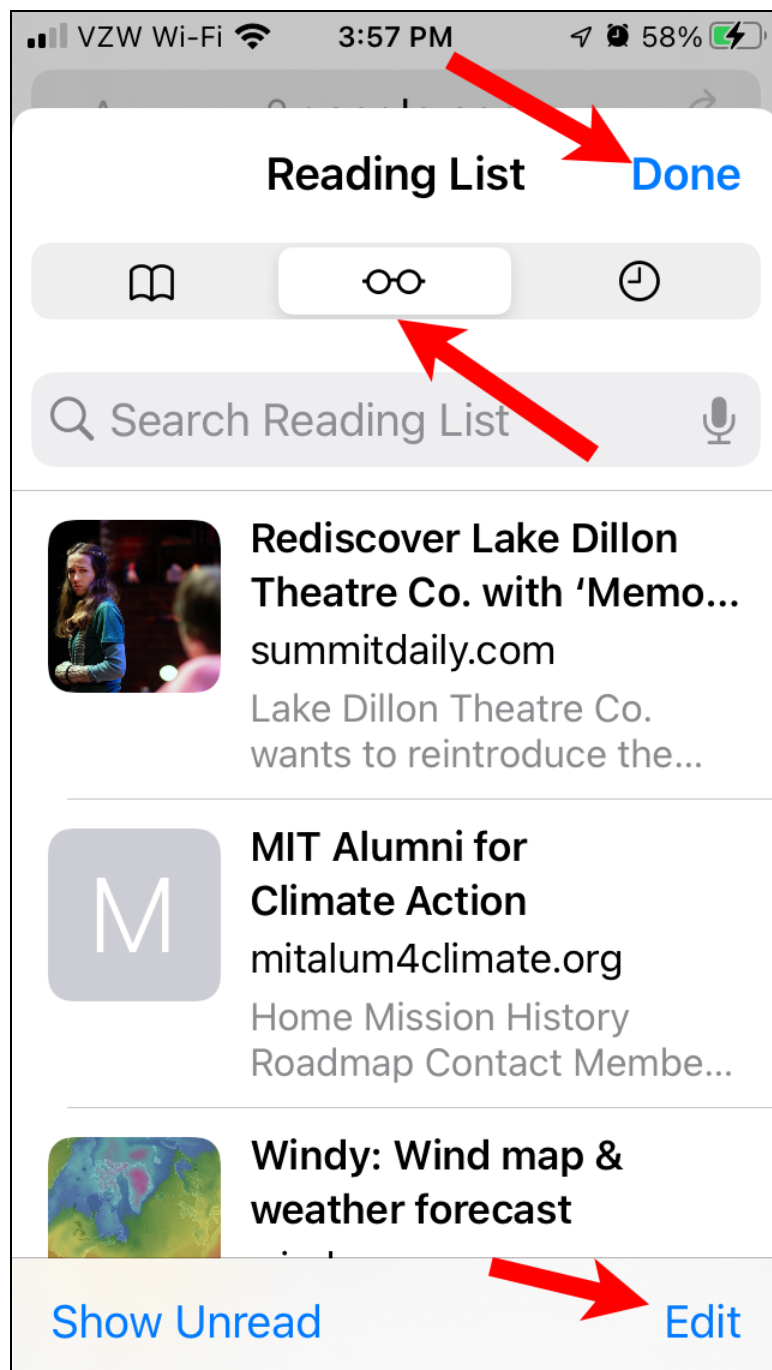


If you click Edit, you see a display similar to the Firefox app:



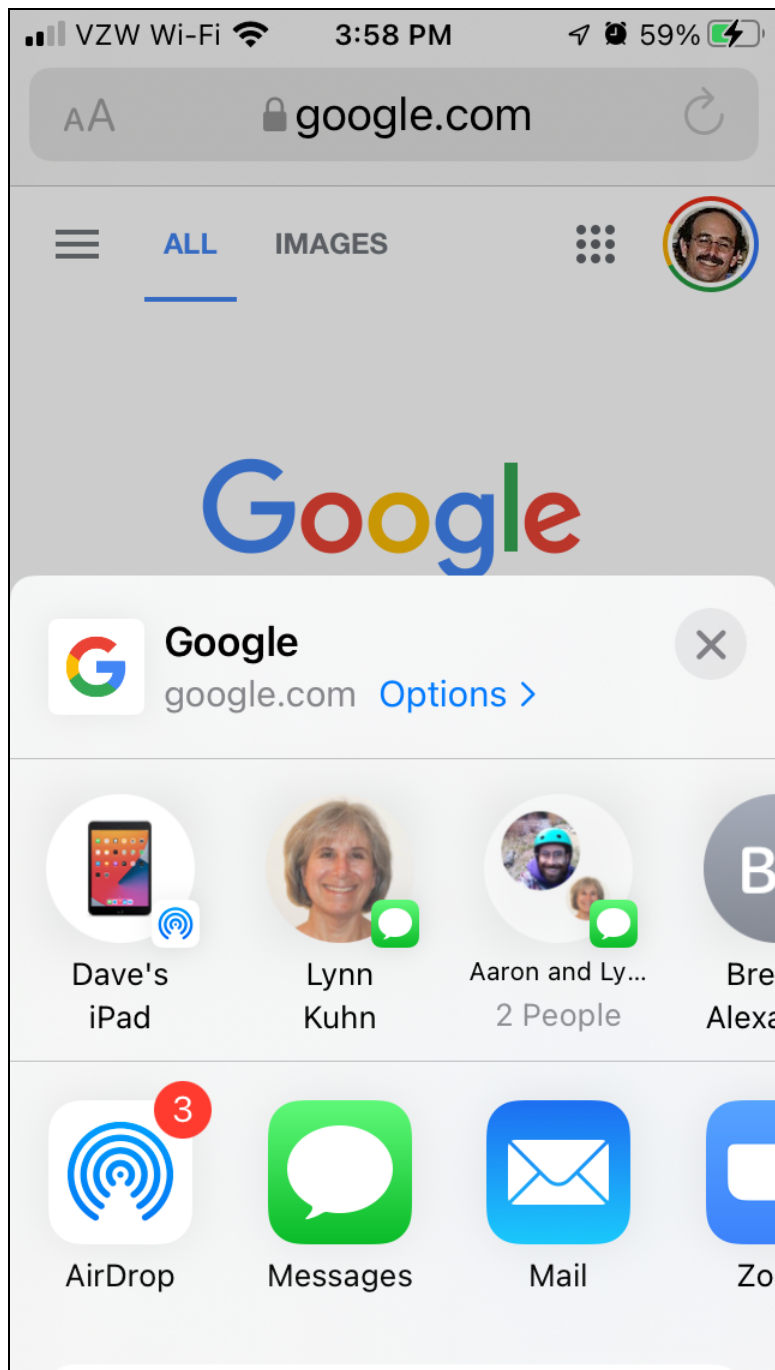
You can delete bookmarks by clicking on the red circle to the left side and move them by dragging on the three horizontal lines button to the right of the bookmark.

If you click on the Reading List (eye glasses) button, you see this display:

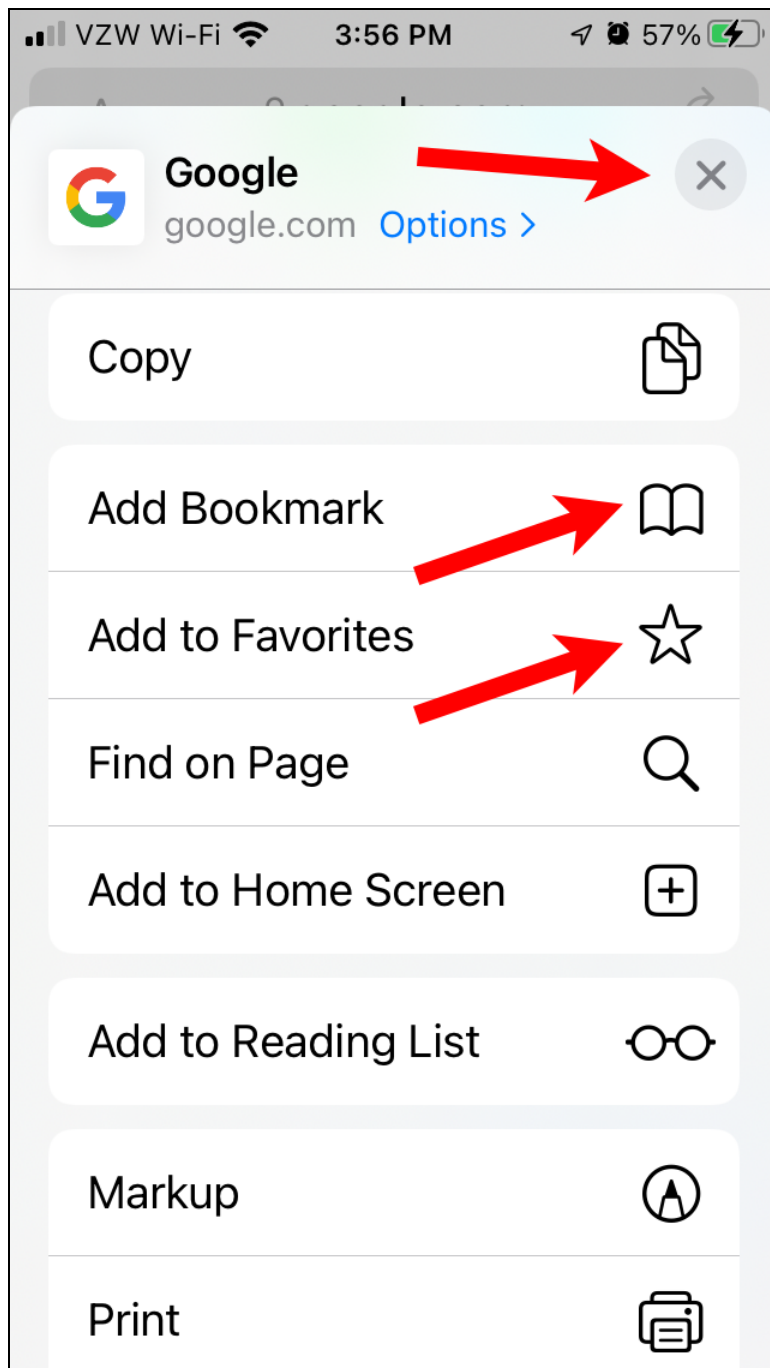


The Bookmarks Reading List and History buttons are the same as you see at the top of the Sidebar on the Mac.

The Share button at the bottom of the screen brings up this display:

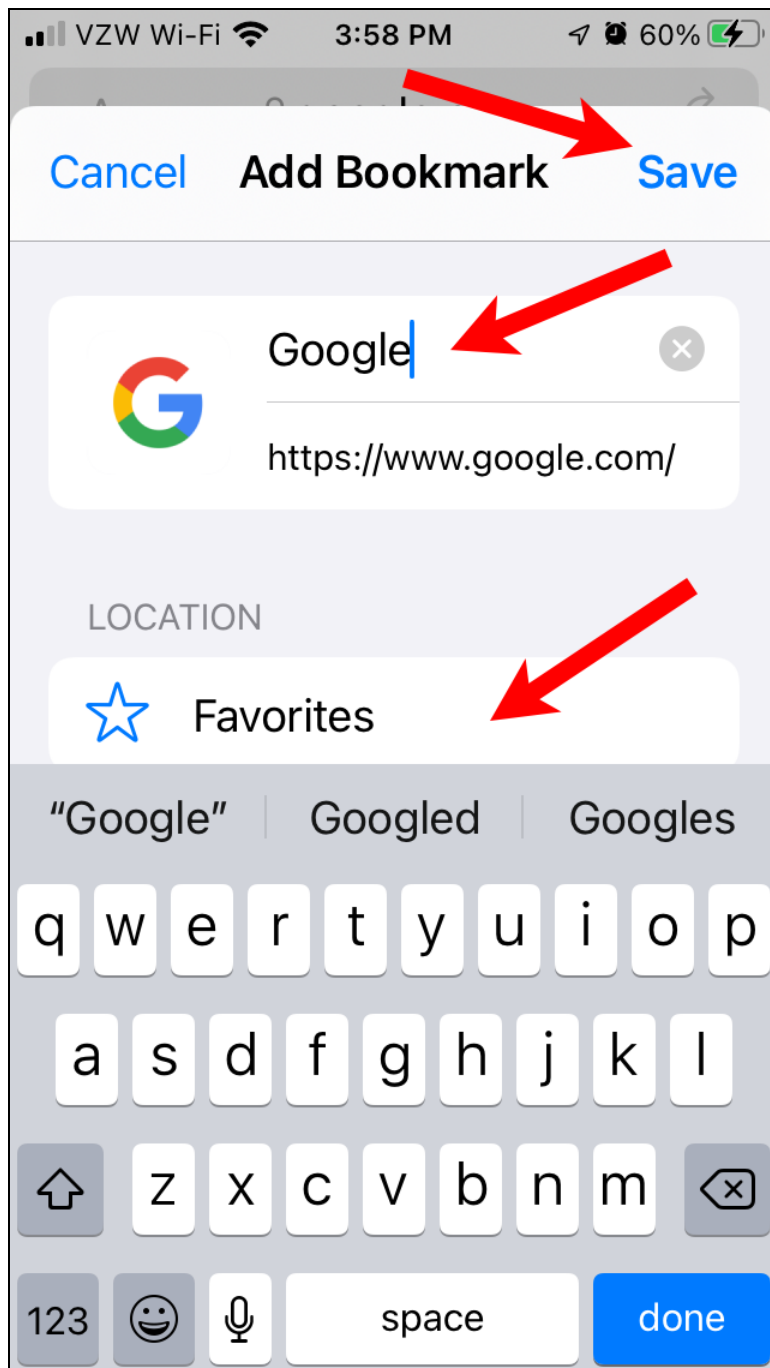


If you scroll down (by sliding your finger up), you will see these functions:



You can add a bookmark for the current page or add it to your reading list.

If you click on Add Bookmark, you will see this display:



You can edit the name and tap on the location to change to a different folder and then tap on the blue “done” button to save the new bookmark.

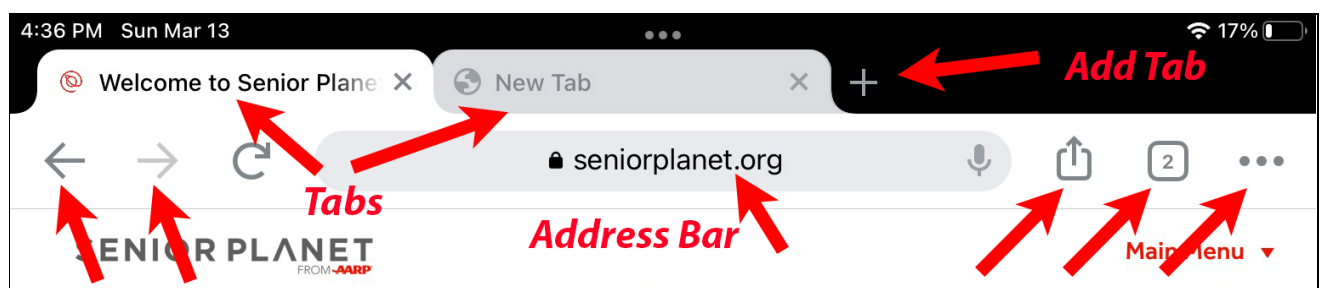


## Browser Apps on the iPad

The browser apps on the iPad use the same app icons (buttons) and work in almost identical fashion except the buttons are normally on the top of the screen instead of the bottom and the tabs are displayed as tabs near the top of the screen.

### Chrome on iPad

The Chrome app on iPad as top buttons that look like this:

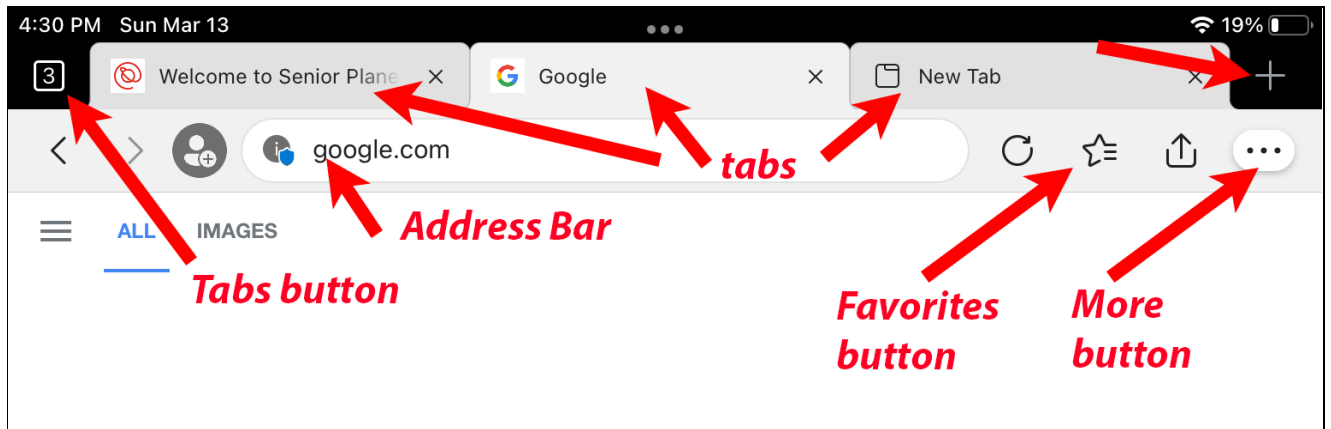


The tabs are displayed as tabs (like on a computer) with a (+) button to the right to add a new tab. The Share, Tabs and More buttons are on the upper right part of the screen.

The More menu options are exactly as described above for the iPhone version of the Google app.

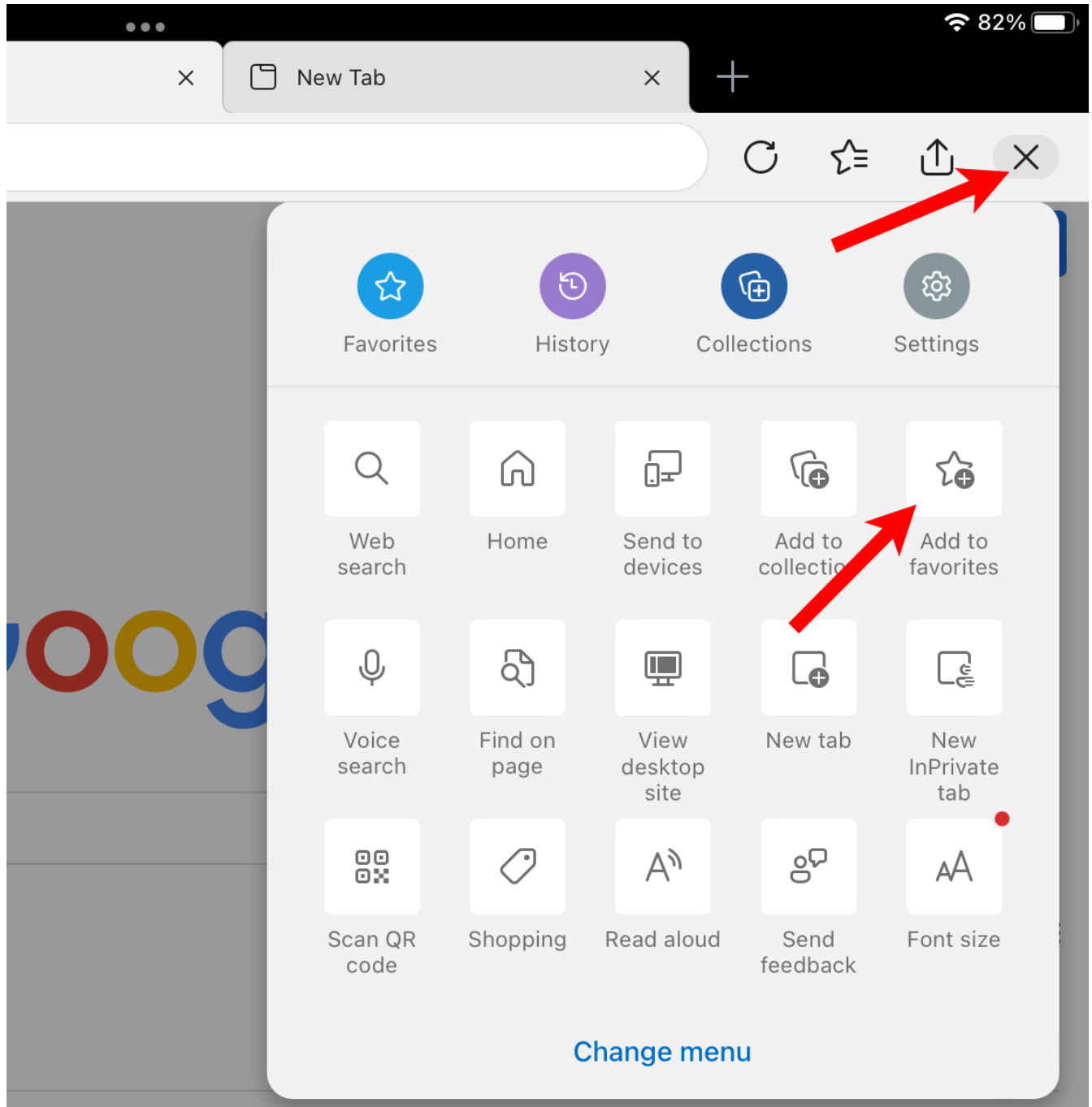
## Edge on iPad

The Edge app on the iPad has buttons at the top that are similar to the ones on the Mac version:



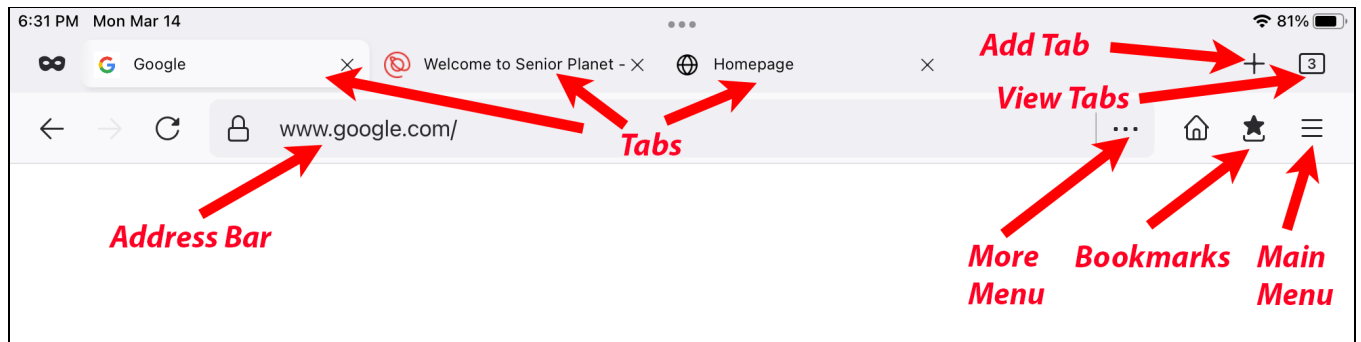
The tabs are displayed on the top with a (+) button to add a new tab. The Favorites buttons work in a fashion very similar to the Mac and iPhone.

The More button is used to add a favorite and other functions:



## Firefox on the iPad

The Firefox app on an iPad has buttons at the top of the screen similar to the ones on the Mac and iPhone versions:

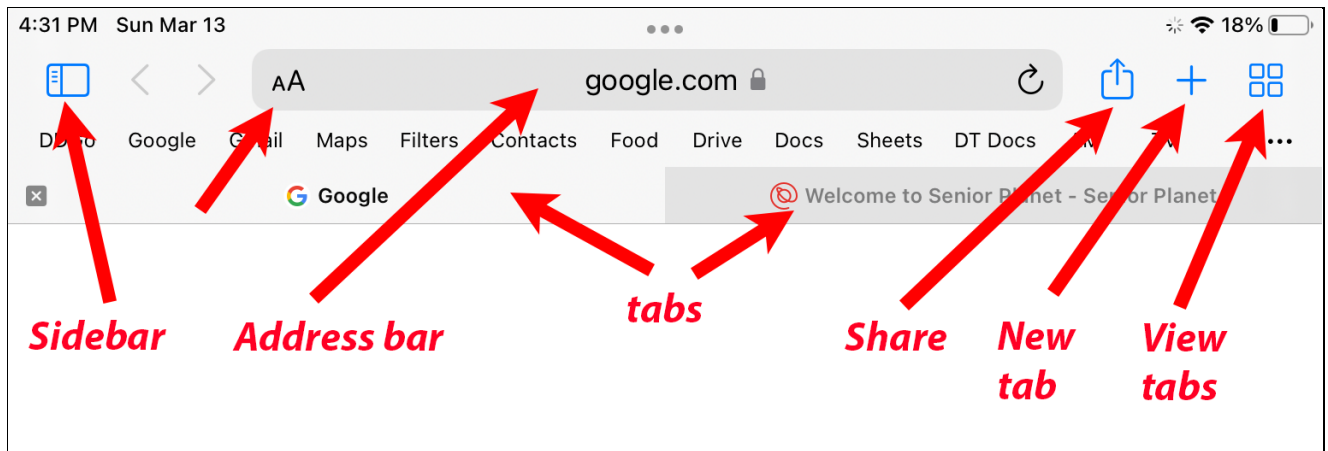


There are tabs on the top above the address bar, a (+) button to add a new tab. The More (three dot) button is used for adding a new bookmark, the Bookmarks button for viewing your bookmarks and the Main menu (three line) button for getting to more functions, like viewing your history, bookmarks and reading list.

The More and Main menus are the same as on the iPhone version of the Firefox app.

## Safari on the iPad

The Safari app on the iPad has function buttons similar to the Mac and iPhone versions:



Unlike the other browsers the address bar is above the tabs in Safari. You add new bookmarks and reading list items via the Share button. You view the Bookmarks and Reading list via the Sidebar.

The AA button to the left of the address is used to view the current page in Reading Mode which displays the page in a bigger font with a simpler layout.

# Browser Bookmark Terminology

Item	Meaning	Chrome	Edge	Firefox	Safari
Bookmark	Website saved by the browser using a specified name and folder location	Bookmark	Favorite	Bookmark	Bookmark
Bookmark Bar	Special bookmarks folder that is displayed at the top of the window below the tabs	Bookmarks Bar	Favorites Bar	Bookmarks Toolbar	Favorites Bar
Folder	Place where bookmarks are stored. There can be folders inside folders to create a hierarchy of folders	Folder	Folder	Folder	Folder

# Conclusions

Bookmarks are a great way to save the location of websites so you can easily view them later. Most browsers also support a reading list that lets you temporarily remember pages you want to look at again but that you don't want to save as a bookmark.

Bookmarks are located in folders. Each browser has a special folder (called Bookmarks Bar, Bookmarks Toolbar, Favorites Bar, etc.) which contains bookmarks you can view at the top of the browser display window on computers and tablets.

You can easily create a hierarchy of folders to organize your bookmarks and easily delete or rename bookmarks or move them to a different folder.

Bookmarks can easily be shared or synchronized between all your devices.

Bookmarks are saved by the browser, just like passwords. It is possible to export all of your bookmarks from one browser and import them into another. I normally recommend that people choose one main browser and use it on all their devices. This is the simplest solution to the problem.

There are also browser extensions you can use to share bookmarks between browsers but we have not covered those in this document. This document describes how to use bookmarks and several options to keeping your bookmarks synchronized across multiple browsers

<https://www.pcmag.com/how-to/how-to-organize-and-sync-your-browser-bookmarks>