

NAPLES COMPUTERS HOW-TO · PC & MAC BASICS

Bookmarks and Favorites: Save and Organize Websites

A bookmark saves you from retyping or re-searching for the same website every time. This guide covers saving a page, organizing bookmarks into folders, and finding them again, in any browser.

Why bother bookmarking

A bookmark beats retyping or searching for the same site every time.

Faster than searching again

One click gets you there, no retyping or re-searching.

Syncs across your devices

Sign in to your browser, and your bookmarks follow you.

Keeps favorites organized

Folders group related sites together, instead of one long list.

Save and organize bookmarks, step by step

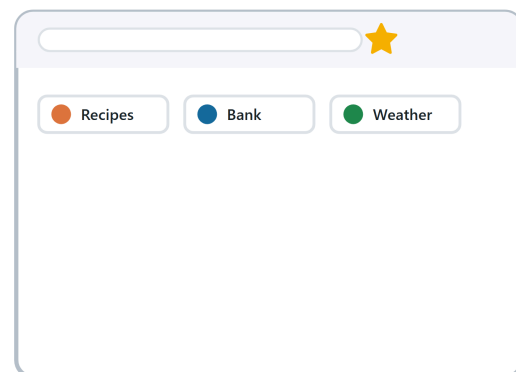
BOOKMARKS

Keep typing the same website address?

Save it once as a bookmark, and it's one click away forever.

WHAT TO DO

We're Naples Computers, helping Naples families with this since 1993.



Click the star to save a page

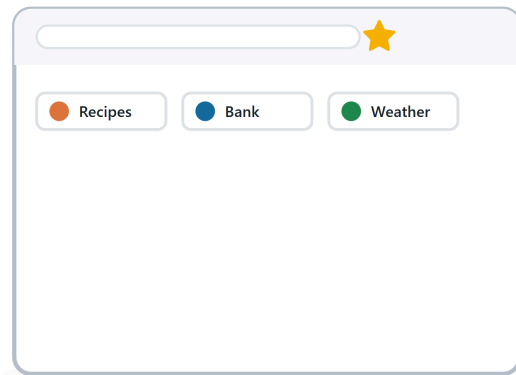
SAVE IT

1 Save a page

Click the star icon at the right end of the address bar.

WHAT TO DO

A filled-in star means the page is saved. Click it again to remove it.



Click the star to save a page

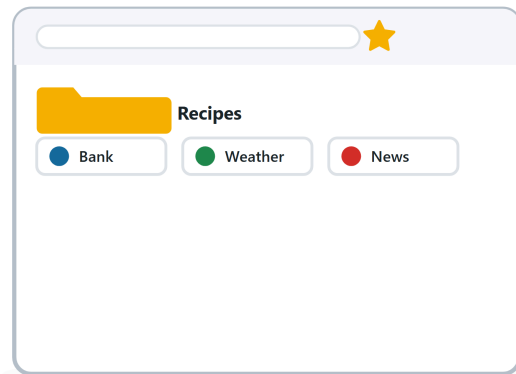
ORGANIZE IT

2 Organize into folders

Right-click a bookmark, and move it into a folder, like Recipes or Work.

WHAT TO DO

Folders keep related sites together, so your list doesn't turn into a long jumble.



Folders keep bookmarks tidy

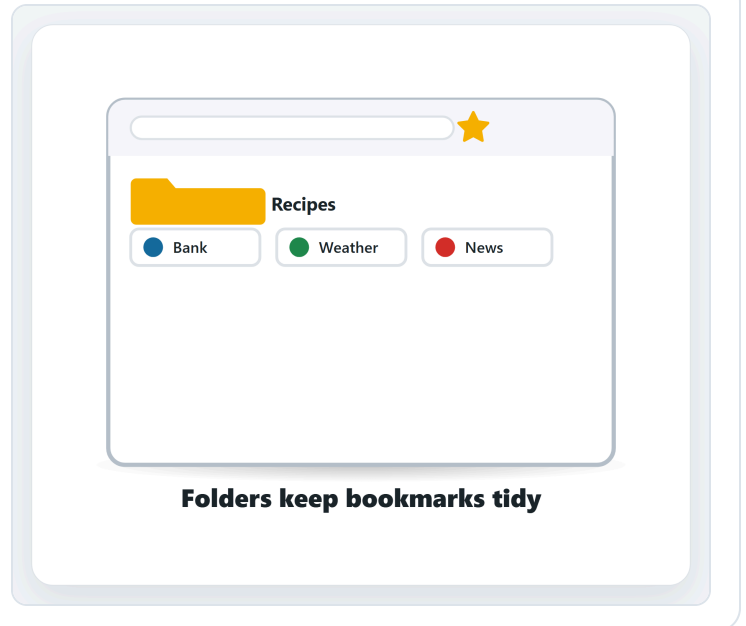
FIND IT

3 Find them again

Open the bookmarks bar or menu anytime to jump straight back.

WHAT TO DO

Sign in to your browser, and the same list shows up on your other devices too.



A few tips

- ☐ Sign in to sync across devices
Your phone, laptop, and tablet can all share the same bookmarks
- ☐ Clean out old ones now and then
A bookmark you never use is just clutter
- ☐ Keep the bookmarks bar for favorites only
Your most-used handful of sites, not everything you've ever saved

Recap: bookmarks and favorites

- ☐ Click the star to save a page
- ☐ Right click to move it into a folder
- ☐ Open the bookmarks bar or menu to find it again
- ☐ Sign in to sync bookmarks across devices
- ☐ Need help organizing yours? Call Naples Computers

Sign in to your browser with a Google, Microsoft, or Apple account to sync your bookmarks across your phone, laptop, and tablet automatically.



Want help organizing your bookmarks?

Call 239-513-1960

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