


The easiest way to find a website you like to use is to add it to your "Favorites" – some people may talk about "book-marking a page", it's the same thing.

Browsers (Internet Explorer etc.) have different layouts – the screen shots below are for XP – Internet Explorer.

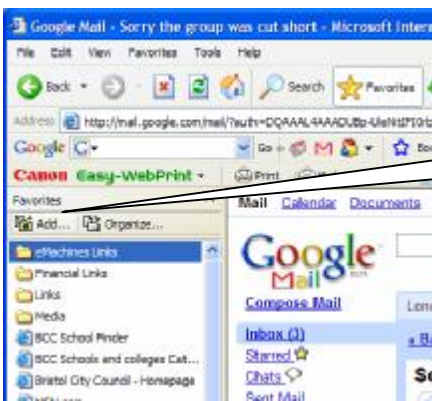

They all have the same facility. Call into see Gerry, with a screen shot of your browser if possible (see other guide if you don't know how to do this) at KNOWLE WEST WEB if you need help to find 'Favorites'.

First use the browser to find the page you want to add in the usual way.




Click on the star here to open the list of favourites


You can also get to it from the "Favorites" menu near the top of the page.



Click on the [Add] button here to start adding it to your list of 'Favorites'



Click on the [OK] button here to simply add it add it to the main list. That's all you HAVE to do. The name it will appear under is already in the box marked 'Name'. You can click in this box and change the name before clicking [OK].



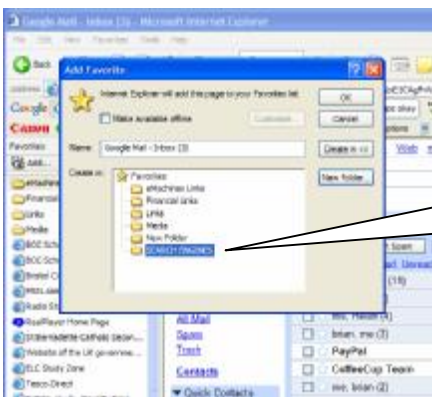
As the list gets longer you may want to organise it into folders. To make a new folder, for example "Google Mail", click on the [New Folder] button here



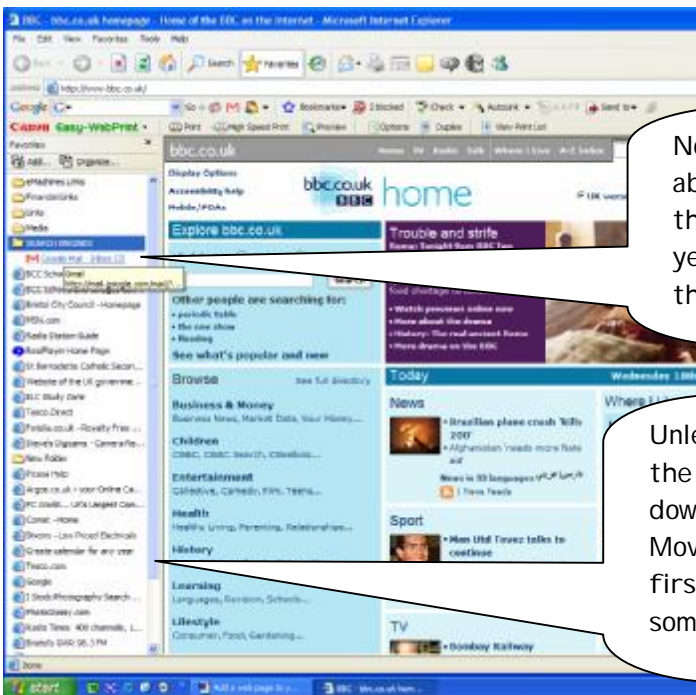
Type the name you want to use for the folder into this box.



I've called this one 'SEARCH ENGINES' and click [OK]. I've used capitals to make it stand out. Make sure you use a name that will be easy to recognise later.



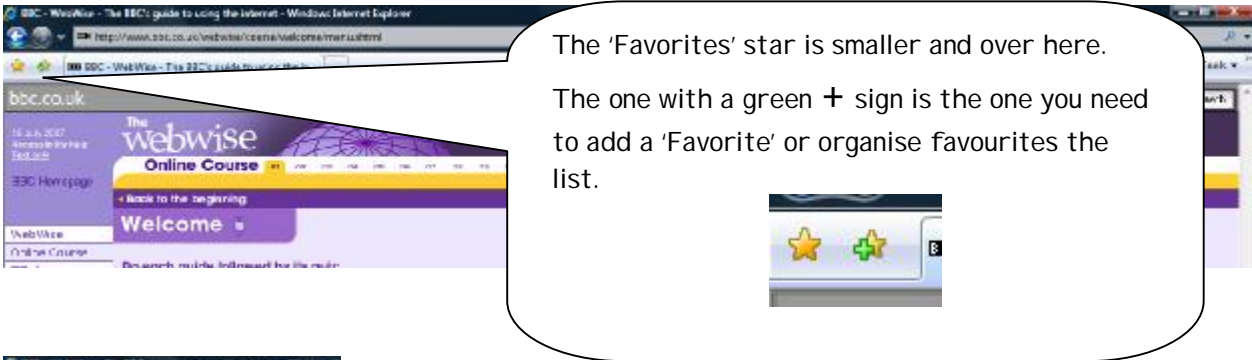
The new name is here already highlighted. Click [OK] to add the page to this folder. If you want to use a different folder next time just click on it until it's highlighted in blue.



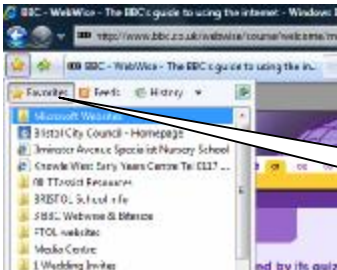

Now every time you use the Browser you will be able to find the page by clicking on 'Favorites' & then the name of the page you saved. If it's in a yellow folder just click on the folder to open it then click on the name.

Unless you move it the name will probably appear at the bottom of the list so you may need to scroll down the page using this bar to find it. Moving it up the page isn't difficult but for the first few times you is best done with Gerry or someone who has a little experience.

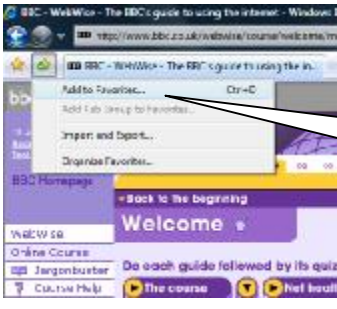
Here are the similar features on my Windows Vista laptop. It may look slightly different but the features are just the same. It's just a case of finding where they are.




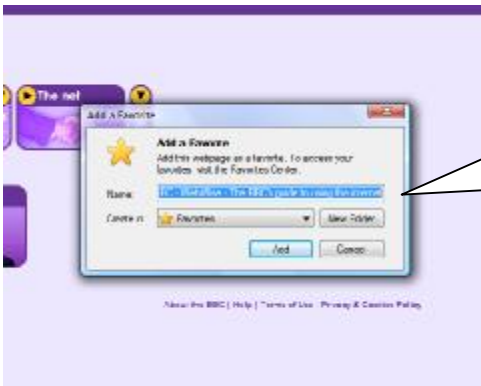
The 'Favorites' star is smaller and over here. The one with a green + sign is the one you need to add a 'Favorite' or organise favourites the list.



Click on the 'Favorites' star to open the list and select the page as before



Click on the star with a green + sign  opens this menu. Select 'Add to Favorites' to start adding a new page.



Use this box & buttons just as before to add a page to the main list, make a new folder or add the page to a different folder. Click [OK] when you've finished.