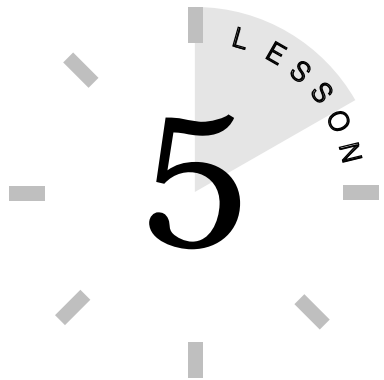


CREATING, EDITING, AND ORGANIZING BOOKMARKS



In this lesson, you learn how to create and organize bookmarks in Netscape Navigator and use them to return to previously visited Web sites.

WHAT ARE BOOKMARKS?

In previous lessons, you learned that Netscape Navigator keeps track of the Web sites you visit and enables you to use this list to quickly jump back and forward to the previously viewed sites. Unfortunately, this list is only temporary. It lasts only as long as your current Netscape session. All the interesting and cool sites you visited, which were recorded in your Go menu history list, are just a distant memory when you exit Netscape.

However, Netscape offers a way to permanently record the URL (the location) of any Web site that piqued your curiosity and held your interest. Netscape allows you to set a *bookmark* to mark a favorite Web page.



Bookmark A bookmark is a placeholder, whether an item placed between the pages of a book or something used to track pages visited on the Web. In Netscape, it is a list of URLs you keep so that you can reach places you would like to visit again.

It is not a bookmark in the traditional sense, but rather in the electronic sense. When you set a bookmark, Netscape records the

location of the site (the *URL*), its name (or title), the date you added this particular site to your bookmark list, and the last time you visited the site. The next time you want to visit the site, you can select its bookmark rather than retyping the URL or trying to remember the correct URL to use.



Preset Bookmarks Netscape Navigator comes with a few preset bookmarks you can use. However, you should build a list of your own, as you learn how to do in this lesson. Feel free to delete the preset bookmarks and folders and replace them with new ones.

CREATING BOOKMARKS

While Netscape automatically places Web sites in its history list, if you want Web sites placed in your bookmark list, you have to add them manually. Follow these steps to create a bookmark:

1. Open the Web page you want to mark with a bookmark. (Make sure the document is completely loaded onto the Netscape screen.)
2. Click the Bookmarks icon on the Location toolbar to open the Bookmarks menu and choose Add Bookmark.

That's all there is to it—the new bookmark is on the bottom of the Bookmarks menu (see Figure 5.1). Any time you want to re-visit the page, choose the bookmark from the Bookmarks menu.

When your Bookmarks menu gets a little crowded, the bottom of the menu will read More Bookmarks. This happens when the Bookmarks menu is too long to appear on the menu list. Click the More Bookmarks option to display a window listing all your bookmarks. To select one, just double-click.



FIGURE 5.1 The Bookmarks menu shows a list of your favorite Web pages.



Quick Mark If you're using Windows 95 and you see a link that looks promising, but would rather not open immediately, you can add it to your bookmark list by right-clicking the link and choosing **Add Bookmark** from the Shortcut menu that appears. Mac users can add the bookmark to their list by clicking and holding the mouse button over the link.

EDITING BOOKMARKS

The information gathered by the bookmark function is often not very descriptive. You can rename existing bookmarks to something more recognizable. You may also want to remove old bookmarks from the list or rearrange how they appear. The creators of

Netscape have included features for editing your individual bookmark listings, which you learn about in this section.

Use these steps to make changes to your bookmarks:

1. Press Ctrl+B on your keyboard, or Command-B if you're using a Mac, to open the Bookmarks dialog box, shown in Figure 5.2.

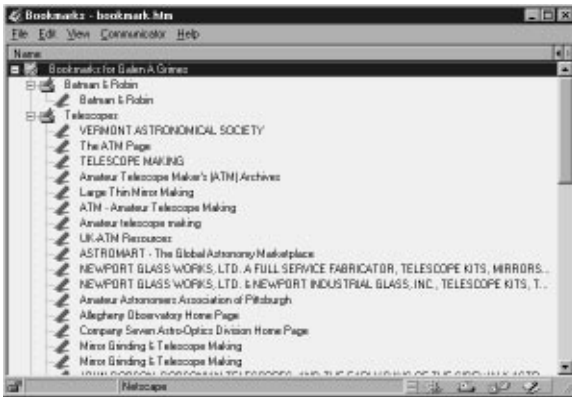


FIGURE 5.2 The Bookmarks dialog box.

2. From the bookmarks list, select the bookmark you want to change.
3. To remove the bookmark completely from the list, press the Delete key or open the Edit menu and choose Delete.
4. To move the bookmark to a new location on the list, simply drag it up or down the list to its new location. To employ the drag-and-drop method, click the item, hold down the left mouse button, drag the item to a new location, and then release the mouse button. This also applies to both the UNIX and Mac versions.



Use the Arrow Buttons If you're using a UNIX or Mac system, you can also use the Up or Down buttons to move a selected bookmark to a new location in the bookmarks list.

5. To rename the selected bookmark, open the Edit menu and choose Bookmark Properties. This opens the Bookmark Properties dialog box, as shown in Figure 5.3.



FIGURE 5.3 The Bookmark Properties dialog box.

6. Delete the existing text in the Name text box and type a new name. If necessary, you can also add a brief description in the Description text box. Click OK when finished. This returns you to the Bookmarks dialog box where the new bookmark name appears.



Caution! If you change the URL in the Location text box, Netscape will not be able to locate the bookmark again. The only time you should make changes to the URL is when you're positive the address has changed.

7. Click the Close button or open the File menu and choose Close or Exit to exit the Bookmarks dialog box.

MANAGING BOOKMARKS

As you learned in the previous section, you can easily move bookmarks around on your list and give them descriptive names. But, Netscape has a few other features you can use to help keep your bookmarks organized.

Netscape lets you group your bookmarks into folders or headers. You can then drag bookmarks from one folder to another to keep them organized. You can also add separator lines to help you identify groups of bookmarks. Sometimes you may even want to place a bookmark in multiple folders. Netscape lets you copy the bookmark as an *alias*, a duplicate of the original.

In the following sections, you learn some techniques for managing and organizing your bookmark collection.



Don't Get Carried Away You don't need a bookmark for every Web site you visit. Be selective about which Web pages you mark by choosing pages you know you want to visit again. If your bookmark list grows too long, take the time to remove old bookmarks you no longer use or group them into folders.

CREATE A BOOKMARK FOLDER

One of the easiest ways to organize your bookmarks is to place them in folders. For example, if you have bookmarks for Web pages that focus on computer games, you may want to group the bookmarks into a folder or header marked Games. Depending on your operating system, folders can take the form of submenus or headers. Regardless of the name, the function is still the same, to organize the bookmarks under a specific topic.

Follow these steps to create a new folder:

1. From the Bookmarks dialog box, click where you want a new folder to appear.
2. To add a folder, pull down the File menu and choose New Folder.
3. Enter a name and description for the folder and then click OK.
4. You can now drag existing bookmarks into this new folder to keep them organized.

Figure 5.4 shows a folder called Companies in the Bookmarks dialog box that stores four bookmarks, including FedEx's and MCI's home pages. The list that appears in the Bookmarks dialog box works the same way as a directory tree. An open folder has a minus sign in front of the folder icon and a plus sign in front of the closed folder. A plus sign means the folder is expandable with more items to view. A minus sign means the folder is expanded with all items listed. To open a closed folder, click the folder icon.



FIGURE 5.4 An example of a folder.

When it comes to moving your bookmarks around, you can always use the drag-and-drop method to place bookmarks into new or existing folders. You can also use the Cut and Paste commands on the Edit menu. Select the bookmark you want to move, open the Edit menu, and choose Cut. Select the folder where you want the bookmark placed, open the Edit menu, and choose Paste.

As you're shuffling bookmarks from folder to folder, or simply moving them around on the bookmarks list, you may want to reorganize the bookmarks with the Sort command. Open the Item menu and click Sort. This rearranges the bookmark list in alphabetical order including folder names.



Using Bookmark Files By default, Netscape stores all the bookmarks you create in a special file named *bookmark.htm*. You can save bookmarks under other file names as well. From the Bookmarks dialog box, open the **File** menu. Use the **Save As** command to save the bookmarks list under another name, or use the **Open** command to open another bookmark file. If you open this bookmark as a Netscape document, you will see an HTML page with your bookmarks already active as links.

INSERT A SEPARATOR LINE

Another tool you can use to keep bookmarks organized is a separator line. For example, if you have a folder listing bookmarks for Netscape's various plug-in programs, you can add a separator line between video plug-ins and 3-D plug-ins to help you distinguish between the bookmarks.

To insert a separator line between bookmarks:

1. Click the bookmark where you want to add a separator line. A line will appear beneath the selected bookmark.

2. Open the File menu and choose New Separator. A tag labeled <separator> is added to the bookmark list. The next time you open the Bookmarks menu, the new separator line appears in place, as shown in Figure 5.5.

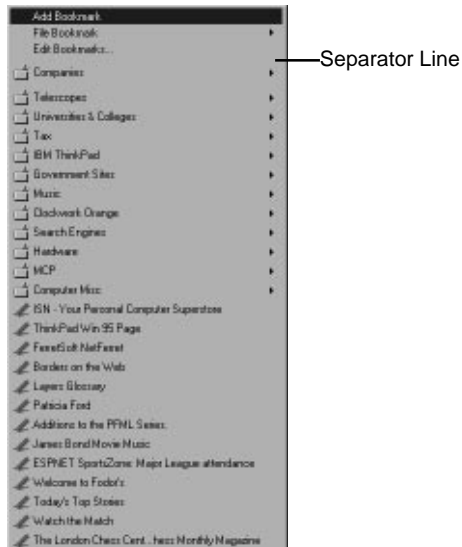


FIGURE 5.5 Here's an example of a separator line.

In this lesson, you learned how to create and organize bookmarks. In the next lesson, you learn how to conduct a Web search.