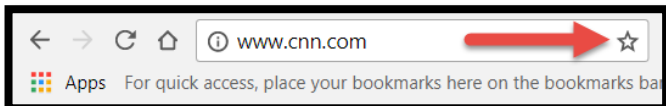


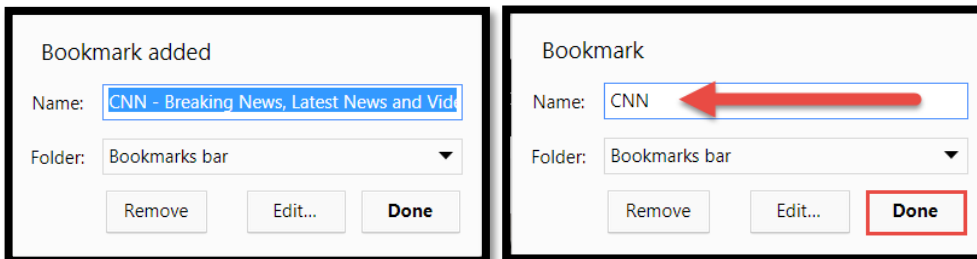
Learn how to bookmark sites, edit bookmarks and create folders to organize all your favorite web sites.

## HOW TO BOOKMARK A SITE

1. On the right side of the URL address bar, click the star.

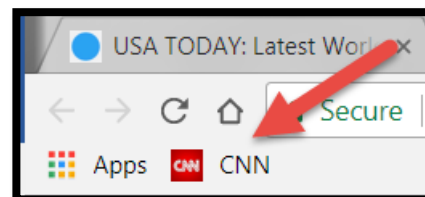


2. In the pop-up menu that appears, you can rename the bookmark. Click **Done** when you are ready to save the bookmark.



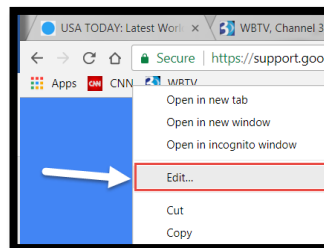
3. Notice your new bookmark, located on your Bookmarks Bar.

**NOTE:** **CTRL+D** is the keyboard shortcut to create a bookmark.

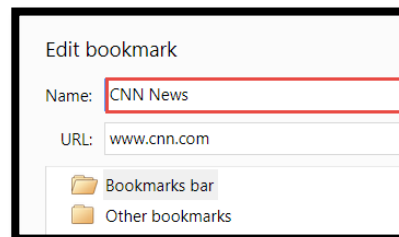


## HOW TO EDIT A BOOKMARK

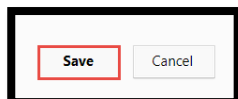
1. From your bookmarks bar, right-click the bookmark, and click on **Edit**.



2. In the **Name** field, change the bookmark's name.

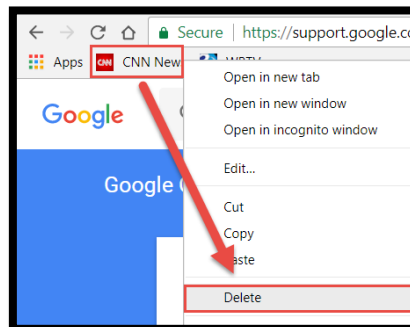


3. Click **Save**.



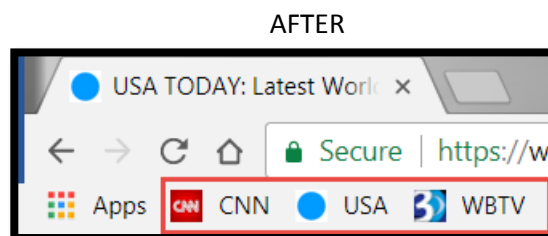
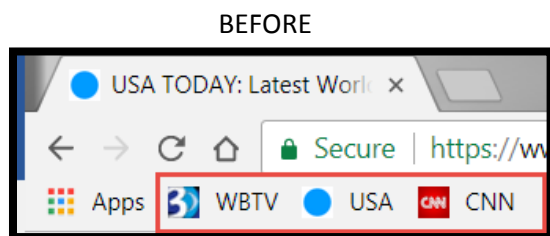
## DELETE A BOOKMARK

1. Right-click the bookmark and click **Delete**.



## REORDER BOOKMARKS ON YOUR BOOKMARKS BAR

1. Click and drag the bookmarks to rearrange them.



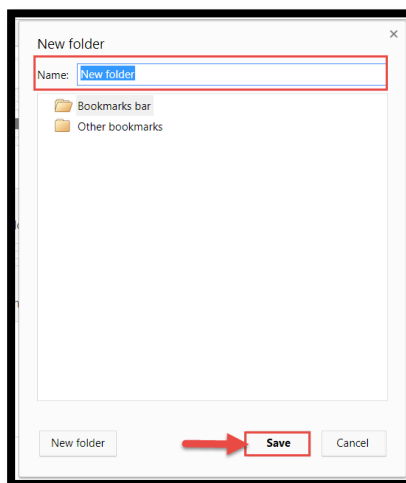
## ORGANIZE YOUR BOOKMARKS

You can organize your bookmarks into FOLDERS that you can create on your Bookmarks Bar. Here's how.

1. Right-click your Bookmark Bar and select **Add Folder**.

2. In the **Name** field, give your folder a name.

3. Click **Save**.



**NOTE:** To move bookmarks into the folder, click and drag them on top of the folder to move them into the folder.