

SYSTEMS TechTip NO.5

Saving your bookmarks to the H: drive

Why change the location of your bookmarks?

At the moment it is likely that your bookmarks are saved in a file called "bookmark.htm" on your c: drive. The c: drive is the hard drive inside the computer and this means that when your machine is replaced, it is unlikely that the bookmarks will be available when you next load Netscape. Also, you will have noticed that you can only access your bookmarks when at your own machine. If the "bookmark.htm" file was stored on your H: drive, you could access them from any machine whilst using Netscape.

How do I save my bookmarks to the H: drive?

- [1] Make sure you are logged on to the lan at your own pc.
- [2] Click on the icon to load Netscape.
- [3] Click on the "Bookmarks" menu and select "Go to Bookmarks..."
- [4] You will now see a list of bookmarks which are contained in your "bookmark.htm" file.
- [5] At this stage click on the "File" menu and select "Save As..."
- [6] You will now see the standard "Save As..." dialogue box, click on the "Drives:" section and select the H: drive.
- [7] Now in the "File Name:" section, type bookmark.htm and click the "OK" button.
- [8] Your bookmarks are now saved on the H: drive. Select "Close" from the "File" menu to return to Netscape.

Editing Bookmarks

You can edit the names of your bookmarks so they are easily recognised. Follow the instructions below:

- [1] Make sure you are logged on.
- [2] Click on the icon to load Netscape.
- [3] Click on the "Bookmarks" menu and select "Go to Bookmarks..."
- [4] You will now see a list of bookmarks which are contained in your "bookmark.htm" file.
- [5] Place the cursor over the appropriate bookmark and press your RIGHT mouse button.
- [6] A menu will appear in the middle of the screen, select "Properties..." from the menu.
- [7] Now simply change the "Name" section appropriately and click "OK".