

Browser Bookmarks

This guide explains the following web browser bookmark capabilities:

- Creating bookmarks
- Loading web pages with bookmarks
- Organizing bookmarks with folders
- Deleting bookmarks and folders

The guide is written as a step-by-step tutorial using the Google Chrome browser with a desktop/laptop computer.

The four bookmark capabilities covered in this guide are supported by all major web browsers. However, the controls (e.g., menus, buttons, icons, etc) to make use of them vary between browsers. I.e., the set and order of mouse clicks needed to create a bookmark using Apple Safari will be different than the mouse clicks needed with Chrome. Furthermore, the controls in the iOS version of Chrome differ from those in the desktop/laptop version.

By stepping through this guide using Chrome on your desktop/laptop, your understanding of the concepts associated with the basic browser bookmark capabilities covered in this guide, you should be able to more readily master the controls used with a different browser and on other types of devices.

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Installing Chrome

If you do not have Chrome installed on your computer/laptop, you can download it from Google's website.

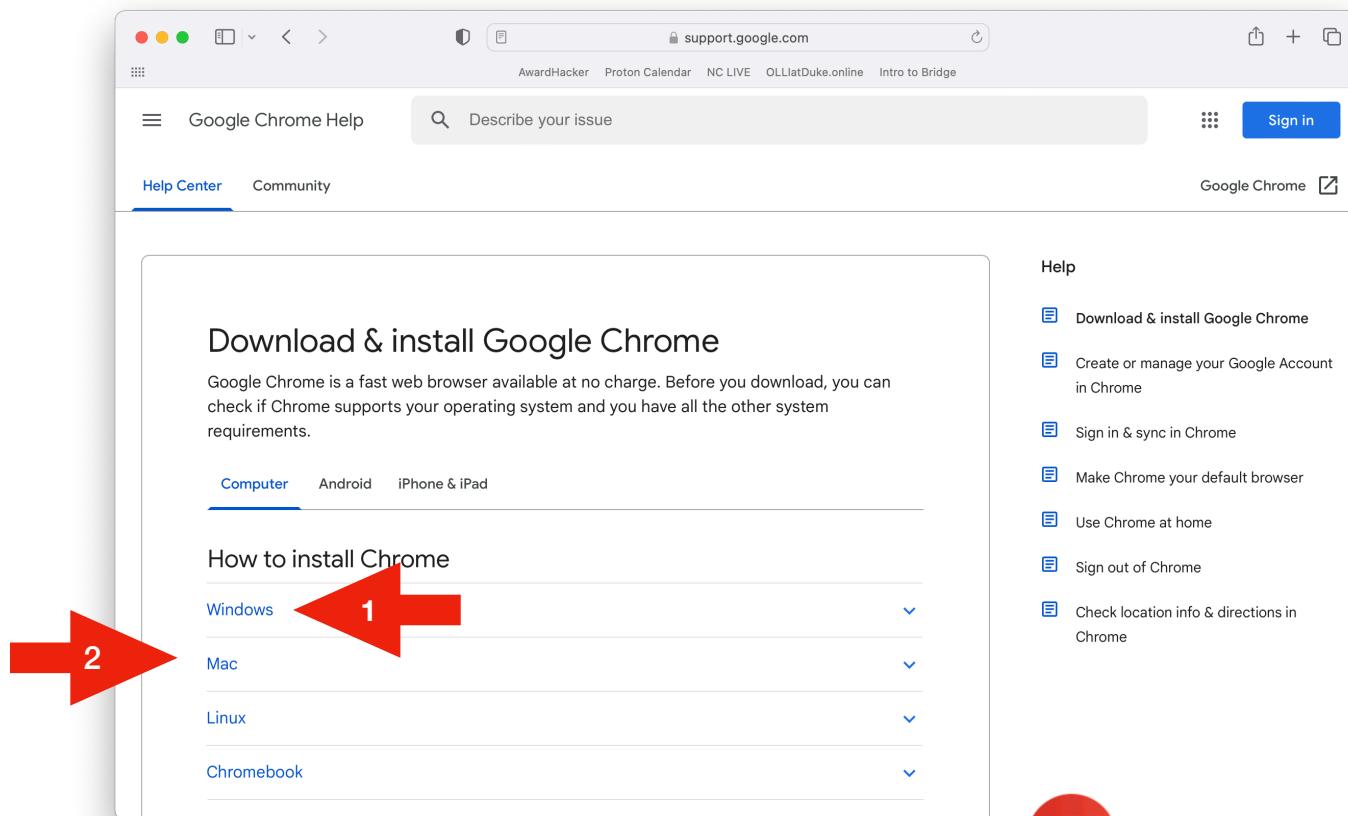
If you are familiar with downloading software from a website and then installing it on your computer/laptop, load the URL below into the browser you do have installed on your computer/laptop and click the blue “Download Chrome” button.

<https://www.google.com/chrome/index.html>

If you need more detailed instructions on downloading and installing Chrome, load the URL below into the browser you do have installed on your laptop/computer instead:

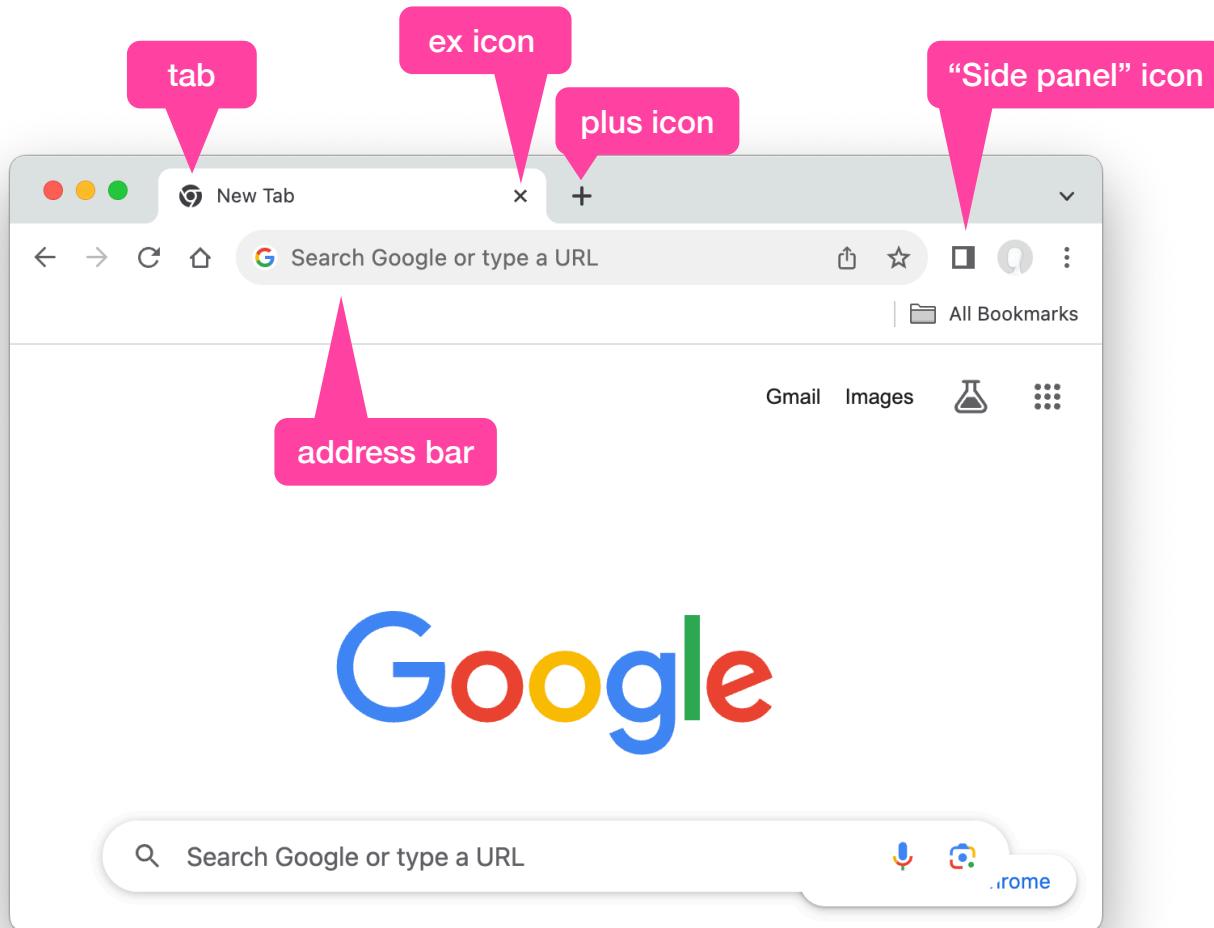
https://support.google.com/chrome/answer/95346?hl=en&ref_topic=7439538&sjid=1222409304428506911-NA#zippy=

The page loaded will look like the image below. Click either the “Windows” item (arrow 1) or the “Mac” item (arrow 2) to see the detailed instructions for type of computer/laptop you are using.



Key Controls

The image below shows some controls that are used frequently referenced throughout this guide. Take a moment to become familiar with their locations in the browser window and their names.



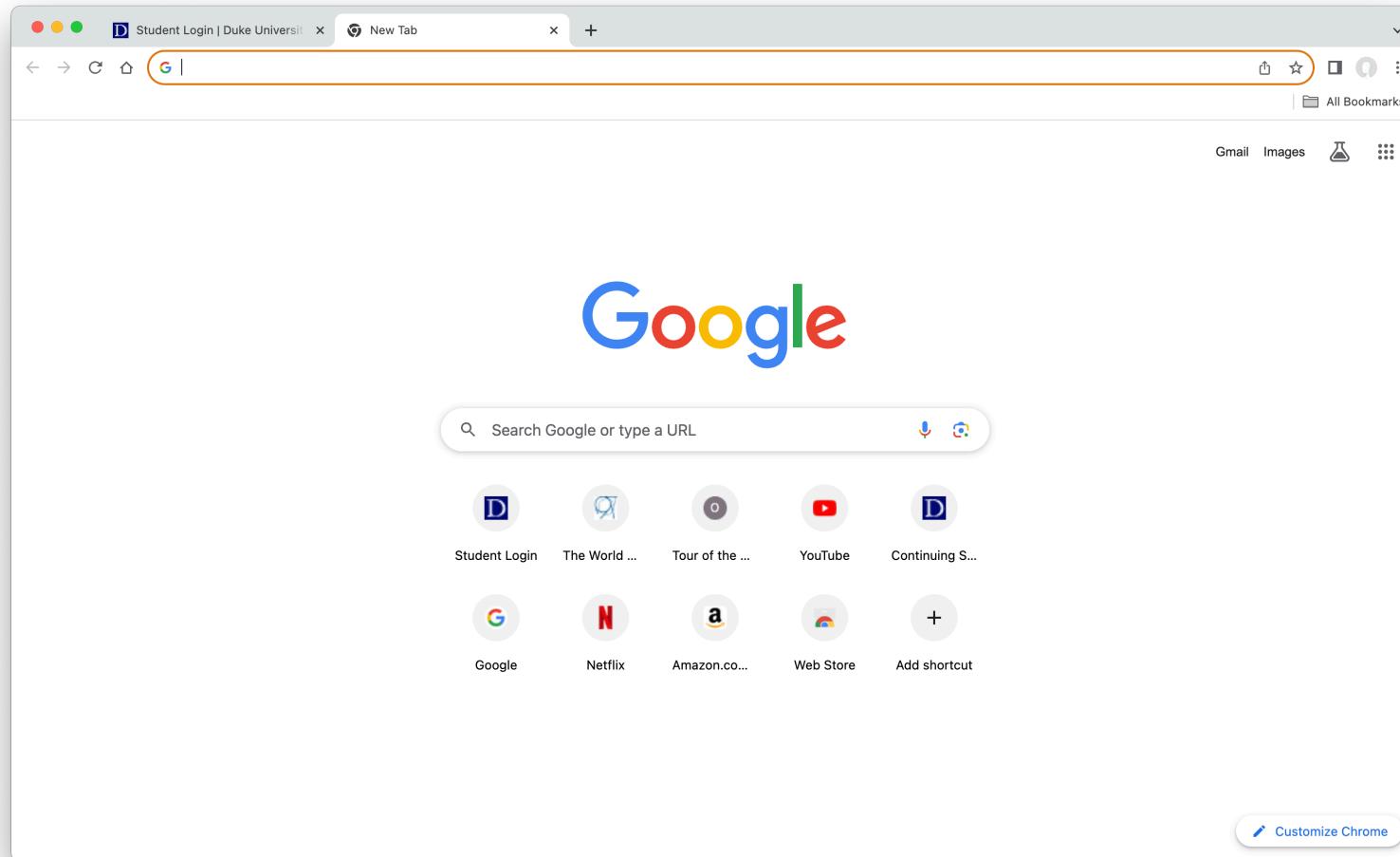
Set Up

In the address bar, enter the URL for the OLLI student login page (<https://courses.learnmore.duke.edu/portal/logon.do?method=load>) and then press the “return” key to load the page.

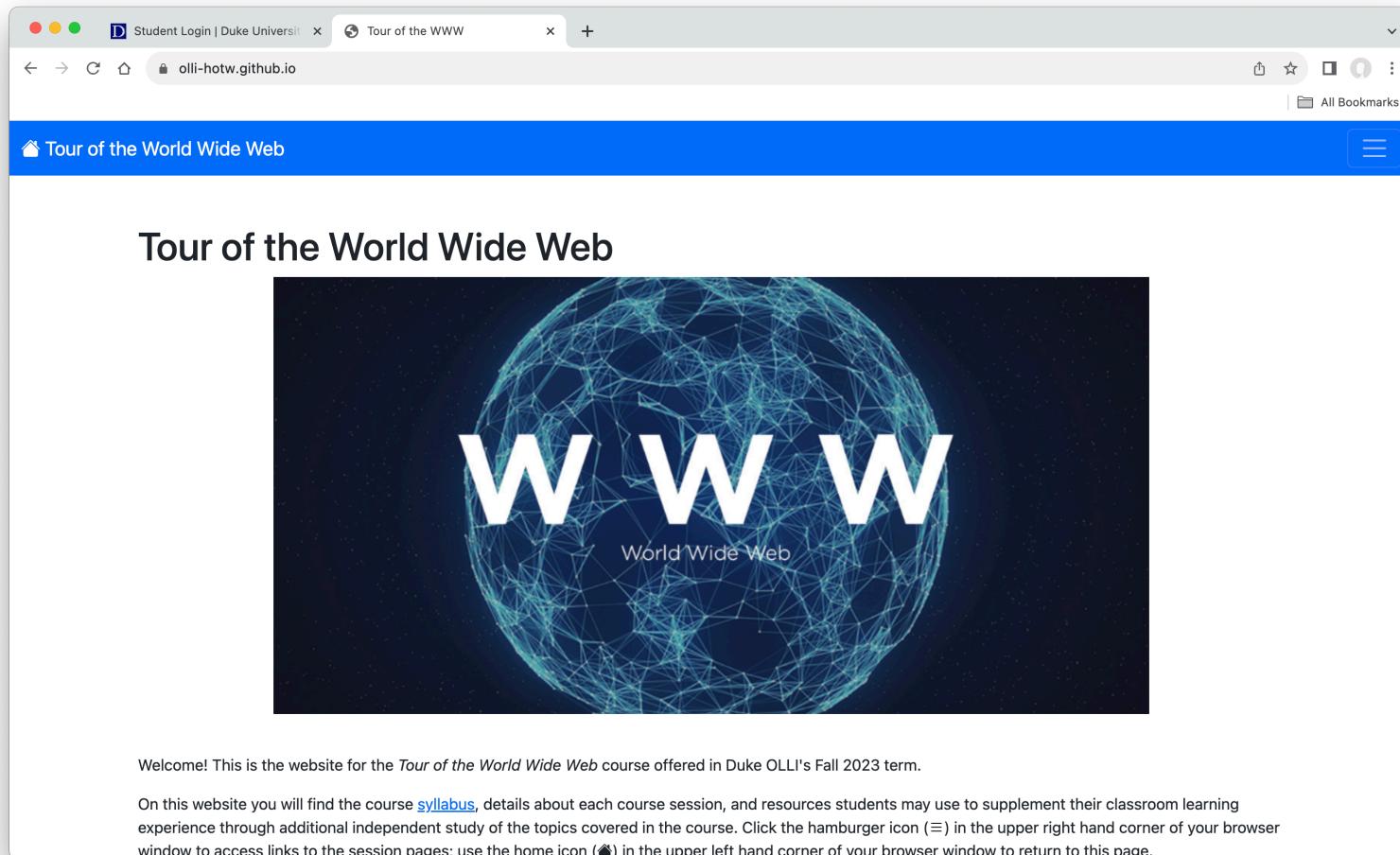
The screenshot shows a web browser window with the following details:

- Address Bar:** courses.learnmore.duke.edu/portal/logon.do?method=load
- Page Title:** Student Login | Duke University
- Header:** Duke | Continuing Studies
- Navigation:** Student Login, Instructor Login, Shopping Cart (0)
- Menu:** Professional Certificates, Nonprofit Management, Osher Lifelong Learning, Pre-College, University Classes
- Main Section:** Student Login
- Returning Student Section:** "I am a returning student".
 - Description: Log in using your existing account information. If you have previously registered for courses, or started/submitted any online applications for our programs, you should already have an account. You can use the links for **forgot username** and **forgot password** to retrieve your username and reset your password.
 - Contact: If you need assistance, please email us at learnmore@duke.edu.
 - Links: [Forgot User Name](#), [Forgot Password](#)
- New Student Section:** "I am a new student".
 - Description: If you are under 18 years of age and a Pre-College applicant, please enter a **valid Parent/Guardian email** and **your student information**.
If you are over 18 years of age, please enter your **email address**.
 - Fields: Email, Retype Email Address
 - Options: Select one of the following options:
 - Participant is over 18 years of age

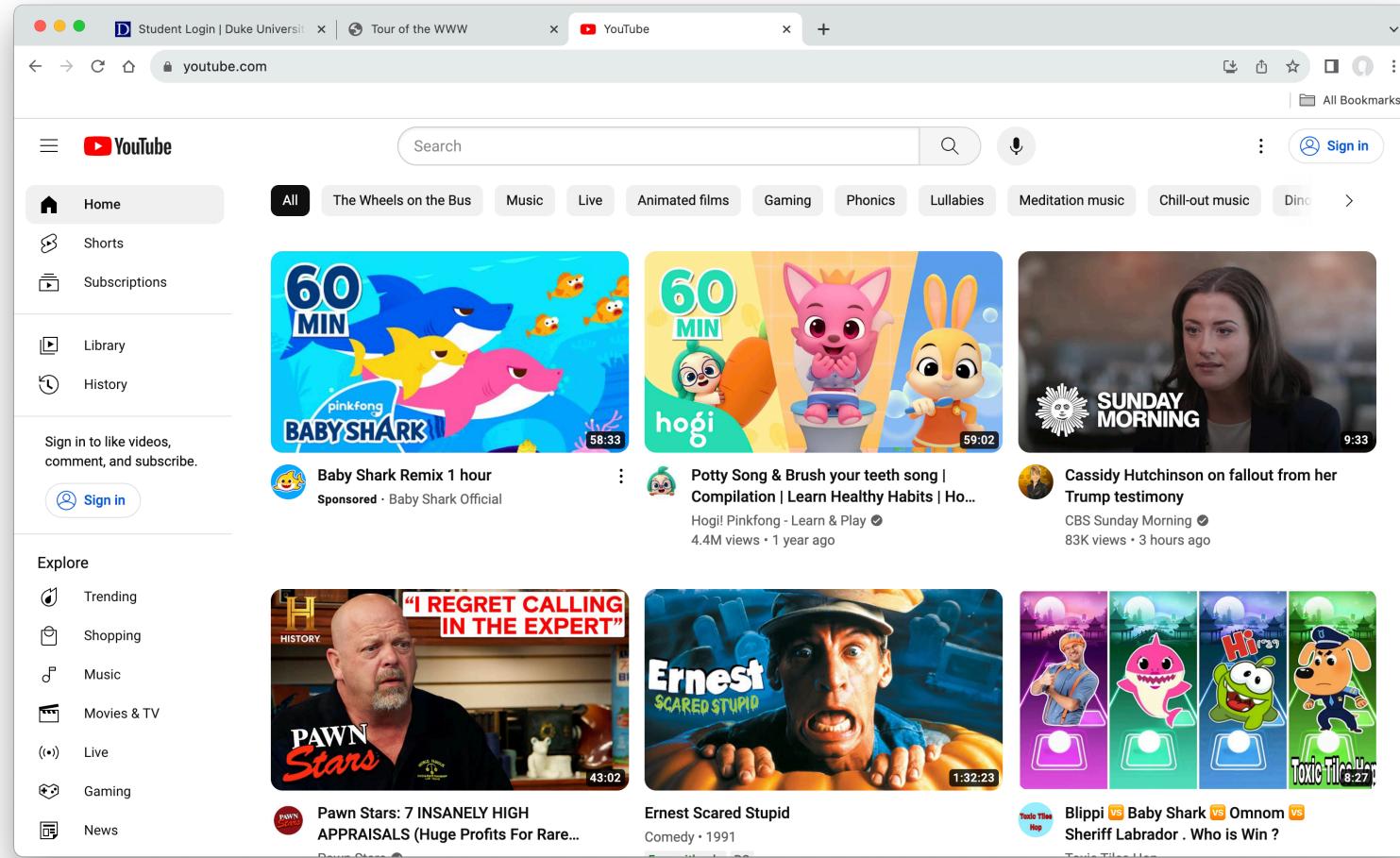
Create a new (second) browser tab by clicking the plus icon above the address bar.



In the address bar of the new tab, enter the URL for our course site (<https://olli-hotw.github.io/>) and then press the “return” key to load the page.

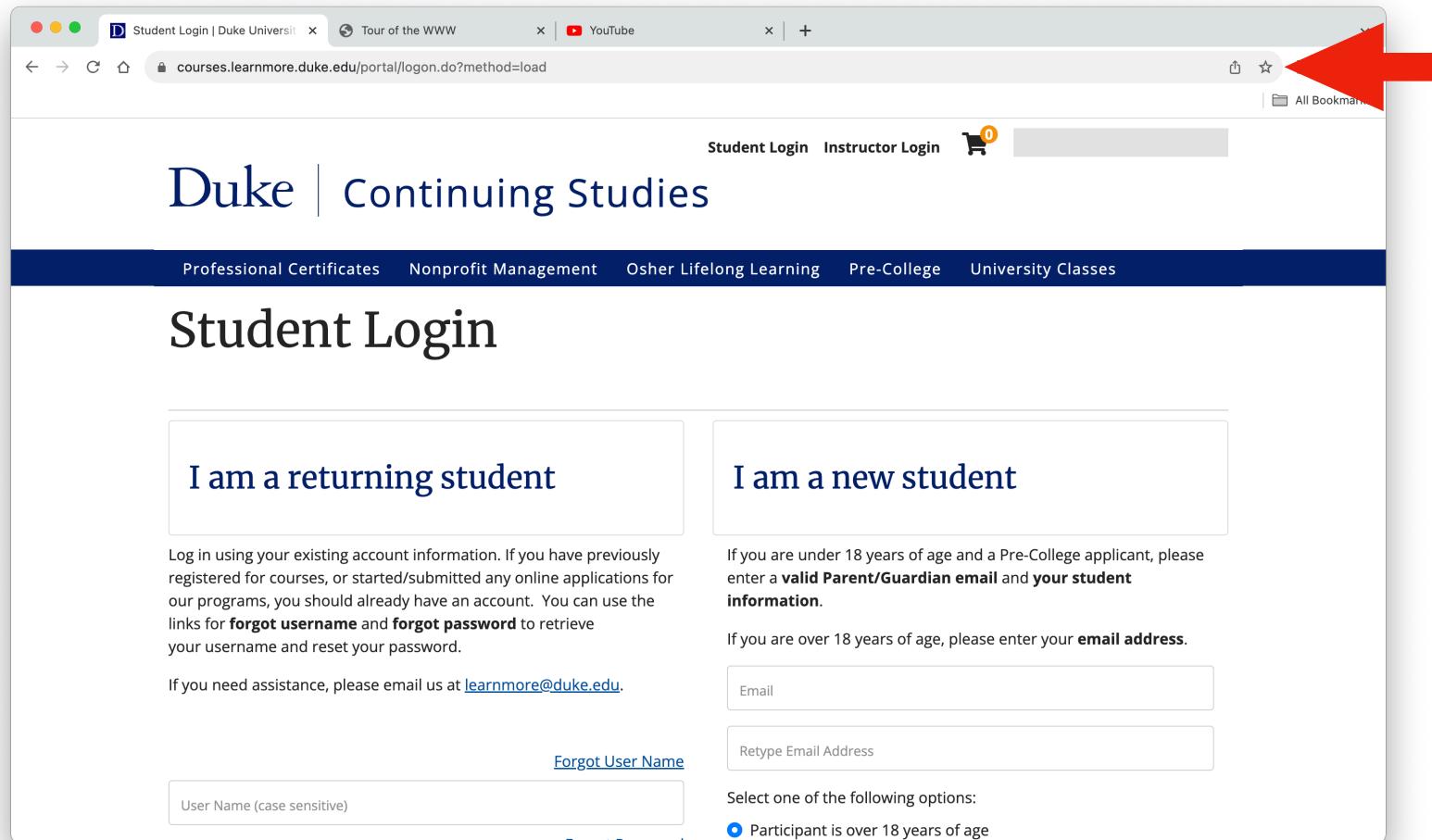


Click the plus icon above the address bar again to open a third tab and enter YouTube's URL (<https://www.youtube.com/>) in the address bar of the new tab. After pressing the “return” key, your browser window should now look similar to the image below.

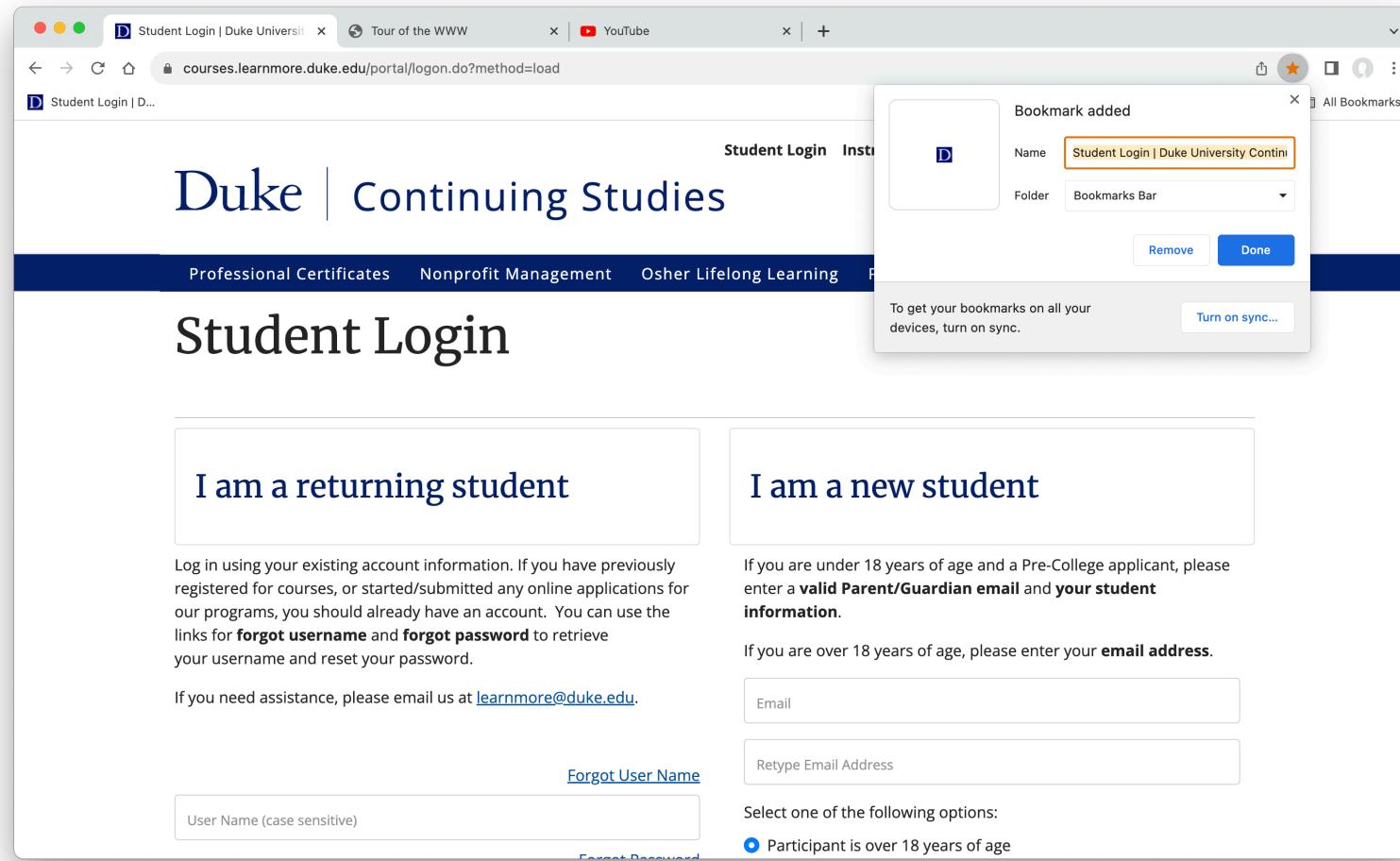


Creating Bookmarks

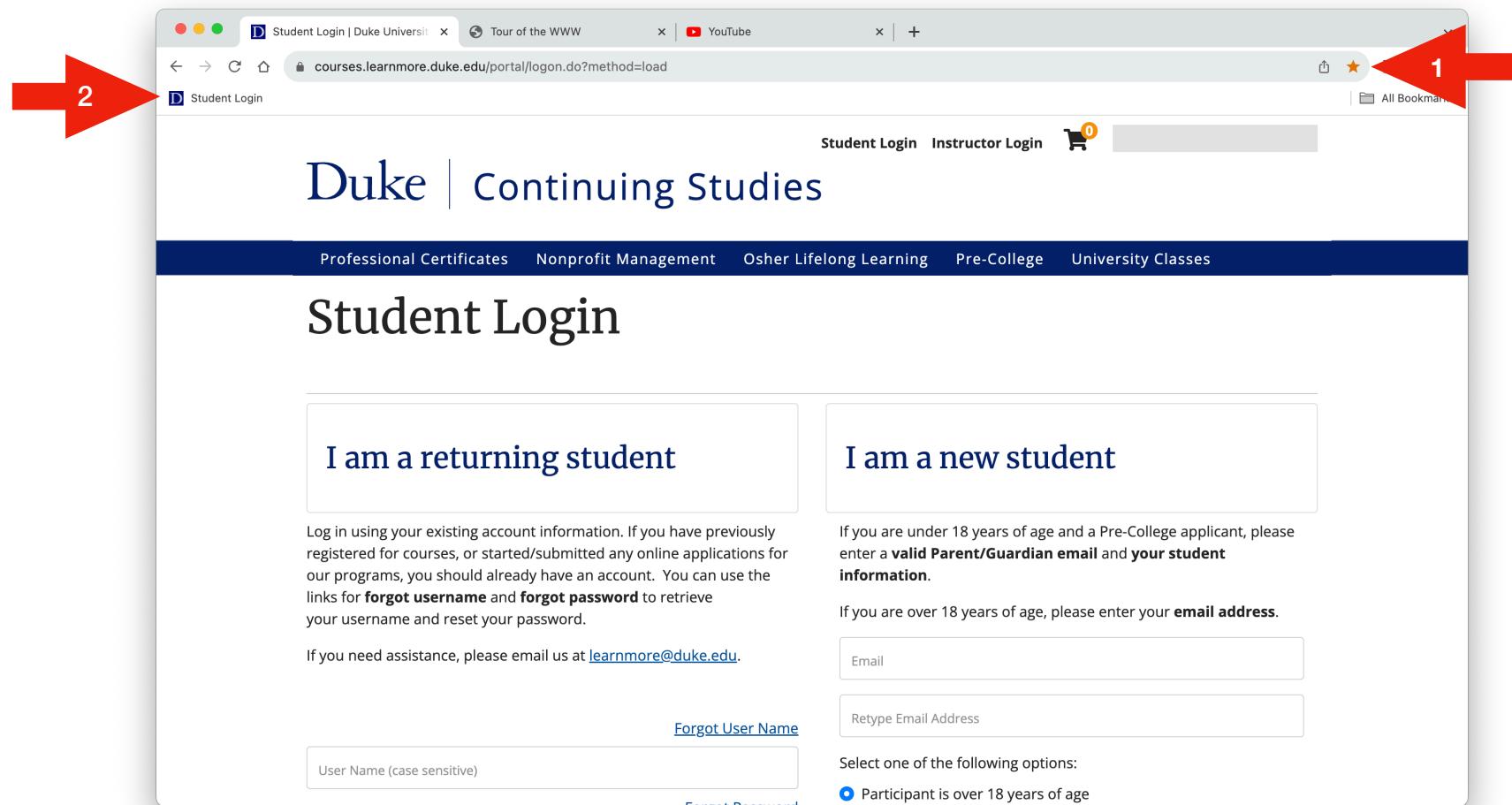
Now click on the first tab to return to the view of the OLLI student login page. Find the grey star on the right hand side of the address bar and click on it.



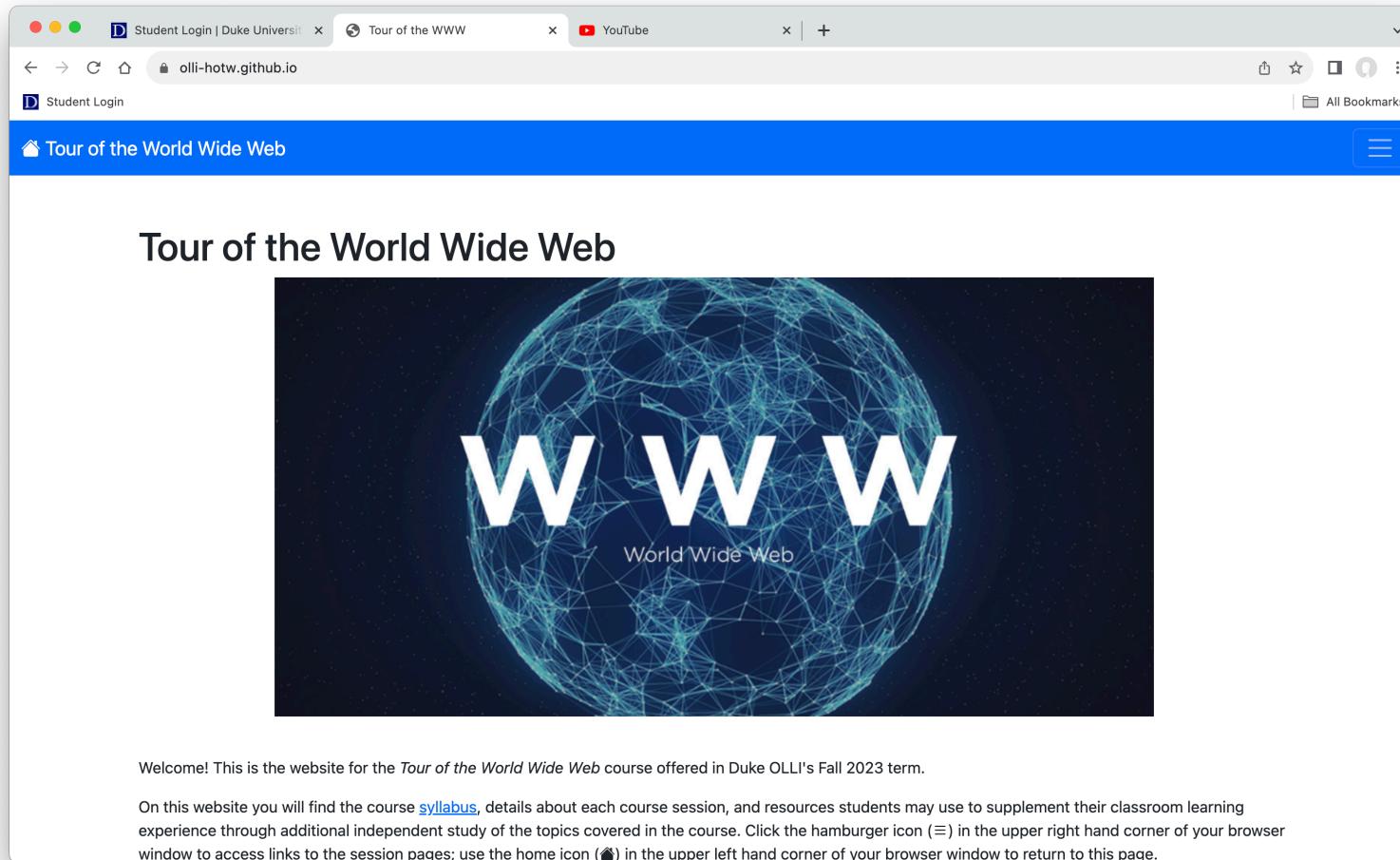
The color of the star will change to gold and a dialog window will appear. By default, the “Name” box will be set to the same value that appears in the tab. Change the value in the “Name” box to “Student Login” and then click the “Done” button.



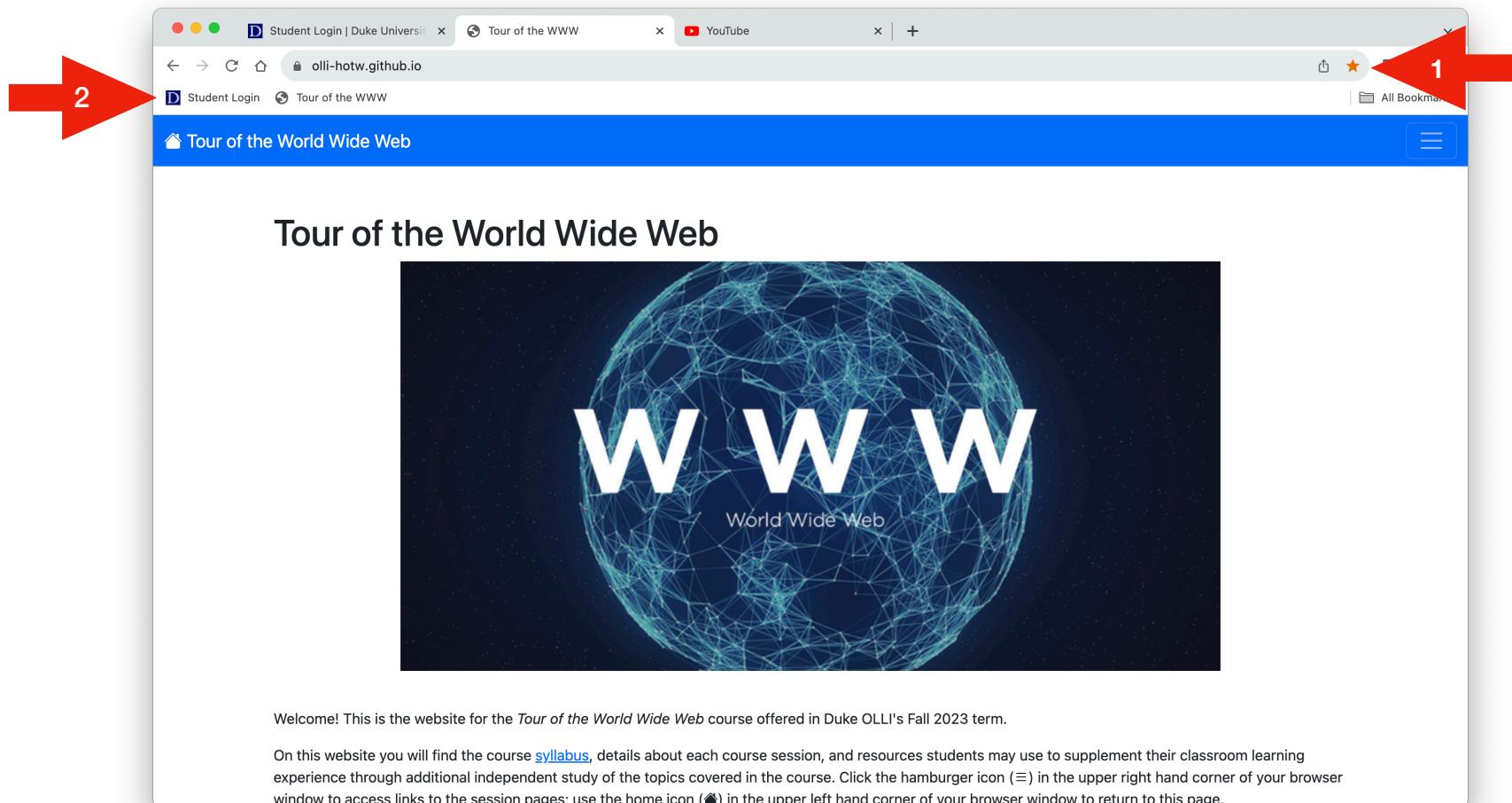
Your browser window should now look similar to the following image. The star on the right hand side of the address bar is still gold (arrow 1); this indicates we have a saved bookmark for the URL on this tab. We also see the bookmark right below the address bar (arrow 2).



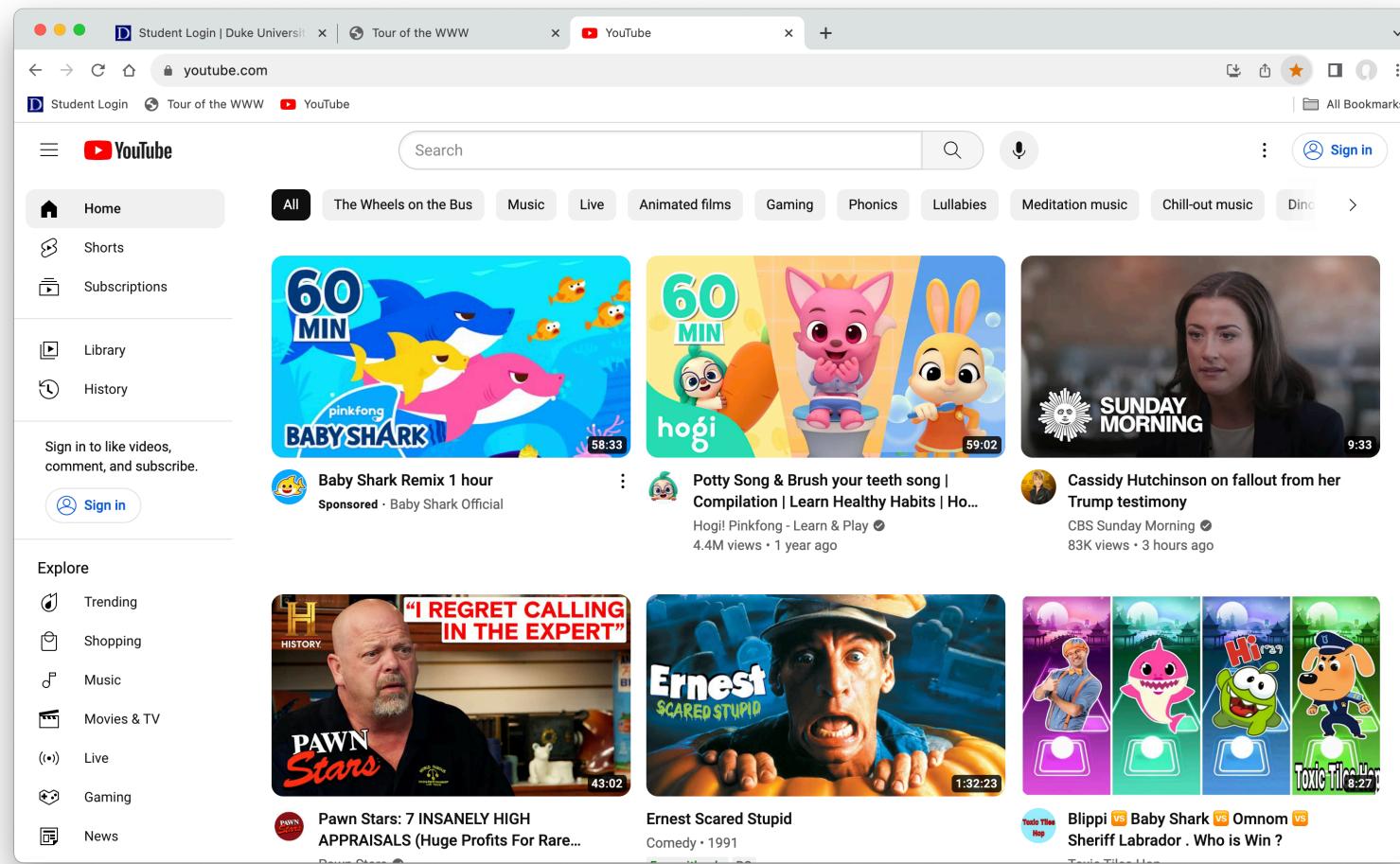
Now move to the second tab. Note that the bookmark we just created for the OLLI student login page is still present beneath the address bar, but the star on the right hand side of the address bar is grey. The star is grey because we have not created a bookmark for our course website URL yet.



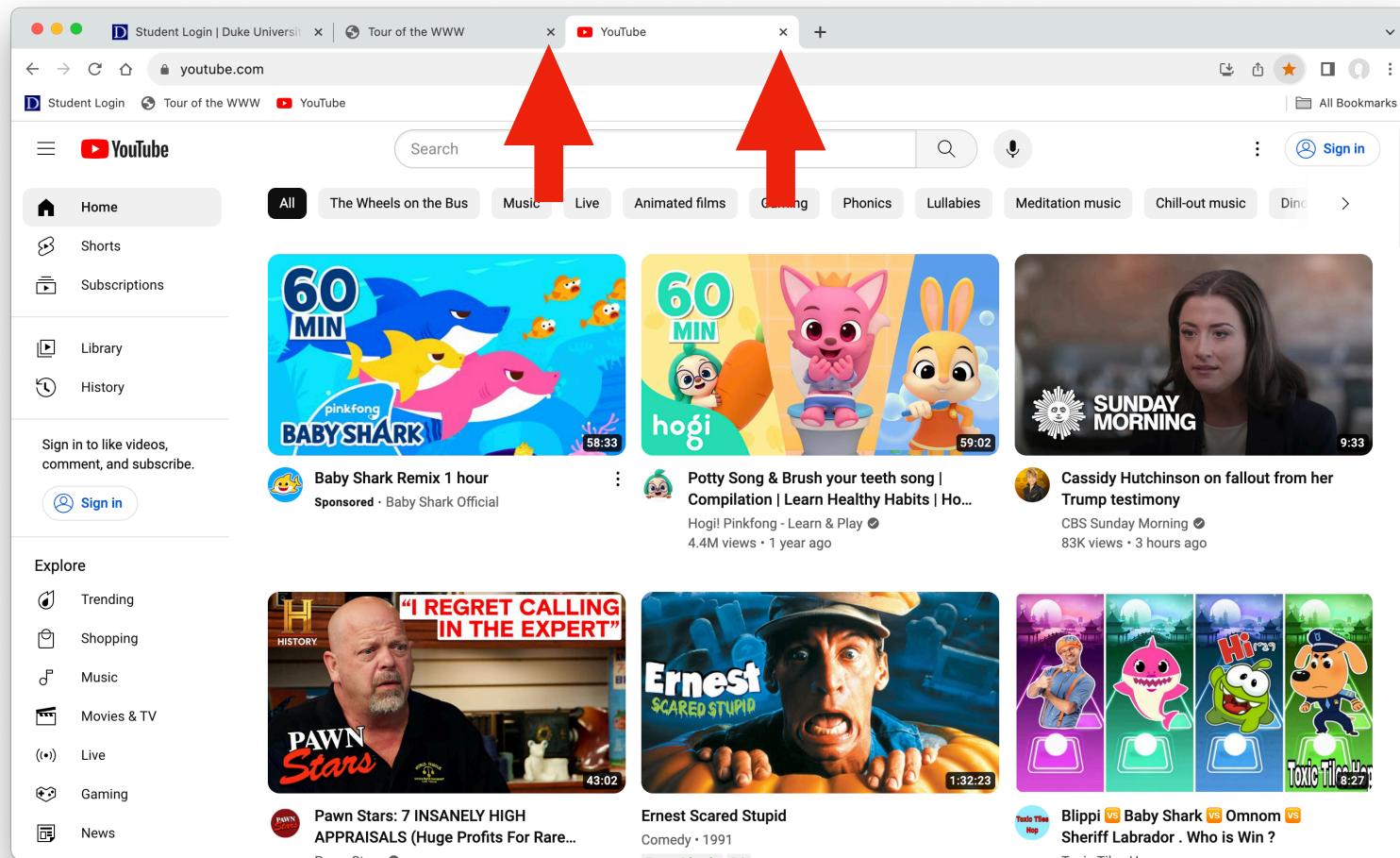
To create a bookmark for our course website, repeat the same steps we took to create the first bookmark on page 10. Leave the name of this bookmark as it is. Once this is done, your browser window should look like the following image. Note that the color of the star on the right hand side of the address bar is now gold (arrow 1) and there are now two bookmarks visible below the address bar (arrow 2.)



To create a third bookmark for YouTube, move to the third tab. Repeat the steps from page 10 to create a third bookmark. I.e., click on the grey star on the right hand side of the address bar and then click the “Done” button. The browser window now looks like the following image.

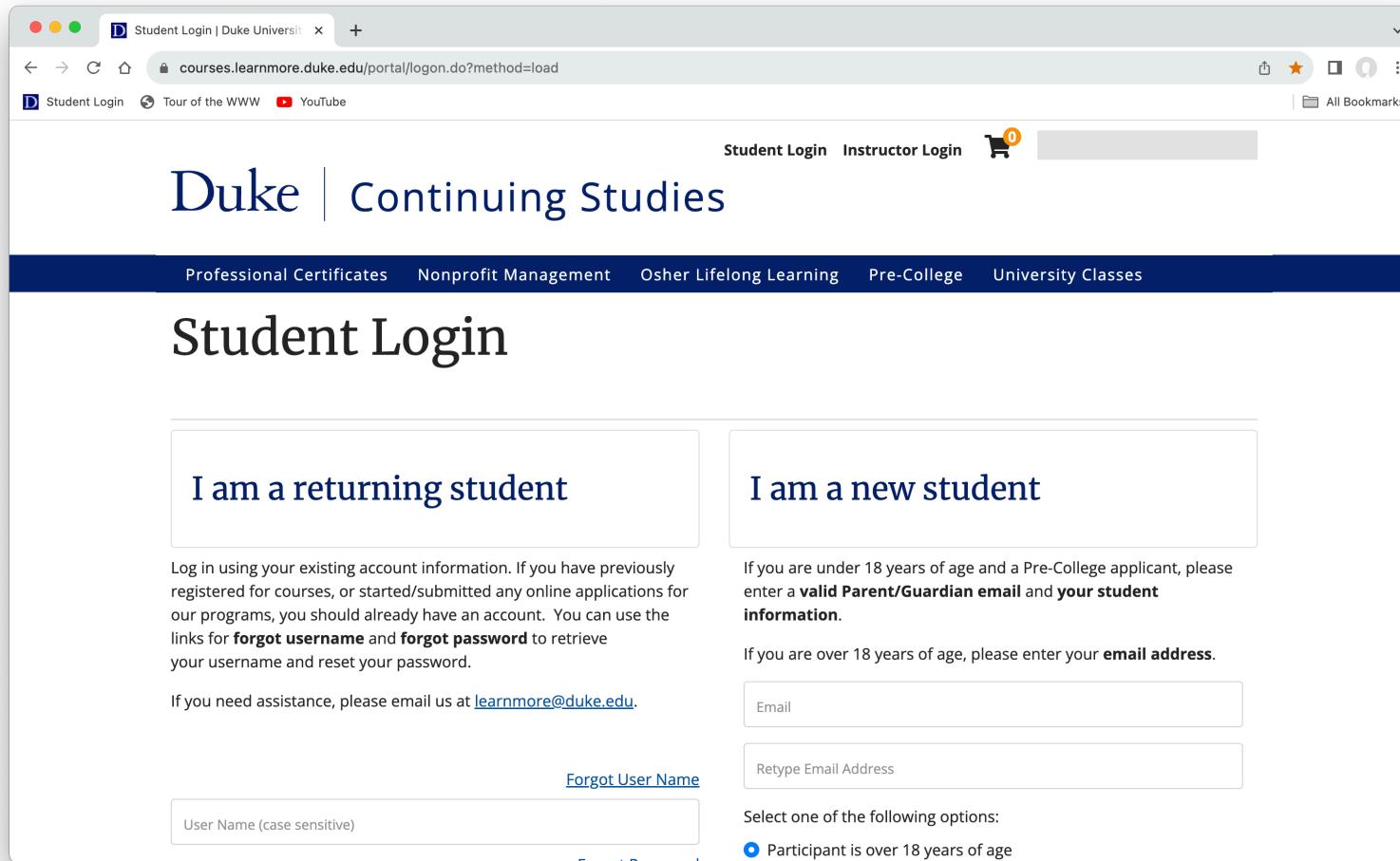


Now close the second and third browser tabs by clicking on the ex icons found on those two tabs.



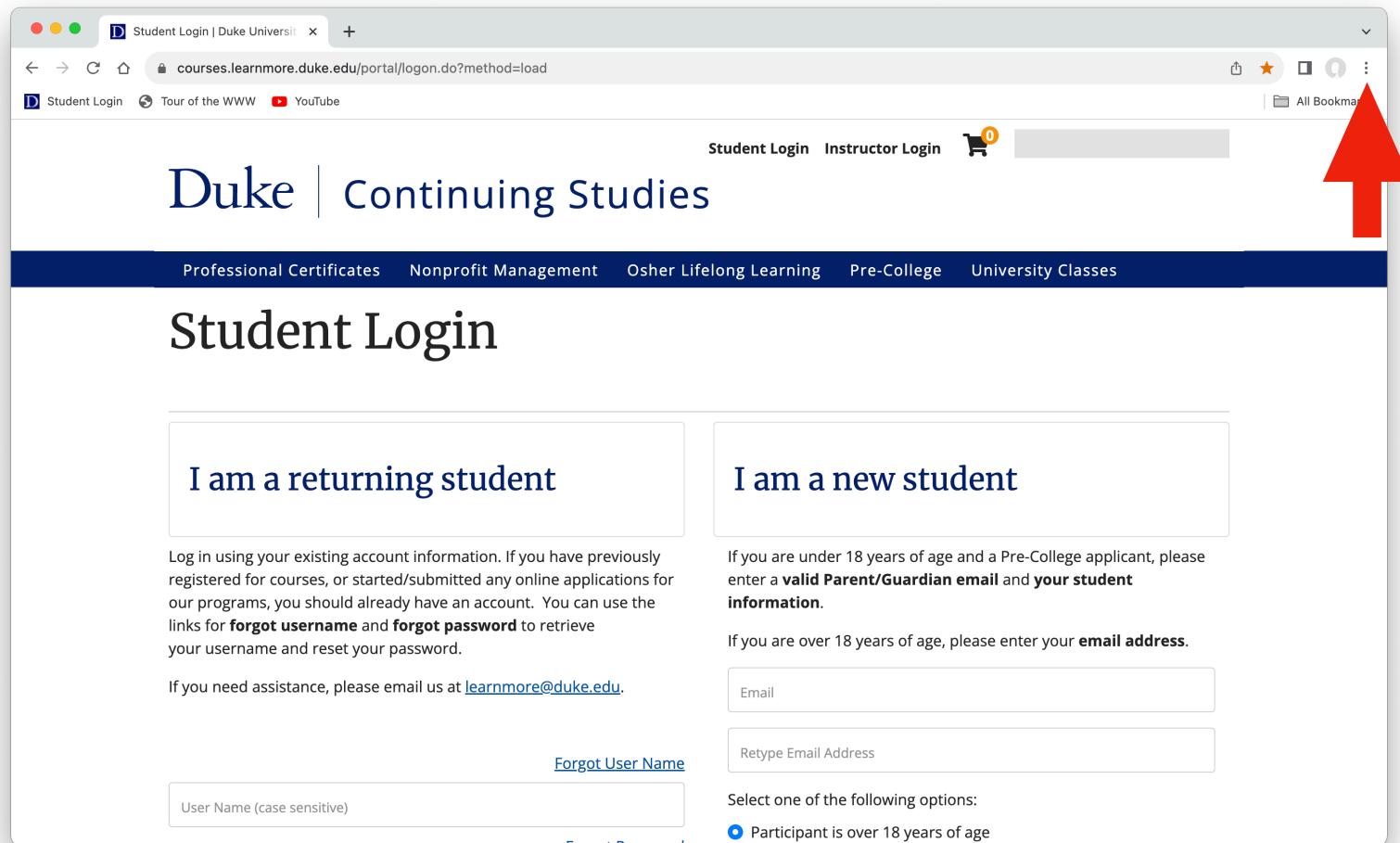
Using “favorite” bookmarks

There is now only one browser tab open; this tab has the OLLI student login page loaded. Click on the “Tour of the Web” bookmark beneath the address bar to load our course website homepage. Next click on the “YouTube” bookmark beneath the address bar. To make YouTube to appear in the browser. The bookmarks that appear below the address bar are referred to as “favorites.” People tend to create “favorite” bookmarks for URLs they use very frequently (eg, every day or almost every time access the web.)

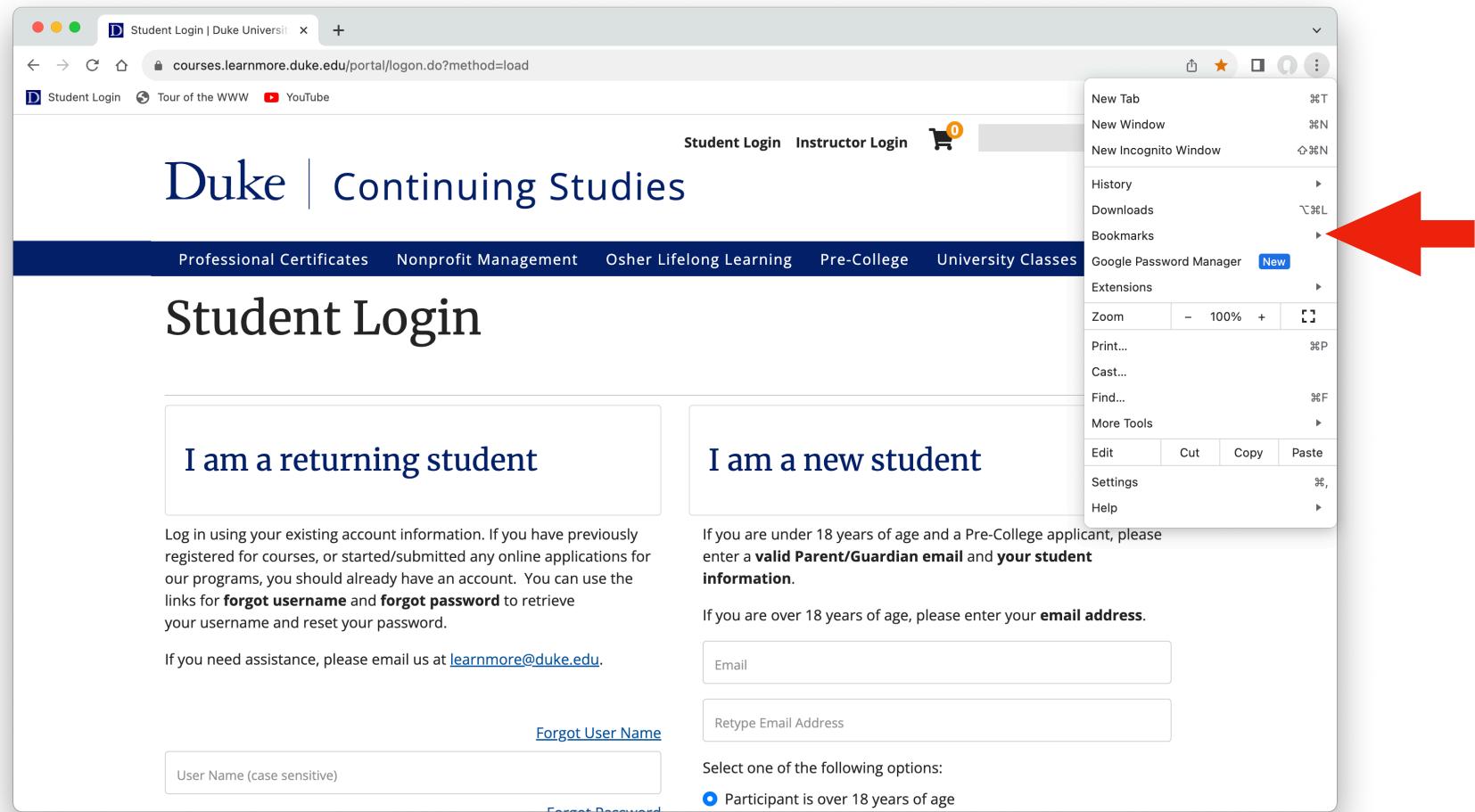


Using bookmark folders

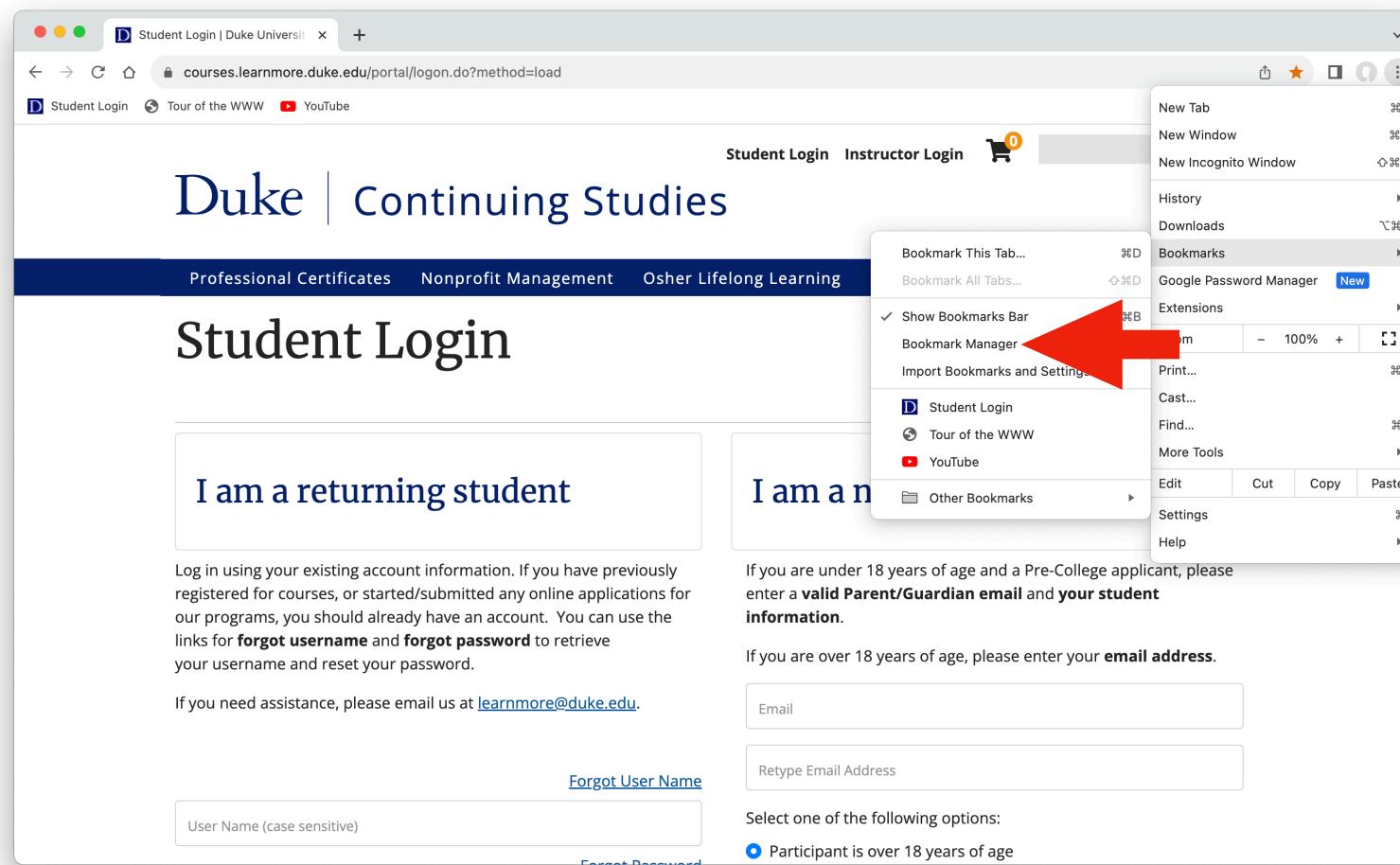
Let's assume we use YouTube very frequently and we use the two OLLI pages occasionally, so let's move the two OLLI bookmarks to another location. We can use the browser's bookmark manager to do this. To open the bookmark manager, click the three vertical "dots" at the extreme right hand side of the address bar.



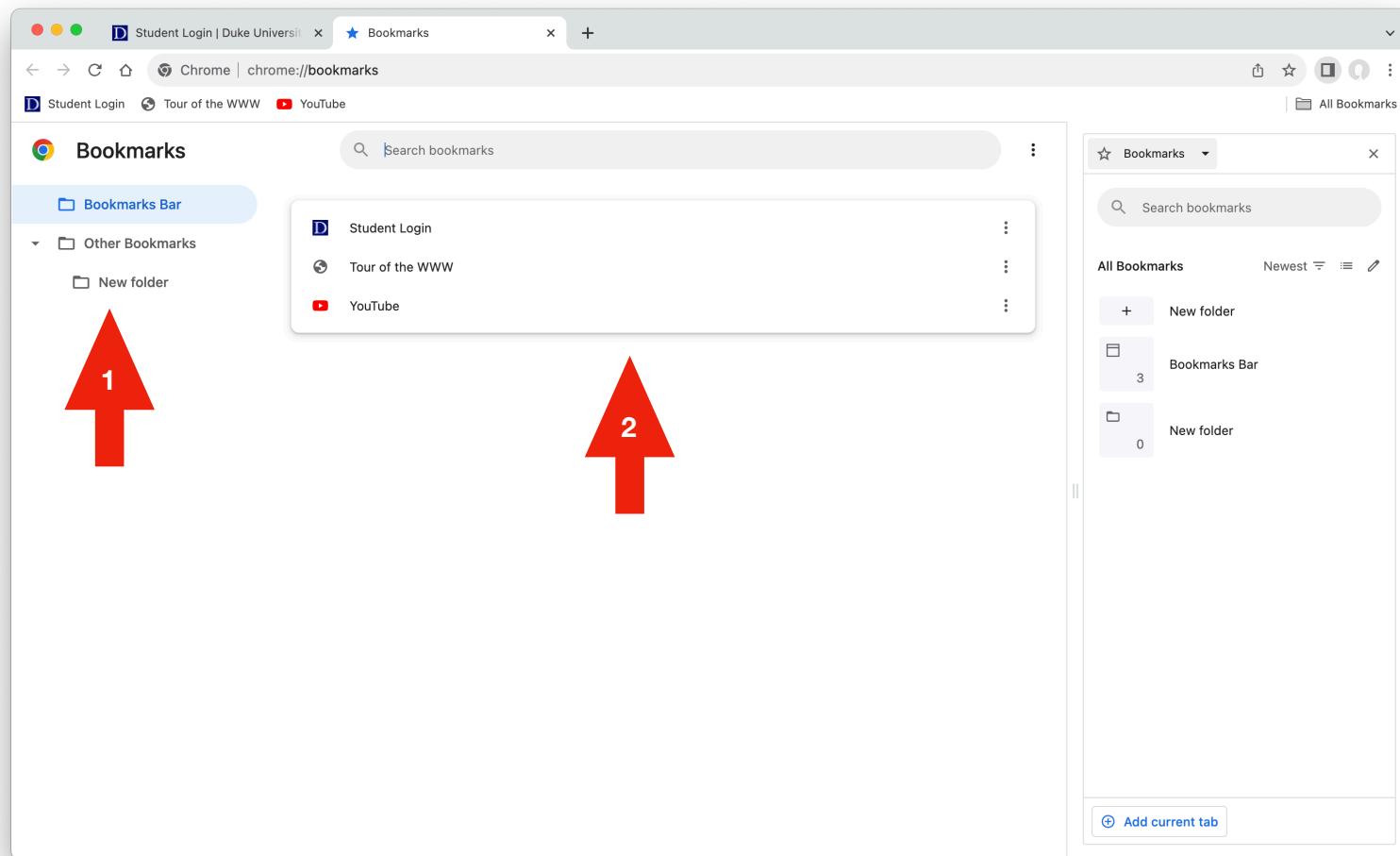
In the menu that appears, hover the cursor on the “Bookmarks” item.



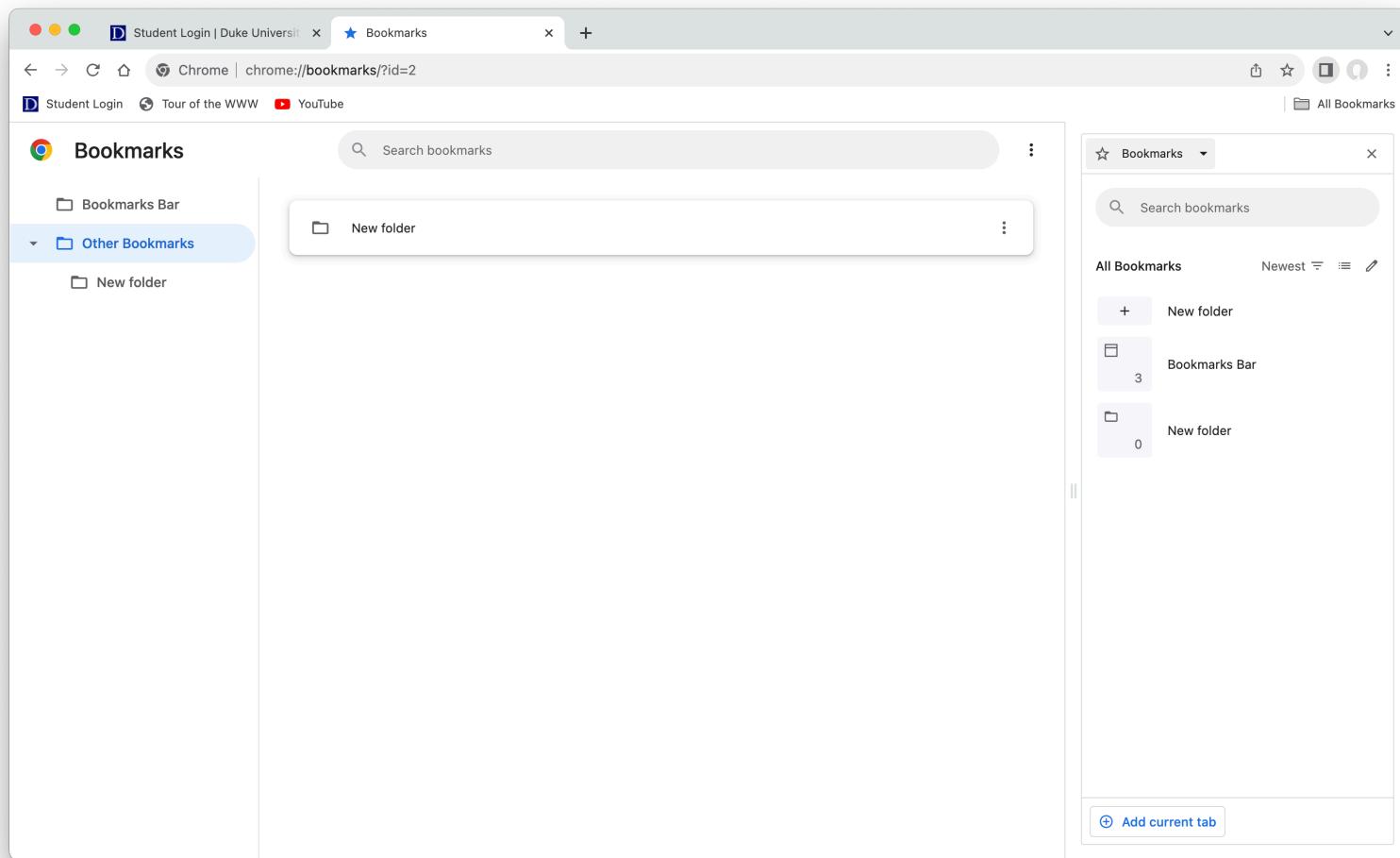
A submenu appears. Click the “Bookmark Manager” item on the submenu.



A new tab opens in our browser window that we can use to modify our bookmarks. On the right hand side you see a list of folders (arrow 1). There are currently three folders: “Bookmarks Bar”, “Other Bookmarks”, and “New folder.” “Bookmarks Bar” is highlighted (in light blue) and the three bookmarks we created are visible below the “Search bookmarks” box in the middle of the window (arrow 2).

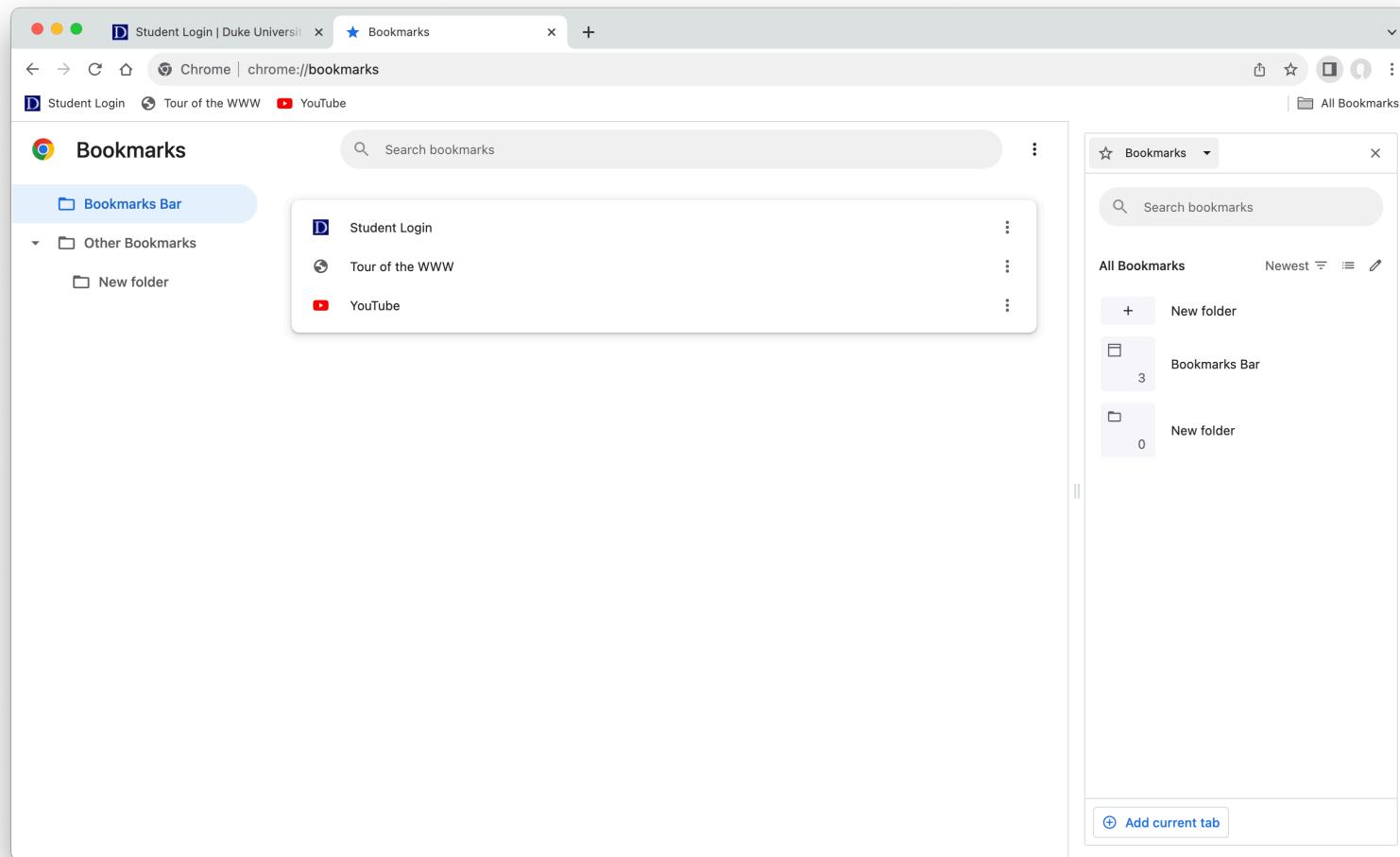


Click on the “Other Bookmarks” item on the right and notice how the browser window changes. We no longer see our three bookmarks in the middle of the window. Instead we see one item labeled “New folder.” The “New folder” folder is empty; you can confirm this is the case by either clicking on the “New folder” item in the right hand column or double clicking the “New folder” item beneath the “Search bookmarks” box.



Placing a bookmark into a folder

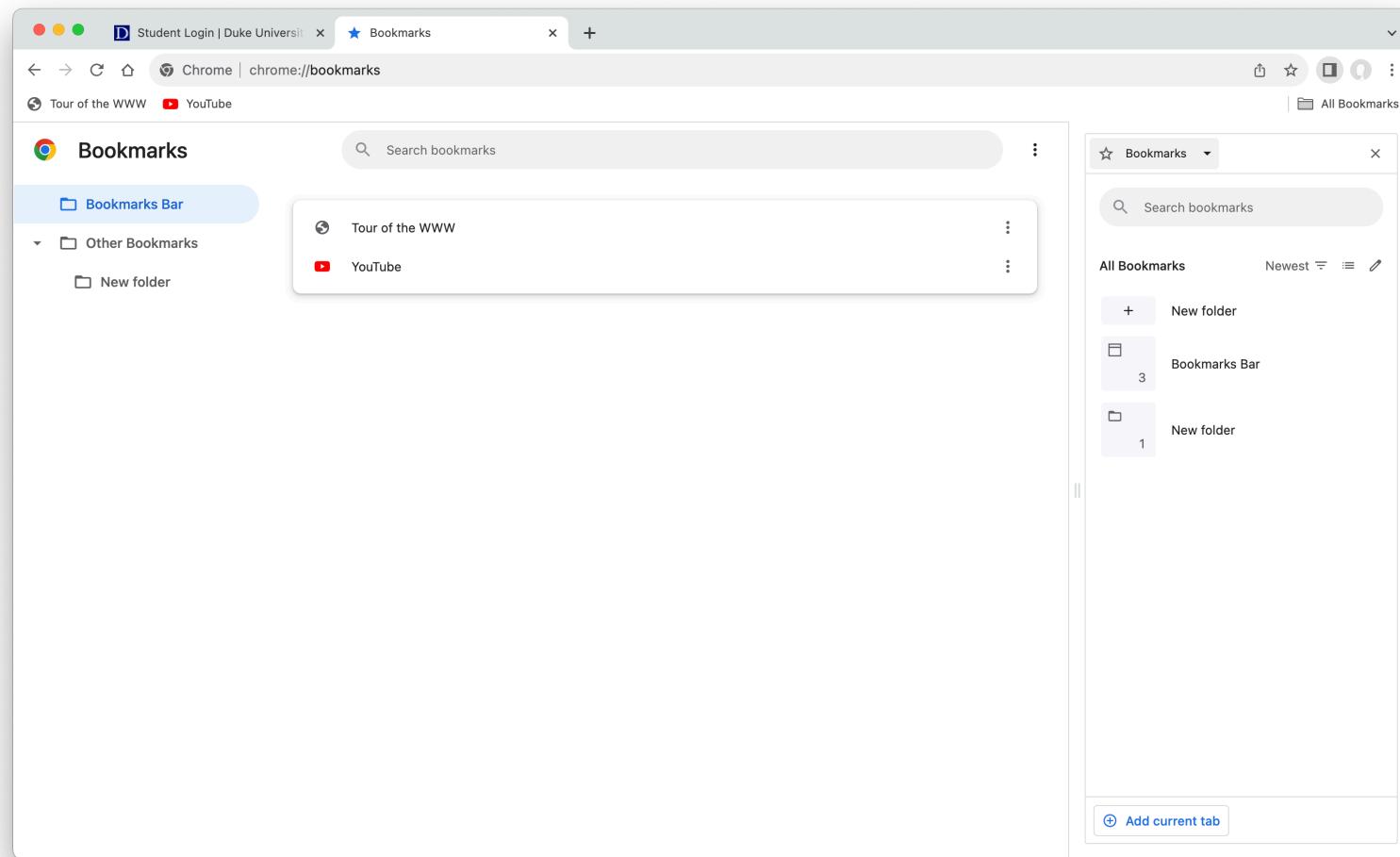
Let's move our two OLLI related bookmarks to the "New folder." To begin, click the "Bookmarks Bar" item in the left hand column. The browser window now looks like the image below.



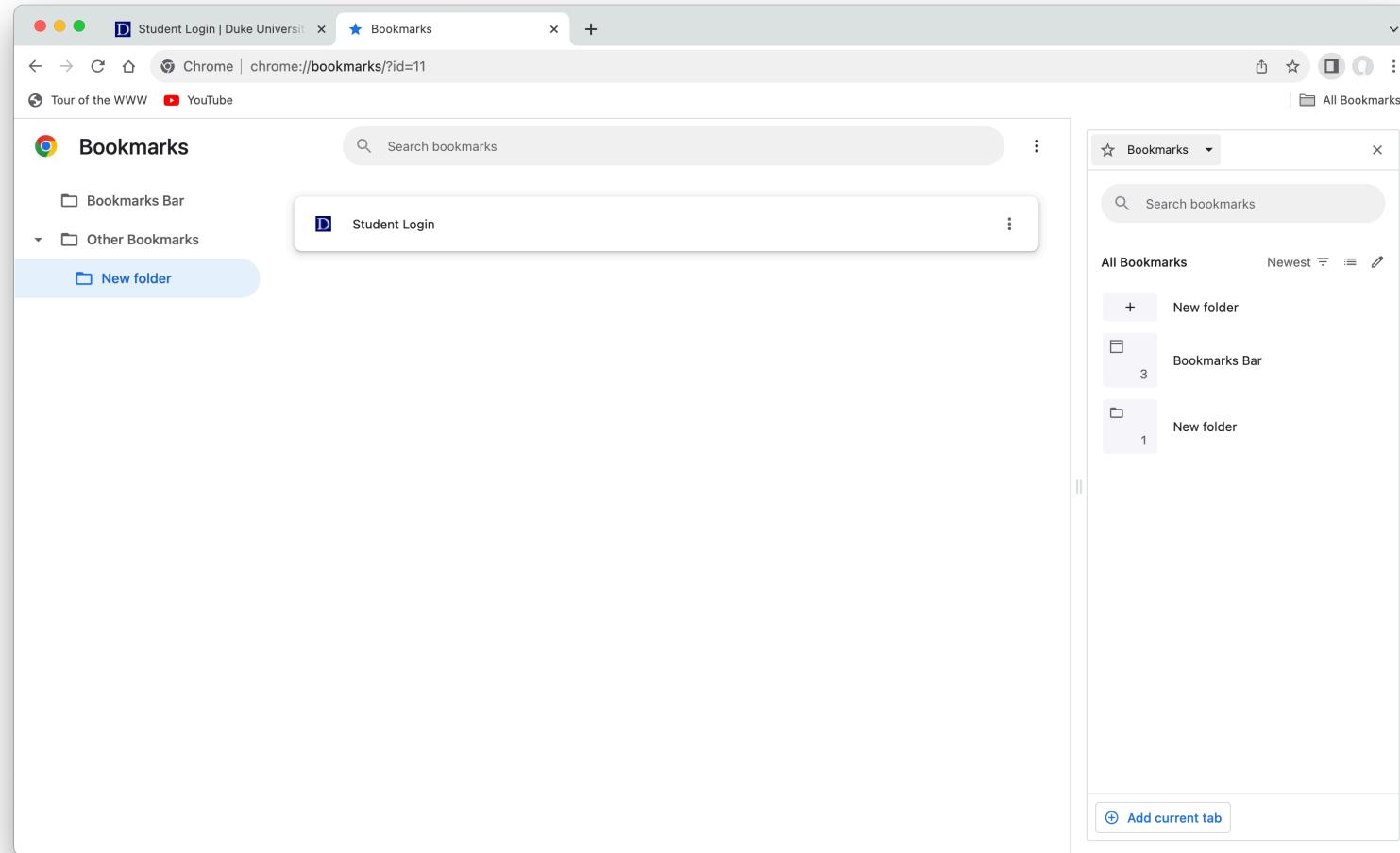
The “Student Login” and “Tour of the WWW” bookmarks can be moved from the “Bookmarks Bar” folder to the “New folder” via “drag and drop”:

1. Move the mouse cursor over the “Student Login” item
 1. If you are using a mouse, press and hold the right mouse button
 2. If you are using a trackpad, press and hold one finger
2. Move your mouse/finger toward the “New folder” item
3. When the “New folder” item turns blue...
 1. If you are using a mouse, release the right mouse button
 2. If you are using a trackpad, lift your finger

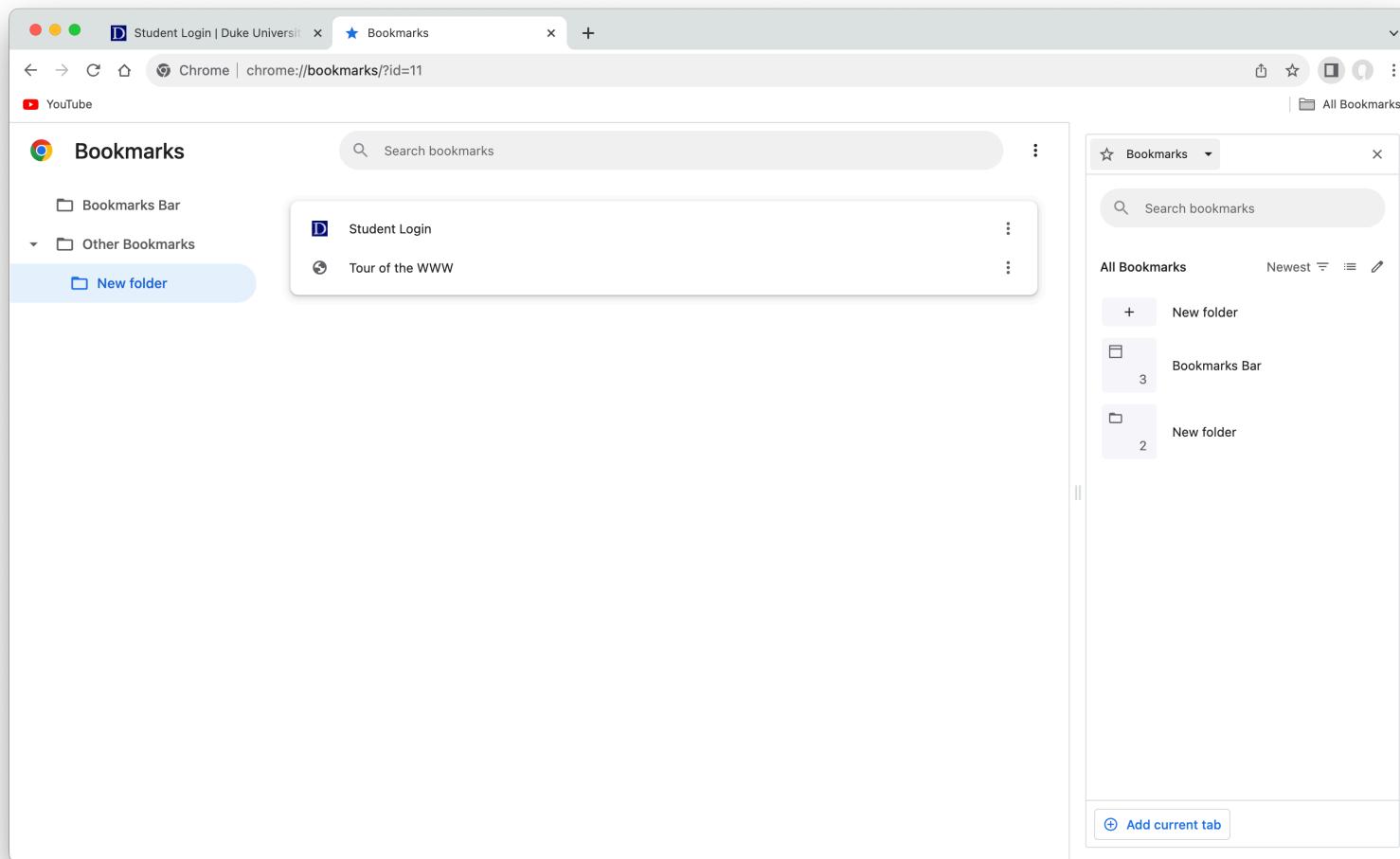
The browser window will now look like the image below; note that the “Student Login” bookmark is no longer visible.



Click on the “New folder” item in the list of folders on the right to highlight it; we see the “Student Login” bookmark beneath the “Search bookmarks” box.

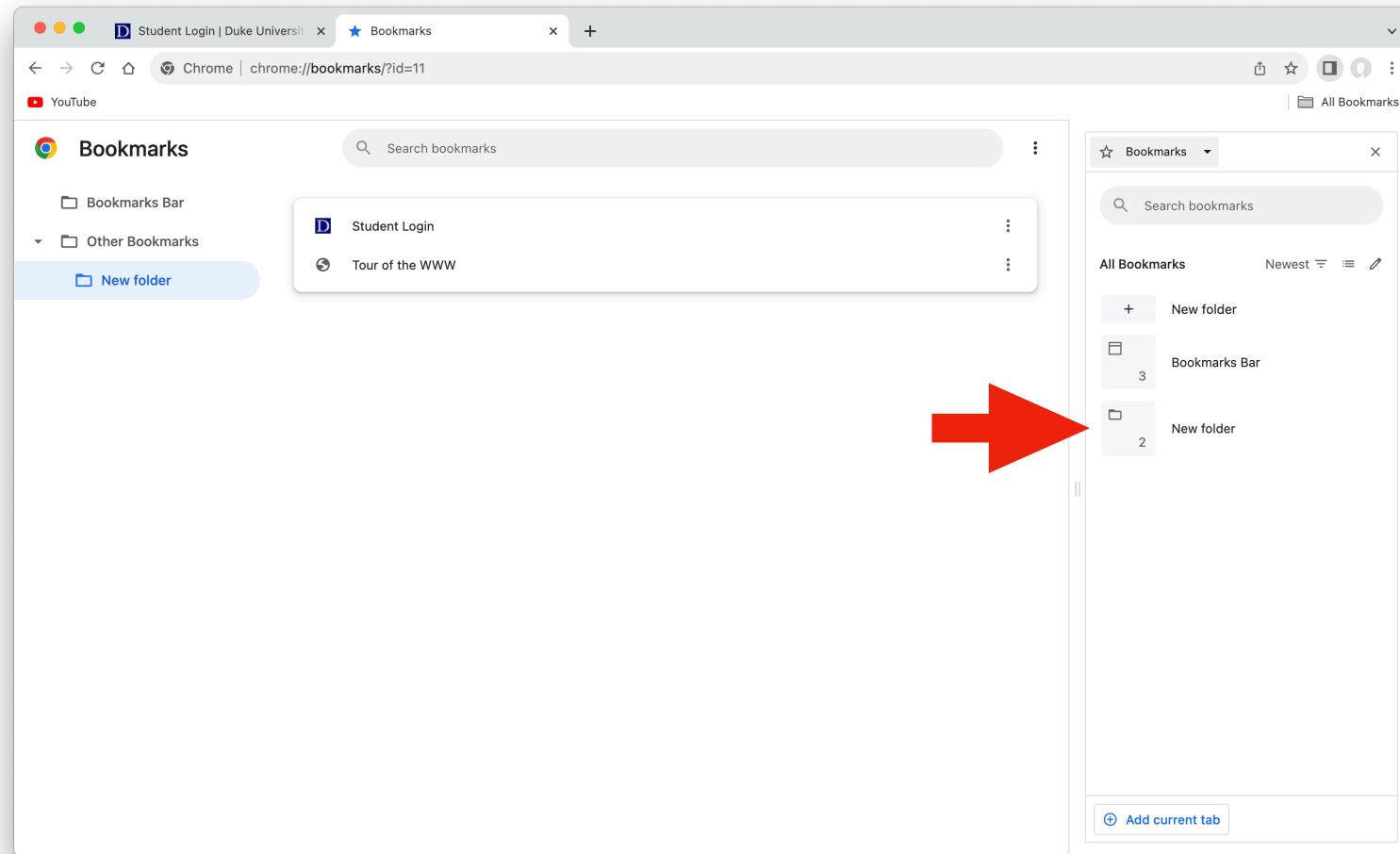


Let's move the "Tour of the WWW" bookmark to the "New folder" too. Click on the "Bookmarks Bar" item in the list on the left and repeat the "drag and drop" operation found on page 23 with the "Tour of the WWW" bookmark. After performing this "drag and drop" operation, click on the "New folder" item in the list on the left of the window and you will see both our OLLI bookmarks listed below the "Search bookmarks" box indicating they both are now located in the "New Folder" folder.

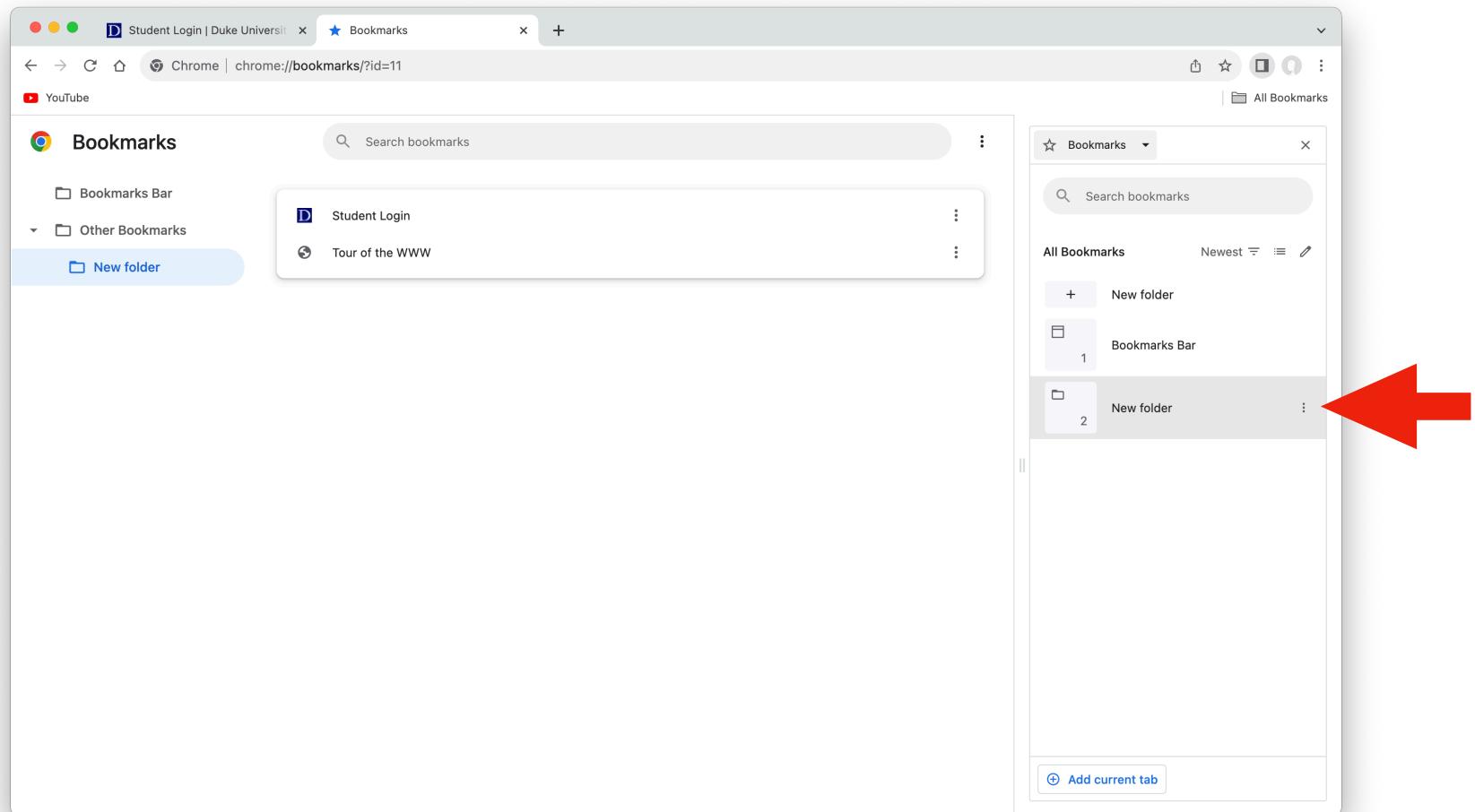


Renaming a folder

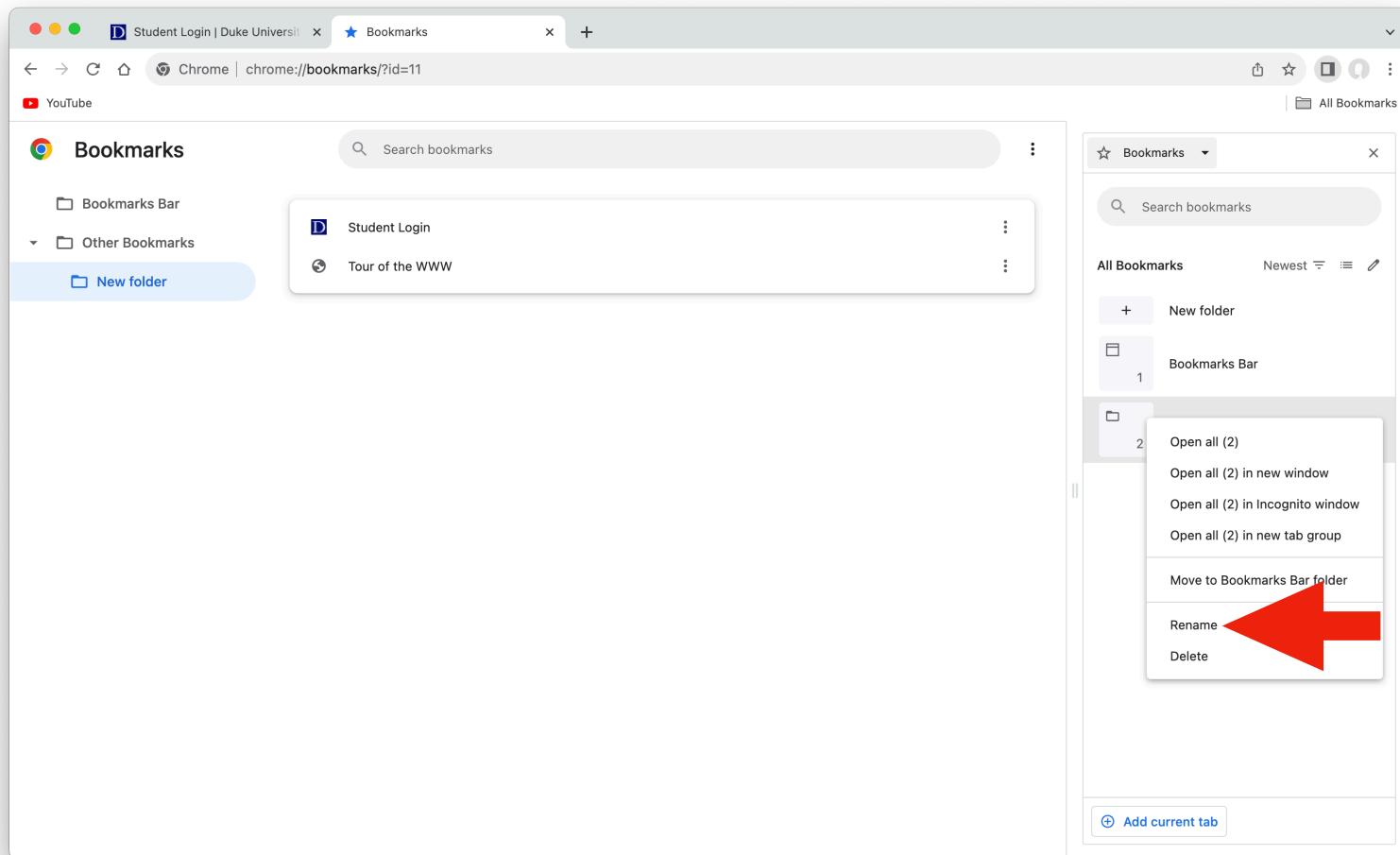
Since the “New folder” folder contains OLLI related bookmarks, let’s change the name of the “New folder” folder to “OLLI”. Hover the mouse cursor over the “New folder” item in the pane on the right hand side of the browser window.



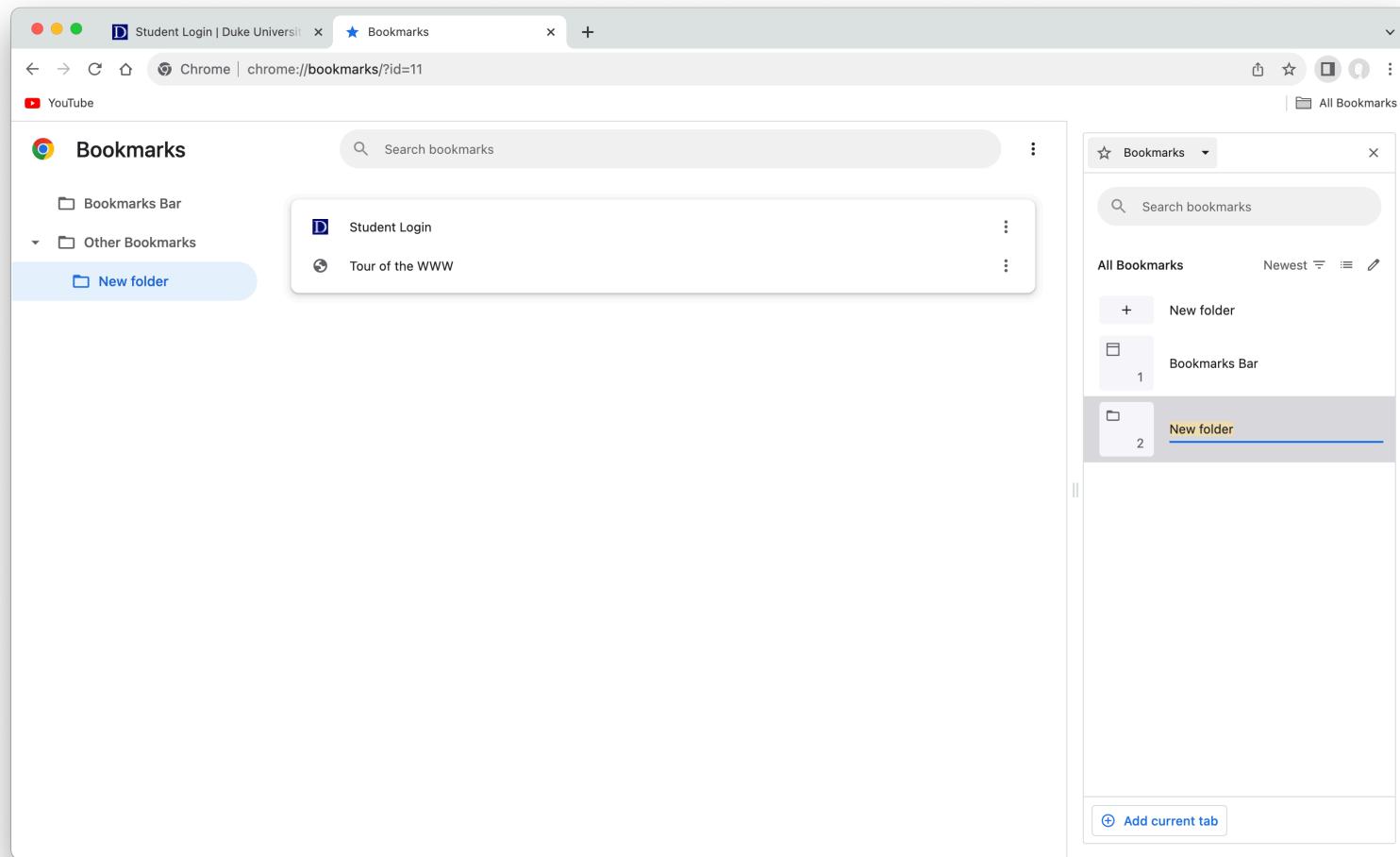
The “New folder” item in the right hand pane is now grey, and three vertical “dots” have appeared to the right of that item. Click on the three “dots”.



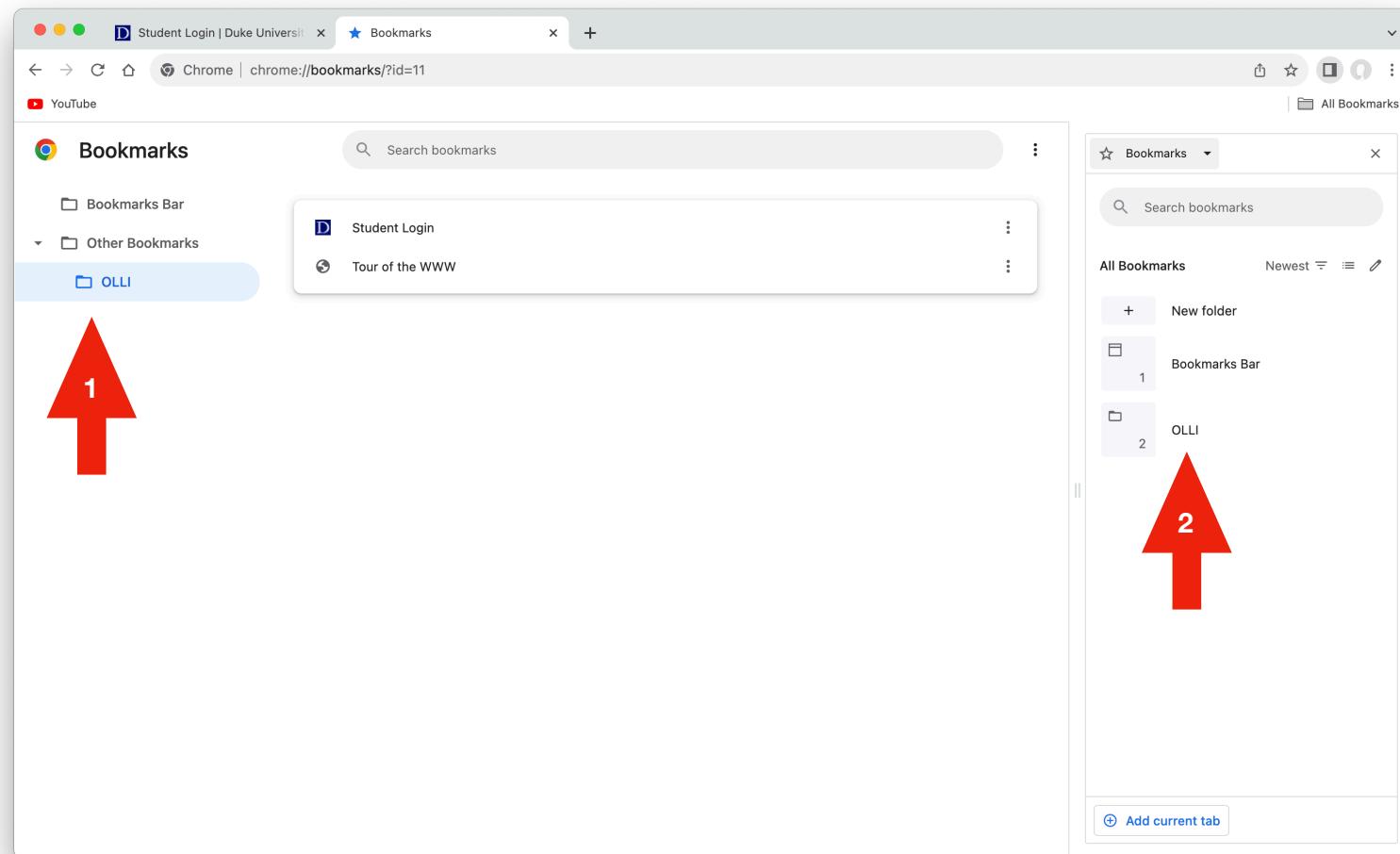
When the three dots are clicked, a popup menu appears. Click the “Rename” item on the popup menu.



“New folder” in the right hand pane is now highlighted; type “OLLI” and then press the “return” key.

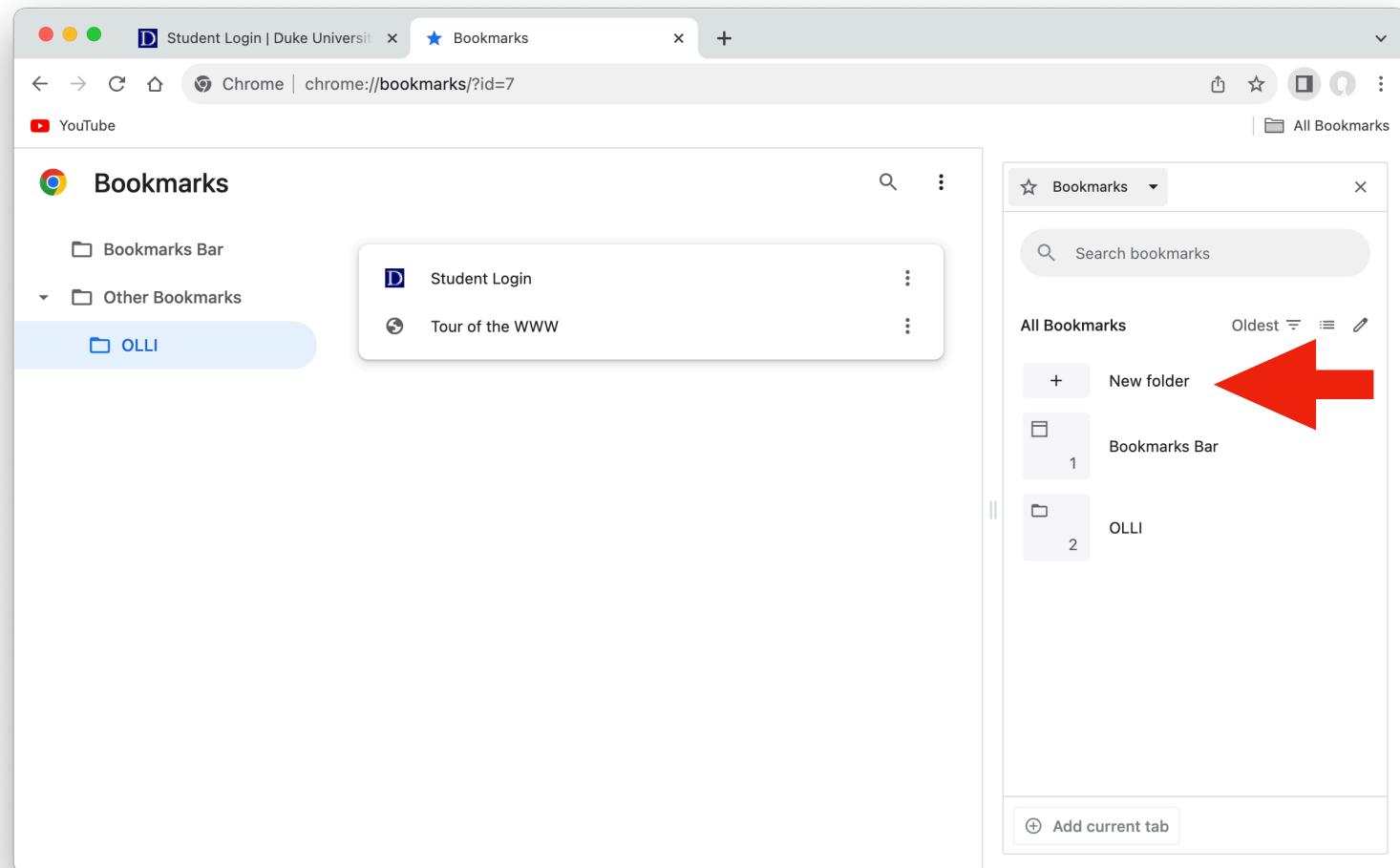


Our browser window now looks like the image below. Note that the two instances of the “New folder” item are now named “OLLI” (arrows 1 and 2).

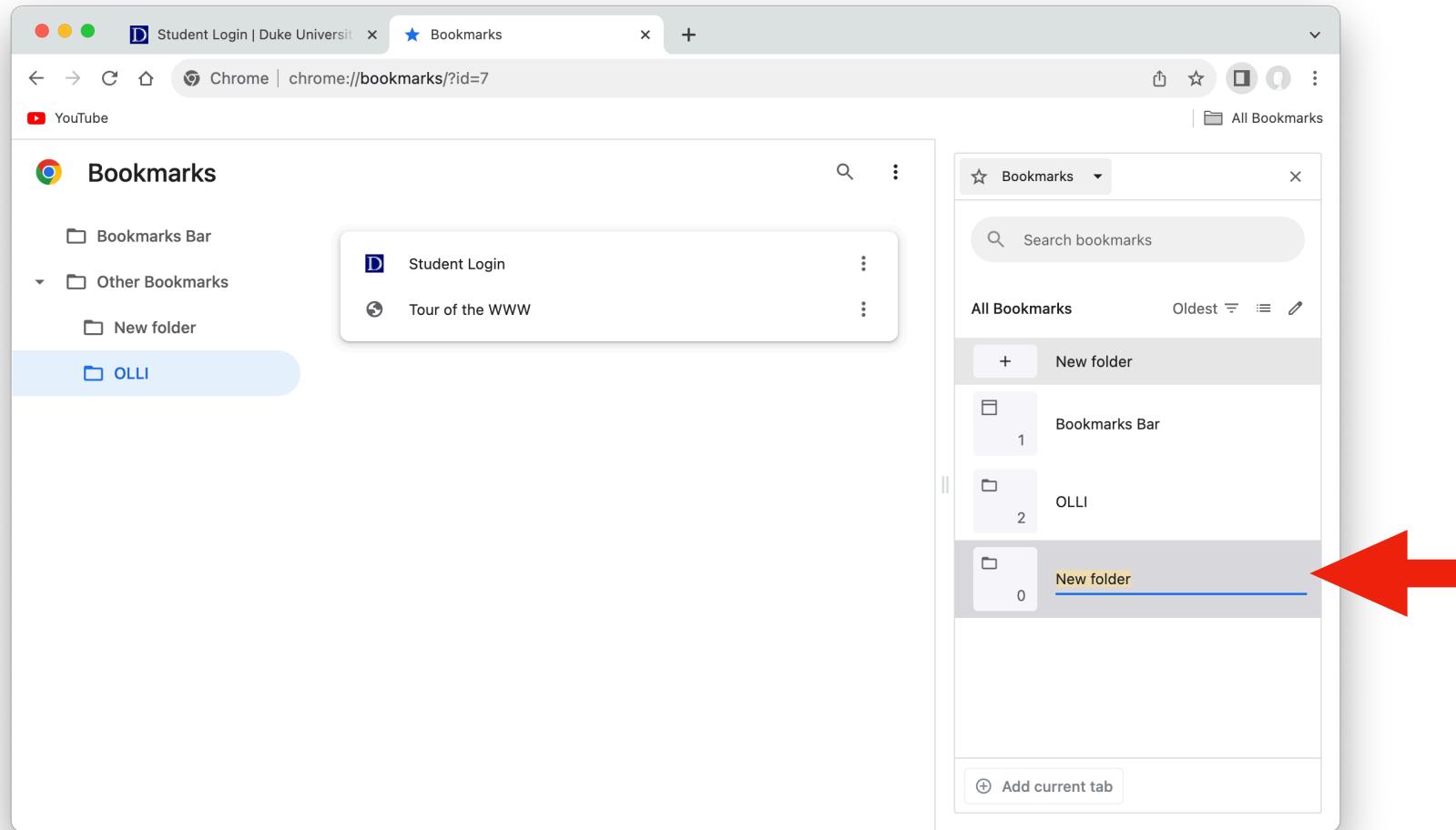


Creating additional folders

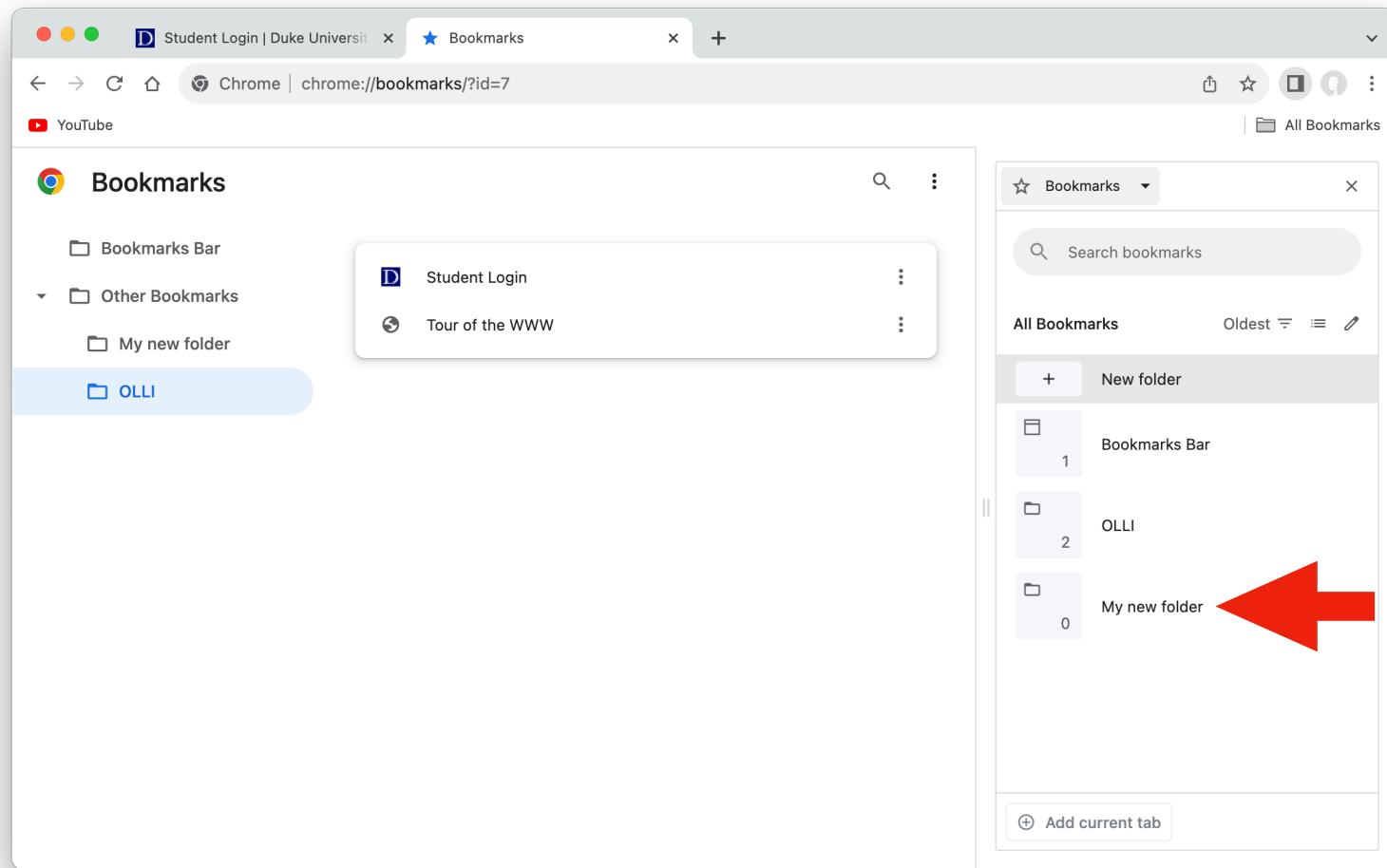
Note the “New folder” item in the “Side panel.” Click on this item to create a new folder.



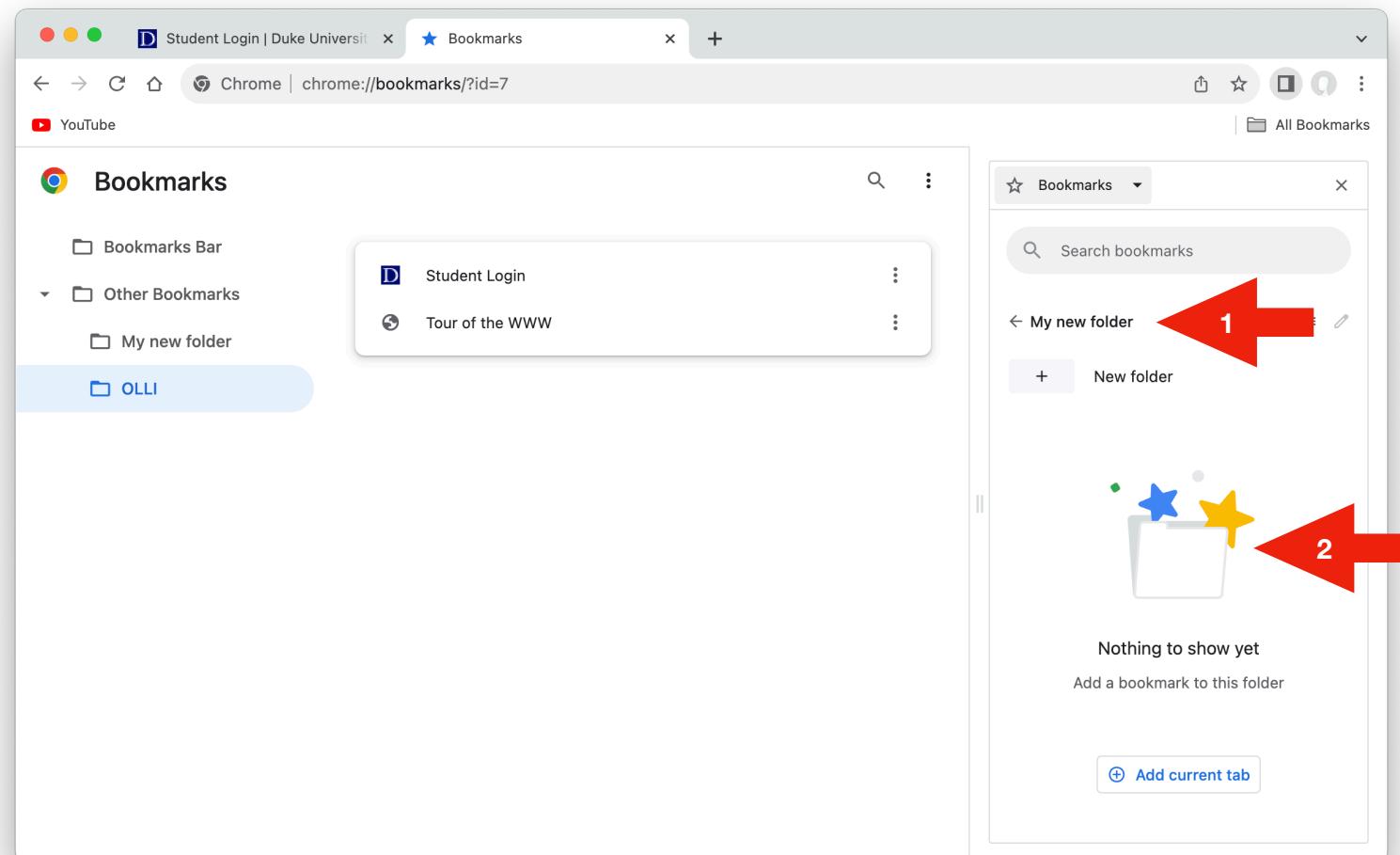
A new folder appears with the default name “New folder”. Note how the name is highlighted; the highlight indicates the folders name is editable. Type “My first folder” and then press “return.”



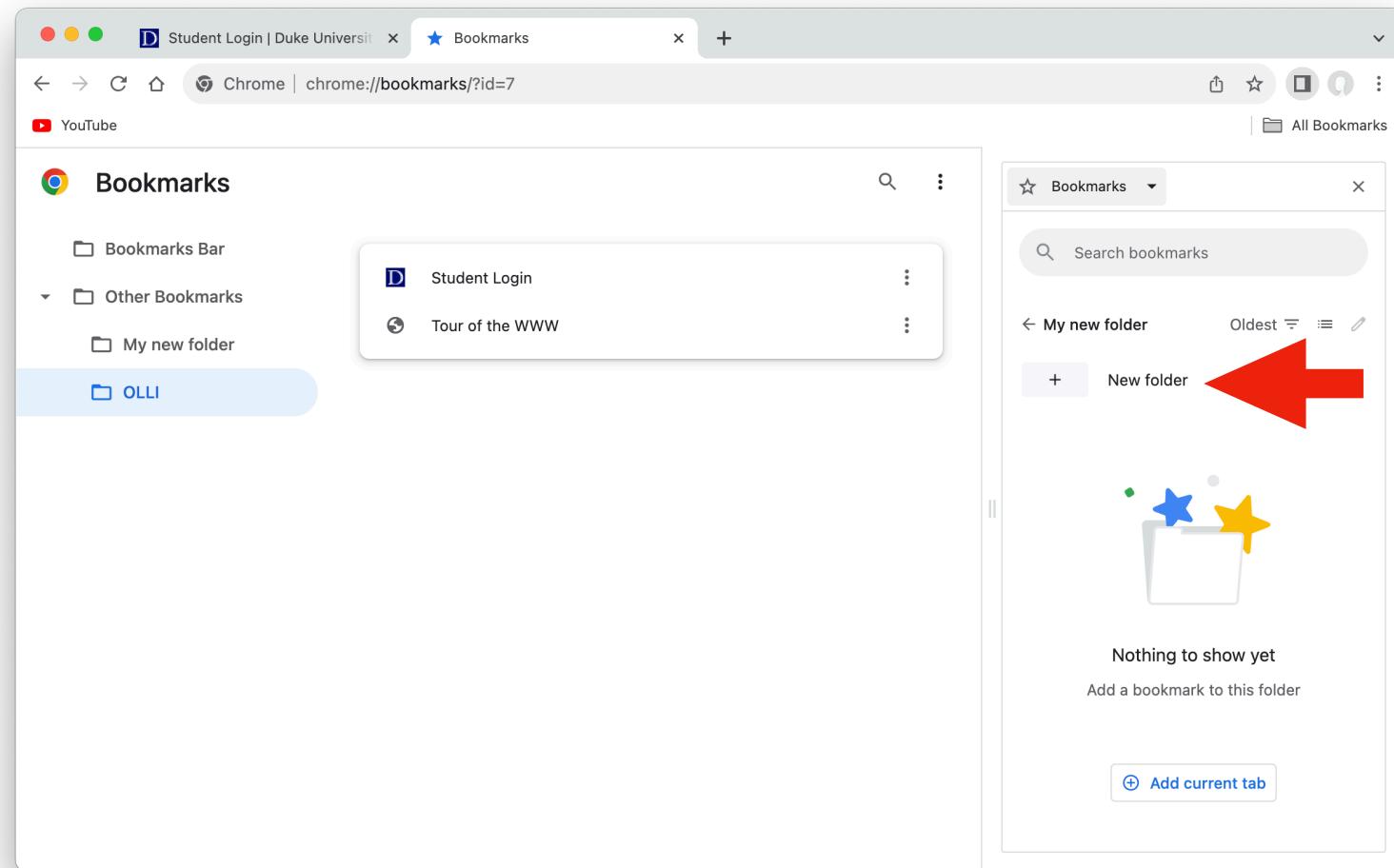
Click on the “My new folder” item to move into the folder you just created.



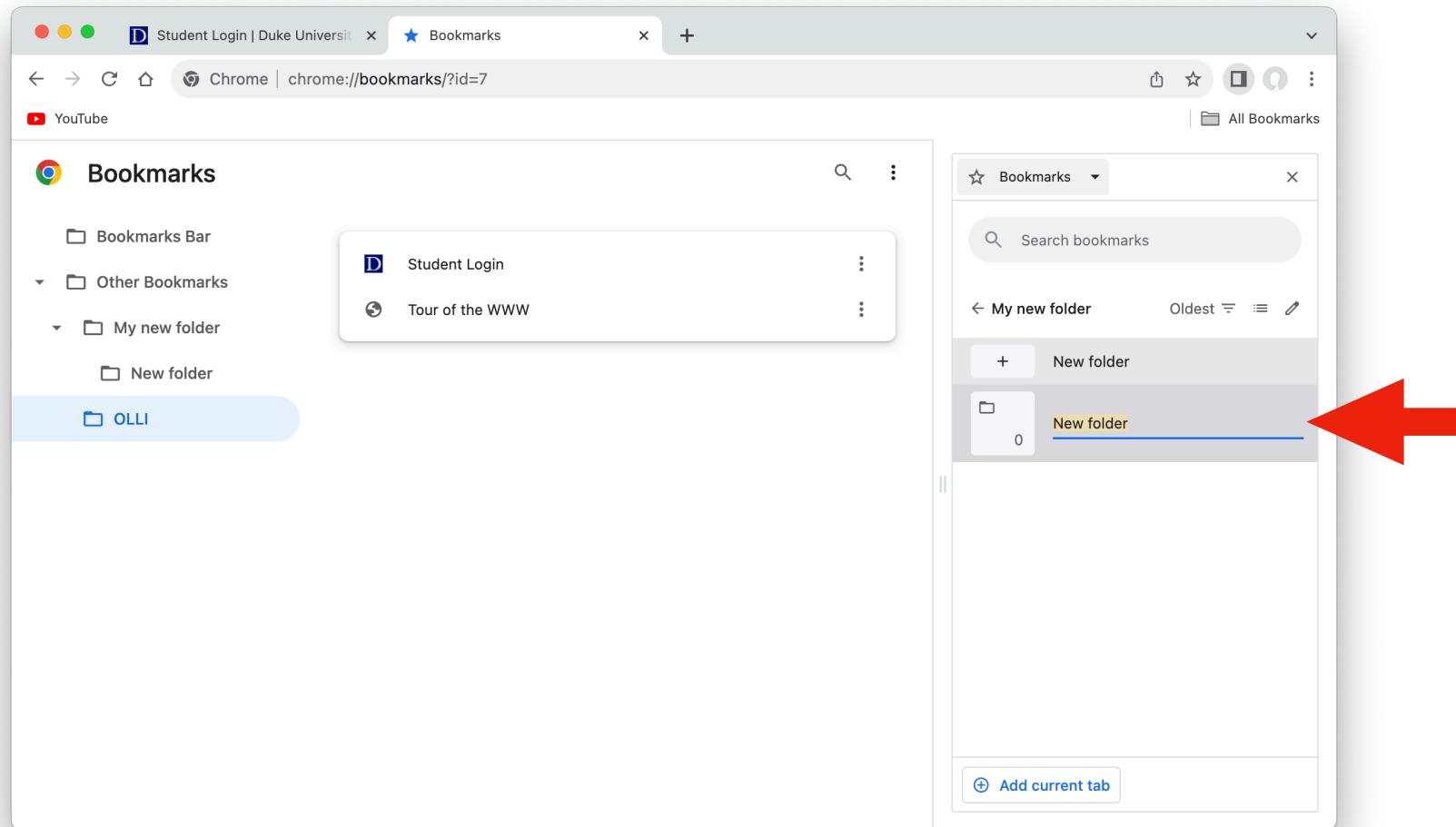
Note the side panel shows us that we are in “My new folder” (arrow 1). The “Side panel” also indicates “My new folder” is currently empty (arrow 2).



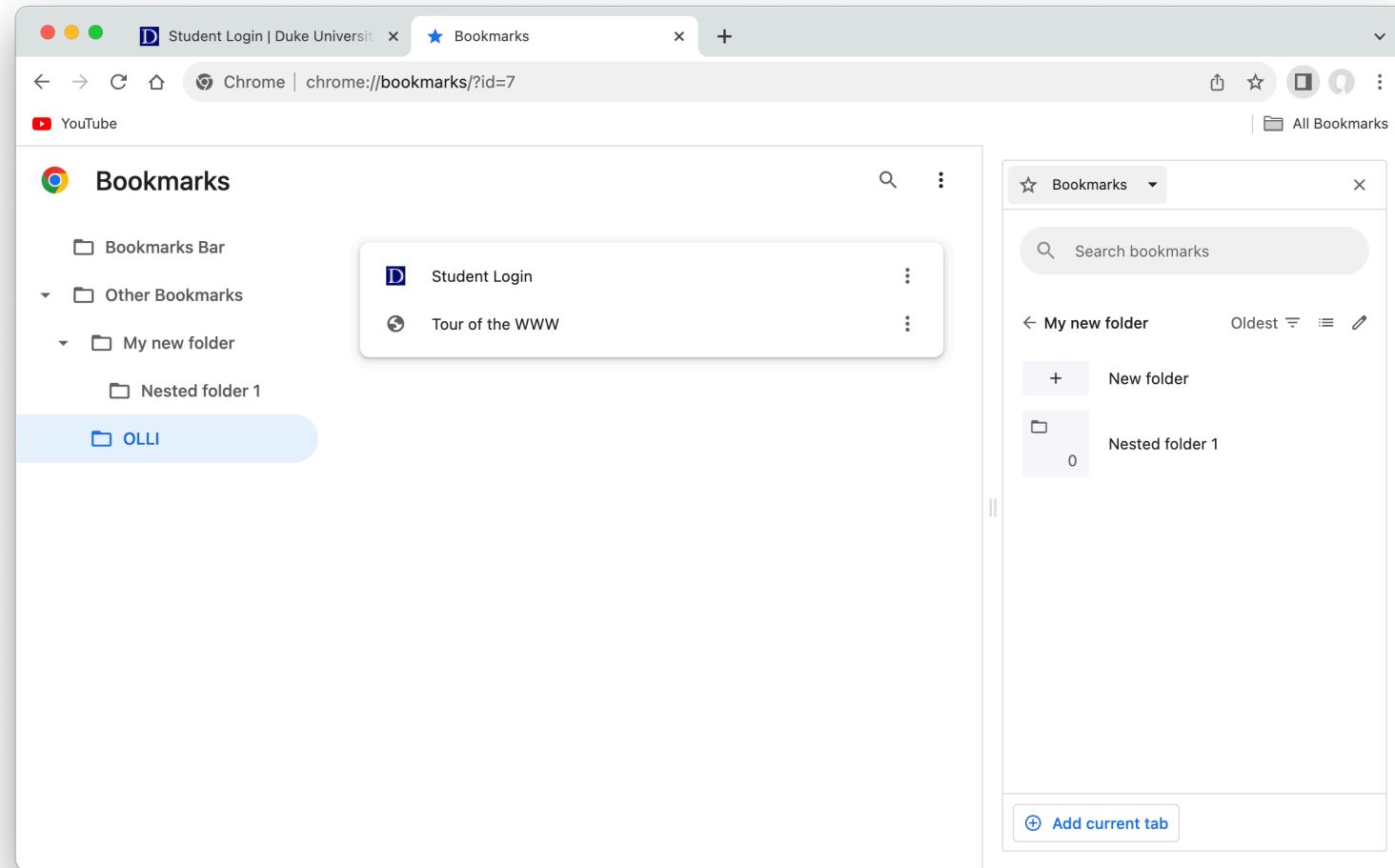
Click the “New folder” item to create another folder inside “My new folder”.



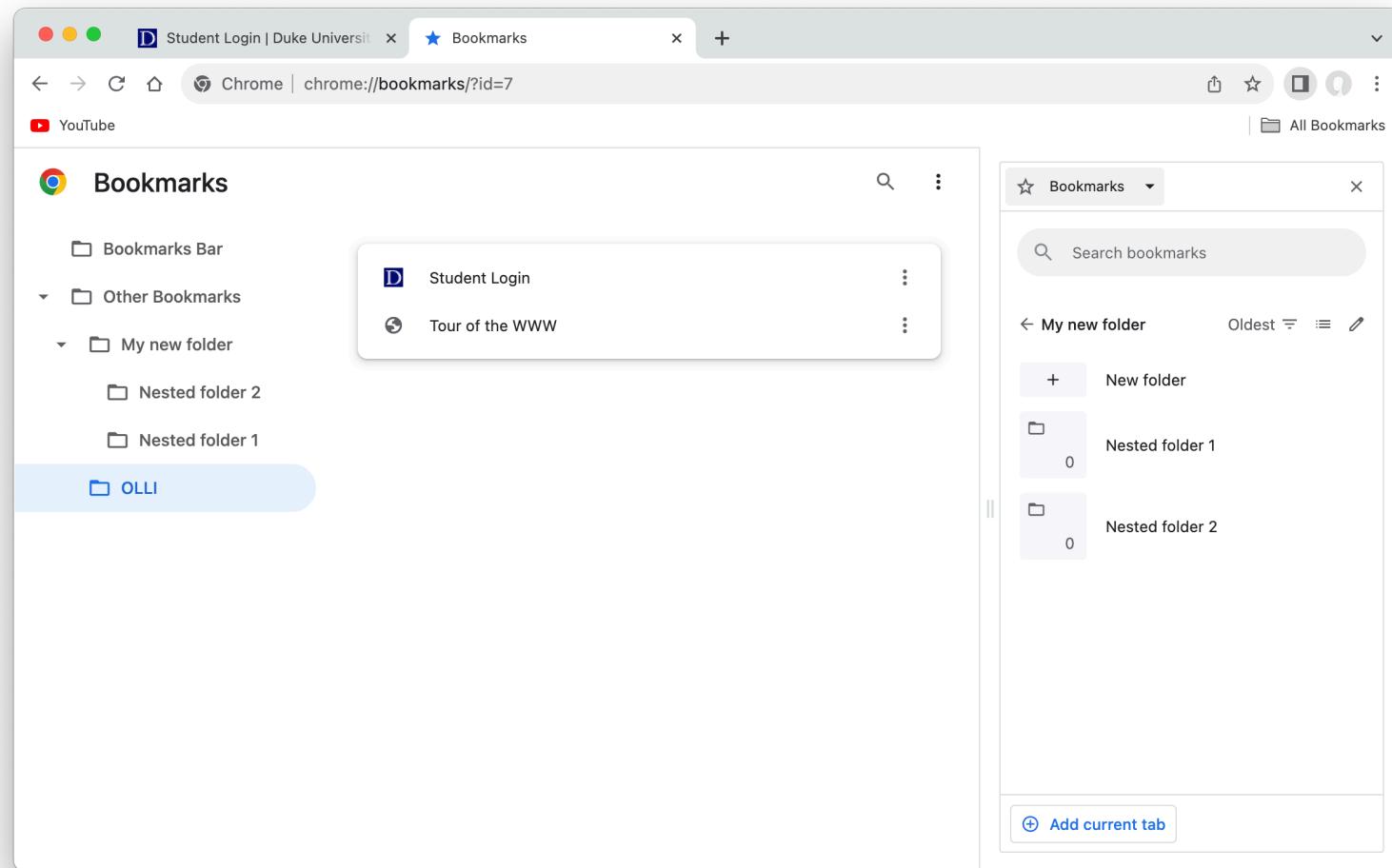
Type “Nested folder 1” and then press the “return” key to change this folder’s name.



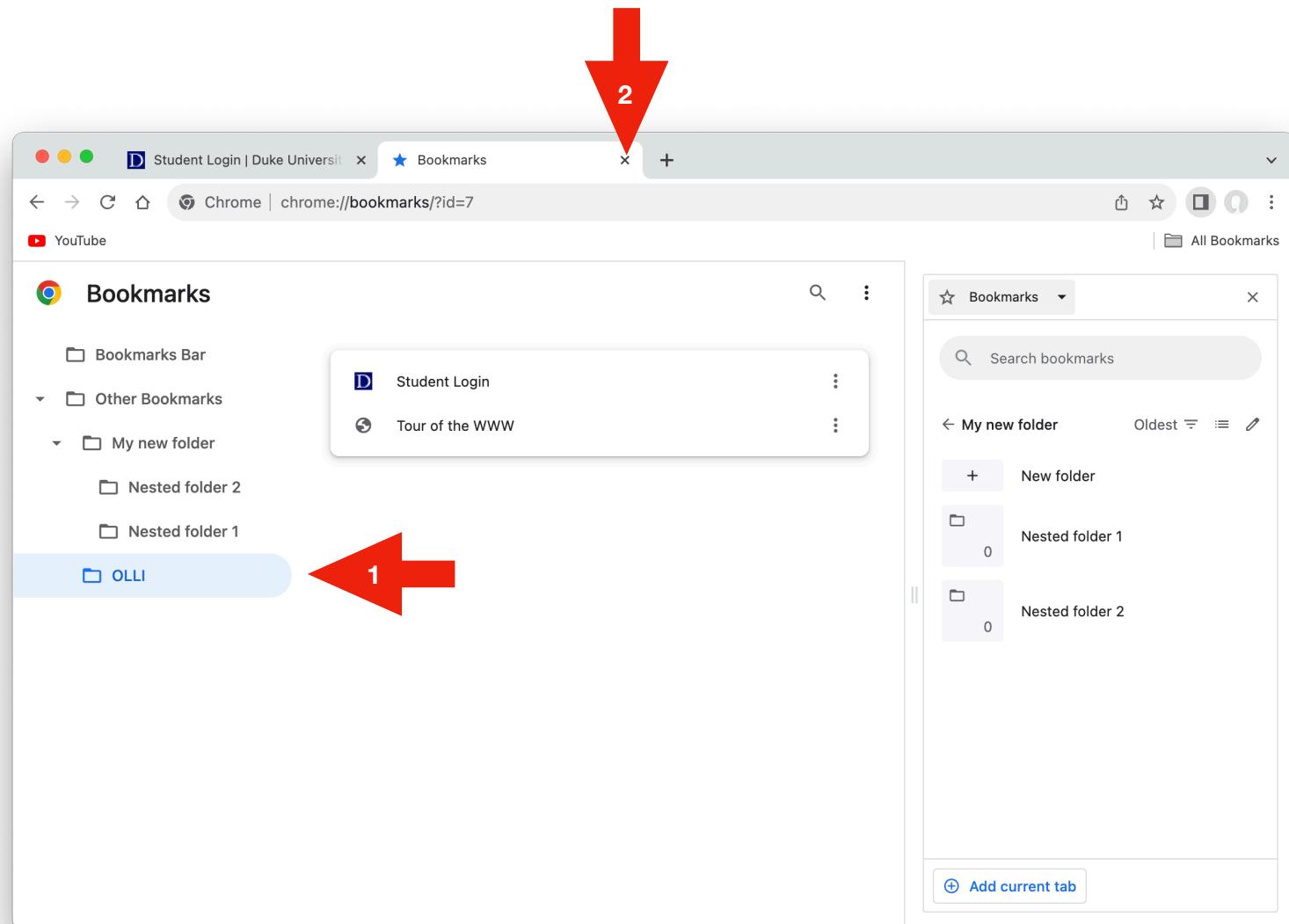
Your browser window should now look similar to the image below. Click the “New folder” item again to create yet another folder and name it “Nested folder 2”.



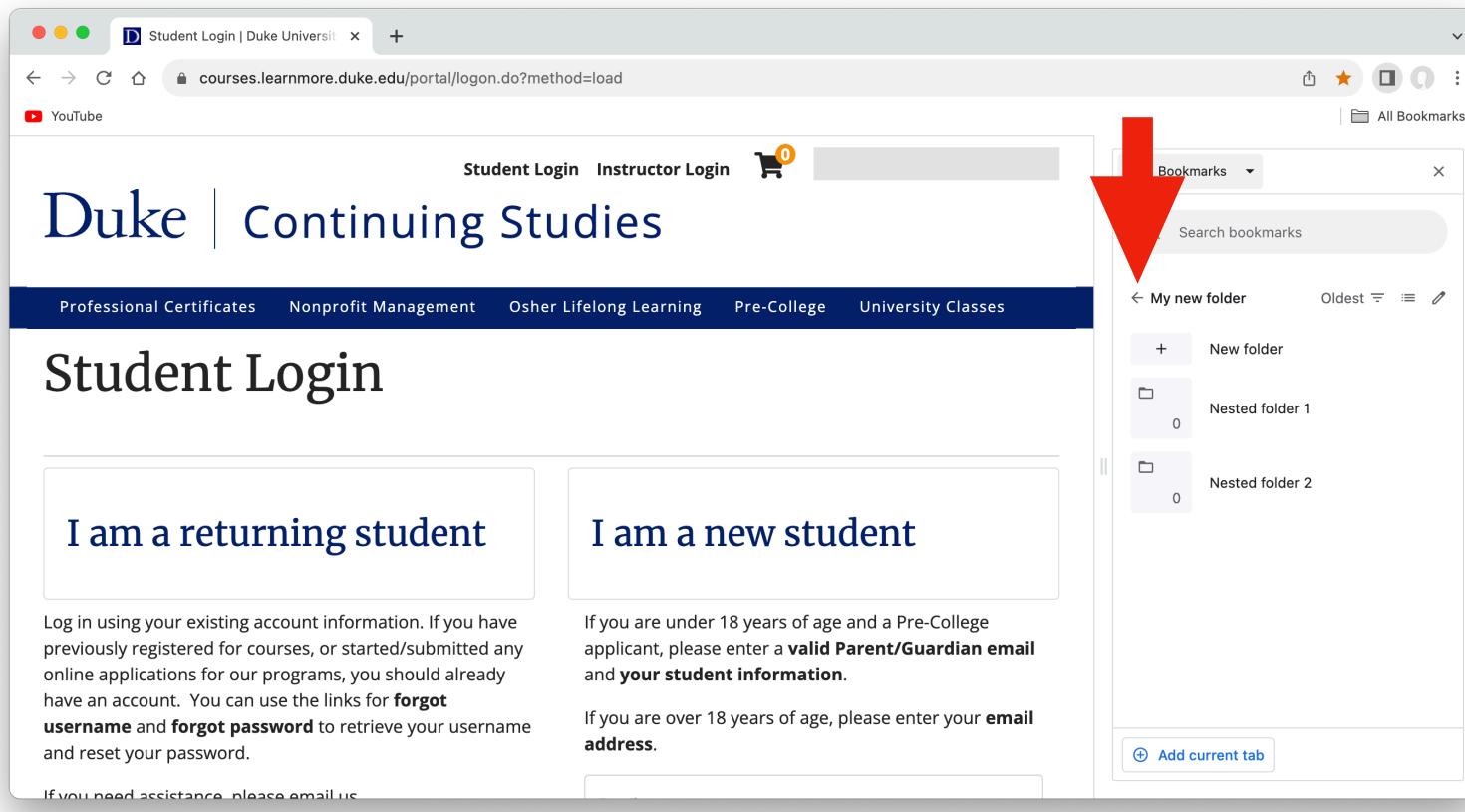
Your browser window should now look like the following image. Creating a folder inside another folder is commonly referred to as “nesting.”



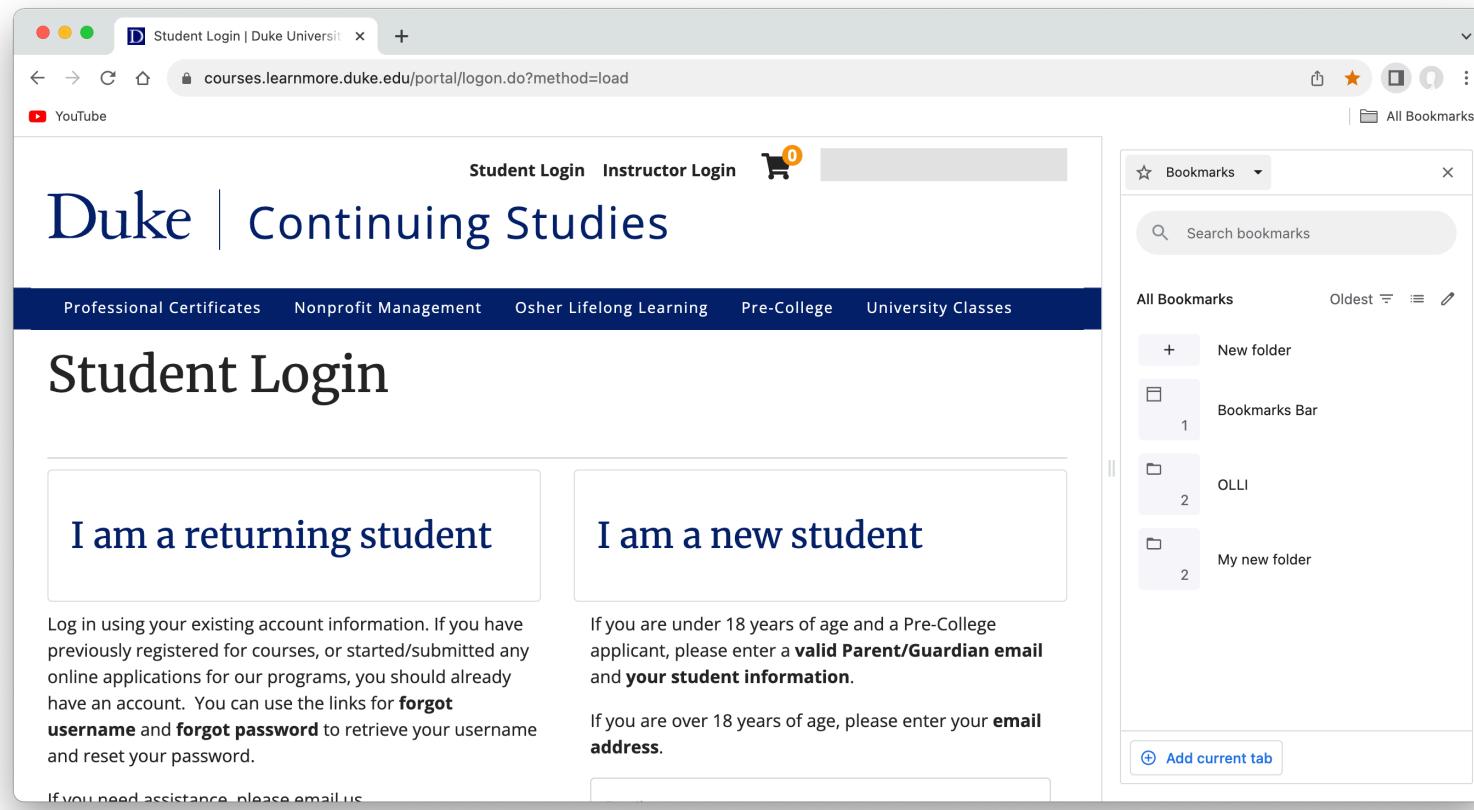
Click on the “OLLI” folder on the left hand side of the window (arrow 1) and then close the Bookmark manager by clicking on the exit icon on it’s tab (arrow 2).



Your browser window should now look similar to the following image. Click on the left arrow icon in the Side panel.

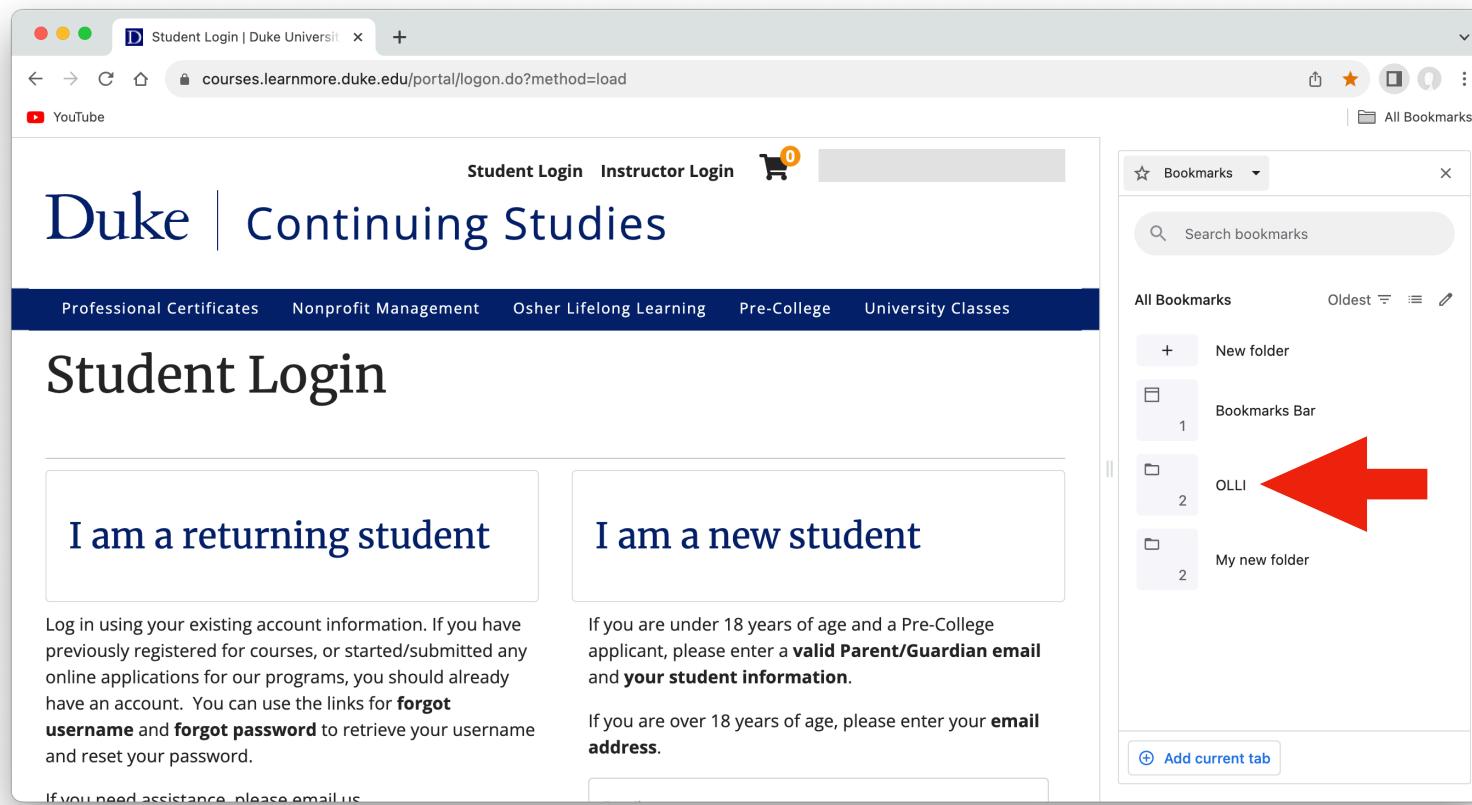


Your browser window should now look similar to the following image.

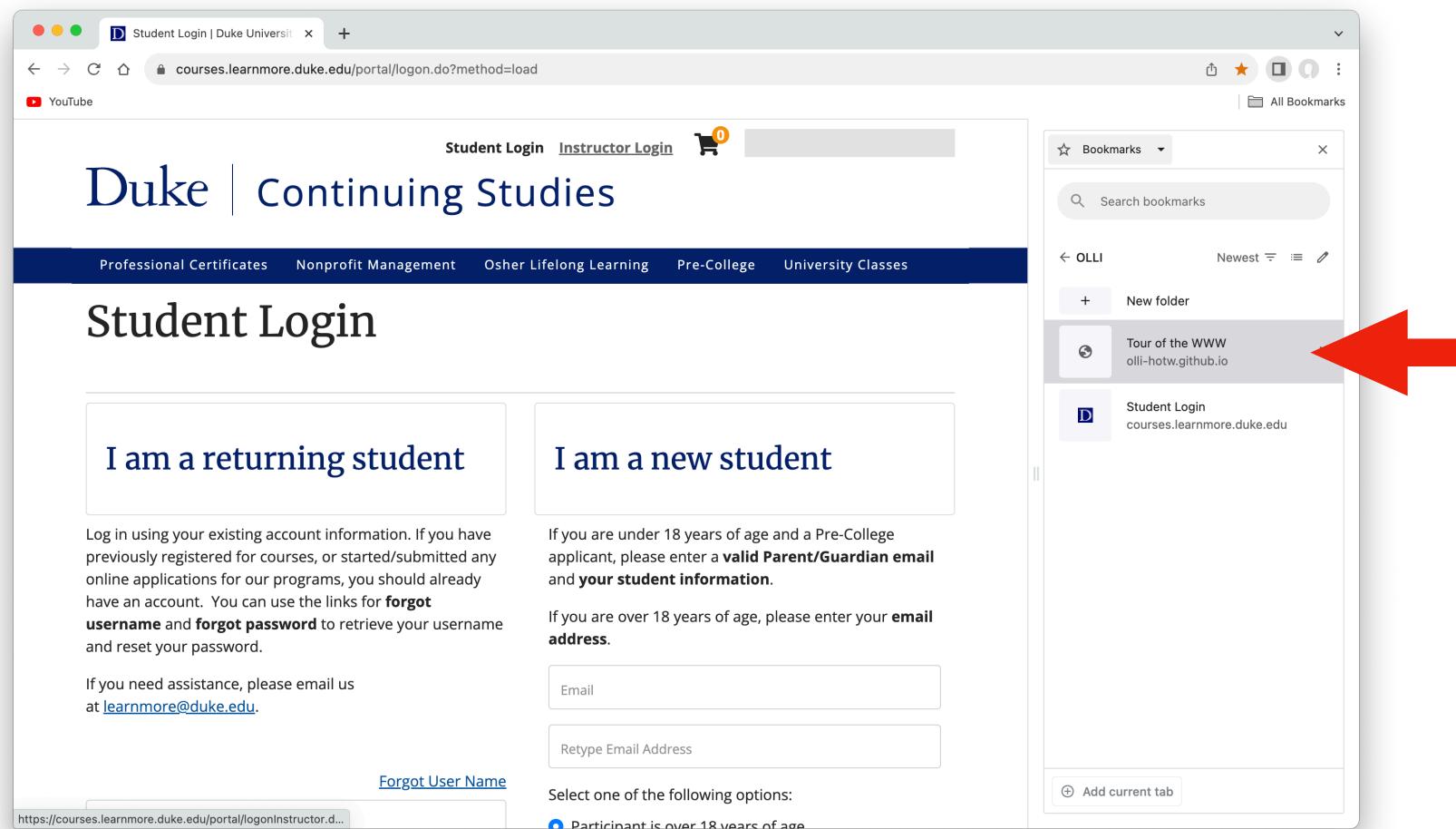


Using the bookmarks

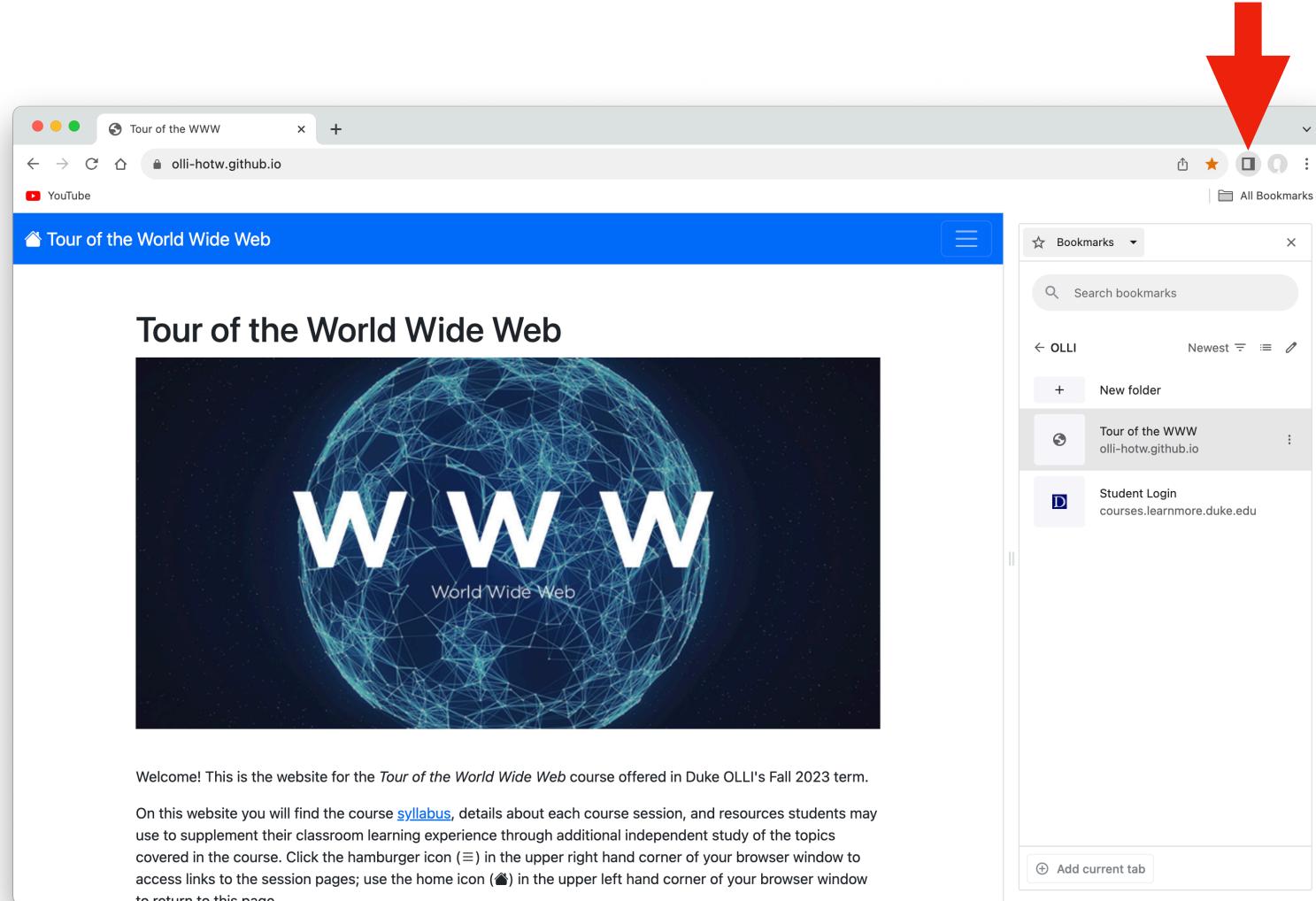
We are now back in the browser tab that has the OLLI student login page loaded. The bookmarks navigation pane is also still visible on the right. We can use controls in this pane to access our bookmarks. Let's use our "Tour of the WWW" bookmark to return to our course website. Click on the "OLLI" item in the bookmarks navigation pane.



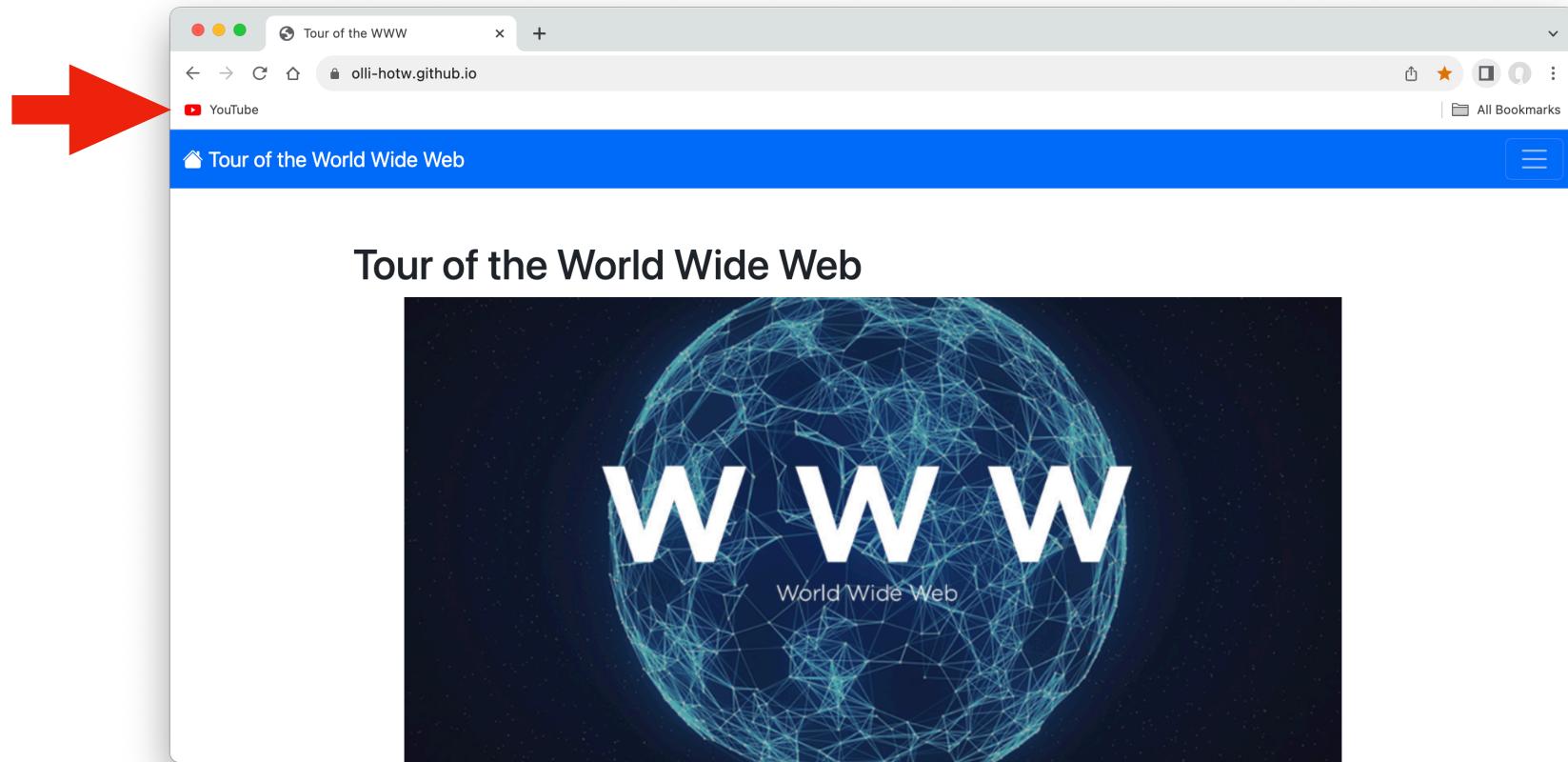
We now see the contents of our OLLI bookmark folder in the pane on the right. Click on the “Tour of the WWW” item in this pane.



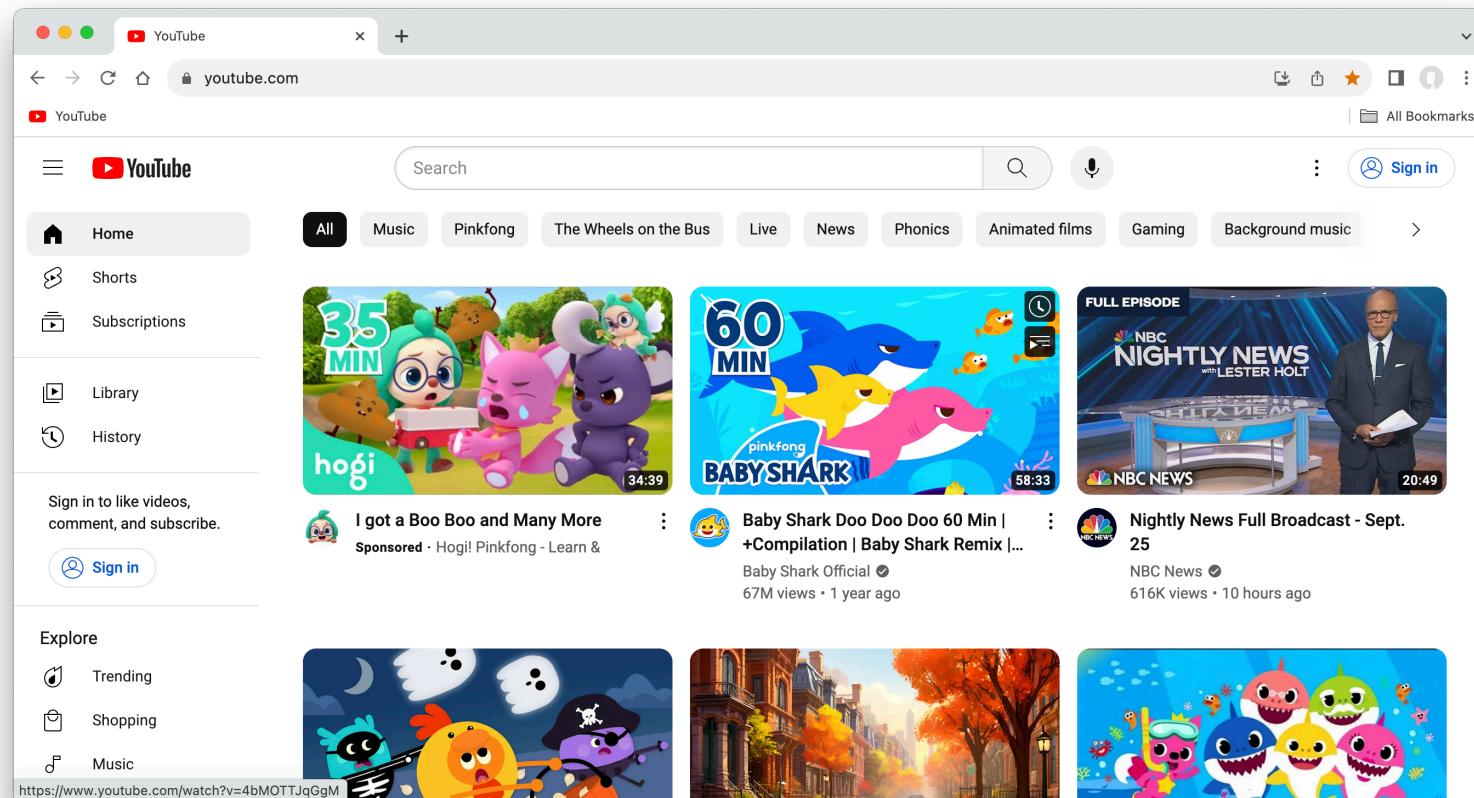
Note that the OLLI student login page is replaced with our course website's home page in the open tab. Let's close the bookmark navigation side panel; we can toggle between this pane being visible and invisible using the "Side panel" icon found to the right of the address bar. Click on the "Side panel" icon found to the right of the address bar.



Your browser window should now look similar to the image below. Click the “YouTube” item beneath the address bar to load YouTube into the browser tab.

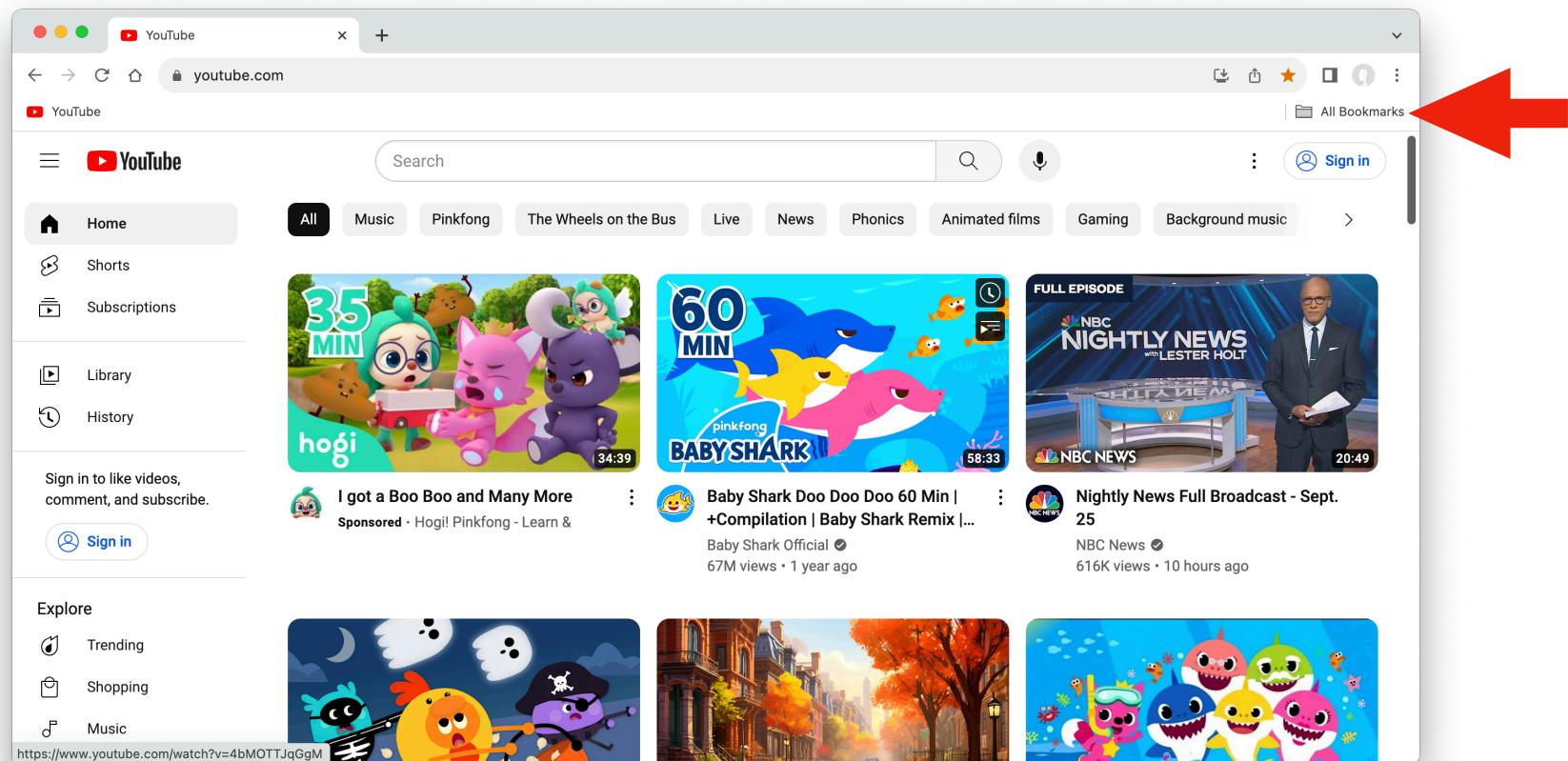


Your browser window should now look similar to the following image.

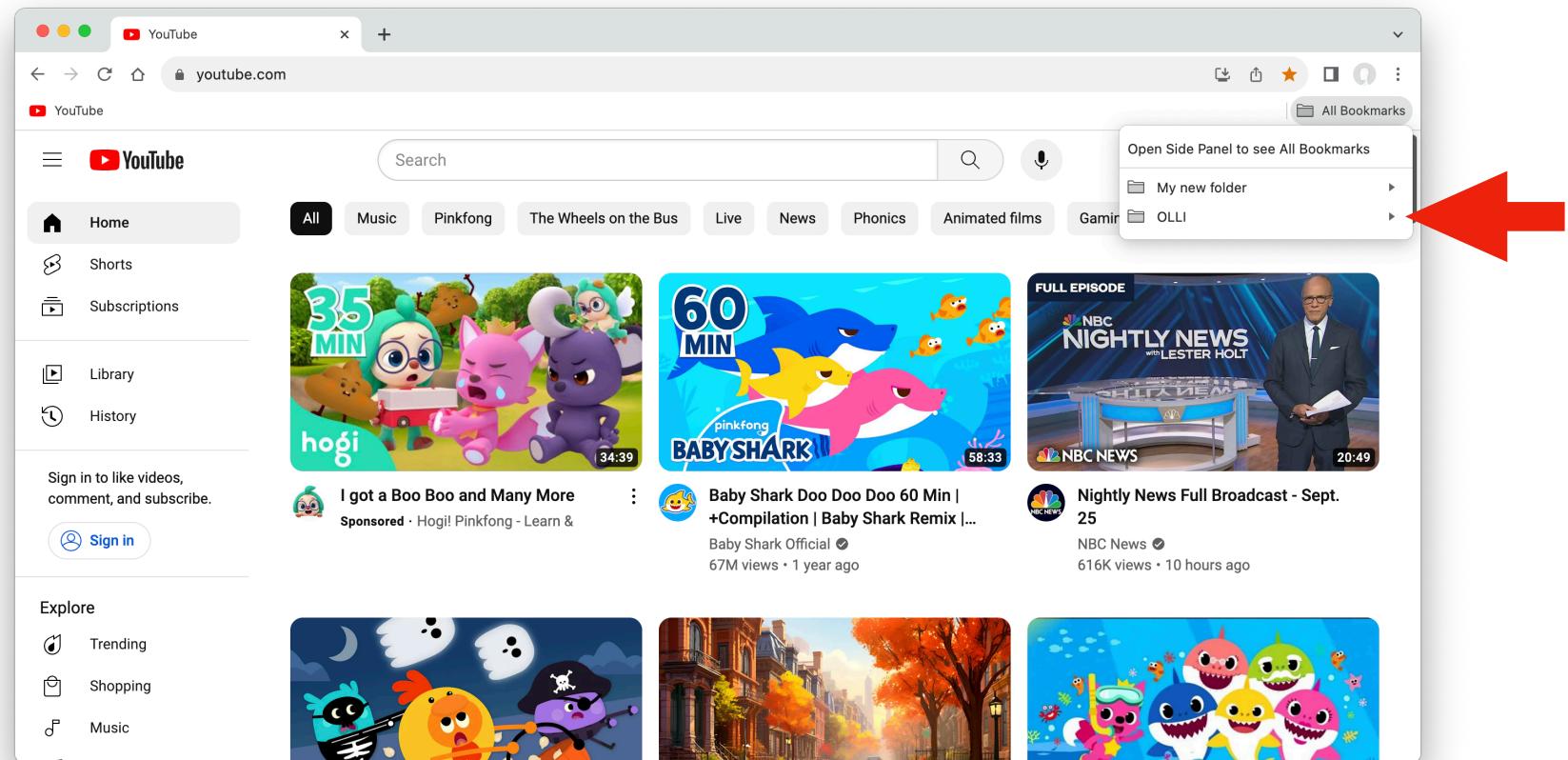


Using the “All Bookmarks” shortcut

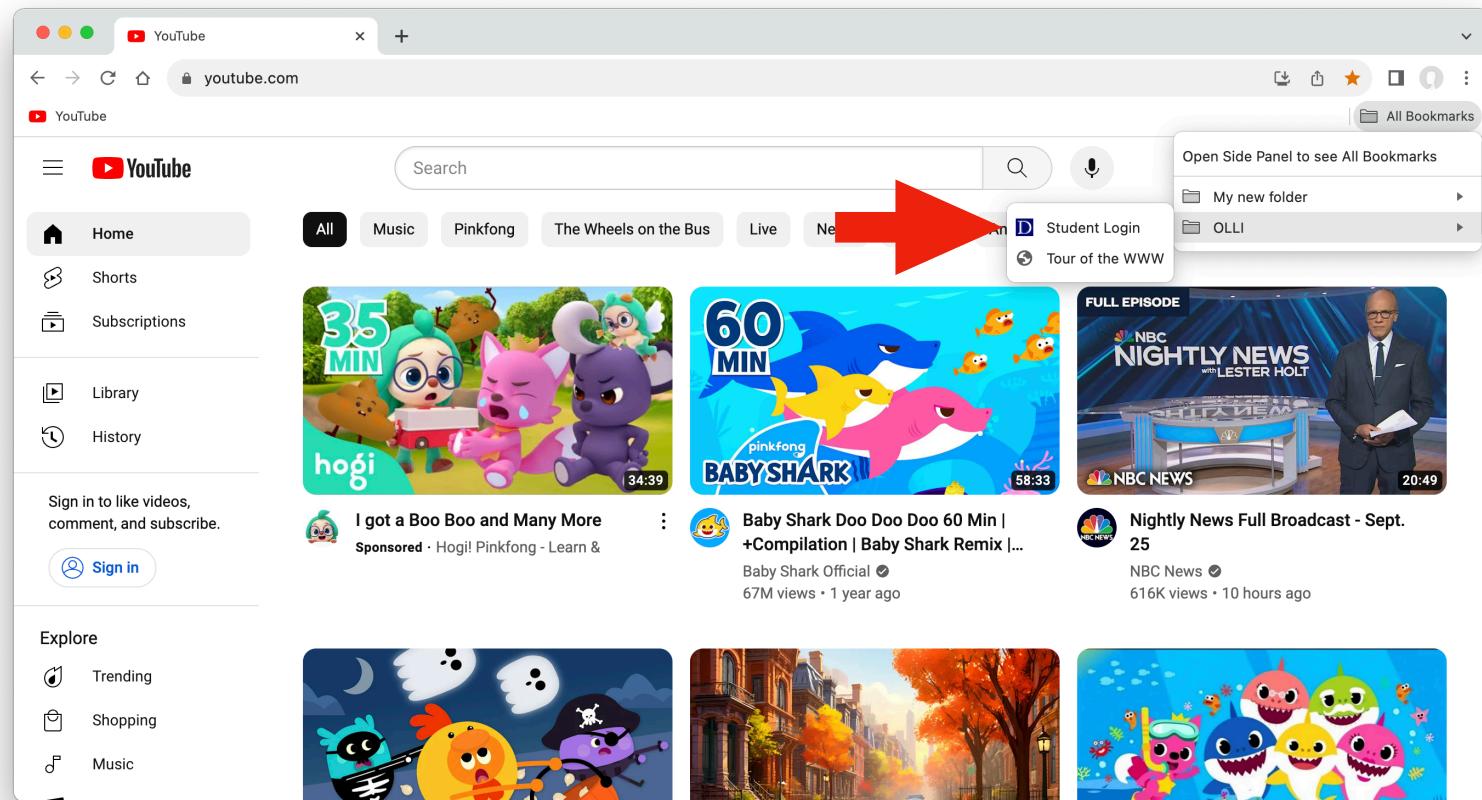
Our window now looks like the image below. When we want to return the OLLI student login page, we can reopen the side panel using the icon we just used to close it or we can use the “All Bookmarks” control found just beneath the “Side panel” icon.



Click on the “All Bookmarks” control to open its popup menu then hover on the “OLLI” item and a submenu will appear showing the contents of the “OLLI” folder we previously created.



Click on the “Student Login” item in this submenu to reload that page.



We are now back to the OLLI student login page in our single browser tab.

The screenshot shows a web browser window with the following details:

- Title Bar:** Student Login | Duke University
- Address Bar:** courses.learnmore.duke.edu/portal/logon.do?method=load
- Toolbar:** YouTube, All Bookmarks
- Header:** Student Login, Instructor Login, Shopping Cart (0)
- Duke Logo:** Duke | Continuing Studies
- Navigation Bar:** Professional Certificates, Nonprofit Management, Osher Lifelong Learning, Pre-College, University Classes
- Main Section:** Student Login
- Returning Student Section:** "I am a returning student".

Log in using your existing account information. If you have previously registered for courses, or started/submitted any online applications for our programs, you should already have an account. You can use the links for **forgot username** and **forgot password** to retrieve your username and reset your password.

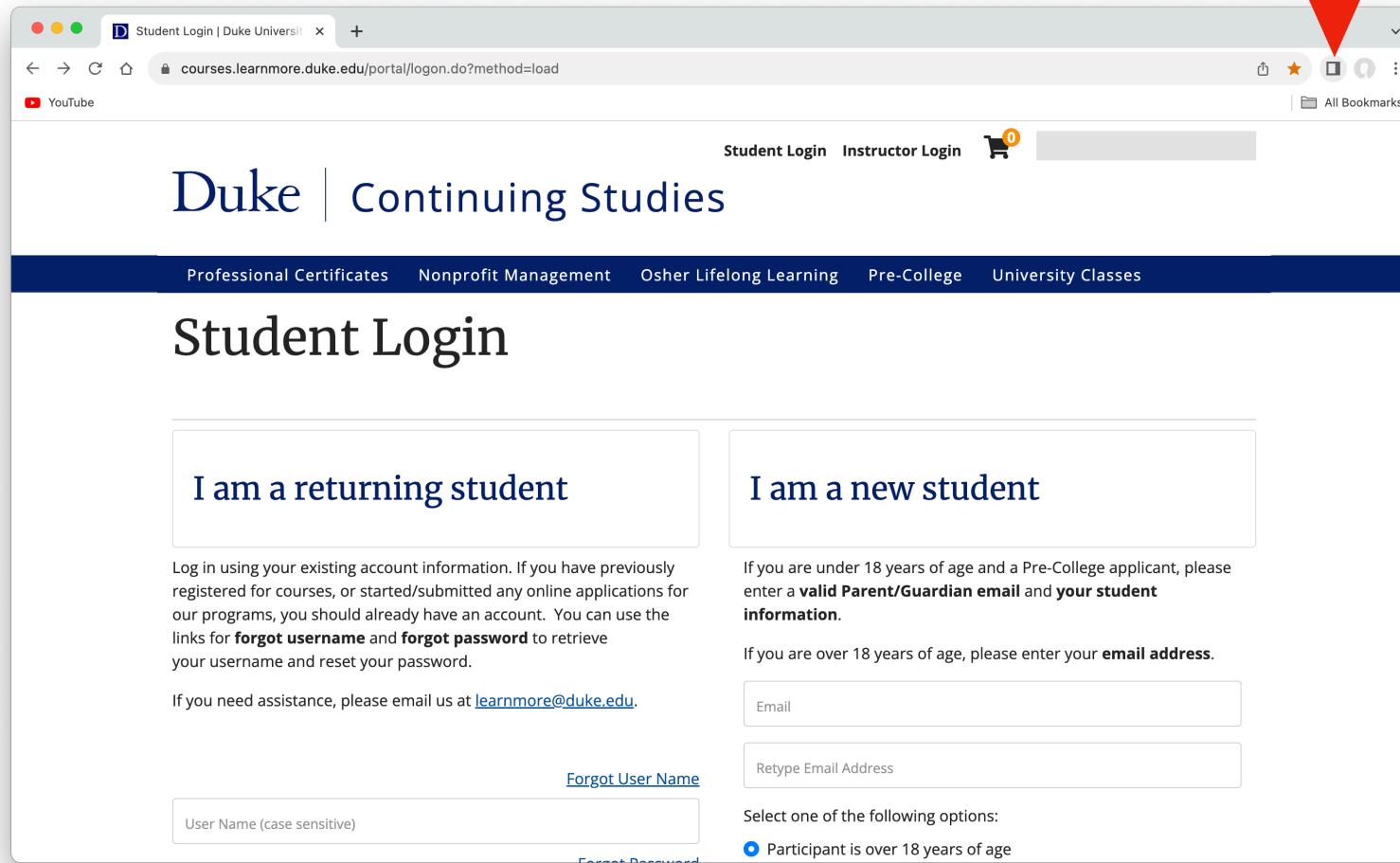
If you need assistance, please email us at learnmore@duke.edu.
- New Student Section:** "I am a new student".

If you are under 18 years of age and a Pre-College applicant, please enter a **valid Parent/Guardian email** and **your student information**.

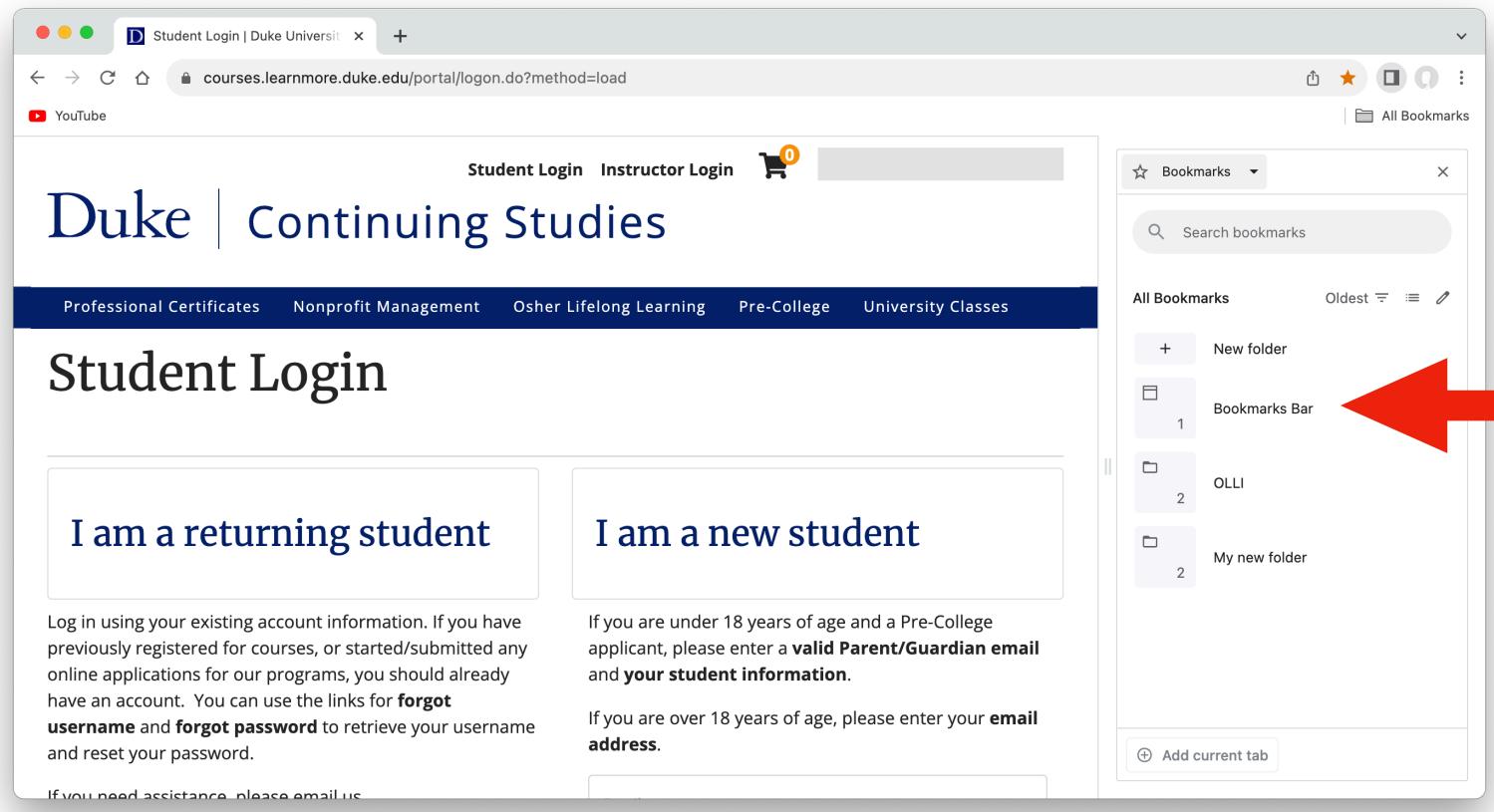
If you are over 18 years of age, please enter your **email address**.
- Form Fields:** Email, Retype Email Address
- Options:** Select one of the following options:
 - Participant is over 18 years of age
- Links:** Forgot User Name, User Name (case sensitive), Forget Password
- Page URL:** https://learnmore.duke.edu

Deleting a bookmark

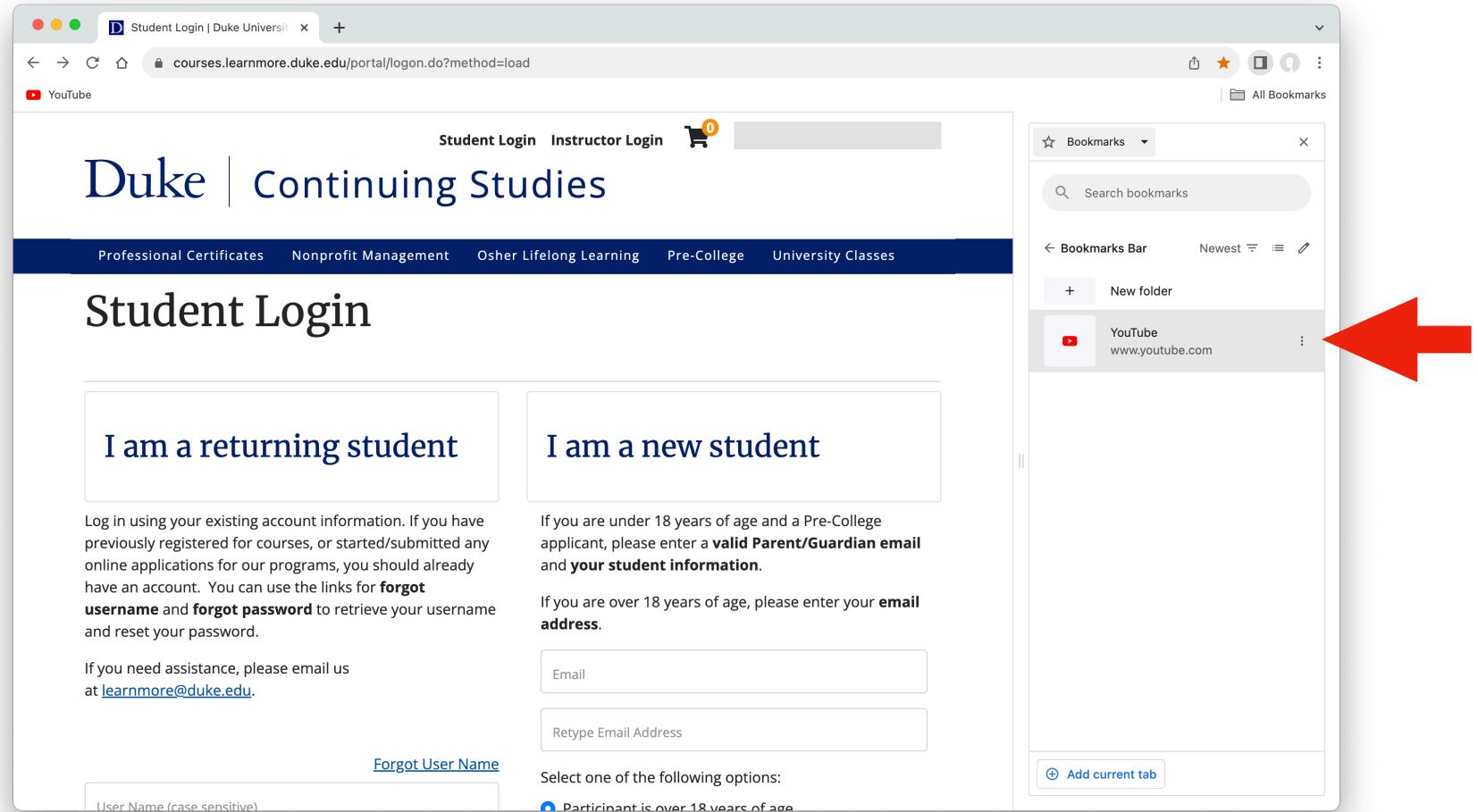
Click the “Side panel” icon to the right of the address bar.



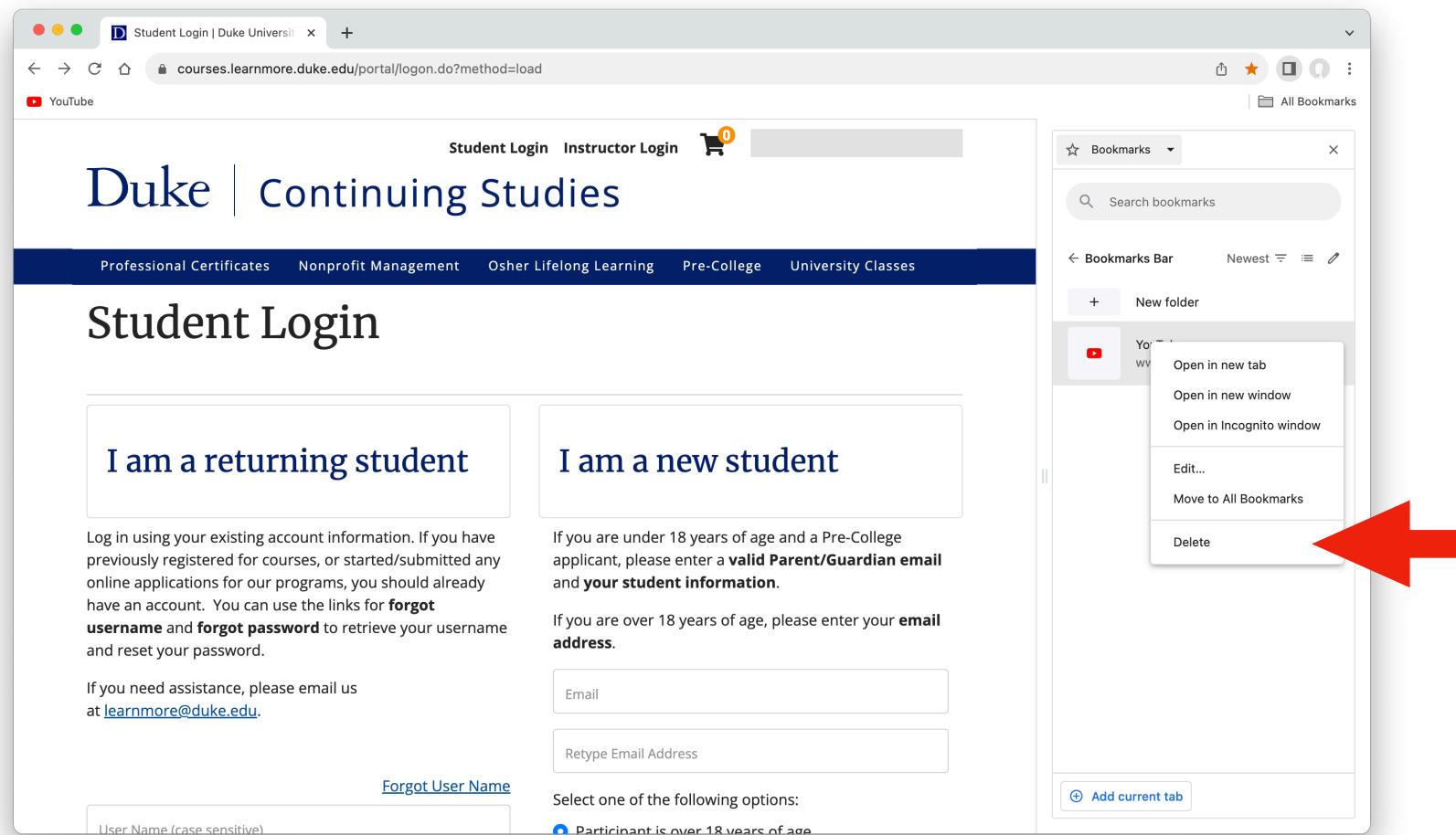
The YouTube bookmark is stored in the “Bookmarks Bar” (a.k.a., “favorites”). Click the “Bookmarks Bar” item in the pane on the right hand side of the window.



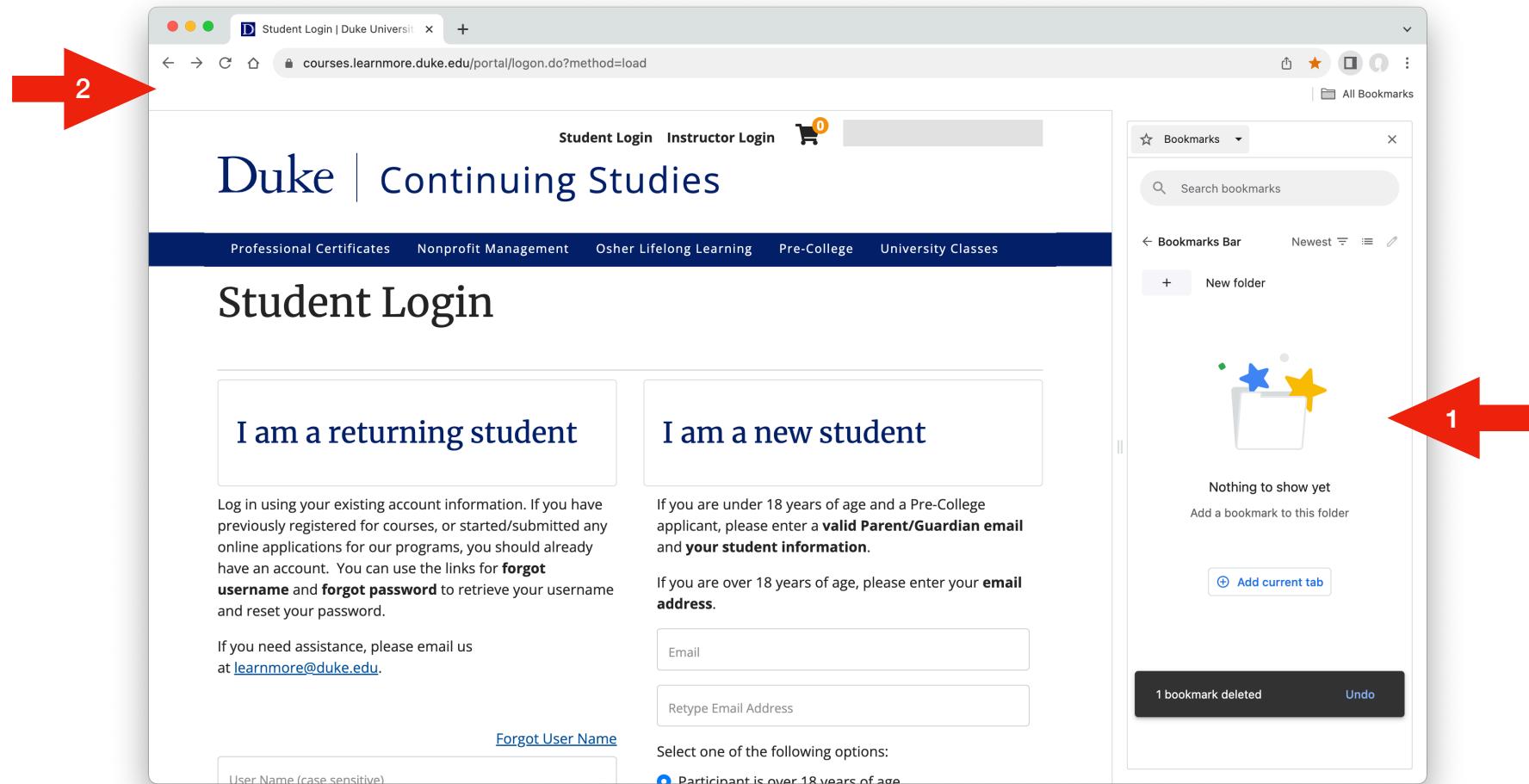
The contents of the “Bookmarks Bar” folder are now visible. Move the mouse cursor over the “YouTube” item; it will turn grey and three vertical dots appear to the bookmark’s right.



Click on the three vertical dots to make a popup menu appear. Click on the “Delete” item at the bottom of the popup menu.

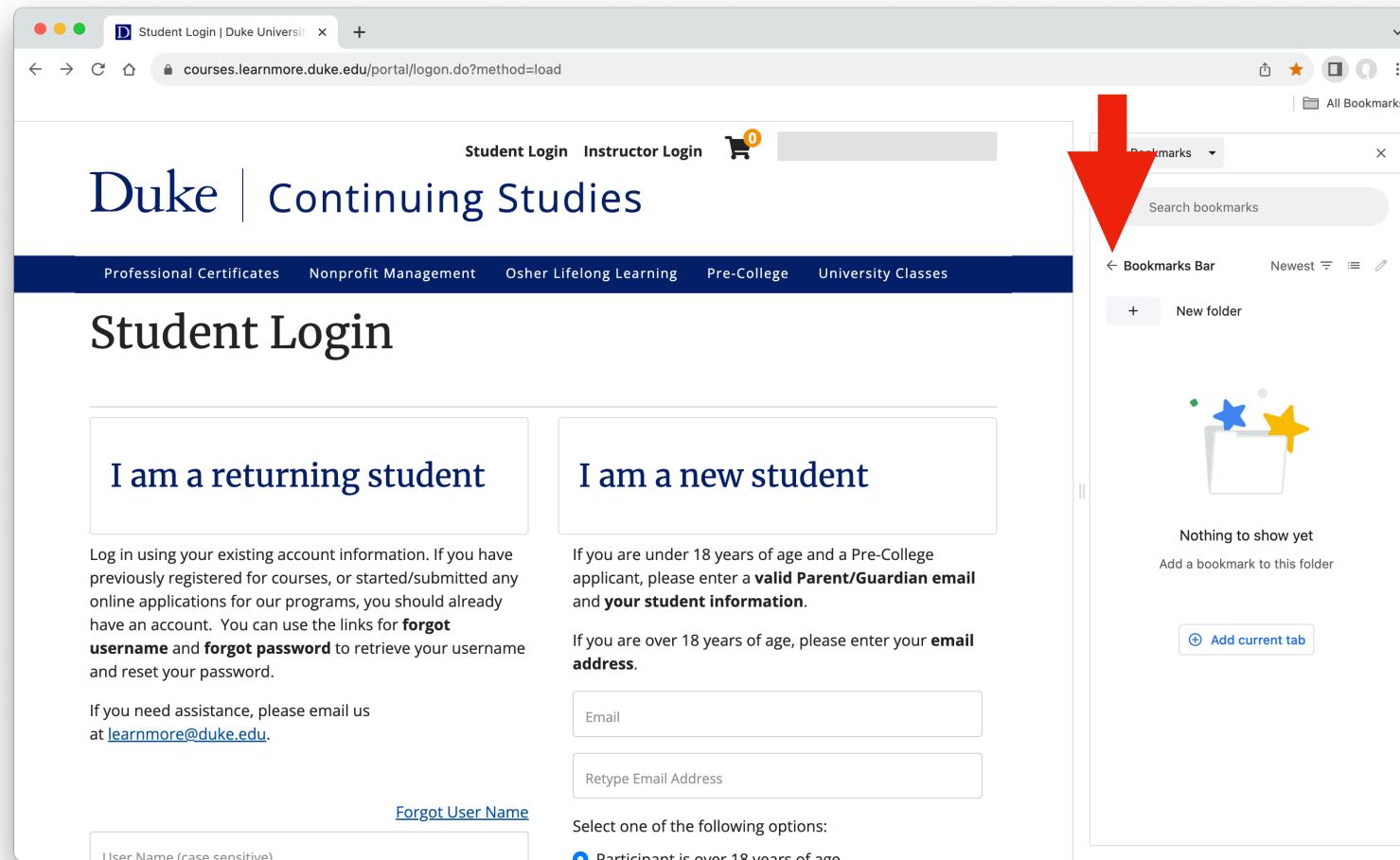


Note that the “YouTube” bookmark has been removed from in the “Side bar” pane (arrow 1) and from the (“favorites”) area beneath the address bar (arrow 2).

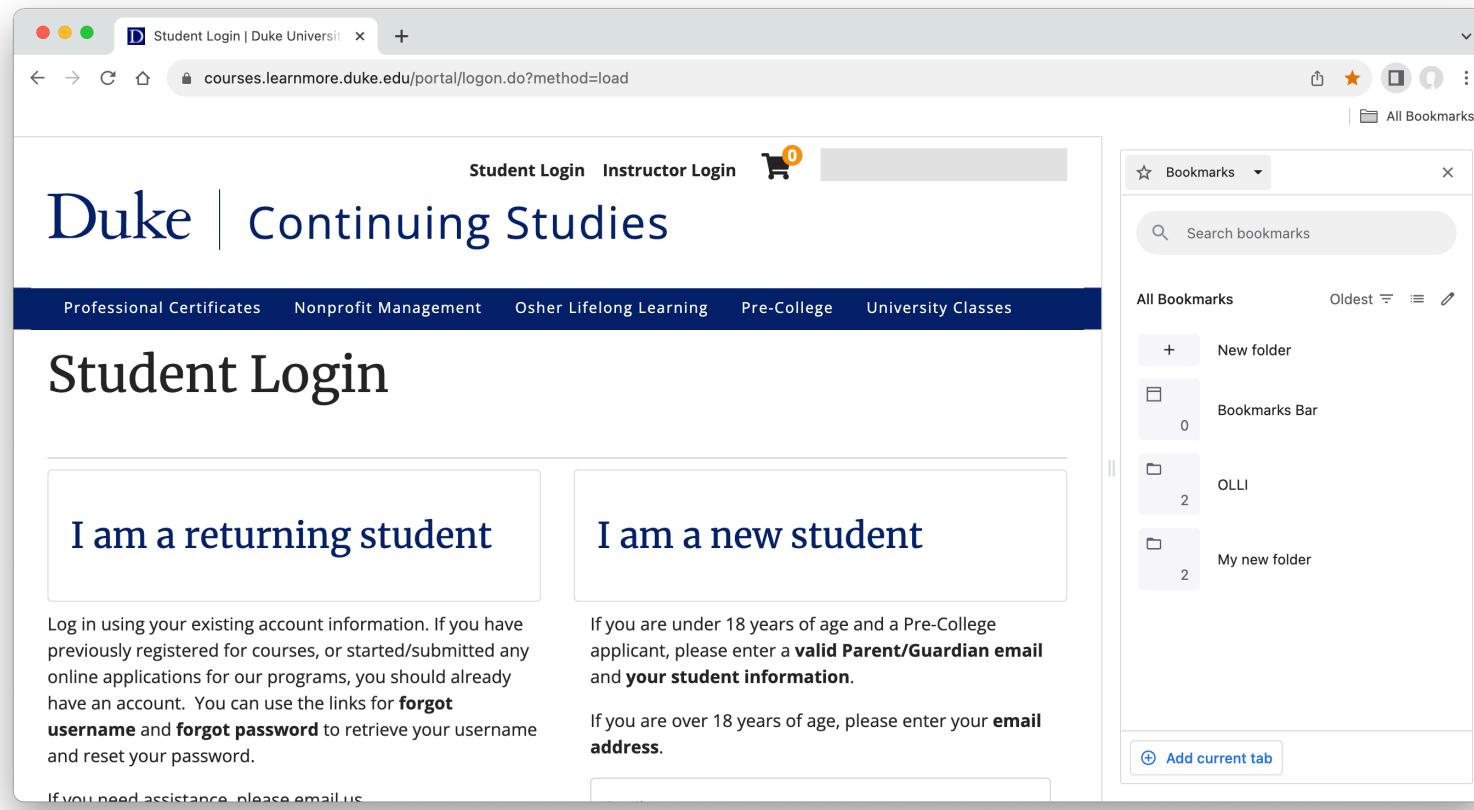


Deleting a folder

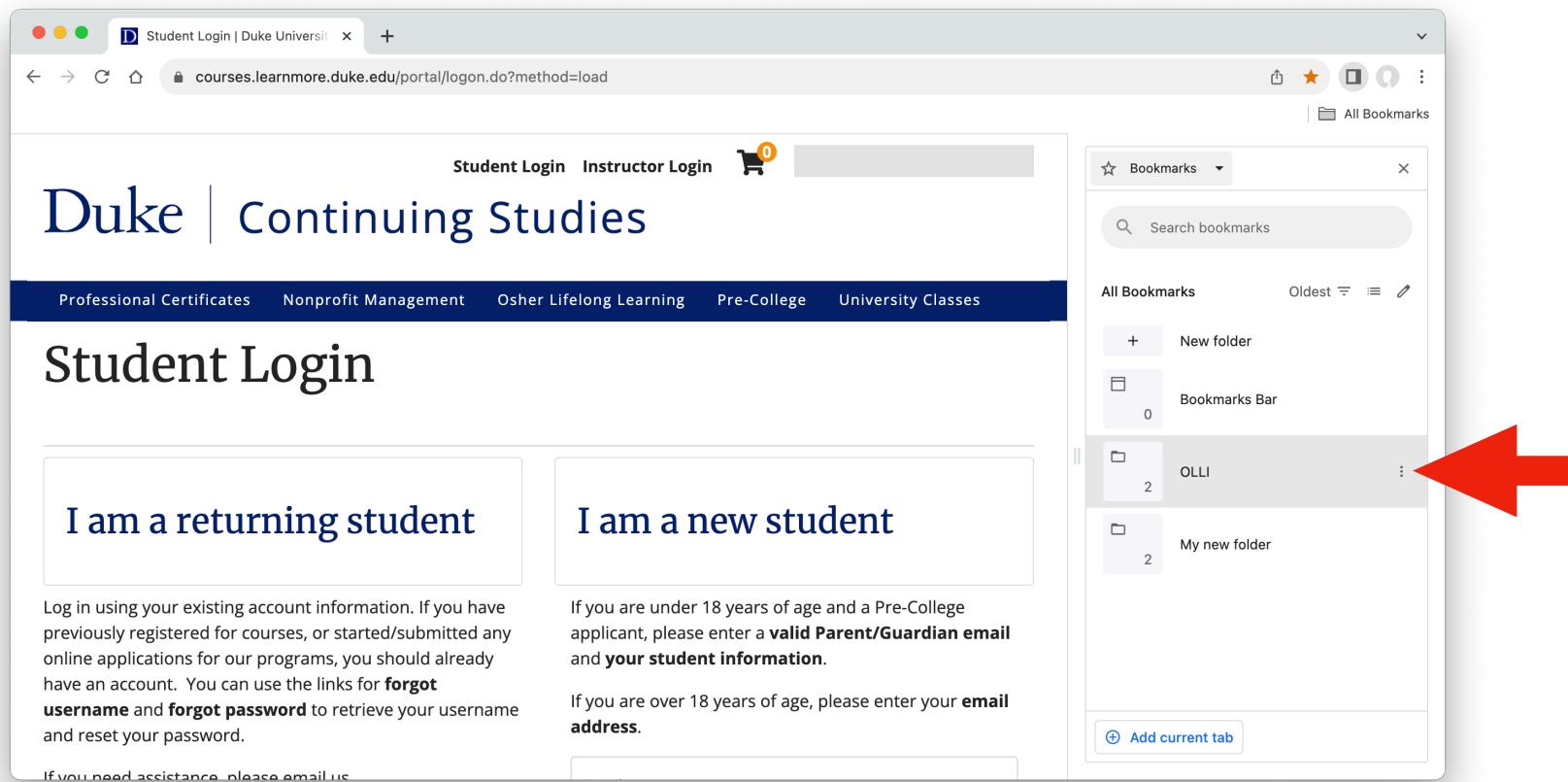
Click on the left arrow icon found to the left of the “Bookmarks Bar” item in the Side bar pane to “move up a level” in our folders view inside the “Side panel”.



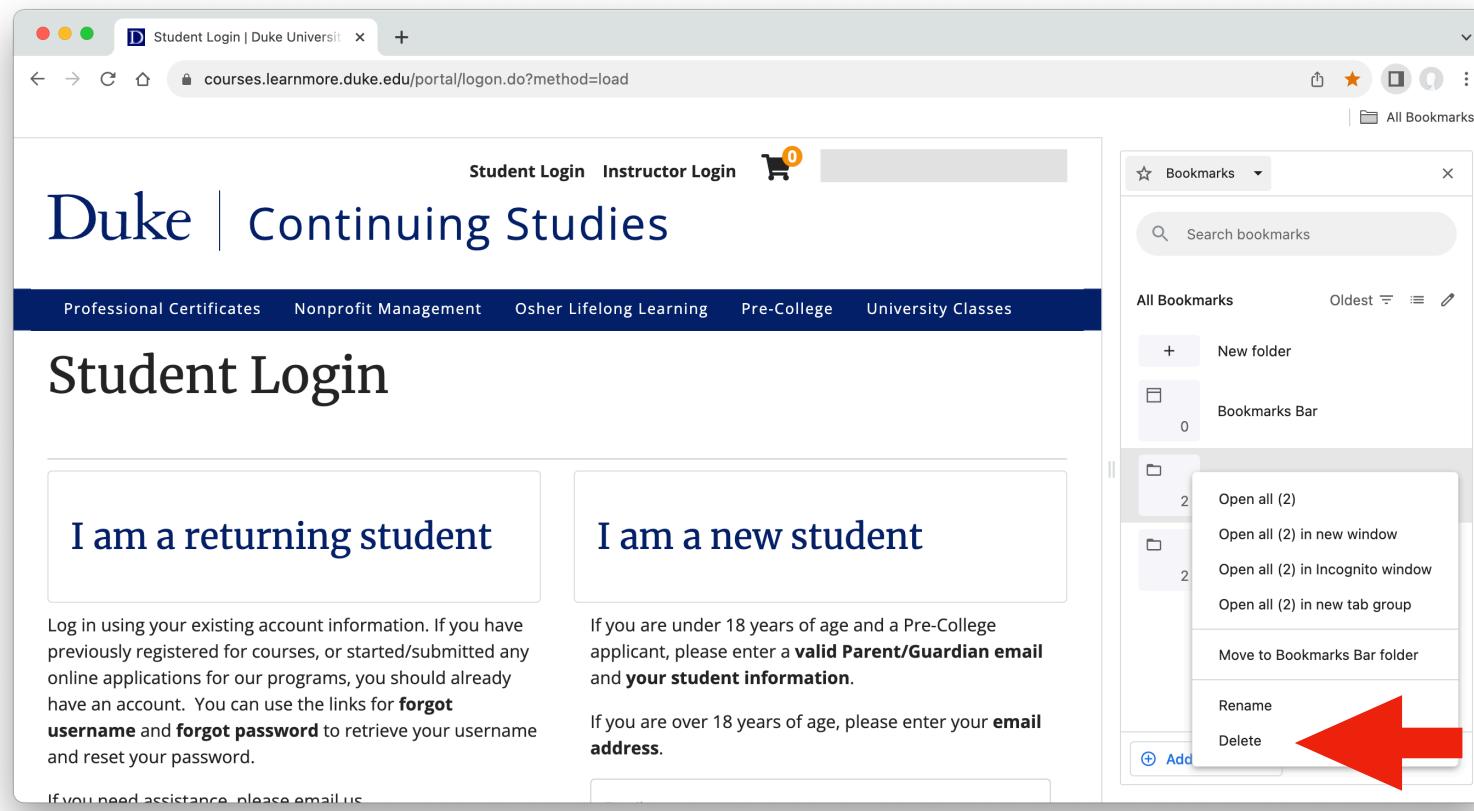
To delete the “OLLI” folder, hover the mouse cursor over the “OLLI” folder item in the “Side panel” view. The item will turn grey and three vertical dots will appear to the right hand side of the “OLLI” folder item.



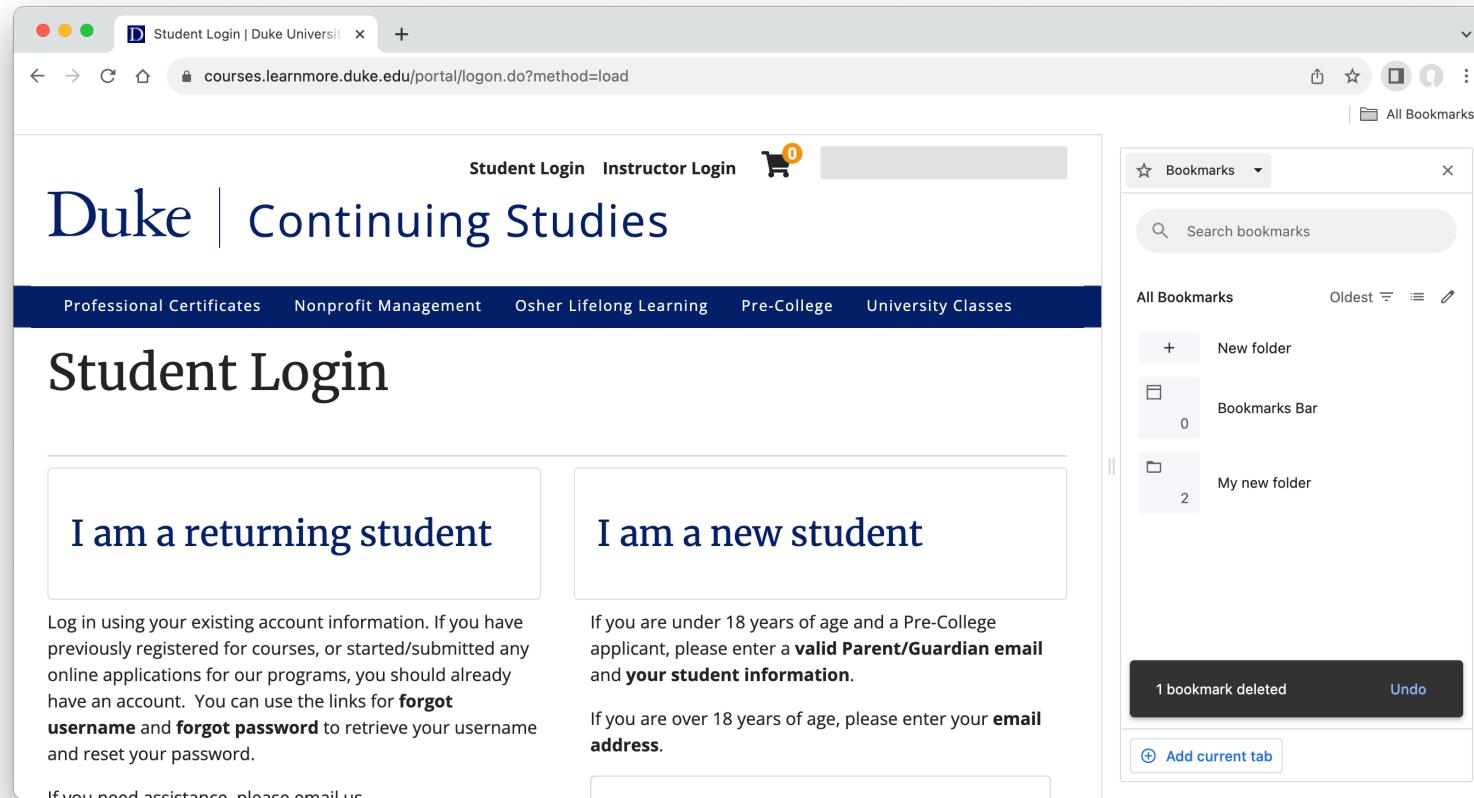
Click on the three vertical dots found to the right of the “OLLI” folder to make a popup menu appear.



Click on the “Delete” item found at the bottom of the popup menu.

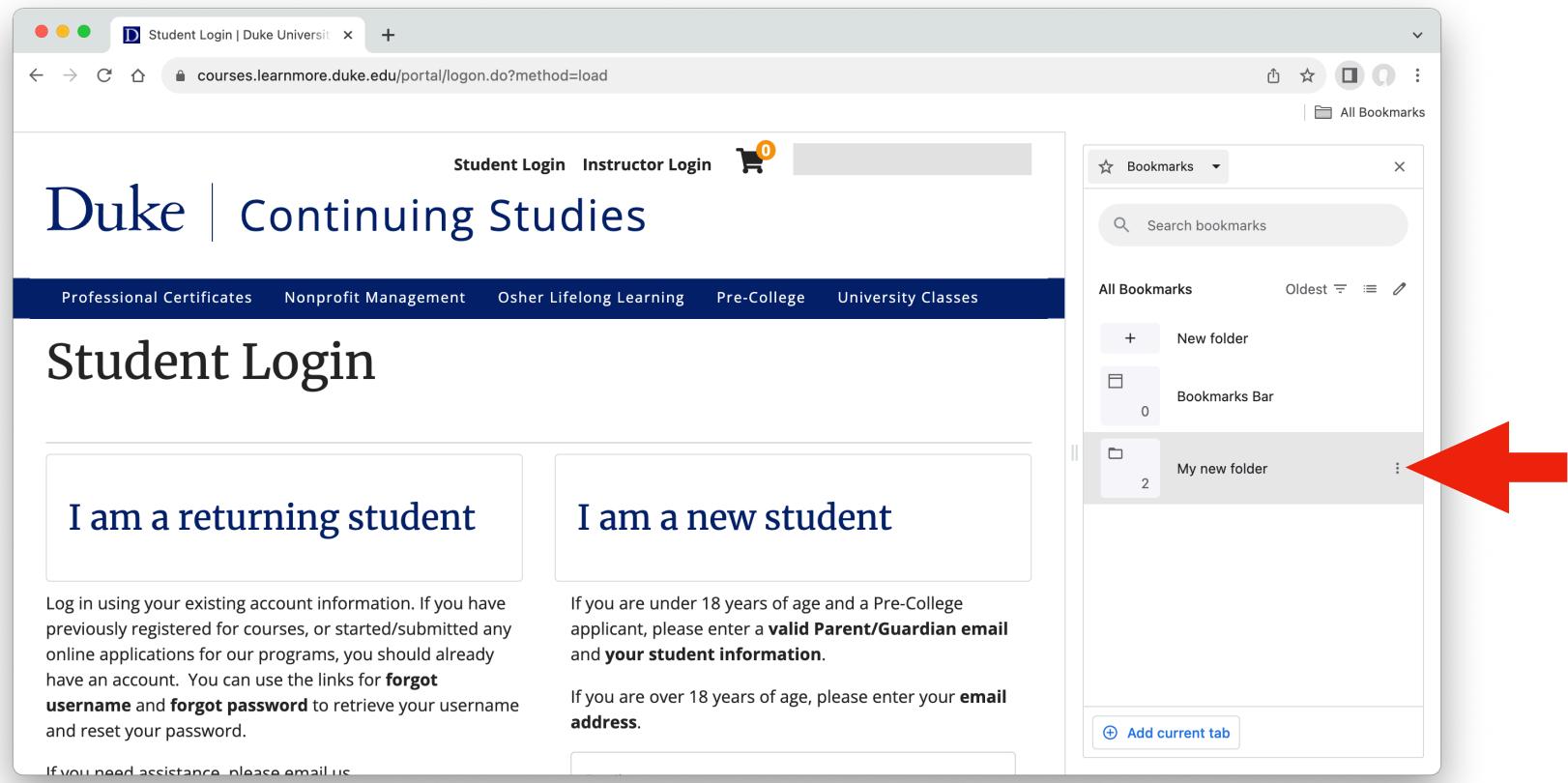


Note that the “OLLI” folder has been removed from the “Side panel” view.

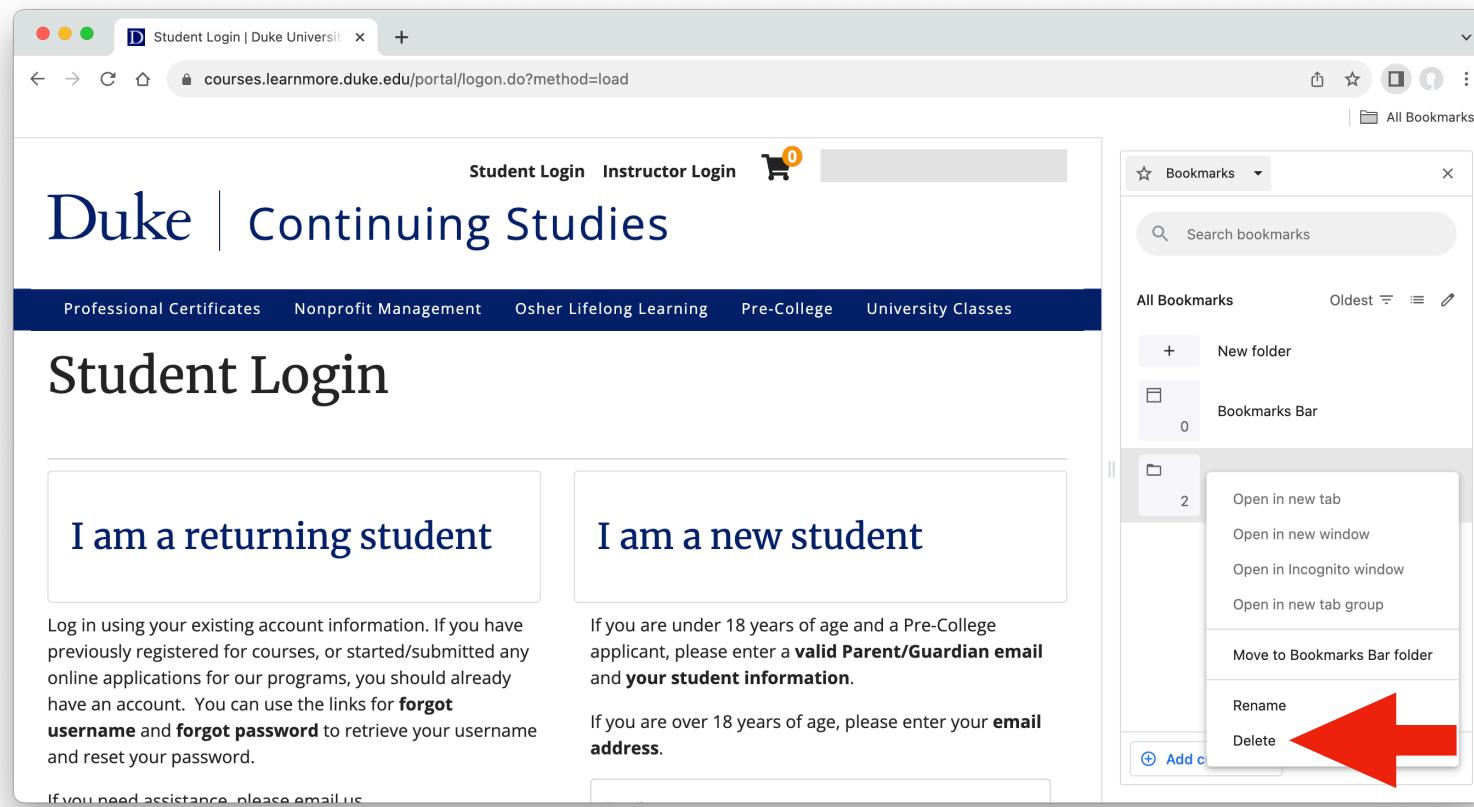


IMPORTANT: When you delete a bookmark folder, its contents are deleted as well. Move any bookmarks in a folder you are about to delete before you delete the folder containing those bookmarks.

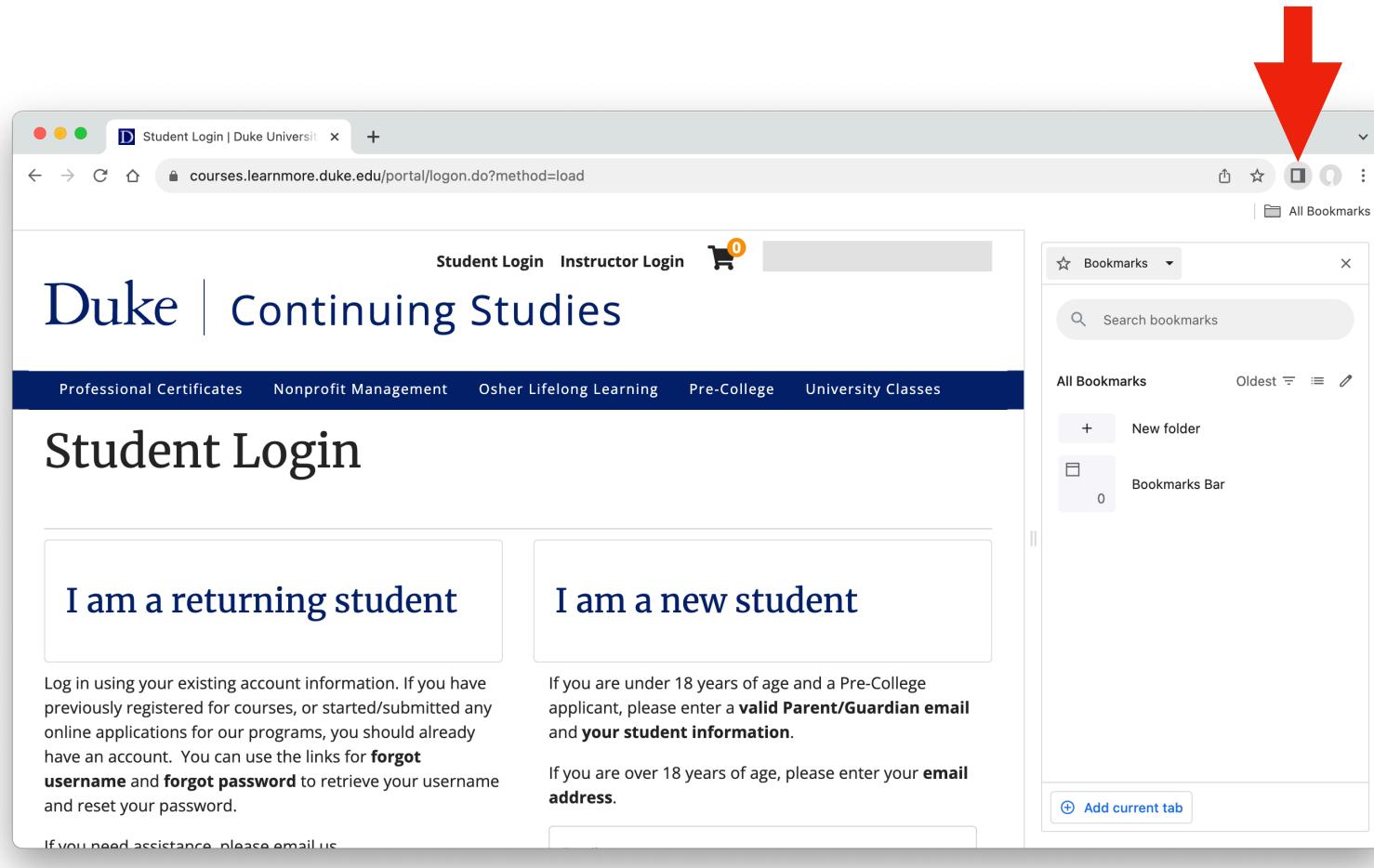
Move the mouse cursor over the “My new folder” item in the Side panel. Click on the three vertical dots that appear.



Click on the “Delete” item found at the bottom of the popup menu.



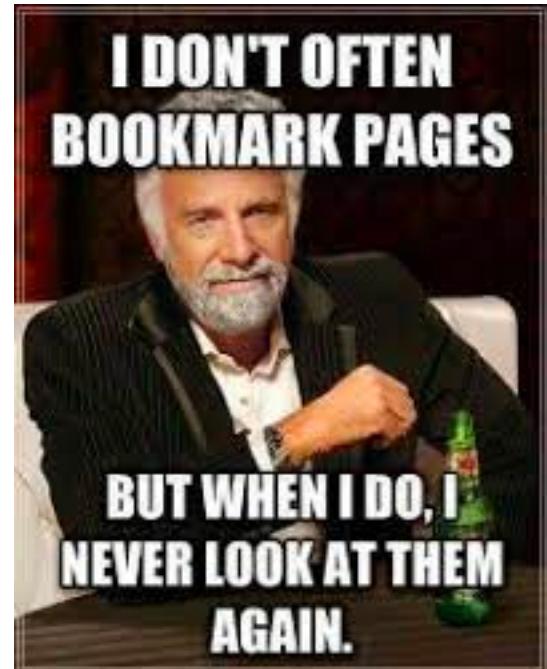
Your browser window should now look similar to the following image. Click the “Side panel” icon to close the side panel view.



If you managed to successfully complete all of the above steps using Chrome on your computer, congratulations!

If you now feel like you have a sufficient understanding of the basics of using browser bookmarks, continue to practice by creating bookmarks for websites and web pages you visit regularly. Organize them into folders if you desire.

If you prefer to use a web browser other than Chrome, try applying your new understanding of bookmarks to create and organize bookmarks to your favorite websites and web pages using your preferred browser. In the “Additional Resources” section below, there are links to documentation on how to use bookmarks with Apple’s Safari browser and Microsoft’s Edge browser as well as Google’s Chrome browser.



Additional Resources

Google Chrome

Chrome is supported on multiple types of devices. However, the controls you use are somewhat different across devices. Below are links to Google's bookmark help documentation for each type of supported device.

- [On a computer \(desktop or laptop\)](#)
- [On an iPhone or an iPad](#)
- [On an Android device](#)

You can install Chrome on an iPhone or iPad via the App Store. You can install Chrome on an Android device via the Google Play Store.

Apple Safari

Safari is supported on Mac computers, iPhones, and iPads. However, the controls you use are somewhat different across devices. Below are links to Apple's bookmark help documentation for macOS and iOS type devices:

- [On a Mac computer](#)
- [On an iPhone](#)
- [On an iPad](#)

Note: Apple does not support Safari on Windows or Android devices.

Microsoft Edge

Note: bookmarks in Edge are called “favorites”.

Microsoft’s help documentation for Edge appears to be limited. Here are the only references to “favorites” I found on Microsoft’s Edge help site:

- [Add a site to favorites](#)
- [Organize favorites](#)
- [Open the entire favorites bar](#)

Here is the URL for Microsoft’s Edge help site: <https://support.microsoft.com/en-us/microsoft-edge>

The following YouTube video tutorials may be a useful references:

- [How to use Favorites in Edge](#)
- [How to add BOOKMARKS and FAVOURITES in MS EDGE?](#)
- [Microsoft Edge Tutorial - Beginner's Training Guide](#)