



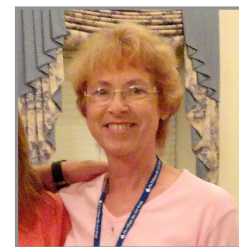
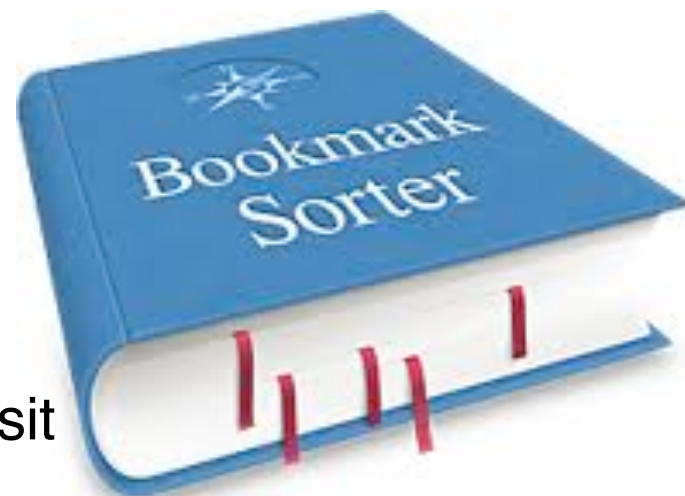
USING SAFARI BOOKMARKS - BASICS

Bookmark your favorite web sites so you can quickly find & open them.

Keep track of web sites you may only want to visit from time to time.

It's easy. Save them!

Store them in Folders - Organize them.



Shirley Land
2/28/2018



Common Questions:

Have you saved dozens of websites to your Favorites Bar?

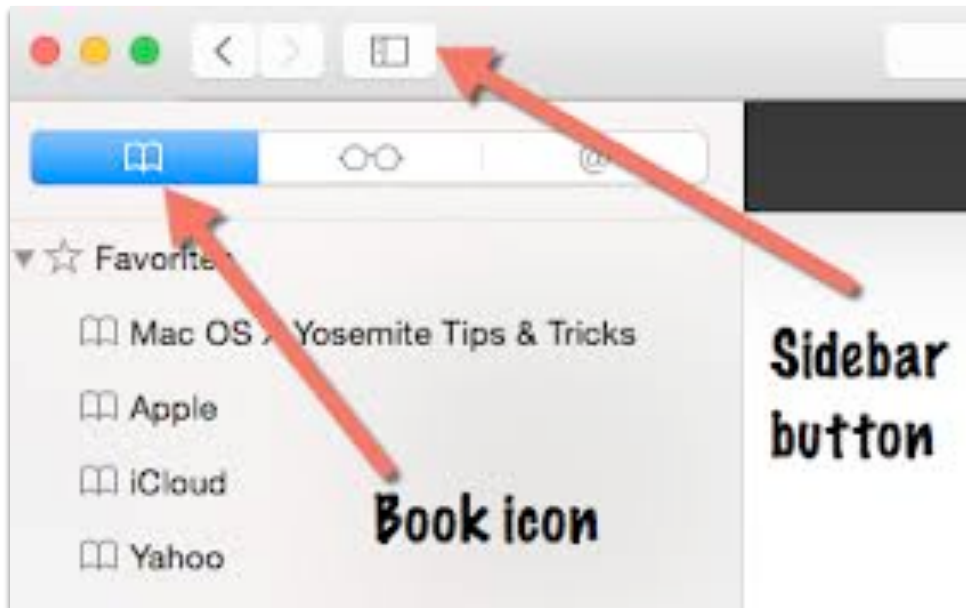
Or to your Bookmarks Menu, in no particular order?

Can't find those websites?

Easy to Fix, if you follow this tutorial.



1. Create Folders to organize your Websites.
2. Edit website names to shorten and simplify.
3. Rearrange websites alphabetically within each newly named Folder.
4. Drag & drop those websites (using "Edit BM" page, (refer to Pages 4, 5, 6)).



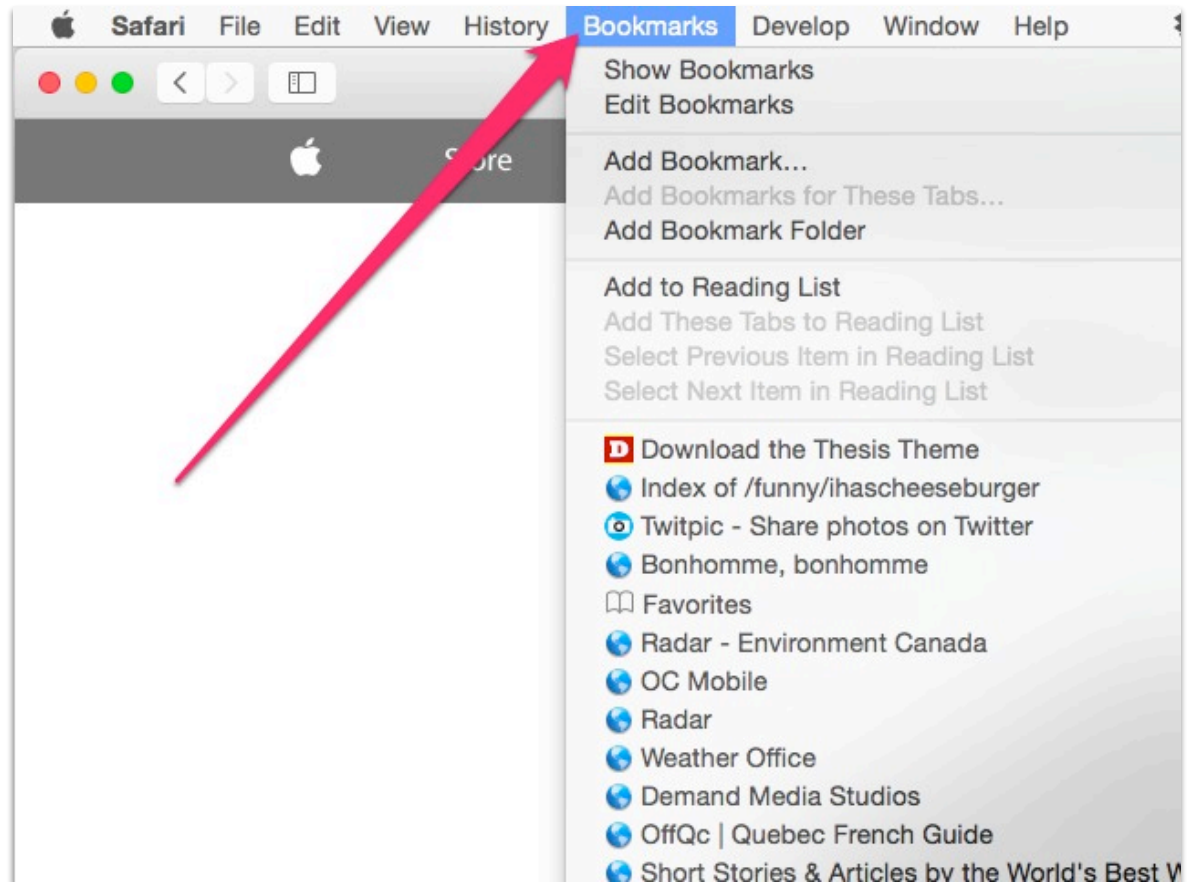
Open Safari > Choose Bookmarks icon in Toolbar to open & close Sidebar.

Or, select “View” in Toolbar menu, scroll down for extra choices.



Organize your bookmarked websites.

From Safari Toolbar menu, choose “Add Bookmark Folder”



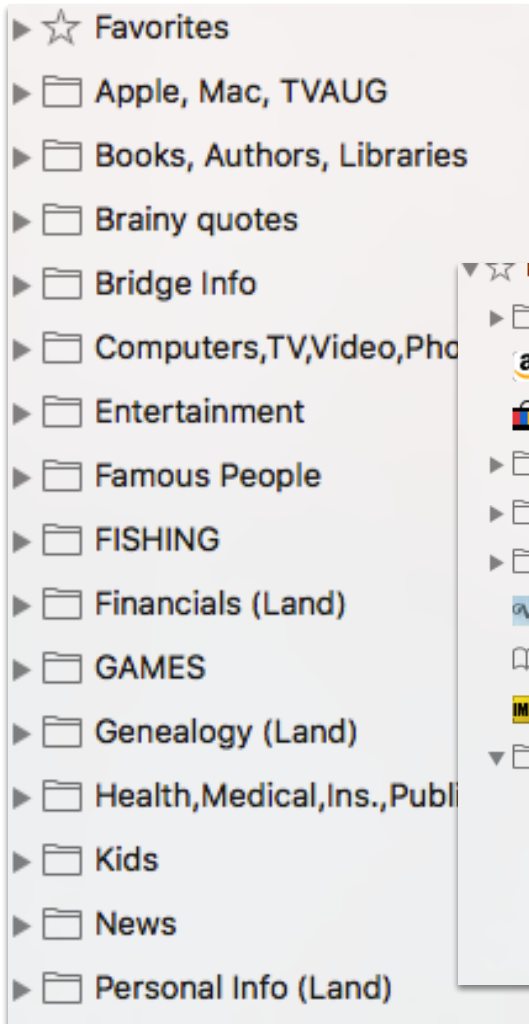
Title each Folder: Apple, Entertainment, Financials, Medical, News, Personal, Recipes, Restaurants, Shopping, Sports, Travel, TVAUG, Villages Info., Weather



How To First Create a Bookmark Folder Then Place your Website into the Folder:

From Toolbar Menu, Select “Add BM Folder” > title new folder TRAVEL.

- * Access website, using Google, or the exact website.
- * Southwest Airlines > select Southwest.com > Like it? Bookmark it.
- * Toolbar Bookmarks > “Add BM” > select from choices in drop down box > scroll to TRAVEL folder.
- * Edit title to shorten to Southwest Air > press ADD.
- * More than one website? Go to TRAVEL folder > new websites listed at bottom > Drag & Drop (D&D) to alphabetize (not automatic).
- * Save new Folder to 2 places: BM Menu (in sidebar) and/or BM Favorites (bar across top of page).



Save to 2 places: BM Menu and/or BM Favorites

Add frequently opened websites to BM Favorites Bar:

* Add new Safari BM as above, but select “Favorites” as location.

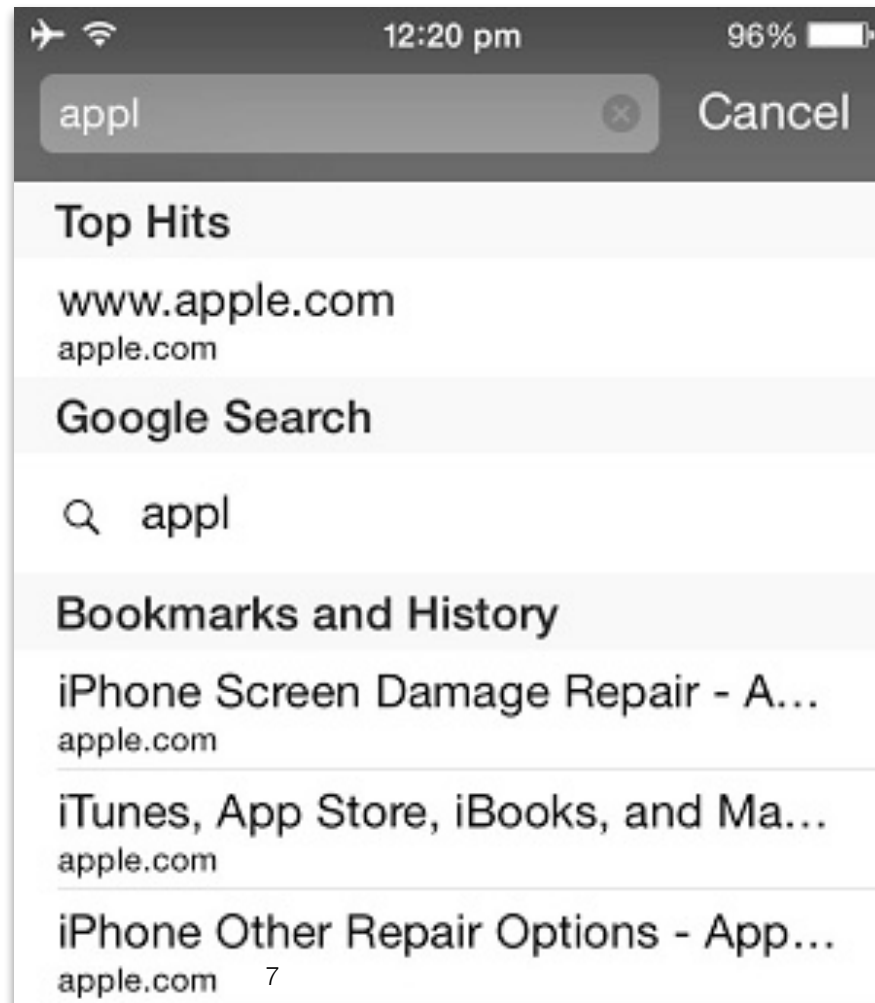
* Create Folders on Favorites Bar, or BM Menu sidebar.

* Favorites Bar is always displayed top of page for fast access.



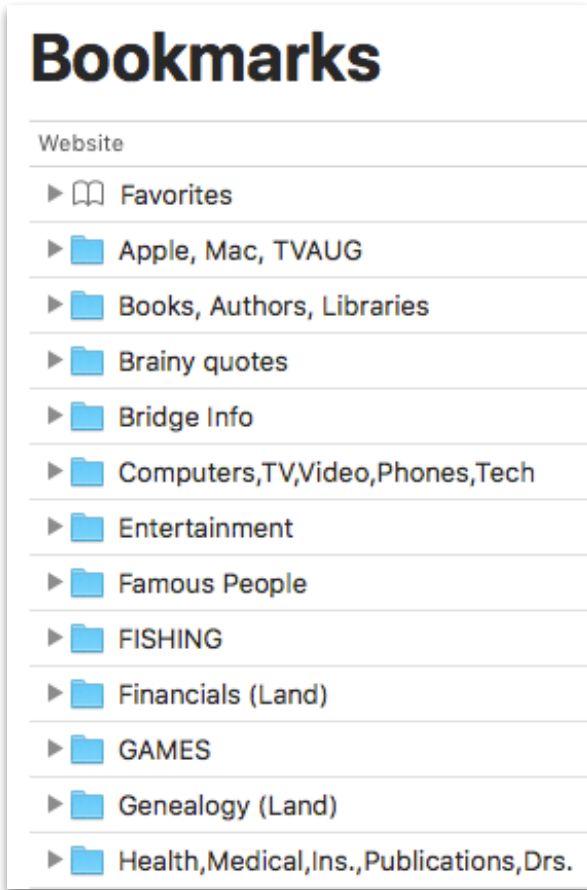
Search Bookmarks Quickly on the Sidebar:

Enter text in the “Search” field near the top of the BM sidebar. Results appear as you type.





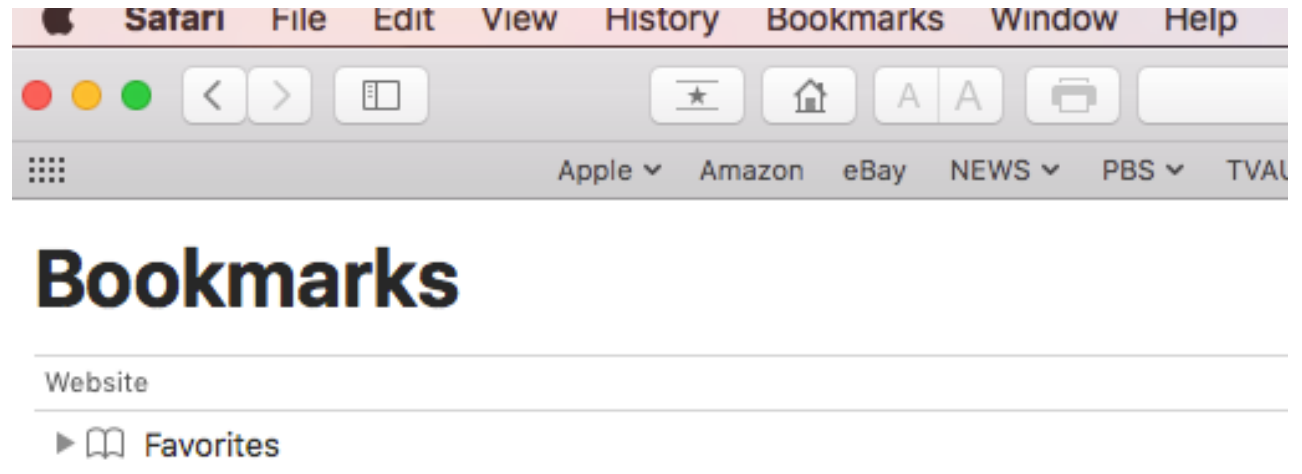
To edit, delete, & rearrange Bookmarks Folders from BM Menu & Favorites Bar:



Edit existing Bookmarks:

* On Toolbar, Open Bookmarks > Select Edit BM.

*Page displays all BM Folders to right of Sidebar.





Editing Example (to rename saved websites):

- * Choose RECIPES folder arrow to open > select “Simple Baked Chicken Breasts - All Recipes”
- * Press Return key to highlight BM > shorten name to “Baked Chicken Breasts” > Press Return key to save new name. >
- * D&D to alphabetize within folder.



Delete existing Bookmarks:



*Toolbar Bookmarks > Edit BM > Page displaying all BM opens to right of Sidebar.

Example (to Delete website from BM Sidebar and/or Favorites Bar):

Choose RESTAURANTS folder arrow to open.

* Select an old restaurant > press Delete key on keyboard.



Move Bookmarked website from one Folder to a different Folder:

- * Select Toolbar Bookmarks > Select Edit BM >
- * Page displaying all BM opens to right of Sidebar.



Choose RESTAURANTS folder to open.

- * Select Tuna Casserole Recipe
- * Cut & paste to RECIPES folder.

- * Command X (cut from current folder)
- * Command V (paste to new folder)
- * D&D to alphabetize in new folder.



Sync Bookmarks on your iPad, iPhone & Watch from Mac



Important: Be sure you're signed in to the same iCloud account as your other devices.



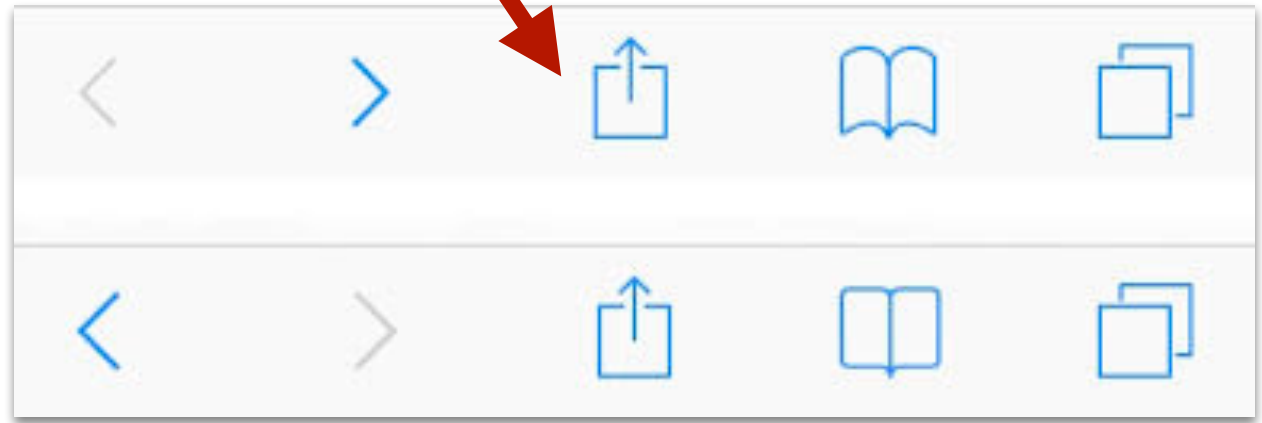
Open your iPad/iPhone/Watch:

Go to Settings > iCloud,
then turn on Safari
if you want your Mac Safari
Bookmarks to appear
on your iOS Devices.





To add a web site to your iOS Device Bookmarks, follow similar procedure as above. Tap icon to Add Bookmark.



To access BM, open Safari, Tap or touch Bookmarks icon to display BM.

For more details:

www.apple.com/support/mac-apps/safari/
Search “Sync Bookmarks”.

MacMost Video Tutorials:

<https://macmost.com/creative-ways-to-use-safari-bookmarks.html>



Summary:

To organize saved websites, create new Folders as Bookmarks:

1. Select “Bookmarks” in Toolbar menu>Select “Add Bookmark Folder”. Follow instructions on Pages 4 - 6.
2. -OR- Select “Bookmarks” in Toolbar menu>Select “Edit Bookmarks”. When “Edit” page opens, select “New Folder” button top right side of page. Type brief name, and Save.
3. New BM Folders can be saved to Favorites Bar. or to Sidebar.





Questions about Web Browsers:

Q. Can I use other Browsers, not Safari?

A. Yes, but Apple's Safari browser is protected with layers of security that many other web browsers lack.

Plus, you can sync your Safari Bookmarks with your other Apple devices, using your iCloud account.

Other Browsers, such as Firefox, have different formats, without Apple's famous security walls.

*The Villages Apple Use Group
Presentation February 28, 2018
Shirley Land*

