

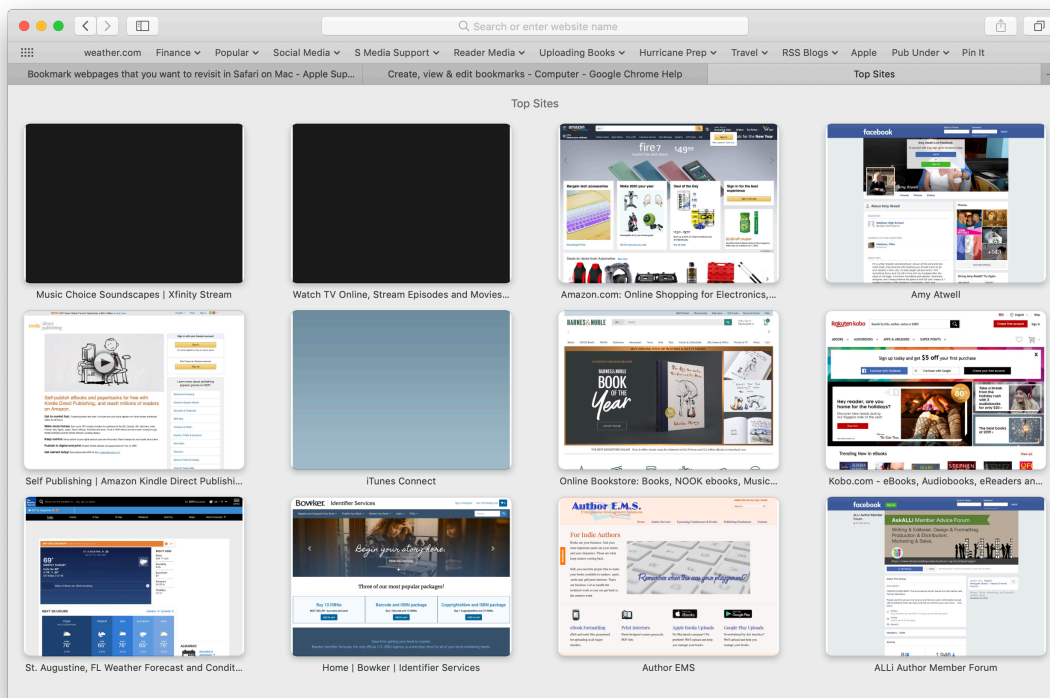
Building Bookmark Menus in Your Browser Cheat Sheet

What's a browser?

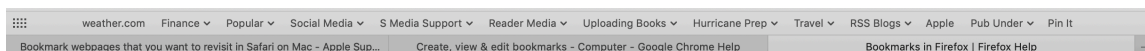
Browsers are those softwares that allow you to surf the Internet. The most common ones used these days are Firefox, Chrome, Safari, Opera and some people may still use Internet Explorer.

What's a bookmark?

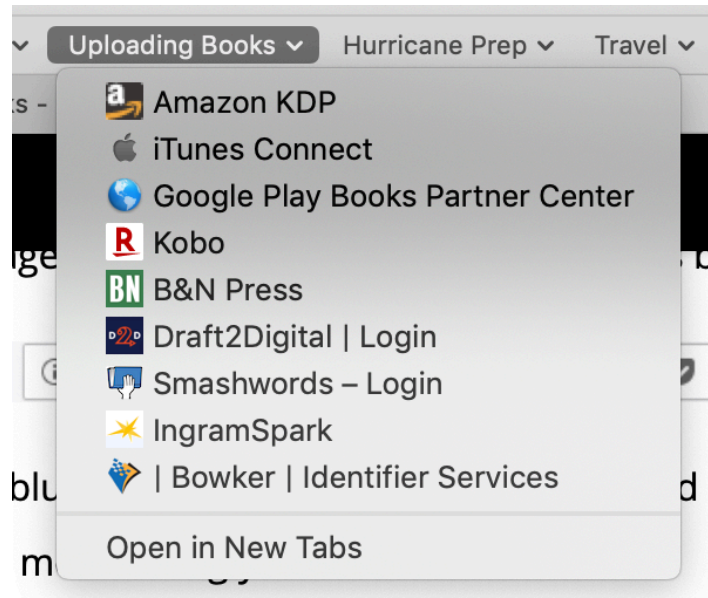
A bookmark is a way of saving the "address" (or URL) of a webpage so that it's quick and easy to find your way back to it. Each browser offers ways to save and organize these bookmarks. For example, on my Safari browser, I can set the Preferences to open a new browser window and show my "Top Sites" or the sites that I've visited most frequently.



You may also notice in the above screenshot (and I feature it again below), that there's a navigation bar with menu items. The first, weather.com is merely a single website. But the next menu items, such as Finance, Popular, Social Media, etc., are all Bookmark Folders. In the screenshot below, you'll see three "tabs" or longer descriptions. At the moment I took the screenshot, I had three websites open in a single browser window, and the tabs allow me to shift back and forth between the pages.



On the navigation bar, if I click on one of the folder names, I get a dropdown menu of all the bookmarks I've stored inside the folder. At the bottom of the list, I even get an option to open ALL the webpages listed on that menu in tabs in my browser. A really quick, efficient way of opening all the retailer dashboards I might need. I can then close the ones I don't need, and click back and forth between the rest.



You could build a browser menu on your navigation bar for any group of websites you visit a lot. Things like:

- Your website and most-used social media sites
- Your publisher dashboards
- Your sales pages for one of your books
- Your favorite information resources
- Your Google Analytics, hyperlink-shortener sites, Google Drive or DropBox

I can't tell you the amount of time I save daily by having all these bookmarks at my fingertips instead of typing into my browser: w w w . f a c e b o o ... well, you get the point. Going to Facebook, then searching Facebook for your page or your profile. Or typing in Amazon, then searching for your book title. It may only save 10 to 30 seconds at a time, but multiply that over the number of times you do it, and you can save 15 minutes or more in your day. Shoot, that's a coffee break! Go rest your eyes, take in some sunshine and breathe some fresh air!

I'm sold! How do I make me some of these bookmarks??

The steps are fairly similar, but each browser has its own nuances. There are great resources (with screenshots) online.

Chrome: <https://support.google.com/chrome/answer/188842?co=GENIE.Platform%3DDesktop&hl=en>

Safari: <https://support.apple.com/guide/safari/bookmark-webpages-that-you-want-to-revisit-ibrw1039/13.0/mac/10.15>

Firefox: <https://support.mozilla.org/en-US/kb/bookmarks-firefox>

Opera: <https://www.opera.com/features/bookmarks>

Just in case you're still using Microsoft products for browsing, try these.

Internet Explorer (they call them favorites, not bookmarks): <https://support.microsoft.com/en-us/help/15357>

Scroll down to Favorites, history, and feeds, and click to see the full menu of commands.

Microsoft Edge (they call them favorites, not bookmarks): <https://support.microsoft.com/en-us/help/4027306>