

Internet Favourites Laptop & iPad

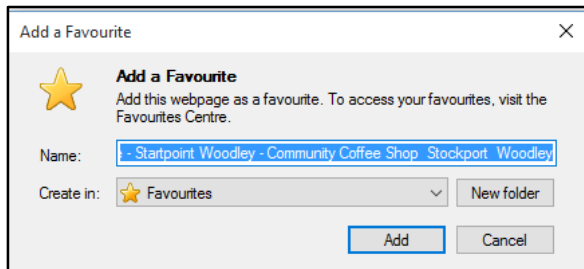
Keep track of the websites you visit frequently by storing them. If you are using Internet Explorer they are referred to as favourites. If you are using Safari or Firefox browser they are referred to as bookmarks.



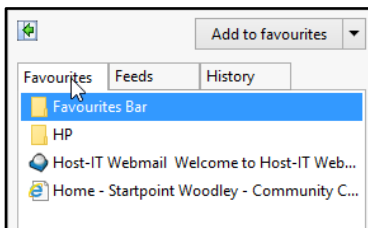
1. For internet explorer users **open** the web page that you want to keep

2. **Click** the gold star once to see all your Favourites. To add a new web page to this list, **click Add to Favourites**.

3. In the 'Add a Favourite' window that now appears, you'll see in the 'Name' box – the title of the web page that you're on, a link to which you want to keep. As you want to be able to revisit this page easily, **click Add**.

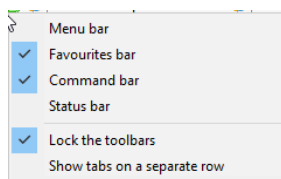
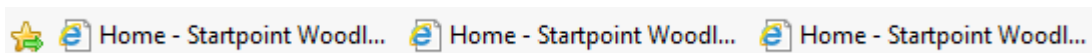


The next time you want to visit the page, all you need to do is click Favourites as you did above and then the name of the site, which will now appear in this list – for instance, 'Startpoint Woodley Zone'



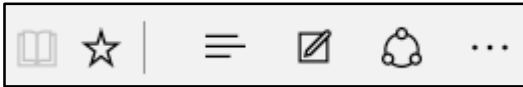
If there's a website that you want to visit regularly, perhaps every day, you should add it to your 'Favourites Bar'.

4. First, make the 'Favourites Bar' visible by right clicking on the yellow star with the green arrow ensure that there's a tick next to view 'Favourites bar'.

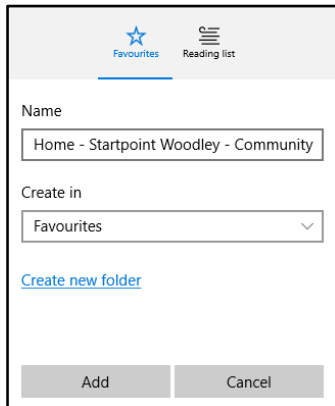


Favourites Edge Windows 10.


1. For Edge users **open** the web page that you want to keep.
2. **Click** on the star top right of the internet page.

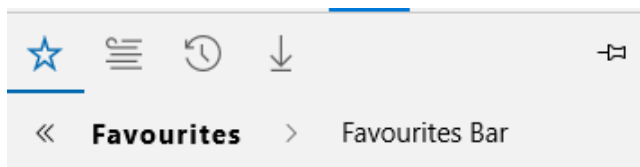


3. Ensure favourites is selected rather than reading list. You'll see in the 'Name' box – the title of the web page that you're on, a link to which you want to keep **click Add**.

A screenshot of the 'Add to favourites' dialog box in Microsoft Edge. At the top, there are two tabs: 'Favourites' (selected) and 'Reading list'. Below the tabs, there is a 'Name' field containing the text 'Home - Startpoint Woodley - Community'. Below that is a 'Create in' dropdown menu with 'Favourites' selected. There is a link 'Create new folder' below the dropdown. At the bottom, there are two buttons: 'Add' and 'Cancel'.

4. If you want the page to appear on your favourites bar, complete steps 1-3 then **Click** the drop down arrow next to create in and select favourites bar, **click Add**.


5. To open your favourites **Click** the Hub  click on the star to view your favourites. Switch between favourites and favourites bar to see what pages are saved.

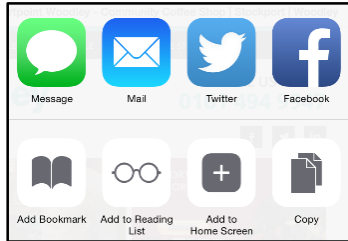


6. If you had favourites saved in Internet explorer or chrome you can import into your favourites on edge. **Click** the **Hub** button on the toolbar (three horizontal lines) and then click the **favourites** icon in the hub pane. Click **Import favourites** and select which web browser to import from Internet Explorer or Chrome. **Click** the **Import** button to complete the process.

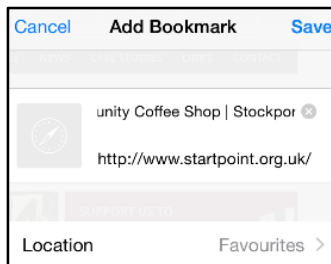
Favourites on iPads

1. For iPad users **open** the web page that you want to keep.


2. **Tap** the **share** button  button.



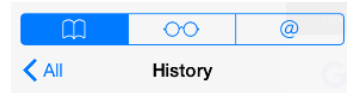
3. **Tap** on **Add bookmark**



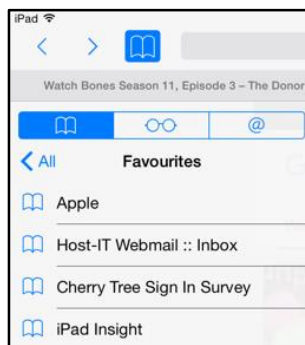
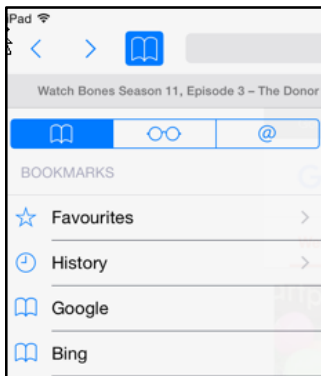
4. **Tap** on location and **select** favourites

5. To view favourites **tap** on the **bookmark icon** top left .


6. You may need to **tap 'all'** to see your favourites if history is displayed.



7. **Tap** Favourites folder all your favourite web pages will be saved.

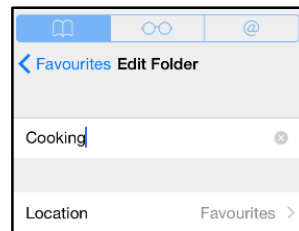
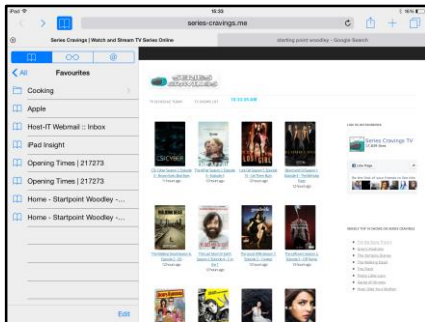


If you have a lot of favourite web pages they can be put into folders.


8. To make folders of saved bookmarks **tap edit**  bottom right of favourites screen **tap new folder** bottom left.

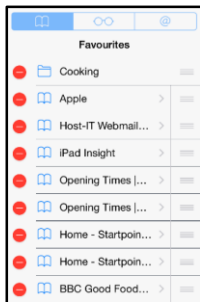



9. Tap in the title box and insert the name you want to call your folder. For the example I have created one called 'cooking'.

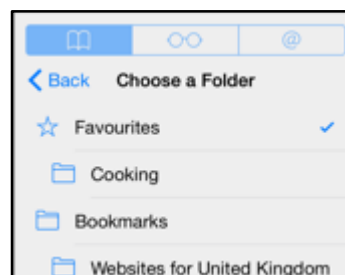
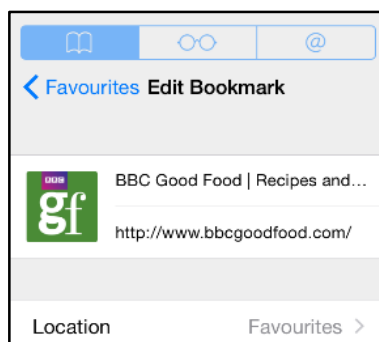


Existing bookmarks can be deleted, they can also be moved into new folders.

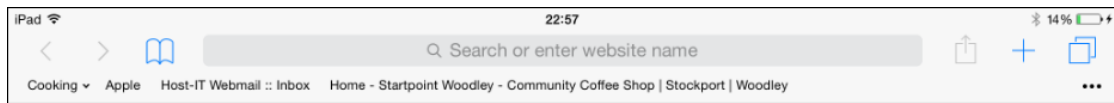
10. To delete a favourite open your favourites/bookmarks  select edit bottom right. Tap on the minus symbol to delete a web page from your favourites.



11. To move a favourite web page into a folder **Tap** edit then **Tap** the arrow  to the right of the web page. **Tap** the new 'cooking' folder now **Tap** favourites next to location. Choose the folder you want to put your favourite into.



You can create a favourites bar that will be displayed just under the internet search bar.



To display the favourites bar go to settings

12. Open Settings app and scroll down the left sidebar and tap on Safari. On the Safari page on the right, towards the bottom of the General section, you'll see 'Show Favorites Bar'. Tap to turn it on (the button will be green and white when it is on).

