

## Setting up the Bookmarks Toolbar in Firefox

To set up your favourite or frequently-used websites in the Toolbar.

Click and hold "**Bookmarks**" in the top menu line, drag the mouse down and release on

### **Organise Bookmarks**

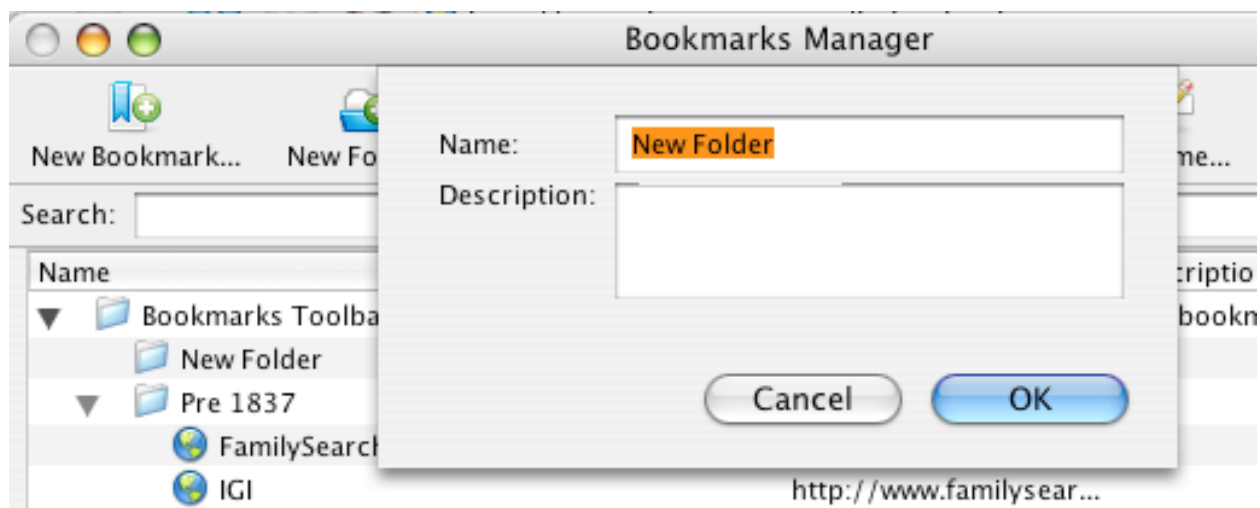
You should now see an item "**Bookmarks Toolbar Folder**" with a small triangle on the left

If necessary, click the **triangle** so that it points downward

To create a new group of Bookmarks in the Toolbar,

click on the line below "**Bookmarks Toolbar Folder**" and click on "**New Folder**"

A dialogue box appears allowing you to enter a Name and description for your new folder



You can use "Pre 1837" or "Post 1837" or "LDS sites", or whatever you like.

It is wise to keep the names brief but meaningful

Click **OK** to close the dialogue

You now have a Folder to contain frequently used web sites.

Repeat to create additional Folders in the Toolbar

Close the Bookmarks window

To add web pages, see next page

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To add your favourite webpages to a folder (there are a number of methods)

1 method

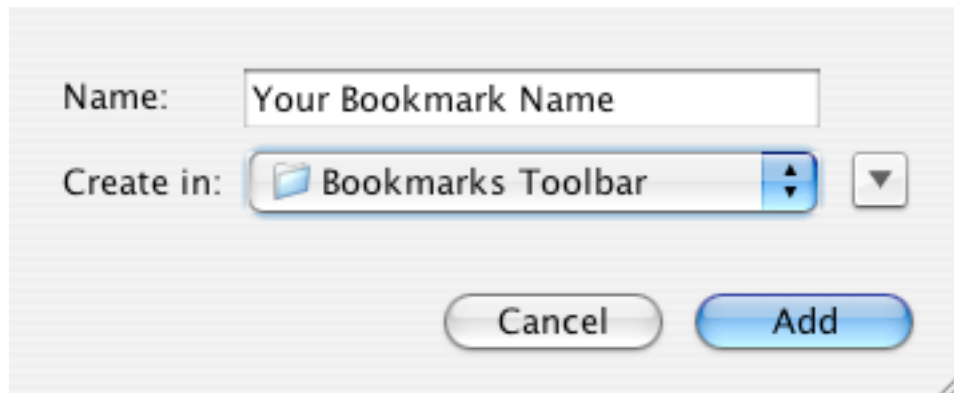
Navigate to a frequently used webpage

Click & hold on **Bookmarks** in top menu and drag the mouse down and release on

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**"Bookmark this page"**

A dialogue box appear allowing you to enter a Name for your chosen webpage



Its wise to keep the names brief but meaningful

On the item "**Create in**" choose "**Bookmarks Toolbar**"

Click **Add** to close the dialogue

Repeat to create additional webpage bookmarks

Your bookmarked webpages are now available by clicking and holding on the Folder-name in the Toolbar,  
and dragging down and releasing on the webpage.

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Additional websites can be accessed simulataneously by going to **File**

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**New Tab**

and choosing a webpage from the **Toolbar**.

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