How to:
"Bookmark" a page

Version 1.1 October 2016

UNIVERSITEIT
STELLENBOSCH
UNIVERSITY

Contents

All major browsers today support the **Ctrl + D** shortcut if you need a quick way to bookmark a page.

Hint

Internet Explorer

The following methods may be used to create a favorite (bookmark) in Microsoft Internet Explorer:

1. Navigate to the page you'd like to bookmark.
2. **Right-click** on a blank portion of the page and click **Add to Favorites** or press **Ctrl + D**.
3. Name the bookmark and select the folder of where you want it saved.
4. Click **Add**.

or

1. Navigate to the page you want to add to your Favorites.
2. At the top, right-hand corner of the browser window, click the **Star Icon**.
3. Name the bookmark and select the folder of where you want it saved.
4. Click **Add**.

Google Chrome

The following methods may be used to create a bookmark in the Google Chrome browser:

1. Navigate to the page you'd like to bookmark.
2. Press **Ctrl + D**.
3. Name the bookmark and select the folder of where you want it saved.
4. Click **Done**.

or

1. Navigate to the page you'd like to bookmark.
2. In the address bar, click the **Star Icon** on the right-hand side.
3. Name the bookmark and select the folder of where you want it saved.
4. Click **Done**.

or

1. At the top right, click **More (...)**
2. Select **Bookmarks**
3. Select **Bookmark this page**.

or

1. At the top, next to the web address, find Lock or Page.
2. Drag either one into the bookmarks bar.

Edge

The following method may be used to create a bookmark in the Microsoft Edge browser:

1. Navigate to the page you want to bookmark and click the Star icon top-right of the Edge browser window.

2. Name the bookmark and choose the folder where you want to save it.

3. You can also create a folder and name it according to your needs.

Mozilla Firefox and Netscape

The following methods may be used to create a bookmark in Mozilla Firefox and Netscape Internet browsers:

1. Navigate to the page you'd like to bookmark.

2. **Right-click** on any blank portion of the page.

3. Select **Bookmark This Page** or press **Ctrl + D**.

4. Name the bookmark and select the folder of where you want it saved.

5. Click **Done**.

or

1. Navigate to the page you'd like to bookmark.

2. At the top, right-hand corner of the browser window, click the **Star Icon**.

3. Click **Bookmark This Page**.

4. Name the bookmark and select the folder of where you want it saved.

5. Click **Done**.

If you would like to create a new folder to place this bookmark in, click the **down arrow** next to the **Folder** section and click the **New Folder** button.

Hint

Safari

The following method may be used to create a bookmark in the Safari Internet browser:

1. Navigate to the page you'd like to bookmark.

2. Press **Command + D** or click **Bookmarks** at the top of the browser window and select **Add Bookmark...** from the drop-down menu.

3. Name the bookmark and select the folder of where you want it saved.

4. Click **Add**.

> You may also add a bookmark by dragging and dropping the page you want into the **Bookmarks Bar**.

Hint

To add a bookmark to the Safari browser on your iPad or iPhone, follow these steps:

1. Navigate to the page you'd like to bookmark.

2. **Tap** the **share button**. (It is located just to the left of the address bar and looks like a square with an up arrow going through the center.)

3. **Tap** the **Bookmark Icon**.

4. Name the bookmark and select the folder of where you want it saved.

5. Tap **Add**.

Opera

The following methods may be used to create a bookmark in the Opera Internet browser.

1. Navigate to the page you'd like to bookmark.
2. Press **Ctrl + T** or right-click any blank portion of the page and select **Bookmark page**.
3. Name the bookmark and select the folder of where you want it saved.
4. Click **Done**.

or

1. Navigate to the page you want to bookmark.
2. At the top of the browser window, click **Bookmarks**.
3. Select **Bookmark page** from the drop-down menu.
4. Name the bookmark and select the folder of where you want it saved.
5. Click **Done**.

Troubleshooting

Unable to bookmark the exact page.

Some web pages or portions of web pages are in frames. If you bookmark the page through the file menu, it only bookmarks the first frame. To bookmark the page within the frame, right-click on the section of the page you want to bookmark and then add the bookmark or favorite through the window that appears.

Bookmark page stops working.

Web pages that have been created dynamically, require a login, or have frequently updated information, may expire after so many hours or days. If you find your bookmark frequently expiring, we suggest bookmarking the main page and not a sub-page.

It is also possible that the page location has changed, or that the page has been removed or no longer exists.

Compiled by:

Stellenbosch University Digital Media Department

mailto:digitalmedia@sun.ac.za