

How To Organize Your Favorites (Bookmarks) In Safari

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Saving pages from the Internet can come in handy when you want to return to that same page at a later time. However, if you do a lot of surfing on the Internet, the number of favorites that you accumulate may make it difficult to find a page you need. Still, a solution exists that will help you keep things in order. You can organize your favorites into folders.

To organize your favorites (called "bookmarks") in Safari, follow these steps:

- 1) From the BOOKMARKS drop-down menu, click on SHOW ALL BOOKMARKS.
- 2) A new window appears. On the left side, click on BOOKMARKS BAR.
- 3) If you want to add a new Bookmark folder, click on the BOOKMARKS drop-down menu. If you want to organize bookmarks, continue to step #4.
- 4) On the right-side of the page, you can drag and drop bookmarks to folders, edit their names (and even the URL address) and delete them.
- 5) When you have finished organizing, simply close the BOOKMARKS BAR window.

