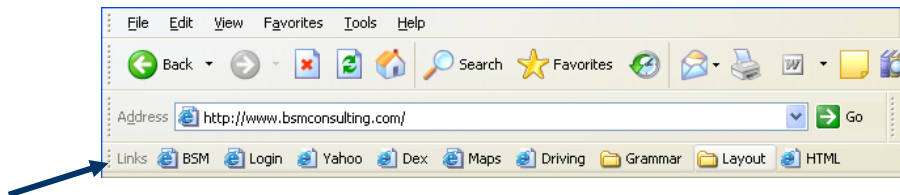
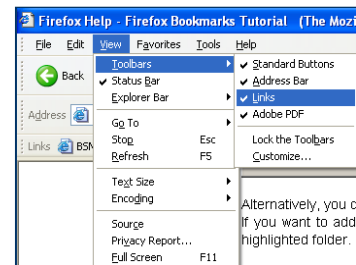


BSM Connection™ Online Library Software Tips – Internet

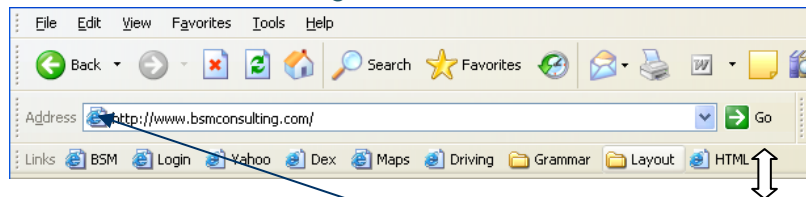
In both Explorer and FireFox, the Links toolbar is located below the Address Bar at the top of your browser window and can be a convenient way to access your favorite and frequently-used websites.



If the Links bar does not appear on the Toolbar, click **View / Toolbars**, and then **Links**.

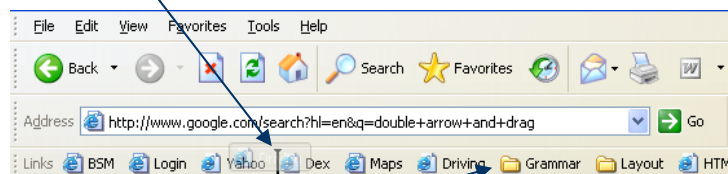


If more room is needed for your Links, or to drag them below your Address bar, position your cursor at the edge of the bar until it turns into a double arrow and drag down.



If it doesn't move, your Toolbar may be locked. Right click anywhere in the Toolbar, and select **Lock the Toolbars** to unlock the Toolbar.

- 1) Navigate to the first website you'd like to add to your Links Bar. In the Address Bar, left click and drag the icon located to the left of the URL to your Links Bar and release the mouse.
- 2) To rename the link (due to limited space), right click on the text and choose **Rename**. Type in a new name for the link, and click **OK**.
- 3) To rearrange the order of your links, simply left click the link to be moved, hold your mouse button down while dragging and dropping the link from its original position to its new location.





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You can create category folders on your Links bar through **Organize Favorites** under the **Favorites** menu, as well as the ability to update, rearrange, rename, and delete your Favorites through accessing the Links folder.