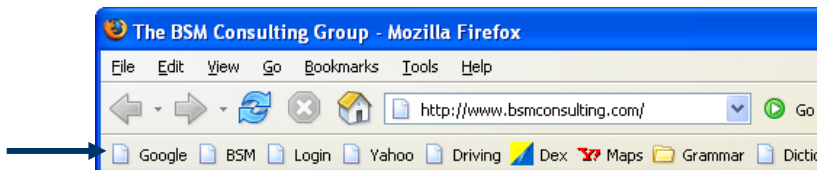


BSM Connection™ Online Library Software Tips – Internet

In both FireFox and Explorer, 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 **Bookmarks Toolbar**.

- 1) Navigate to the first website you'd like to add to your Bookmarks toolbar by typing the URL in the Address 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 **Properties**. In the **Name** field, 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.

You can create category folders on your Bookmarks bar by right clicking anywhere on the new Bookmarks toolbar and selecting **New Folder**. Give the new Folder the appropriate category name. Open any websites you'd like to add to the folder and follow the same process in **Step 1** above.

You also have the ability to manage your Bookmarks by accessing **Manage Bookmarks** under the **Bookmarks** menu.

