

# Tech Tip:

## Bookmark Folders and Icons

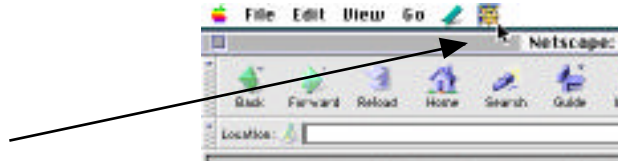
An easy way to make websites available to students is to create bookmarks icons and folders. Students double-click on the icon to launch to a site instead of scrolling through lists of bookmarks in Netscape. Bookmarks can be grouped in folders by topic or assignment and left on the desktop for easy access.

1. Make a folder on the desktop (File, new folder) Give it a title which corresponds with the bookmarks.

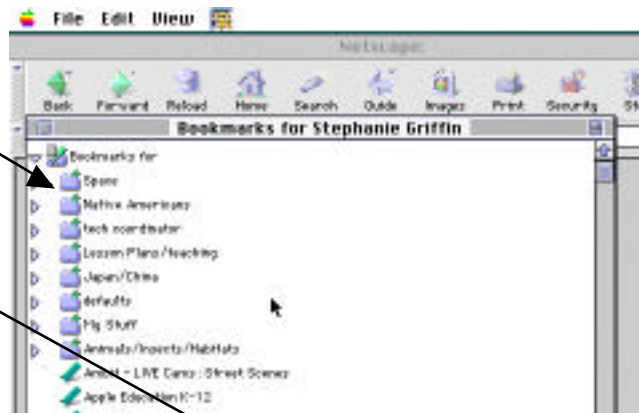


2. Bookmark the websites you'd like students to access.

3. Under the "window" or Netscape icon in the menu bar select "bookmarks".



4. The bookmark window should open listing all of your bookmarks.



5. Find the bookmarks you wish to use and drag them to the folder on your desktop.

6. A Netscape icon should appear in the folder with the bookmark's name.

7. Double-click on the icon and your computer should launch Netscape and go to your site. To switch between web sites, close the Netscape window by clicking in the box on the upper left hand corner, and double-click on another website icon.

