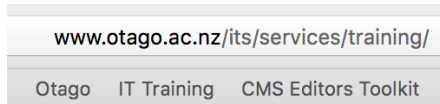
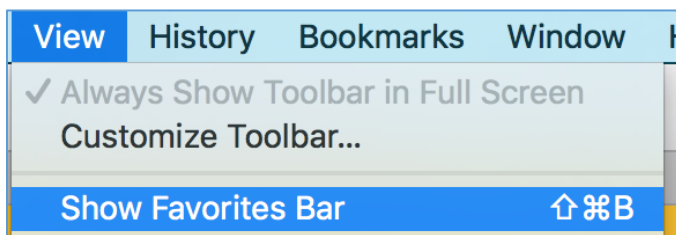


## Safari - bookmark toolbar

A bookmark toolbar allows you to organise and find your favourite websites quickly. In your web browser, this toolbar sits just between the Address bar and the web page window.

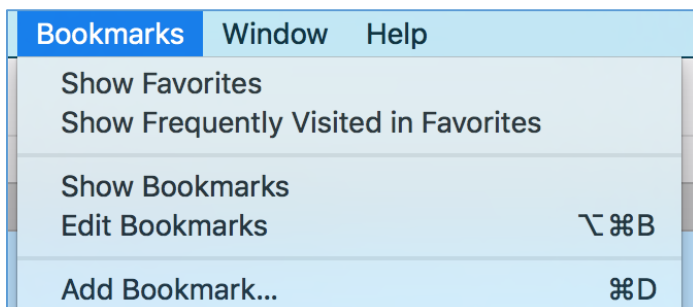


To display this in Safari, click at the View menu and select **Show Favorites bar**.

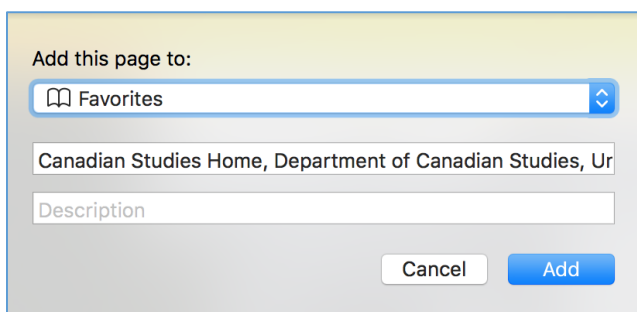


### Add a bookmark to Bookmarks toolbar

To add the webpage you are on to the bar, go to the **Bookmarks** menu and select **Add Bookmark**.



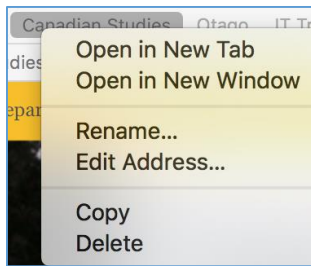
When you do that, you can edit the name before pressing **Add**.



Alternatively, drag and drop the icon to the left of the URL text from the Address bar onto the **Bookmarks toolbar**.

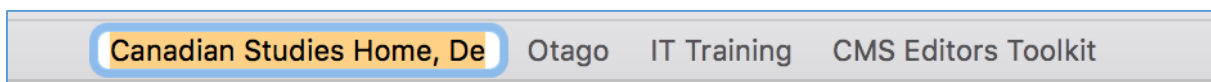
### Delete a bookmark

Right-click on the bookmark name and choose **Delete**.



## Rename a bookmark

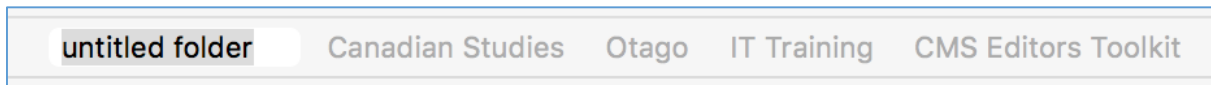
After an entry has been added to the Favourites Bar, you can still edit the name. Just click and hold the mouse button down on the name until it becomes editable. Then change it as you like. When finished, click somewhere else on the screen.



You can also right-click and choose **Rename**.

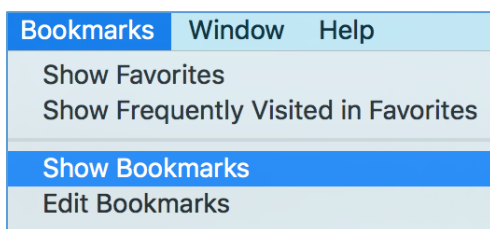
## Create folders for the Bookmarks toolbar

Right-click in the toolbar (not on a bookmark), and select **New folder**. This automatically creates a new untitled folder in the toolbar. Name it as you wish.

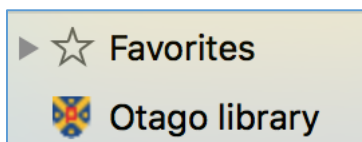


Create a sub-folder

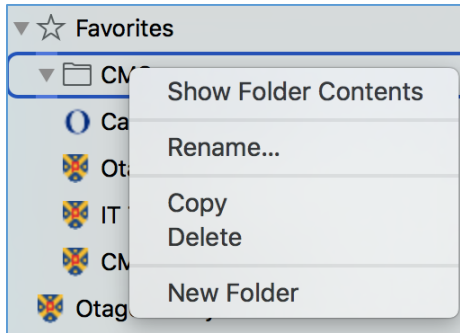
To create a sub-folder, go to the **Bookmarks** menu and select **Show Bookmarks**.



Then click on **Favorites** to display the bookmarks in the toolbar.



Right-click on a folder and select **New folder**. Then rename it. Alternatively, right-click anywhere in the background, and choose **New folder**. Then give it a name and drag it onto the first folder.



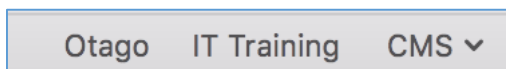
Add a bookmark to the folder

In the Favorites window to the left of the web page, drag and drop a bookmark onto a folder.

When finished with the Favorites window, go to the **Bookmarks** menu, and select **Hide Bookmarks**.

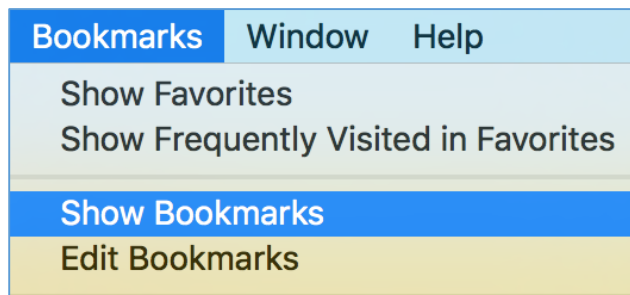
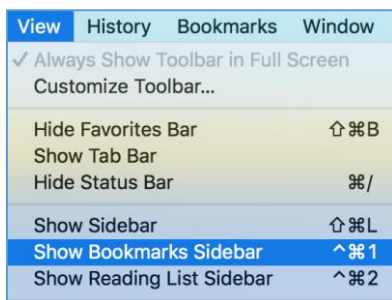
## Moving bookmarks on toolbar

Drag and drop bookmarks or folders to move them to a new position in the toolbar.



## View all bookmarks

To view all your bookmarks, go to the **View** menu and choose **Show Bookmarks Sidebar**. Alternatively, go to the Bookmarks menu and select Show Bookmarks. Either one opens a window to the left of the webpage



When finished, go to the **View** menu and select **Hide Bookmarks Sidebar**. Alternatively, go to the **Bookmarks** menu and choose **Hide Bookmarks**.