How to Bookmark a Webpage

**Tip:** All of the major computer Internet browsers support the **Ctrl+D** shortcut key combination if you need a quick way to bookmark a page.

### Internet Explorer

The following methods can be used to create a favorite (bookmark) in Internet Explorer:

1. Navigate to the page you would like to bookmark.
2. **Right-click** on a blank portion of the page and click **Add to Favorites** or press **Ctrl+D**.
3. Name the bookmark and select the folder in which you want it saved.
4. Click **Add**.

or

1. Navigate to the page you want to add to your Favorites.
2. At the top, right-hand corner of the browser window, click the **Star Icon**.
3. Name the bookmark and select the folder in which you want it saved.
4. Click **Add**.

### Google Chrome

The following methods can be used to create a bookmark in Google Chrome:

1. Navigate to the page you would like to bookmark.
2. Press **Ctrl+D**.
3. Name the bookmark and select the folder in which you want it saved.
4. Click **Done**.

or

1. Navigate to the page you would like to bookmark.
2. In the **address bar**, click **Bookmark this page** on the right-hand side.
3. Name the bookmark and select the folder in which you want it saved.
4. Click **Done**.
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Mozilla Firefox

The following methods can be used to create a bookmark in Mozilla Firefox:
1. Navigate to the page would like to bookmark.
2. Press Ctrl+D.
3. Name the bookmark and select the folder in which you want it saved.
4. Click Done.

or

1. Navigate to the page you would like to bookmark.
2. At the top, right-hand corner, after the search field, click Bookmark this page.
3. Name the bookmark and select the folder in which you want it saved.
4. Click Done.

Tip: If you would like to create a new folder to place this bookmark in, click the down arrow next to the Folder section and click the New Folder button.

Safari

The following method may be used to create a bookmark in the Safari Internet browser:
1. Navigate to the page you would like to bookmark.
2. Press Command + D or click Bookmarks at the top of the browser window and select Add Bookmark... from the drop-down menu.
3. Name the bookmark and select the folder in which you want it saved.
4. Click Add.

Tip: You may also add a bookmark by dragging and dropping the page you want into the Bookmarks Bar.
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To add a bookmark to the Safari browser on your iPad or iPhone, follow these steps:
1. Navigate to the page you would like to bookmark.
2. Tap the share button. (It is located just to the left of the address bar and looks like a square with an up arrow going through the center.)
3. Tap the Bookmark Icon.
4. Name the bookmark and select the folder in which you want it saved.
5. Tap Add.

Opera

The following methods may be used to create a bookmark in the Opera Internet browser.
1. Navigate to the page you would like to bookmark.
2. Click on the Menu in the upper right-hand corner of the browser window.
3. Name the bookmark and select the folder in which you want it saved.
4. Click Done.

or

1. Navigate to the page you want to bookmark.
2. At the end of the address bar, located near the top right-hand corner of the browser window, click the Add to bookmarks icon.
3. Name the bookmark and select the folder in which you want it saved.
4. Click Done.

Microsoft Edge

Microsoft Edge should not be used for logging into OneUSG Connect.
Troubleshooting

I am unable to bookmark the exact page I want.
Some web pages or portions of web pages are in frames. If you bookmark the page through the file menu, it only bookmarks the first frame. To bookmark the page within the frame, right-click on the section of the page you want to bookmark and then add the bookmark or favorite through the window that appears.

My bookmarked pages stopped working.
Web pages that have been created dynamically, require a login, or have frequently updated information, may expire after so many hours or days. If you find your bookmark frequently expiring, we suggest bookmarking the main page and not a sub-page. It is also possible that the page location has changed, or that the page has been removed or no longer exists.