Using Bookmarks

Adding “favorites” to your web browser is an easy way to maintain a list of important web addresses, allowing quick access when you wish to return to those sites. Unfortunately, a browser’s Favorites is “machine-dependant”, meaning those addresses are stored on the specific computer. Use a different computer and those Favorites will be nowhere to be found.

However, if you store important web addresses in myCuesta’s Bookmarks, you can access from any internet-enabled computer!

In addition, you can create a custom folder system for organizing your bookmarks. Folders can be expanded (displaying the contents) or collapsed (hiding the contents) by simply clicking on the folder.

Adding a bookmark

1. Locate the Bookmarks channel (usually on the Home tab) in myCuesta.
2. Click the Add Bookmark icon.
   The Bookmarks channel will appear in “Add New Bookmark” mode.
3. Select the location of the bookmark (top level or in a folder)
   See “Add New Folder” below.
4. Type the necessary information.
   - **Bookmark Title**: Enter the title as you want it to appear in the Bookmarks channel
   - **URL**: Enter the web address
   - **Description**: Enter an option description of the link
5. Click the Add button.
   The link will be added to Bookmarks.
Deleting a bookmark

1. Locate the Bookmarks channel (usually on the Home tab) in myCuesta.
2. Click the **Delete Bookmark** icon. The Bookmarks channel will appear in “Delete Bookmarks” mode.
3. Click the check box (inserting a check) by each bookmark you wish to remove. If necessary, expand folders to reveal bookmarks contained within.
4. Click the **Delete** button. The selected bookmarks will be removed.

Adding a new folder

1. Locate the Bookmarks channel (usually on the Home tab) in myCuesta.
2. Click the **Add Folder** icon. The Bookmarks channel will appear in “Add New Folder” mode.
3. Select the location of the new folder (top level or in an existing folder)
4. Type a name in the Folder Name field.
5. Click the **Add** button. The folder will be added to Bookmarks.

Deleting a folder

1. Locate the Bookmarks channel (usually on the Home tab) in myCuesta.
2. Click the **Delete Folder** icon. The Bookmarks channel will appear in “Delete Folder” mode.
3. Click the check box (inserting a check) by each folder you wish to remove. If necessary, expand folders to reveal subfolders contained within.
4. Click the **Delete** button. The selected folders will be removed.