



ORGANIZING YOUR BOOKMARKS

Bookmarks (sometimes called Favorites in Internet Explorer or other browsers) are great tools for getting us to favorite sites on the web, but without some organization, their effectiveness is greatly hindered. If you have just a running list of all your bookmarks in no particular order under the main tab labeled Bookmarks in your browser, your only chances of finding a particular bookmark again would be to scroll until you came across it or to remember when you created it and then looking for it near other sites you marked on or around the same date. Neither option does much to save you time and take advantage of the convenience of actually bookmarking sites in the first place.

To organize your bookmarks, use the same approach outlined for paper filing in chapter four. Identify categories of subjects and interests that groups of bookmarks would fall under and then create corresponding folders to contain your bookmarks.

These are some of mine:

Air Travel

Airlines

Arts and Culture

Computers

Cooking and Food

Finances

Health and Wellness

News

Sports

Theater

Travel

Weather

And this is an illustration of how bookmarks look inside some of these folders:

Airlines

American Airlines

British Airways

Delta Airlines

Lufthansa

Southwest

United Airlines

Cooking and Food

Small Appliances, Equipment & Supplies

Baker's Catalogue
Broadway Panhandler
Chefs Choice.com
Cooking.com
Culinary Parts Unlimited
Professional Cutlery Direct!

Foodies

The 40th Pillsbury Bake-Off® Cooking Contest
The Body Gourmet
Bourrez Votre Visage – musings on all things caloric
Chocolate & Zucchini
Cook's Illustrated
eGullet.org
Epicurious
Food Network's FoodTV.Com
The Good Cook
The Grateful Palate
The Kitchen Link

Finances and Money

Credit Bureaus

Equifax
Experian
Transunion

Research Tools

BUYandHOLD.com
Feed the Pig.com
FundAdvice.com
FundAlarm.com
Mortgage Calculators
SaveWealth.com

Your Bookmarks Toolbar is the place to keep the sites you visit the most frequently. Even more convenient than organized bookmarks in expanding folders, these shortcuts to favorite sites live right in your toolbar so they are displayed in every open browser window, making any site literally one mouse click away.

Every browser offers you the opportunity to customize how windows and tabs are displayed, and that includes customizing your bookmarks and bookmarks toolbar. Take advantage of this convenience to personalize and streamline your Web surfing activities.