

### How to create a bookmark (shortcut to a site/document you visit frequently)

- Make sure the bookmark bar is able to be 'seen'.
  - Click on the 3 wee lines in the far right corner of your browser and click *bookmarks*
  - Tick *Show bookmarks bar* if it isn't already ticked
- Go to the site/document you want to bookmark
- Click on the star in the corner of the address bar
- You will get the option to save to your bookmarks bar or Other Bookmarks folder (which will appear at the end of your bookmarks bar)
- You can edit the name of the site to make it shorter (or remove the name and just leave the icon - eg gmail

Try it out with the staff manual! [here](#).