

PRINTABLE GUIDE

Save a website so you can find it again

A bookmark stores a webpage's address, usually without an offline copy. Save a known page so you can return without following an unexpected message's link.

Phone or computer browser | 2 min read | 5 steps

Before you start

- ☐ A browser such as Safari or Chrome
- ☐ A webpage you want to revisit

1. Open and check the page

Visit the correct site and read the address. Use the organisation's known homepage or a trusted source to find it. Save the exact page you need, such as a guide, rather than a temporary sign-in or checkout page.

- ☐ Done this step

2. Find the bookmark control

Chrome on computer: use the star beside the address. Chrome on Android: open the menu and choose the bookmark/star option. Safari on iPhone: use Share and Add Bookmark if offered. Other browsers have similar menu controls.

- ☐ Done this step

3. Give it a useful name

Choose a short label you will recognise later. Pick an existing bookmark folder, such as Guides, if the browser offers one. Save only the address; do not include passwords or other private information in the label.

- ☐ Done this step

4. Test the saved entry

Open the browser's Bookmarks or Favorites area and choose your new entry. Confirm it opens the expected page. If a site redirects, check the final address before entering account details.

☐ Done this step

5. Consider a Home Screen shortcut

Phone alternative: a supported browser may offer Add to Home Screen for quick access. This is separate from a bookmark and may open like an app. A shortcut still usually needs internet; it is not automatically an offline copy.

☐ Done this step

Try it for yourself

Bookmark this guide, open another page, then return using the bookmark.

☐ I tried the task.

My notes

Will it appear on my other device?

Only if your browser supports bookmark syncing and you have enabled it for the relevant account. Shared devices need extra care with account syncing.

Official help and the online guide

Google: Chrome bookmarks - <https://support.google.com/chrome/answer/188842?hl=en>

Apple: bookmark websites - <https://support.apple.com/guide/iphone/bookmark-a-website-iph42ab2f3a7/ios>

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