

iKeepBookmarks.com

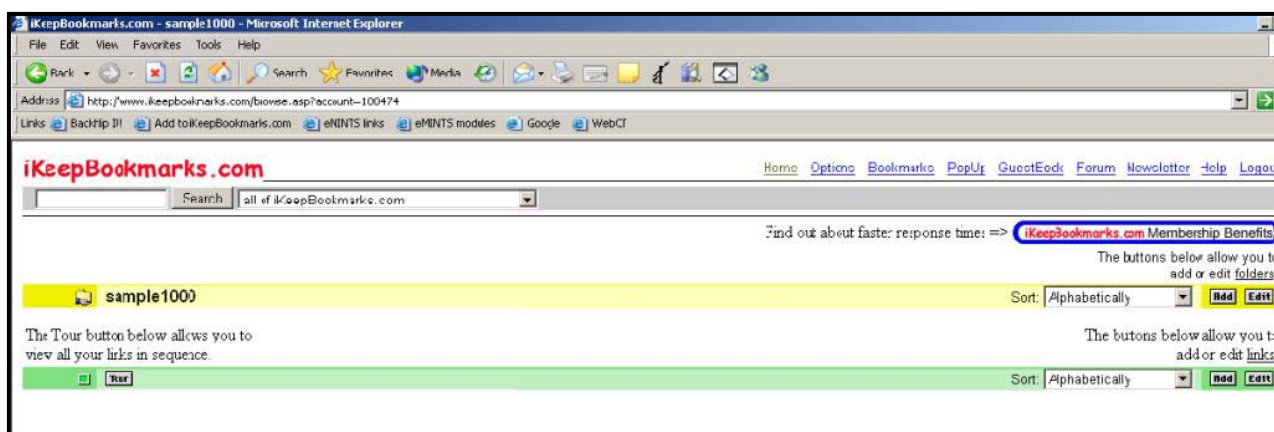
Organize Your Websites

Instructions adapted from a handout by Becky Lopanec



Step by Step Instructions:

1. Go to <http://www.ikeepbookmarks.com>
2. Click on the link that says "Create New Account"
3. Fill in Account Details
 - Name the Account Name something you will remember! (This also will be what the students use if you create your account for them to access.)
 - Uncheck "Remember my password on this computer"
 - Your account type is Schools
 - Fill in Contact Name and Email Address in the Contact Details fields
 - Click "Finished"
4. Your URL will be given to you...write it down! (It should be [http://ikeepbookmarks.com/\(youraccountname\)](http://ikeepbookmarks.com/(youraccountname)))
5. Click on "Begin using your account"



Picture a File Cabinet. The yellow section of the page is like the drawers. In the case of iKeepBookmarks, these will be your folders. The green section is for your files which are the actual websites in your iKeepBookmarks account.

First, let's create your folders:

1. In the yellow section click on "Add"
2. Create a title for your folder (for example Math, Space, etc). You want your titles to be organized so students will understand them. (You can also create folders inside folders. So if you want to title one folder Math then inside math you could have sub topic folders.)
3. Write a short description of the folder contents or choose an icon - neither are required.
4. Click "Finished"
5. Follow steps 1 - 4 for each of your folders.
 - To create folders inside folders, open a folder by clicking on it. Choose Add from the yellow section. Give your new folder a title.

Next, let's add the websites. (Green)

1. Open another Internet browser page. Find a website you want to save. Copy the website address.
2. Click on the folder where you want this site to be saved.
3. Click on Add in the green bar. (This is the one for adding links.)
4. Create a title for the website that you are going to add
5. Paste the URL of your found website.
6. Write a description and choose icons if you wish.
7. Click Finished.



Remember: If you want to add sites to a different folder, remember you must first open the folder. Otherwise you will be putting sites in the wrong folder.

For each folder did you see the box that says "locked"? If you click that, the drawer will be locked and only YOU will have access to that drawer. This is handy for storing websites for later review.



OTHER FEATURES:

Click on "Options"

Bookmarks

When you click on bookmarks, you have two choices. You can either upload your current favorites from your computer to the Internet, OR you can download the ones in your iKeepBookmarks account to your computer.

POP-UP

This is very handy. It allows you to automatically add bookmarks to your account while browsing the web. I have this on my home and school computer!

This is a great resource! At times it can run very slow and at times it can be down so always have a back up plan. You may want your students to set up accounts if they are working on research reports etc.