Presented by
The Beaufort County Republican Party
Graphics and Presentation by Louis Edwards

Navigating the Political Maze

A guide to equip you in making informative political decisions

Welcome
to
Navigating the Political Maze

Module 2
Adding Websites to your bookmarks

INTRODUCTION

If you have ever tried to find information on how a political leader voted, bills they introduced, or how they sided on a particular issue, then you are not alone.

Through this series of tips and lessons, we will equip you with the information you need to become a better informed citizen.

We will:
➢ Show you how to do a web search
➢ Show you how to add them to your bookmark for future reference
➢ Show you how to find information on your Local, State, and Federal Governments
➢ Show you how to contact your representatives
➢ Show you how to look up a bill and interpret its process before becoming law
➢ Give you valuable websites for your information

Note: The information provided has something for everyone.
If you have questions or comments you can contact me at:
bcrpgov@gmail.com

Follow us: https://www.facebook.com/beaufortcountygop/

Helpful Information

The information provided here will help you to understand the symbols used in the modules.

➢ This is a bullet point, It refers to the topics of discussion

➡ Red arrows are warnings, pay attention to this point

➡ Blue arrows are used to reference a particular point

➡ Green arrows instruct you to turn the page

➡ Yellow arrows are items you may want to note or save

▭ Blue boxes are used to indicate an action you must take

🚫 This symbol means **DO NOT PREFORM THIS ACTION**

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Turn Page

INTRODUCTION

*Adding Websites to your
bookmarks*

Once you have found the websites you like, you do not want to keep searching for them. We will show you how to keep your sites in a handy location on your browser using *bookmarks* and the *bookmark bar.*

You will learn:
➢ What are bookmarks
➢ How to create a bookmark File
➢ How to save your site to a bookmark File

Note: The information provided has something for everyone.
If you have questions or comments you can contact me at:
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f   Follow us: https://www.facebook.com/beaufortcountygop/
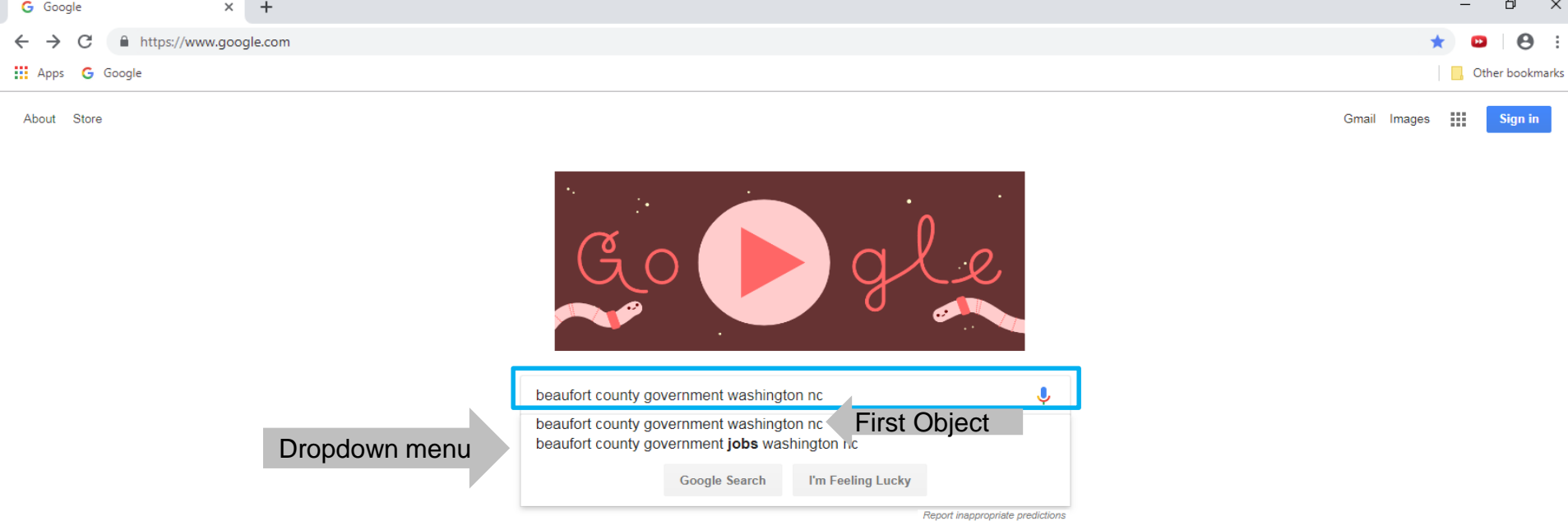
Google Search   I'm Feeling Lucky

You may be asking, what is a bookmark? *Well, we are not talking about the notes you make in the margins. We are talking about a place to store sites you like so you can find them later.* Let's take a look at what I'm talking about. Remember our friend Google? This is where it will begin. First let's find a site.

Turn Page

Dropdown menu

First Object

beaufort county government washington nc

beaufort county government washington nc
beaufort county government **jobs** washington nc

Google Search   I'm Feeling Lucky

Report inappropriate predictions

I've typed in the search box outlined in (blue), beaufort county government washington nc. You will notice the drop down menu (gray arrow). I'm going to click on the first option and show you what happens. *Nothing new, you saw it in the last session, Google search fundamentals. I hope you read that one. You did didn't you?*

If you notice there are several options to choose from as indicated by the (gray arrows). *Don't forget about the Green Monster.* 🐸 *I know, quit kidding around. I can't help myself.* We want to choose the first option surrounded by the (blue Box).

Turn Page

Beaufort County
NORTH CAROLINA

Jobs | Services | How Do I?

Enter a Search Term...

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Along Haven's Warf, just west of Washington's City Waterfront, there exist the facades of the past.

Wow, now that's what I call progress. Sorry got a little excited. When we clicked that link it sent us to the Beaufort County site. I only captured the top part of the site so you could see that clicking the link we chose took us to where we wanted to be. *Now we will start getting our hands dirty. That is after I show you what we came here for "bookmarks."*

Home   Government   Departments   Municipalities   Residents   Business   Tourism

Beaufort County
NORTH CAROLINA

Jobs | Services | How Do I?

Enter a Search Term... 🔍

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Here, we are looking at the top of the page that we are visiting. I will blow up sections you'll need to familiarize yourself with so you can save them in your "bookmarks."
That's for those of us who have a harder time seeing. Well for some of us.

Turn Page

Municipalities   **Residents**   **Business**   **Tourism**

rt County

CAROLINA

Jobs | Services | How Do I?

Enter a Search Term...

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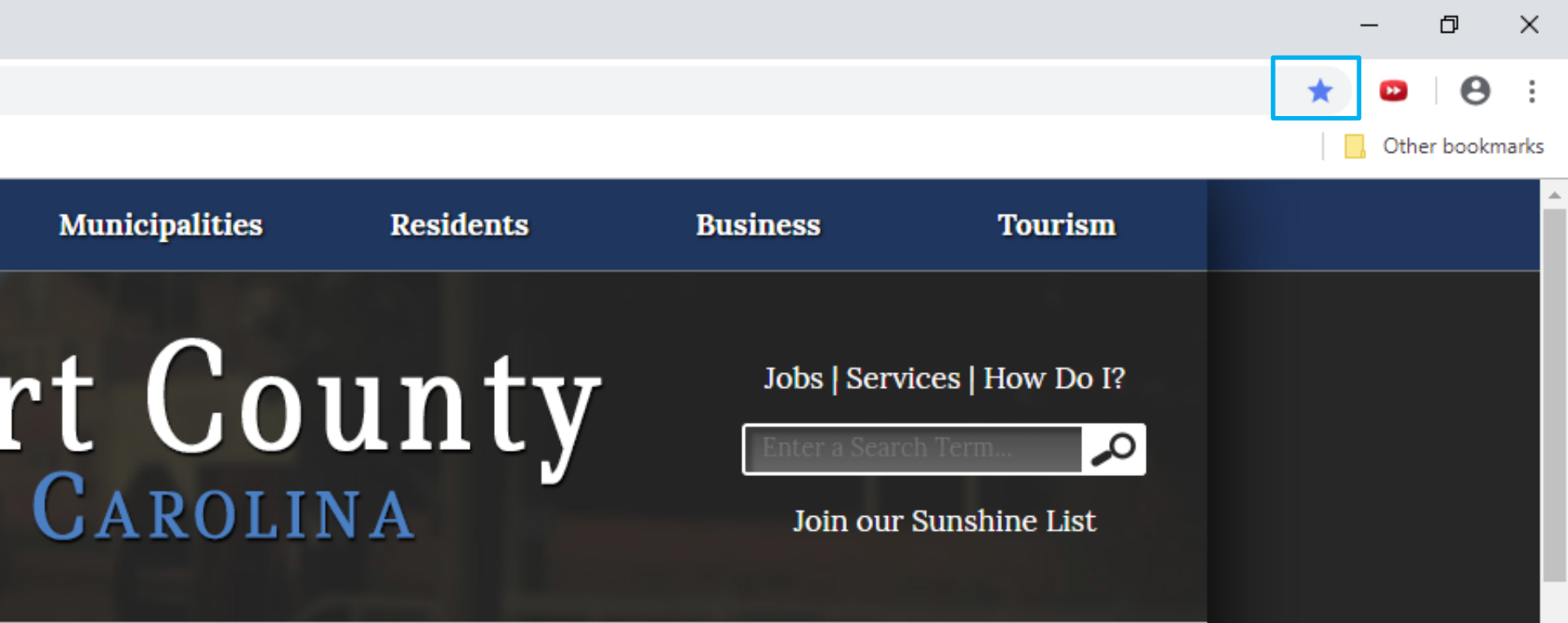
If you notice the (blue box) surrounding the star at the top right, that is what's called the "Bookmark" icon. This is the button you will click on to add it to your "bookmarks." Let's click the star. *I didn't say reach for the stars, I said click it. Oh, sorry, you did it. I must have been sleeping.*

Turn Page

Edit bookmark

Name: Beaufort County North Carolina

Folder: County Government

More...   Done   Remove

To get your bookmarks on all your devices, turn on sync.

Turn on sync...
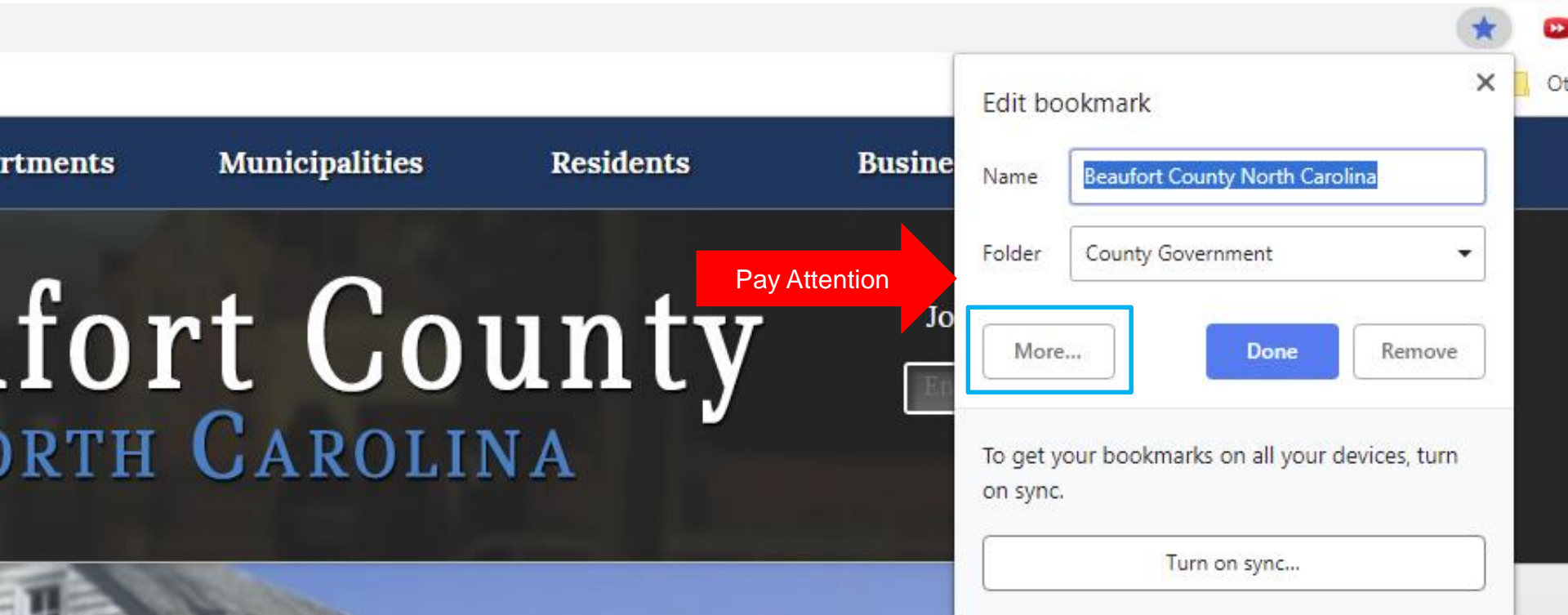
You notice the dropdown menu. This part is important. To add a bookmark folder, you'll want to click on the box that says "More…" The one with the (blue box) around it. *Sorry, you can't click it, I have to so you can see what happens. Here I go.*

ome   Government   Business   Tourism

Edit bookmark

Name   Beaufort County North Carolina

URL   https://www.co.beaufort.nc.us

Jobs | Services | How Do I?

📁 Bookmarks bar
▼ 📂 Other bookmarks   Pay Attention
    📁 Political
    📁 Printers and graphics
    📁 Bible Study
    📂 Web Design Tools
    📁 Fiction Grammar Tips

Join our Sunshine List

New folder   Save   Cancel
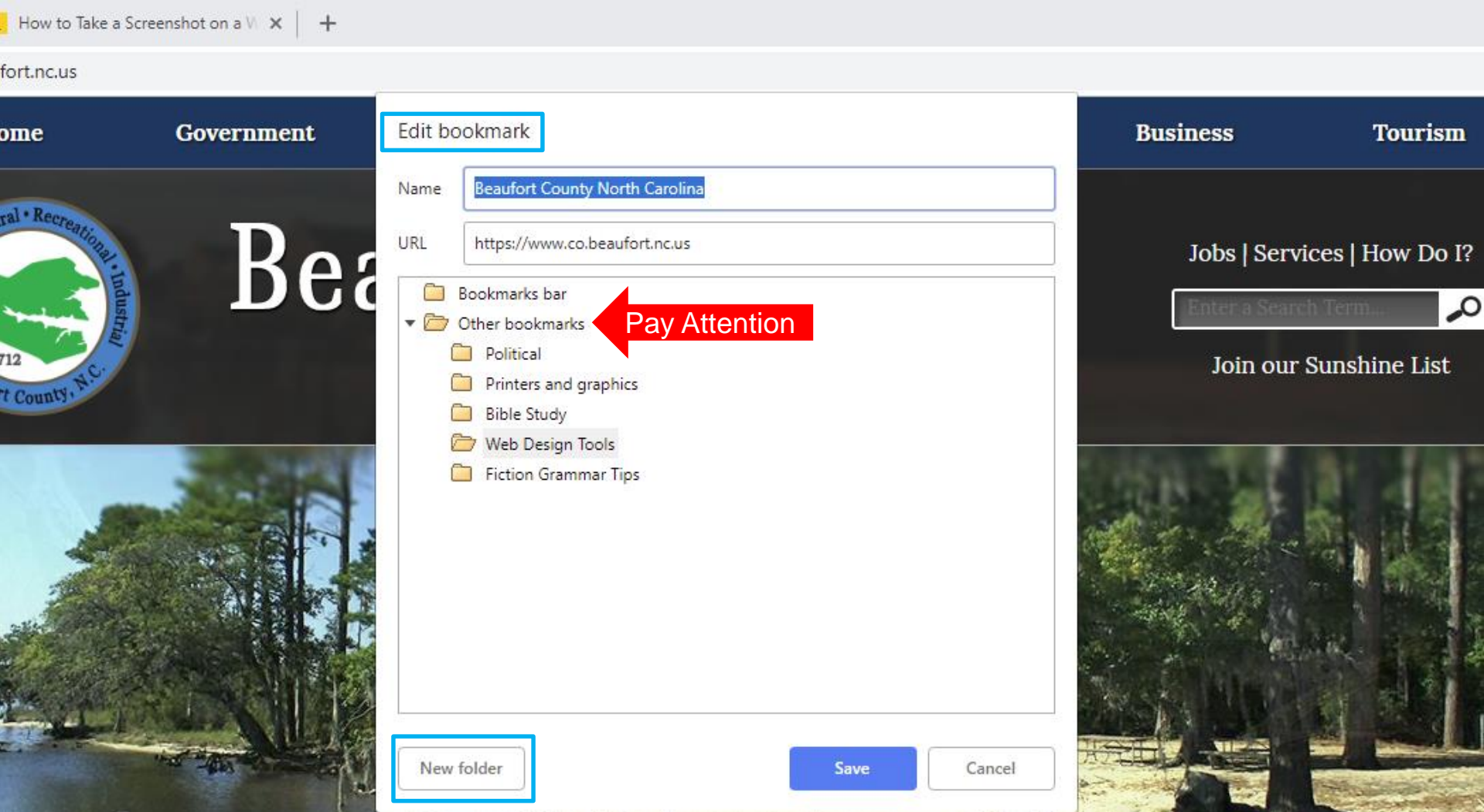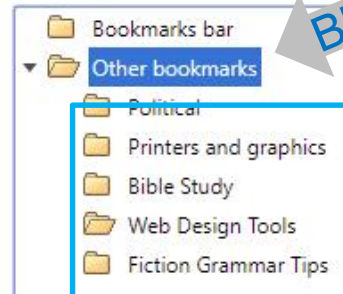
Now we have another box that popped up called the "Edit bookmark" box. *The box at the top surrounded by the (blue box). Don't worry, if it seems like to much to take in, you can always come back.* You will want to click the "Other bookmarks folder" the one with the (red arrow) beside it before selecting the "New folder" button at the bottom surrounded with a (blue box).

Government

Business   **Tourism**

Bea

Jobs | Services | How Do I?

Enter a Search Term...

Join our Sunshine List

Edit bookmark

Name   Beaufort County North Carolina

URL   https://www.co.beaufort.nc.us

📁 Bookmarks bar   *Blue*

📂 Other bookmarks

📁 Political

📁 Printers and graphics   These are called parent
folders or sub-folders
📁 Bible Study

📂 Web Design Tools

📁 Fiction Grammar Tips

New folder   Save   Cancel

Once you have selected the "Other bookmarks folder" you noticed it turned blue. By selecting it first, you allow the new folder we create to be part of its family. If you look at the folders underneath it surrounded by the (blue box) you'll see what I mean. *Whew, I know you want to give up but don't. It took me a while to learn, so you're not alone.* Now we can click on the "New folder button" surrounded by the (blue box) below.

Home   Government   Business   Tourism

Edit bookmark

Name   Beaufort County North Carolina

URL   https://www.co.beaufort.nc.us

Jobs | Services | How Do

Enter a Search Term...

Join our Sunshine List

- Bookmarks bar
- ▼ Other bookmarks
  - Political
  - Printers and graphics
  - Bible Study
  - Web Design Tools
  - Fiction Grammar Tips
  - New folder

New folder   Save   Cancel
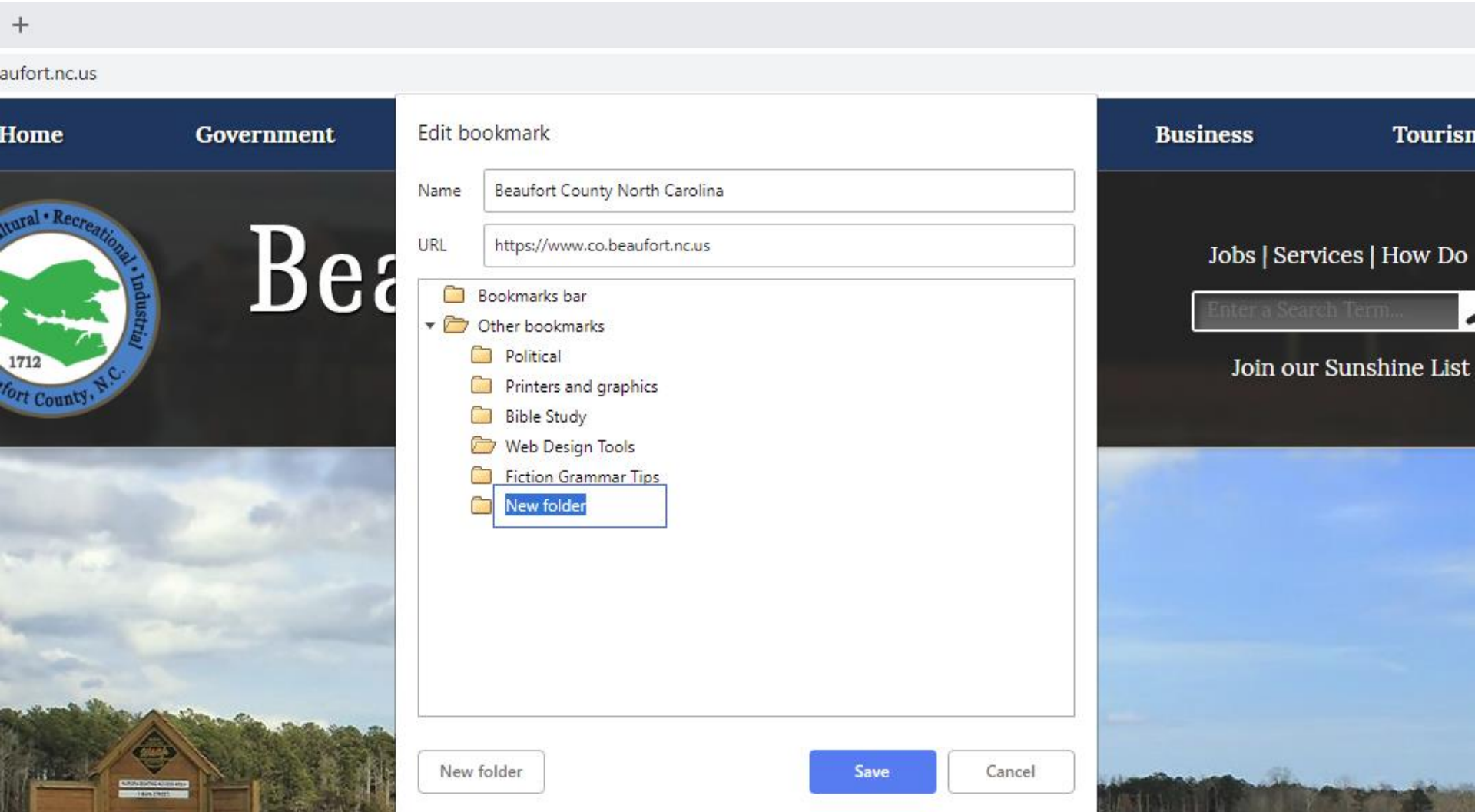
If you noticed, a "New folder" box appeared. This is where you will place the website you want to save, but first we need to give it a name. *No, not Fido your dog.* It needs to be a name to identify what you are placing in the folder like: County Websites, NC House Site, or something like that. *You get the idea.* Now let's name your file.

Home   **Government**

Edit bookmark

Name   Beaufort County North Carolina

URL   https://www.co.beaufort.nc.us

- 📁 Bookmarks bar
- ▼ 📂 Other bookmarks
  - 📁 Political
  - 📁 Printers and graphics
  - 📁 Bible Study
  - 📂 Web Design Tools
  - 📁 Fiction Grammar Tips
  - 📁 New folder

New folder   Save   Cancel

Business   **Tourisn**
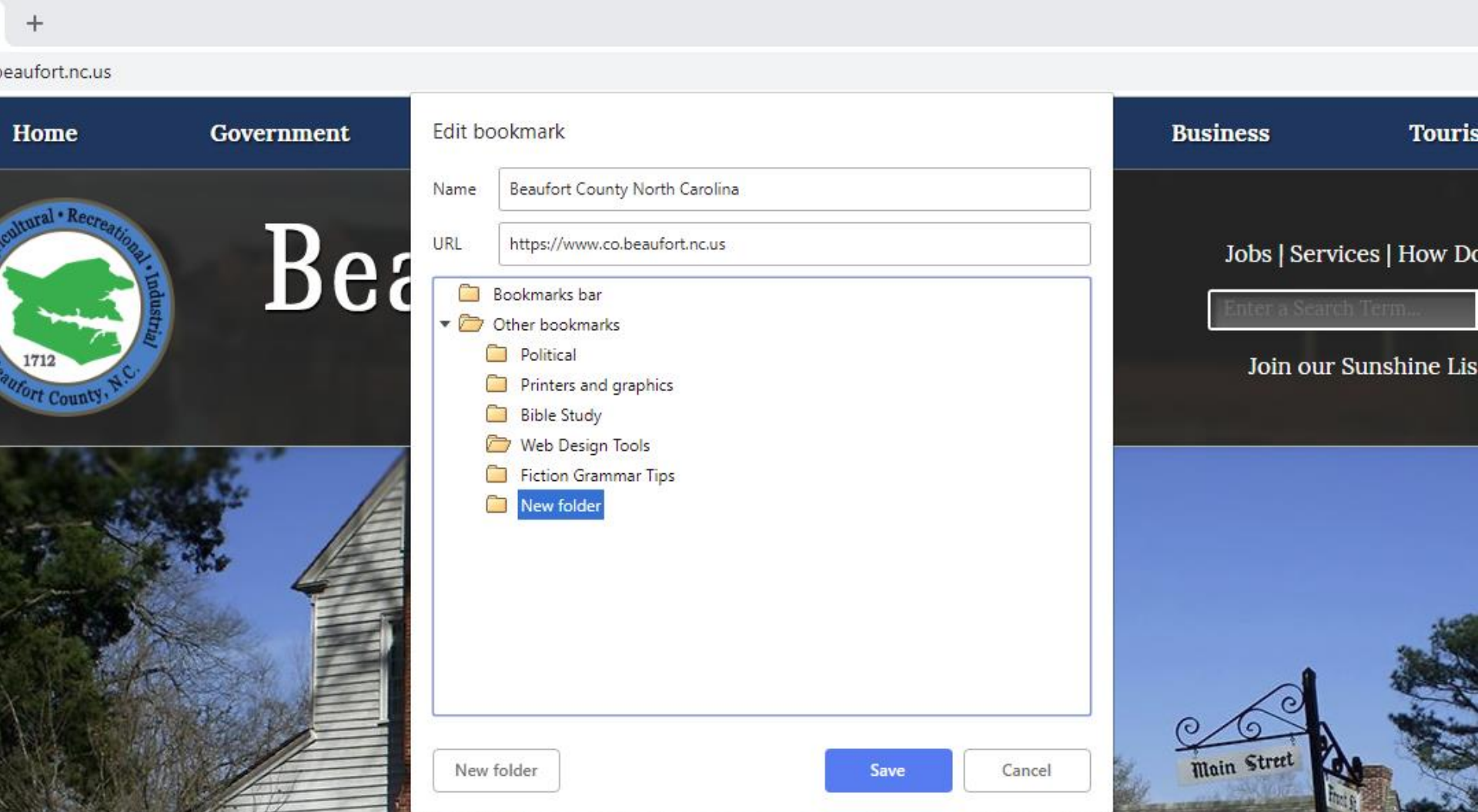
Jobs | Services | How Do

Enter a Search Term...

Join our Sunshine List
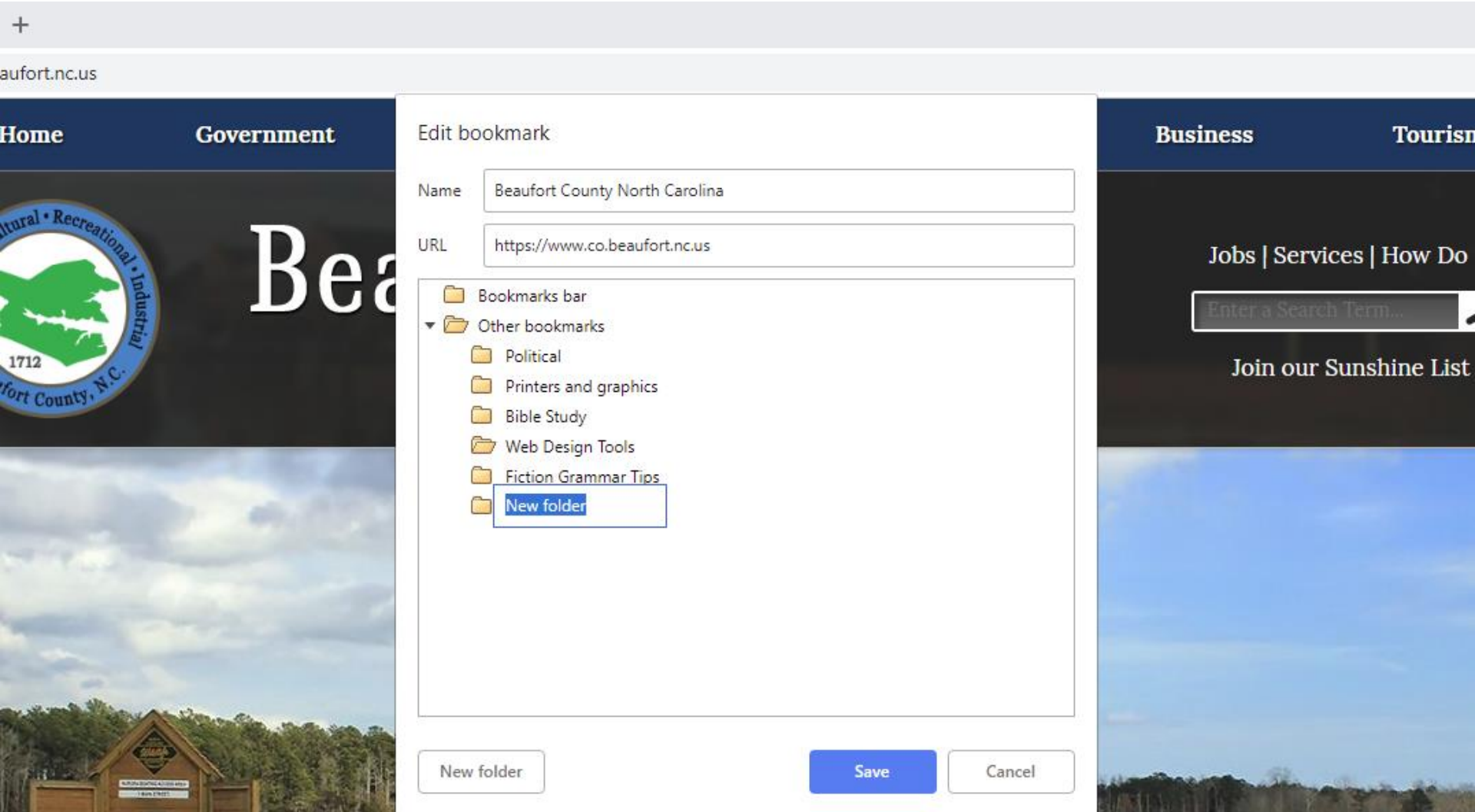
Notice the new folder you created has a name "New folder." *Go figure.* The name is highlighted in blue and is surrounded by a blue box. *This isn't my box, it's one the web browser creates.* To change the name, all you have to do is start typing and the words "New folder" will be replaced by the name you type in the box.

Home   Government

Edit bookmark

Name   Beaufort County North Carolina

URL   https://www.co.beaufort.nc.us

📁 Bookmarks bar
▾ 📂 Other bookmarks
   📁 Political
   📁 Printers and graphics
   📁 Bible Study
   📂 Web Design Tools
   📁 Fiction Grammar Tips
   📁 New folder

New folder   Save   Cancel

Business   **Touris**

Jobs | Services | How Do

Enter a Search Term...

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Main Street

If for some reason the box changes to a highlighted blue "New folder" without the blue box surrounding it and you can't change the name, don't worry. *It's happened to me many times.* All you have to do is place your cursor over the highlighted word and right click you mouse. *Your other right. I say that because… you got it…say it in unison with me…Its happened to me.* Let me show you what happens when you right click the highlighted word.

Turn Page

Government

Business   Tourism

Bea

Jobs | Services | How Do I?

Enter a Search Term... 🔍

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Edit bookmark

Name   Beaufort County North Carolina

URL   https://www.co.beaufort.nc.us

📁 Bookmarks bar
▼ 📂 Other bookmarks
    📁 Political
    📁 Printers and graphics
    📁 Bible Study
    📂 Web Design Tools
    📁 Fiction Grammar Tips
    📁 New folder
              Edit
              Delete
              New folder

New folder   Save   Cancel

There it is. Another menu box. I told you not to worry. Here you want to click on the word "Edit." *I surrounded it with MY (blue box).* This will change it back so you can add the file name you want. *Let's try it and see.*

Well I'll be a cat's meow we did it. Now start typing and you'll see the name change. Kind of like magic don't you think? Okay, maybe not. Just a thought. We'll call this file, "County Government." You don't have to call yours that if you don't want to. Let's see what happened when we did.

Government

Business   **Tourism**

Jobs | Services | How Do I?

Enter a Search Term...

Join our Sunshine List

Edit bookmark

Name   Beaufort County North Carolina

URL   https://www.co.beaufort.nc.us

📁 Bookmarks bar
▼ 📂 Other bookmarks
   📁 Political
   📁 Printers and graphics
   📁 Bible Study
   📂 Web Design Tools
   📁 Fiction Grammar Tips
   📁 County Government
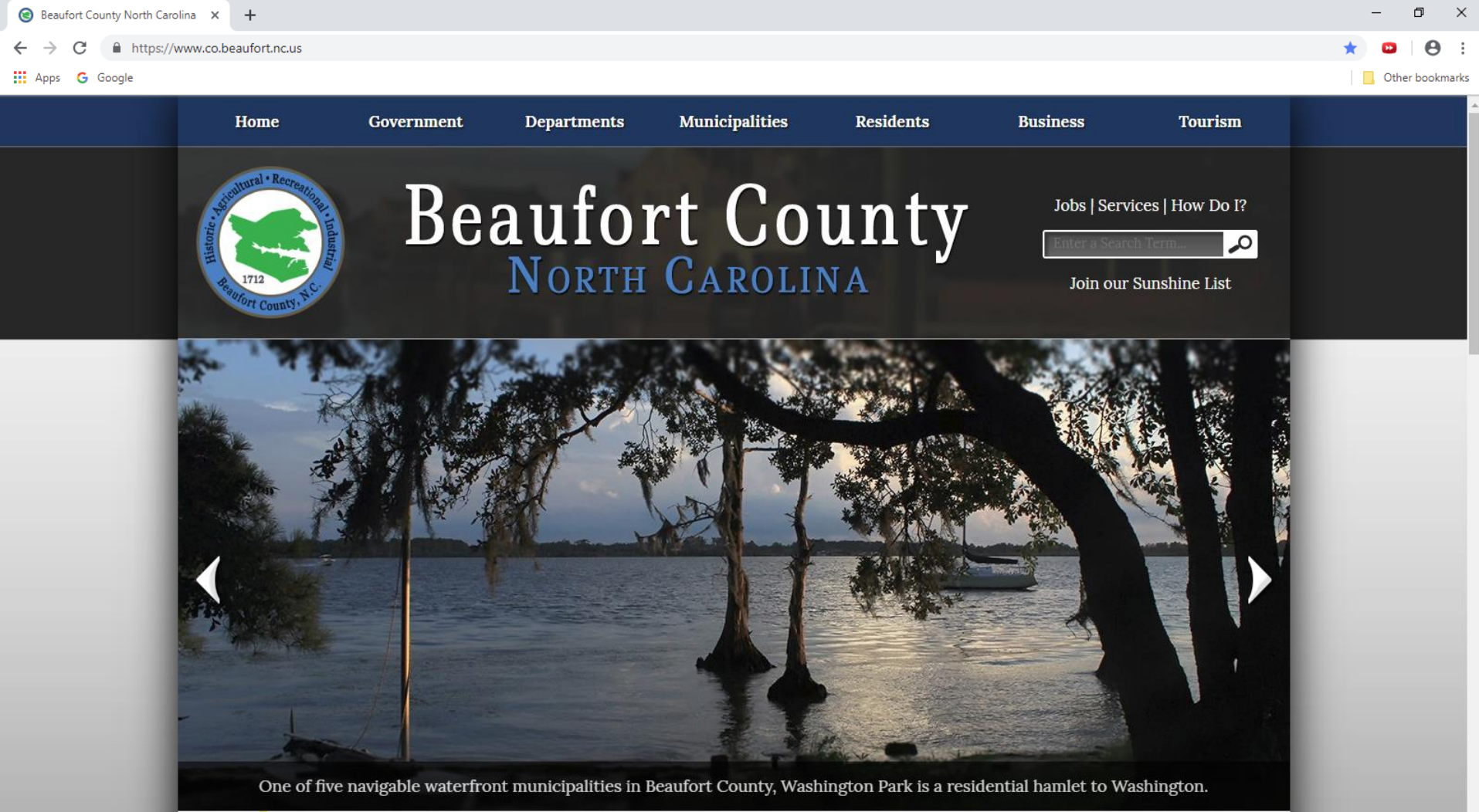
New folder   Save   Cancel

Notice how the name changed? Now all we have to do is click the blue "Save" button I surrounded in a (blue box). Let's save it now and see what happens.

https://www.co.beaufort.nc.us

Apps   G Google   Other bookmarks

Beaufort County
NORTH CAROLINA

Jobs | Services | How Do I?

Enter a Search Term...

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One of five navigable waterfront municipalities in Beaufort County, Washington Park is a residential hamlet to Washington.

Oh no, it went away. Don't panic, I know where it went. If you'll be nice I'll show you. We'll save that for module 2a. I don't want to wear you out on the first long session. See you at 2a.

Turn Page

You have completed *Module 2*

We hope this segment of *Navigating the Political Maze* has been informative and helpful. The short nature of these segments in to make your learning experience a pleasurable one. Other segments will go into greater depth and help familiarize you with ways you can become better informed.

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Next Module

Module 2a
Adding Websites to your bookmarks

Module 2a will include:
➢ How to access your bookmarks for future use
➢ How to save your site to a bookmarks bar
➢ How to access your bookmarks bar for future use

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bcrpgov@gmail.com

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