

# How to Manage Google “Chrome” Bookmarks?

Have you ever found a website you wanted to view later, only to realize you didn't remember the web address when the time came? Bookmarks are a great way to save and organize specific websites so you can revisit them again and again.

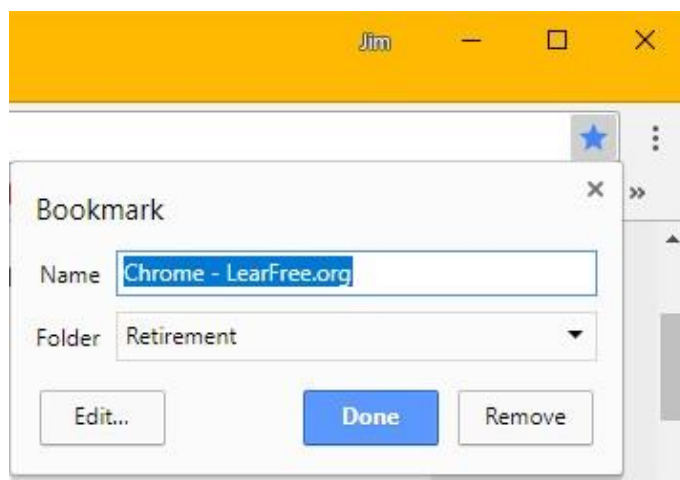
In this lesson, we'll talk about how to add bookmarks to Chrome, how to manage and organize your bookmarks and folders and how to sort bookmarks.

## A. Adding a bookmark:

1. Open the desired web page.
2. To save a bookmark, click on the star in the top right corner of the screen.



3. When the pop-up window appears, click on “Done”.
- I also suggest you try clicking on “Edit” to see its advantages.



## **B. Using the Bookmark Manager:**

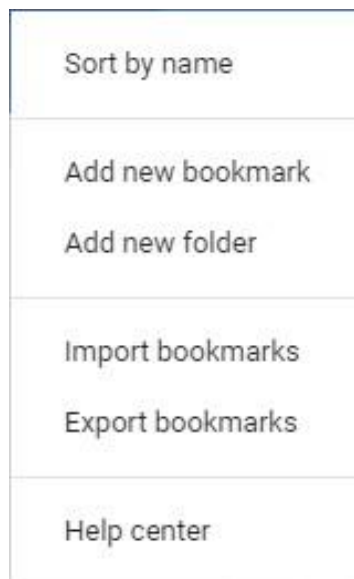
Press the Escape (ESC) key to remove pop-up windows during the following operations.

1. Click on the Chrome Menu. The 3 vertical dots in the top right corner of the screen.
2. Click on “Bookmarks”.
3. Make sure there is a check mark to the left of “Show bookmarks bar”. If the check mark is missing then left click on “Show bookmarks bar”. You will now be able to see your bookmarks folders. Repeat items #B1 and B2 above.
4. Click on “Bookmark Manager”.

A new tab will open. You can keep this tab open to perform multiple operations. (You can also save the “Bookmark Manager” as another bookmark.)

Inside Bookmark Manager you can:

- a. Search for a site bookmark.
- b. Create folders. Click on the folder where you want to create a new sub-folder. Click on the 3 vertical dots in the row below the “Bookmarks Bar” (This line replaces the “Organize” command in earlier versions of Chrome).



- c. Edit bookmarks. Do a right click and press “Edit”.
- d. Delete bookmarks. . Do a right click and press “Delete”.
- e. Drag and drop the bookmark to another folder.
- f. Double click a folder to see the bookmarks inside the folder.

**C. Using the Bookmark Manager to Import / Export from / to a file:**

Look at the picture at the bottom of the previous page. You can Import / Export to / from an HTML file. Go to the following web page link for Import / Export instructions.

<http://www.oakcg.org/Archive/Importing-and-Exporting-Bookmarks-To-and-From-the-Chrome-Browser.pdf>