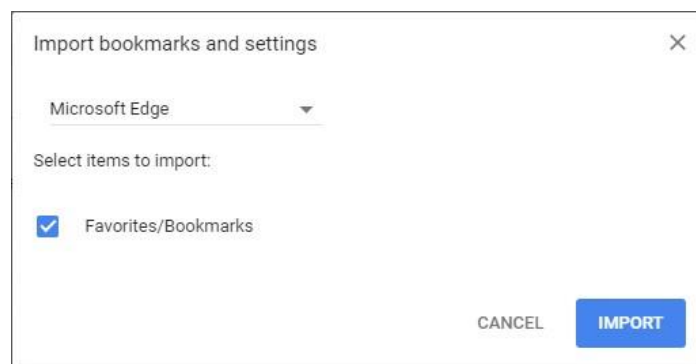


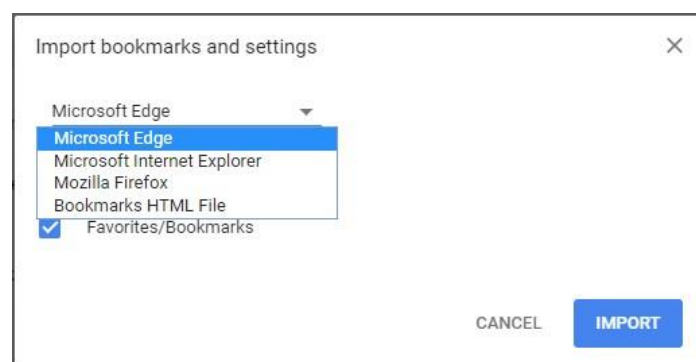
Importing and Exporting Bookmarks To and From the Chrome Browser

A. Importing Bookmarks from another Browser:

1. Open Chrome to any web site.
2. Left click on the 3 vertical dots in the top right corner of the screen.
3. On the pop-up menu, left click on “Bookmarks”.
4. On the next pop-up menu, left click on “Import bookmarks and settings”.



5. On the browser selection menu, left click on the drop-down arrowhead to select the browser program you want to import from.



A. Importing Bookmarks from another Browser: cont'd

- 6. Some browsers have more than one item type to Import. Our recommendation is to uncheck all items except for “Favorites / Bookmarks”.
- 7. Left click on the “Import” button.
- 8. If you display the Bookmark Manager you will now see a folder called “Imported from XXX” with the “XXX” replaced with the name of the browser you imported from.

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The instructions for the “Bookmark Manager” can be found at the following web address:

<http://www.oakcg.org/Archive/How-To-Manage-Google-Chrome-Bookmarks.pdf>

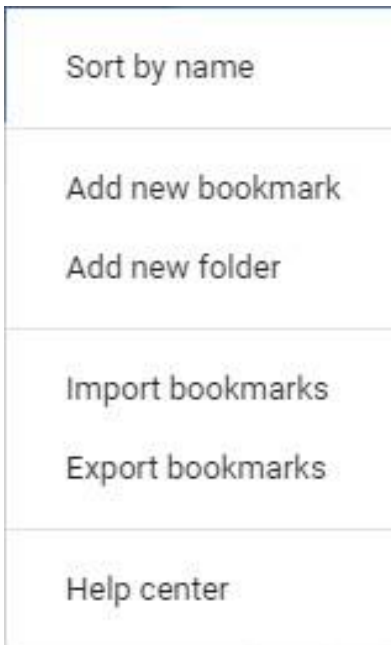
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B. Exporting Bookmarks to an HTML file:

Exporting bookmarks uses a separate menu driven system inside Chrome. Exporting is file based rather than the system code based for importing bookmarks. (You can also sync Chrome to your Google Cloud account and save bookmarks online. Due to its complexity, this feature will not be discussed here.)

- 1. To start the Export process you need to start “Bookmark Manager”. See the link above for instructions.

2. The top row of the Bookmarks Manager screen will have the word Bookmarks on the left, a search box in the middle and 3 vertical dots on the right. If you click on the 3 dots, you will see the following menu:



3. Left click on “Export bookmarks”. A “Save As” screen will open. Save the file to a folder on your PC.

Note:

If you need to buy a new computer, copy the HTML file to a flash drive, then import the file to Chrome on your new computer. Chrome will then appear just like it does on your old computer.

4. The Export is Complete.

C. Importing Bookmarks from an HTML file:

- 1. Repeat steps B1 and B2 above.**
- 2. Left click on “Import bookmarks”. An “Open” screen will open.
Select the bookmarks file to use on your PC and click “Open”.**
- 3. The Import is Complete.**