

Save Chrome and Desktop Favorites

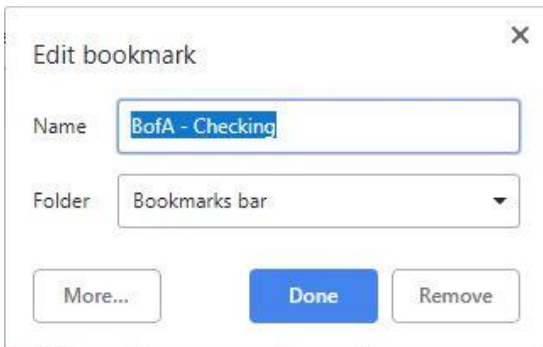
Save a New Chrome Home Page

A. How to save a Chrome favorite:

1. Start Chrome.
2. Go to the web site that you want to save as a Favorite.
3. On the right side of the web site URL address box, click on the star.
If the star is colored blue, the star is already saved as a favorite.
See the picture below:



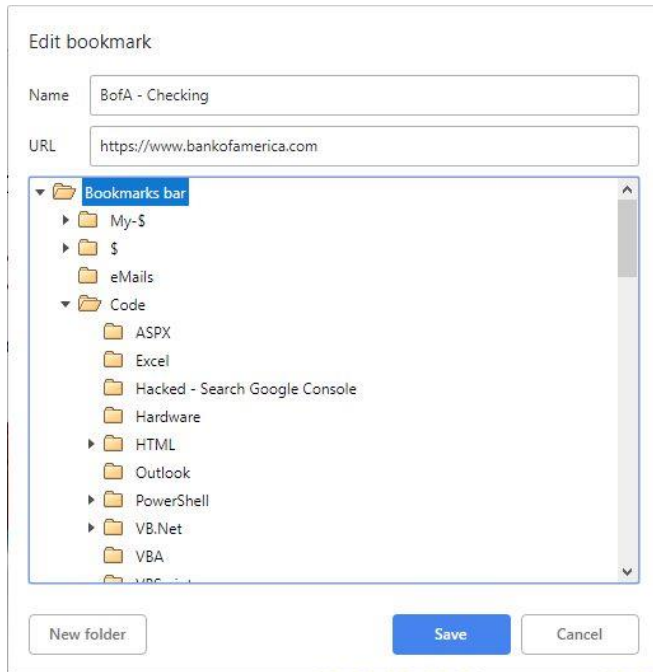
4. The “Edit bookmark” menu will pop-up.



- 4a. Change the name to something short so the “Tab” will not overflow.
- 4b. Click on the “Folder” drop-down arrowhead or the “More” button to select the desired “Favorite” location. The “Bookmarks bar” is the topmost location.

A. How to save a Chrome favorite (cont'd):

4c. When you click on the “More” button you will see the following menu:



4d. Clicking on the “New folder” button will create a new folder under the highlighted folder name; in the above case, the new folder would appear within the Bookmarks folder.

4e. Clicking the “Done” or “Save” button, as shown above, will store your Favorite web site.

For extra help go here:

<https://www.hamilton.edu/offices/lits/rc/adding-a-website-to-your-favorites-bar>

B. How to save a Chrome favorite to the “Desktop”:

- 1. Start Chrome.**
- 2. Go to the web site that you want to save as a Desktop Favorite. I will use our Computer Group “www.oakcg.org” web site as an example.**
- 3. After the web site is displayed, click on the 3 small vertical dots in the top right corner of the screen.**
- 4. Inside the pop-up menu click on the “More tools” line.**
- 5. Click on “Create shortcut”.**
- 6. In the “Create shortcut?” pop-up, if required, change the website description. Leave the “Open as window” option box unchecked. Click the “Create” button.**
- 7. Go to your Desktop and locate the new icon. The link will automatically display the web site icon if the web page was coded correctly. You can move, drag and drop, the new icon if you want to.**

C. How to save a new Chrome “Home” web page:

When you start Chrome, the first web page that is displayed is called the “Home” page. If you want to change your Home page or your original Home page was somehow deleted you can use these instructions to recover your Home page.

1. Start Chrome. (Make sure that only one Chrome page is displayed.)
2. Go to the web site that you want to save as your new “Home” page.
I will use the Gmail web site as an example.
If you lost your Gmail page try the following: <https://mail.google.com>
3. Enter you email address and password if you are asked for them.
4. After the web site is displayed, click on the 3 small vertical dots in the top right corner of the screen.
5. Inside the pop-up menu click on the “Settings” line.
6. The Settings page has several blocks of options. The 6th block from the top is called “On startup”. Click on the option circle titled “Open a specific page or set of pages”.
7. After clicking on the option circle the current “Home” page is listed above the lines:
 - a. “Add a new page” and
 - b. “Use current pages”
8. If no web site is listed then click on the “Use current pages” link. Your gmail site should now appear just below the circle. You can correct your selection and start again by clicking on the 3 vertical dots just to the right of the website URL. Definition of URL: [COF-Handbook-Glossary.pdf](#)
The above procedure assumes your gmail page was successfully displayed prior to clicking on the Settings menu.
9. Close the “Settings” tab. Exit Chrome and restart it to check your changes.