

Google Chrome MANAGE BOOKMARKS

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1. If you selected “Import Favorites” when you installed Google Chrome, a Bookmark ToolBar is created (**Figure 1**). You can single click on any name to go to its website, or click on the down arrow to see more choices. Any Bookmarks you have placed in folders will appear on the far, right-side of the ToolBar and is labeled ‘Other bookmarks’.

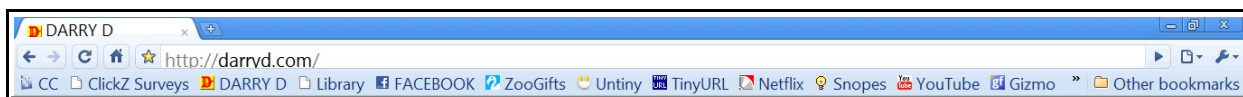


Figure 1

2. To rename a Bookmark (**Figure 2**), RIGHT-click on it and Left-click on Edit.

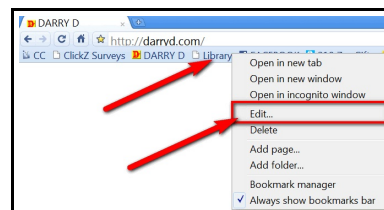


Figure 2

You can use the Bookmark Manager to organize your bookmarks and folders.

To open the manager (**Figure 3**):

- 1 Click the Tools menu on right-side of screen.
- 2 Select Bookmark manager.

You can also use the keyboard shortcut *Ctrl+Shift+B* to open the manager.

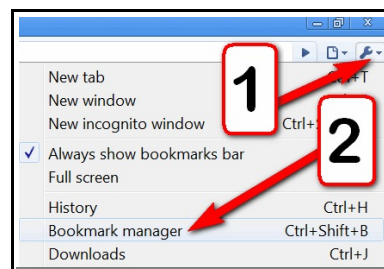


Figure 3

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When you open the Bookmark Manager, you'll



Figure 2

1. Move bookmarks or folders around: Left-click on the item you want to move and drag it to its new destination within the folder list on the left.
3. To edit the web address of a bookmark or a folder name: Select the item you'd like edit, click the Organize menu, then select Edit. You can also easily edit bookmarks and folders from the bookmarks bar by right-clicking the item in question and selecting Edit.
3. Search bookmarks: Use the search box at the top to quickly locate a bookmark within the manager.
4. Add a new bookmark folder: In the folder list on the left, right-click the location where you want the new folder to reside and select Add folder
5. Delete a bookmark or folder: Right-click the item and select Delete.