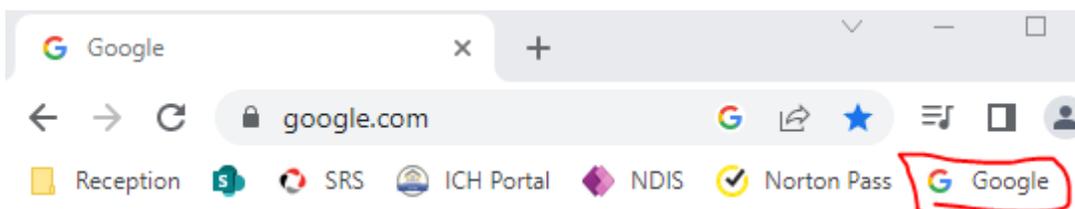
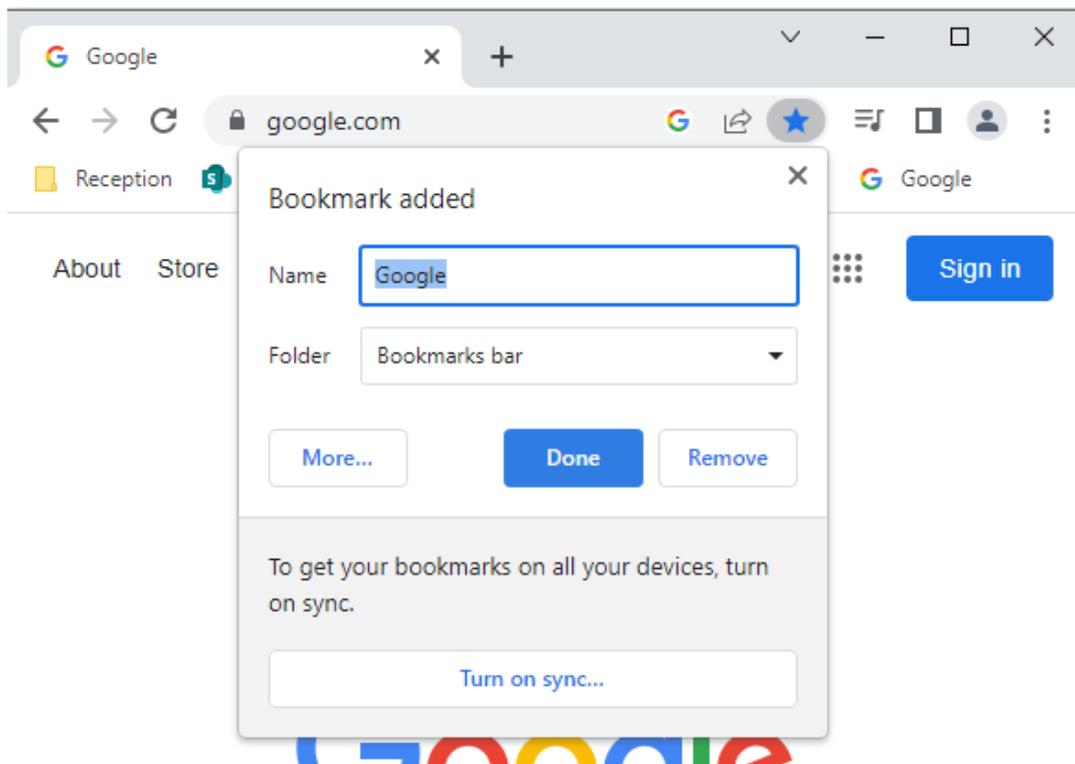
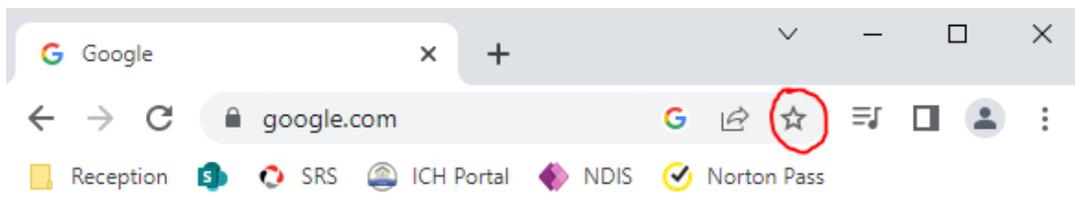


Create, View & Edit Bookmarks and the Bookmark Bar

Google Chrome

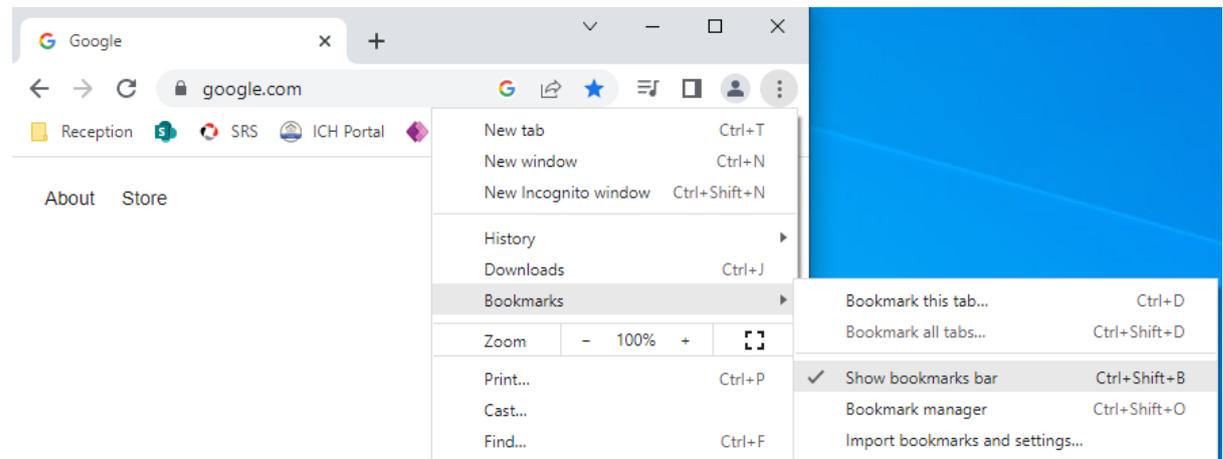
Add a bookmark

1. On your computer, open Chrome.
2. Go to the site you want to visit again in the future.
3. To the right of the address bar, click Star ☆.
 - a. Once you click star you have the option to edit the bookmark by:
 - i. Changing the name of the bookmark
 - ii. Selecting the folder you wish to place the bookmark into (for organisation purposes)
 - iii. Select Done



Find a bookmark

The easiest way to open a bookmark is to click on it in the Bookmarks bar. To turn the bookmarks bar on or off, click More  > Bookmarks > Show bookmarks bar.



If you don't have the bookmarks bar turned on or your bookmark isn't there, there are 3 ways to find your bookmarks.

From the address bar

1. On your computer, open Chrome.
2. In the address bar, enter @bookmarks.
3. Press **tab** or **space**. You can also click Search bookmarks  in the suggestions.
4. Enter keywords for the bookmark you want.
5. Select your bookmark from the list.

From the menu

1. On your computer, open Chrome.
2. At the top right, click More  > **Bookmarks**.
3. Click a bookmark.

From the navigation panel

1. At the top right of your browser, click Side panel .
2. Click the Down arrow  > **Bookmarks**.

Edit a bookmark

1. On your computer, open Chrome.
2. At the top right, click More  > **Bookmarks** > **Bookmark Manager**.
3. To the right of a bookmark, click more  > **Edit**.

Delete a bookmark

Important:After you delete a bookmark, you can't get it back.

1. On your computer, open Chrome.
2. At the top right, click More  > **Bookmarks** > **Bookmark Manager**.
3. To the right of a bookmark, click more  > **Delete**.

Organise your bookmarks

Move your bookmarks into a folder

1. On your computer, open Chrome.
2. At the top right, click More  > **Bookmarks** > **Bookmark Manager**.
3. Drag a bookmark up or down, or drag a bookmark into a folder on the left. You can also copy and paste your bookmarks in the order you want.

If you use the bookmarks bar, you can drag your bookmarks into the order you want.

Put your bookmarks in folders

1. On your computer, open Chrome.
2. At the top right, click More  > **Bookmarks** > **Bookmark Manager**.
3. At the top right, click More  > **Add new folder**.

If you use the bookmarks bar, you can add a folder by right-clicking the bookmarks bar. Click **Add Folder**.

Alphabetise your bookmarks

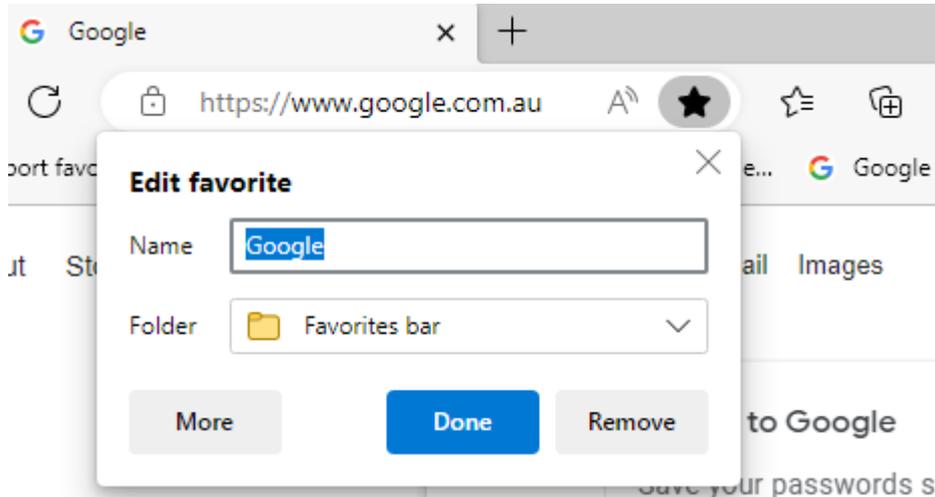
1. On your computer, open Chrome.
2. At the top right, click More  > **Bookmarks** > **Bookmark Manager**.
3. At the top right, click More  > **Sort by name**.

Video for more tips: <https://www.youtube.com/watch?v=0ozlPz7AbyU>

Microsoft Edge

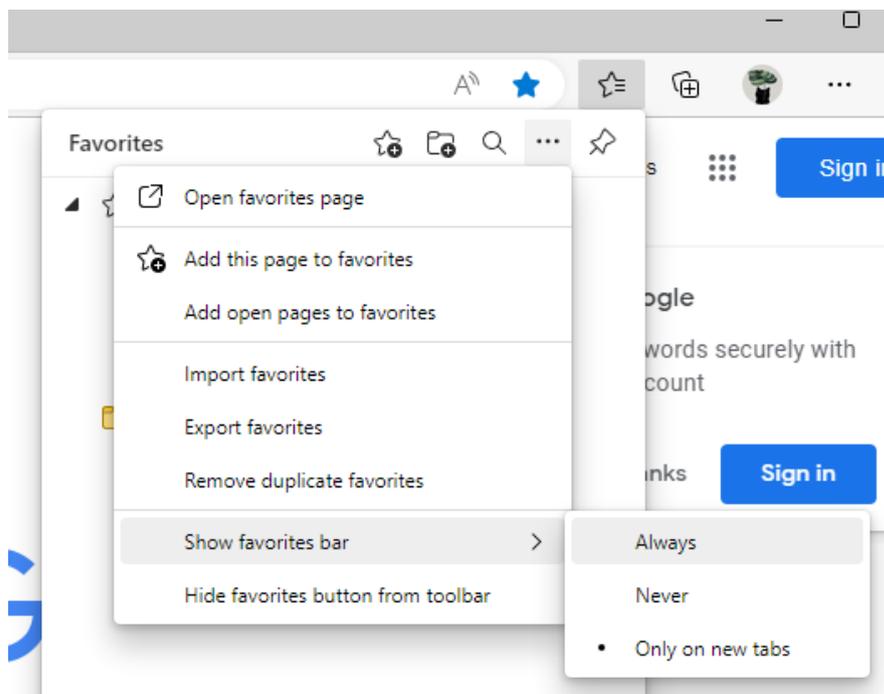
Add a favourite (bookmark)

1. On your computer, open Microsoft Edge.
2. Go to the site you want to visit again in the future.
3. To the right of the address bar, click Star ☆.
 - a. Edit the favourite name if you wish, then select done.



Find a favourite (bookmark)

1. The easiest way to open a favourite is to click on it in the favourites bar. To turn the favourites bar on or off, click the star symbol with 3 lines next to the address bar > more ... > Show favourites bar > Select Always.



Organise your favourites

1. Click and drag your favourites into the order you want them in.
 - a. You can do this on the favourites page (Favourites star list icon > more ... > Open favourites page), or on the favourites bar itself

