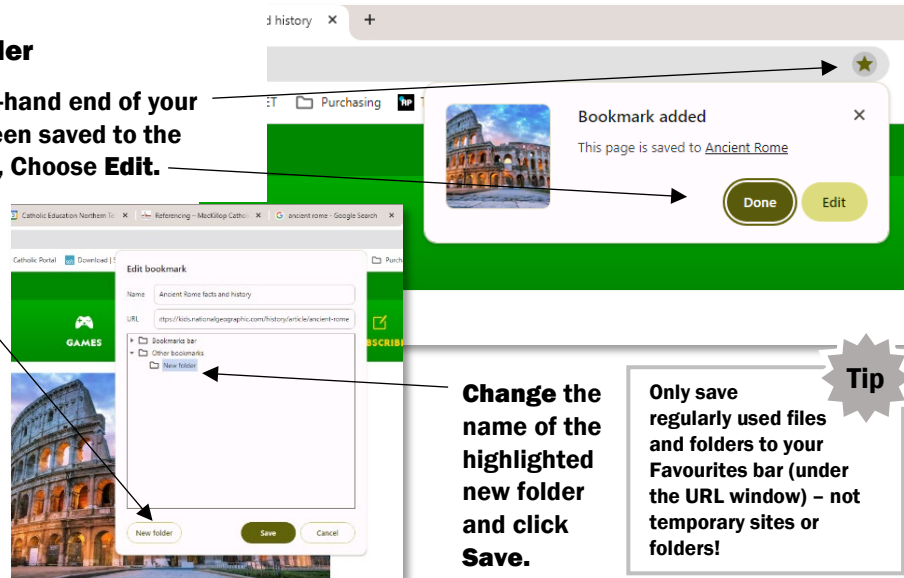


How to... use Bookmarks in Chrome

1 Create a new Bookmark folder

Select the star at right-hand end of your URL. If it has already been saved to the wrong bookmark folder, Choose Edit.

Choose **Other** bookmarks then click on **New Folder** at bottom left of the pop-up window.

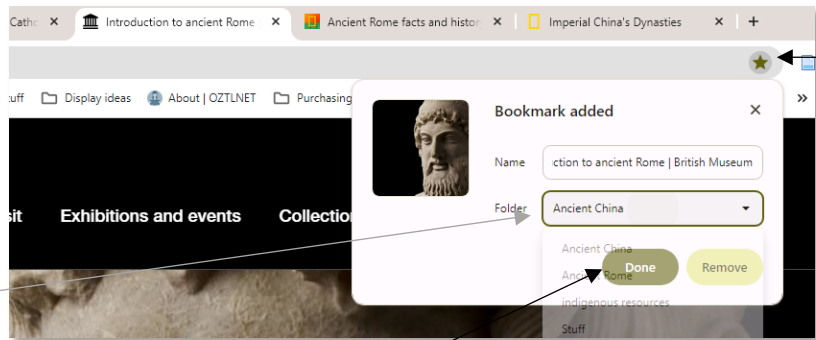


Change the name of the highlighted new folder and click **Save**.

Tip
Only save regularly used files and folders to your Favourites bar (under the URL window) - not temporary sites or folders!

2 Add bookmarks to an existing folder

Select the star in the top right of your URL window. If it has saved your bookmark to the correct folder, choose **Done**. If it hasn't, then choose **edit**. In the next window, use the drop down menu to choose which folder you want to add your bookmark to, then click **Done**.



3 Delete bookmarks

Click on the star (which should be solid when it has been already saved as a bookmark) at the right hand end of the URL window. Click **Remove** to delete this bookmark.

4 Removing a Bookmark Folder

Click on the 3 vertical dots at the right top of screen. Choose **Bookmarks and Lists** and then **Bookmark Manager**. Select the folder you wish to delete and then right click to choose **Delete** from the drop down menu.

