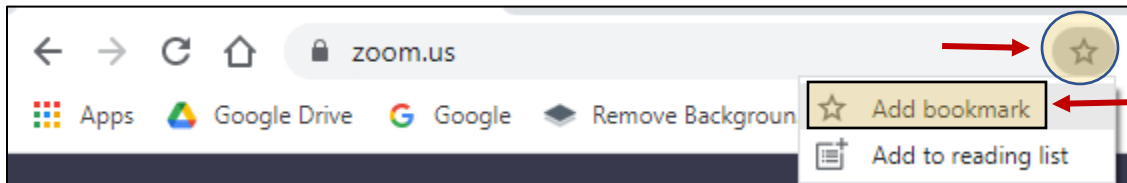


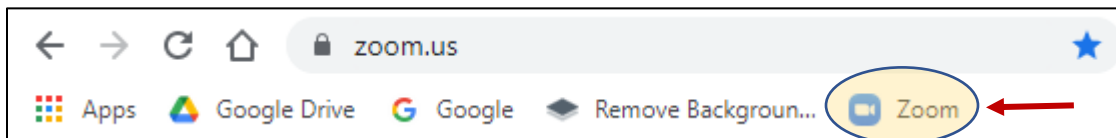
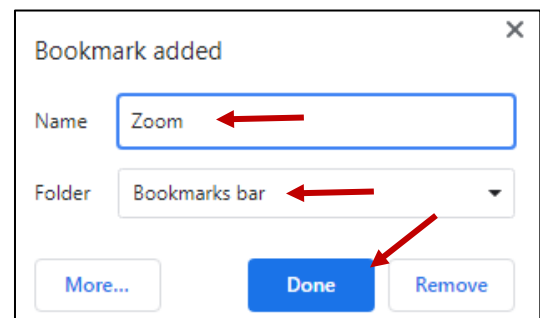
CREATING BOOKMARKS IN GOOGLE CHROME

ADDING BOOKMARKS:

1. Using **Google Chrome**, open the website that you want to bookmark.
2. Click on the **STAR** at the end of the address line.
3. Choose **ADD BOOKMARK**.



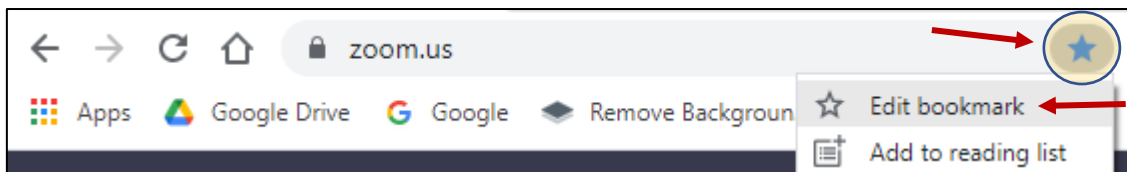
4. You can change the name if you wish.
5. Keep it set to **BOOKMARKS BAR** for easy access.
6. Press **DONE**.
7. This website will now be available in just one click using the **BOOKMARKS BAR** under the address bar at the top of your screen.



***NOTE:** If your devices are not syncing, you may have to bookmark this tab on each computer that you use.

EDITING/REMOVING BOOKMARKS:

1. Open the website and click the **STAR** at the end of the address line.
2. Select **EDIT BOOKMARK**.



3. Make your changes or select **REMOVE** to delete the bookmark.

***NOTE:** To create folders to store multiple bookmarks, change the **BOOKMARKS BAR** option to **OTHER BOOKMARKS** or select **CHOOSE ANOTHER FOLDER** to create a folder of your own.

CHECK OUT THIS [YOUTUBE VIDEO](#) FOR GREAT TIPS AND TRICKS!

You can even add bookmarks to your favorite Google Drive documents for quick access!