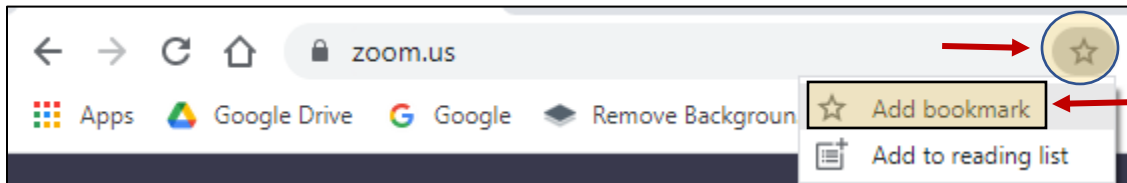


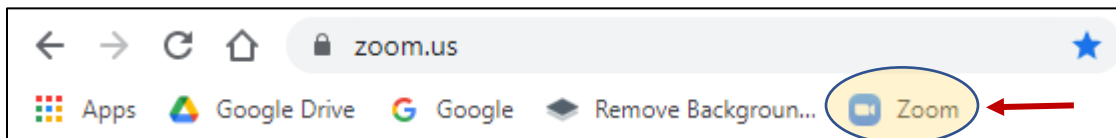
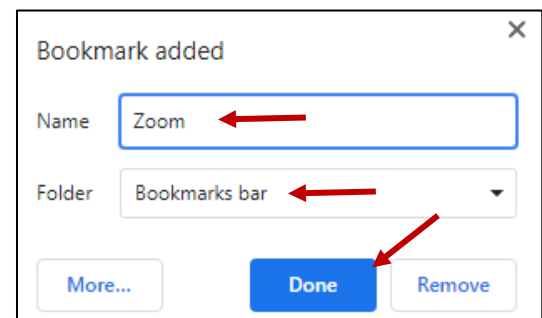
# CREATING BOOKMARKS IN GOOGLE CHROME

## 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**.



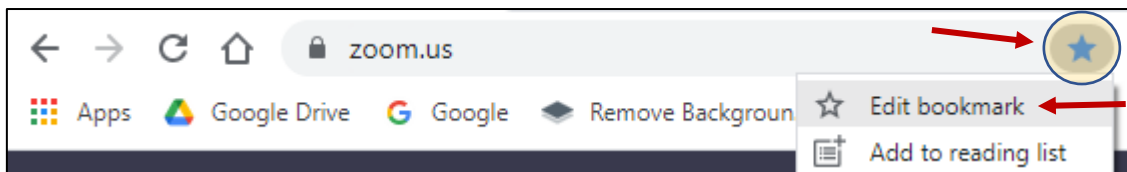
4. You can change the name if you wish.
5. Keep it set to **BOOKMARKS BAR** for easy access.
6. Press **DONE**.
7. This website will now be available in just one click using the **BOOKMARKS BAR** under the address bar at the top of your screen.



**\*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!