

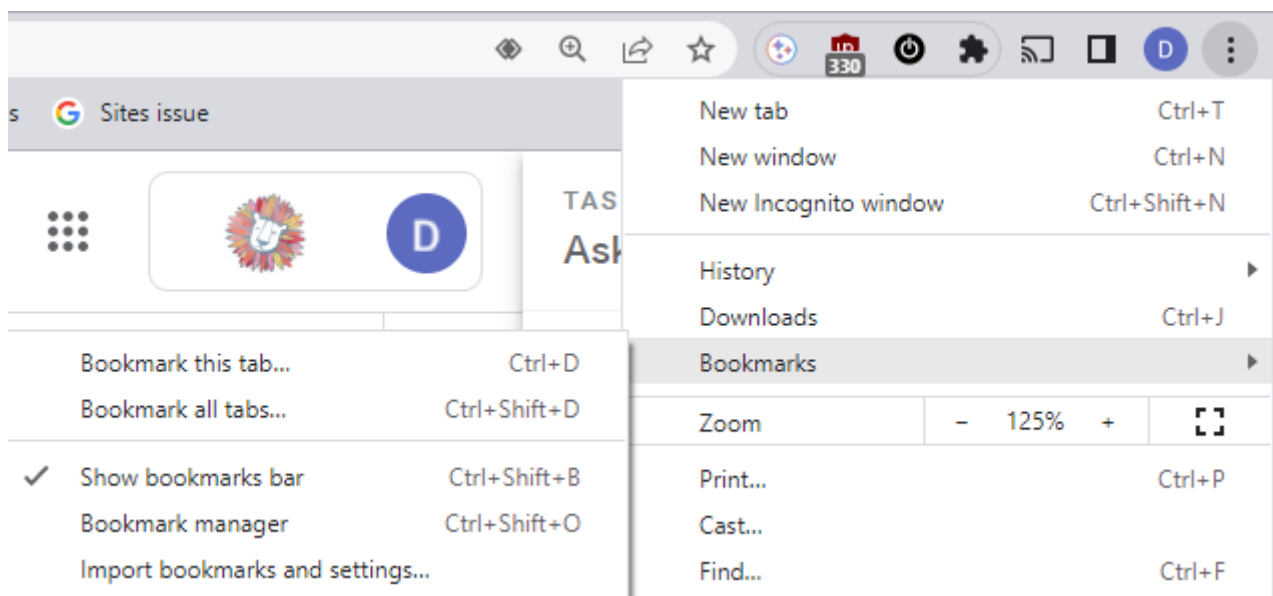


## Using the Bookmark Bar in Chrome Web Browser

Using the bookmarks bar is a really easy way to save frequently accessed and important websites so that they are easy to find when you need them.

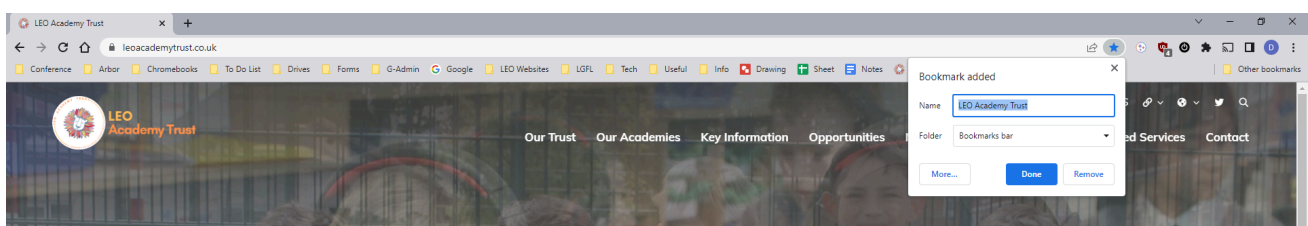
Firstly, make sure the bookmark bar is switched on

- Open the Chrome web browser
- Click on the three dots in the top right hand corner
- Select Bookmarks
- Make sure 'show bookmarks bar' is ticked:

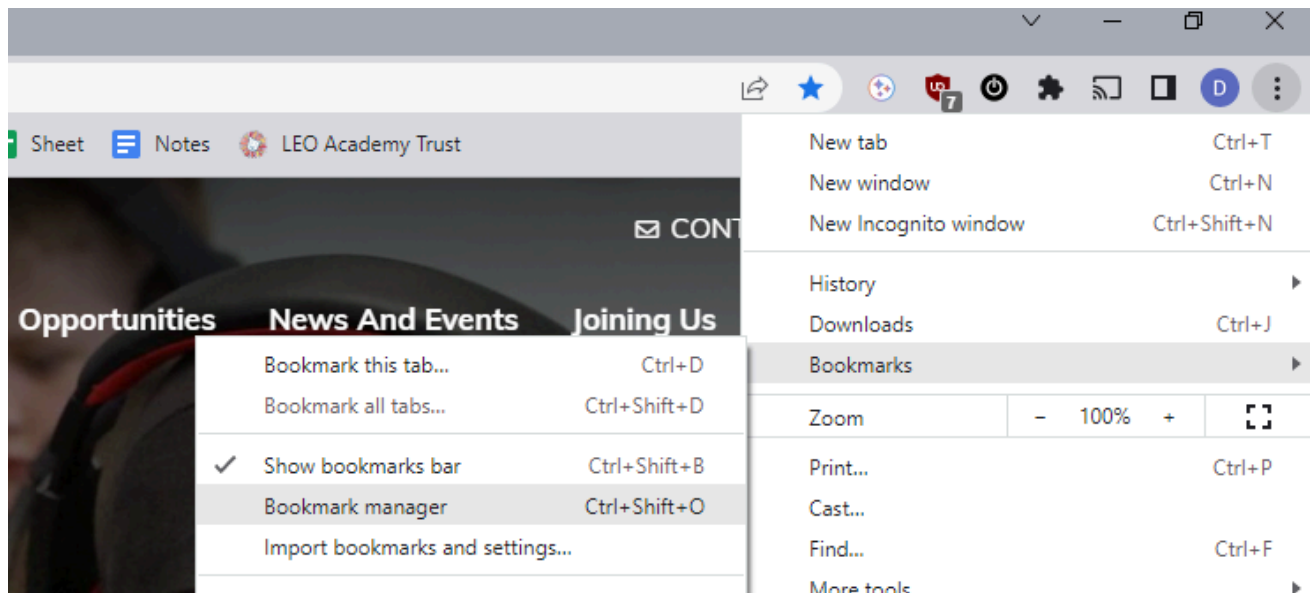


To save a website to the bookmarks bar

- Open the website
- Click on the star at the right hand end of the address bar



- You can change the name to something meaningful to you
- Bookmarks are saved to the bookmark bar but can also be organised into folders
- Folders can be managed by clicking on the three dots in the top right hand corner and selecting bookmarks then bookmark manager



As Google Docs, Sheets, Forms etc are basically website addresses, links to these can be saved in the same way.