DigitalNAVIGATOR

Google

Chrome
Personalizing and Bookmarking

Make Chrome your default browser

If you like how Google Chrome works, make it your default browser! By doing so, future links you click will automatically open in Google Chrome. Follow these steps to set Google Chrome as your default browser:

1. Click the Chrome menu [≡] on the browser toolbar.
2. Select **Settings**.
3. In the "Default browser" section, click **Make Google Chrome my default browser**
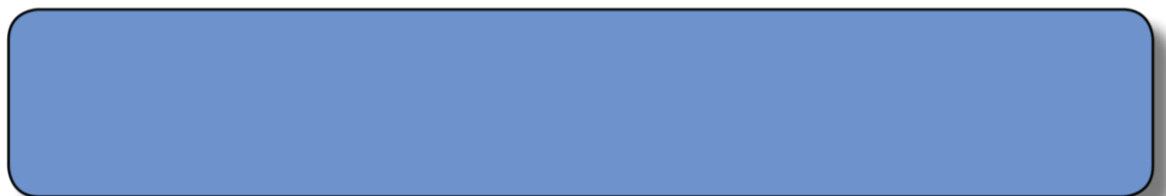
Set your browser theme:

Add a fun theme to Google Chrome to dress it up. The theme appears around the border of the browser and as the background of the New Tab page.

Add a theme

1. Click the Chrome menu [≡] on the browser toolbar.
2. Select **Settings**.
3. In the "Appearance" sections, click **Get themes** in the "Themes" section to go to the gallery.
4. Preview different themes in the gallery by clicking the thumbnail.
5. When you find a theme that you'd like to use, click **Choose theme**.
6. Confirm your download by clicking **Save** for the file in the Downloads bar.

The theme will be applied immediately. If you change your mind, just click **Undo** in the message that appears at the top of page to go back to your previous theme.

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Remove a theme

1. Click the Chrome menu ▤ on the browser toolbar.

2. Select **Settings**.

3. In the "Appearance" section, click **Reset to default theme**. You'll see the classic Google Chrome theme again.

Import or export bookmarks

If you've got bookmarks or favorites stashed away in another browser, you can easily import them into Google Chrome.

Import bookmarks from Firefox, Internet Explorer, or Google Toolbar

1. Click the Chrome menu ▤ .
2. Select **Bookmarks**.
3. Select **Import bookmarks and settings**.
4. Select the program that contains the bookmarks you'd like to import.
5. Click **Import**.

If you haven't yet created any bookmarks in Chrome, the bookmarks you import will show up directly on the bookmarks bar, normally docked underneath the address bar. If you already have bookmarks within Chrome, the bookmarks you import will appear in a new folder called "Imported from Firefox" or "Imported from IE," located at the end of the bar. You can also find your bookmarks by clicking the Chrome menu and selecting **Bookmarks**.
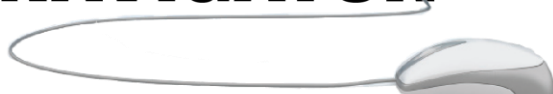
Create and find bookmarks

Instead of memorizing long web addresses, use browser bookmarks to easily save the webpages you'd like to revisit. To create a bookmark for the page you're on, click the ☆ icon in the address bar. You can then find your new bookmark on the bookmarks bar at the top of your browser window or via the Chrome menu ▤ .

To add bookmarks

The easiest way to create a bookmark is to click the ☆ icon in the address bar. Here are other ways you can quickly create bookmarks:

- Use keyboard shortcuts: **Ctrl+D** (Mac: ⌘-**D**)

- Import bookmarks from other browsers via the Chrome menu

- Manually add a bookmark. Right-click the bookmarks bar and select **Add page**.

- Drag a link from the page you're viewing to create a bookmark for the link. Similarly, you can also drag the globe or lock icon in the address bar to create a bookmark for your current page.

Find your bookmarks:

If you can't remember where you filed that one bookmark, search for it directly from the address bar.

Type the name of the bookmark and look for the ☆ icon next to the results that appear, which indicates matches from your bookmarks.

You can also see all your bookmarks in 3 places:

- **Bookmarks bar**: The bar is docked under your address bar by default for easy access. If you don't see it, you can find it by opening a new tab. To toggle the display of the bar, just press **Ctrl+Shift+B** (Mac: ⌘-**Shift-B**).

- **Bookmarks menu**: Click the Chrome menu on the browser toolbar and select Bookmarks.

- **Bookmark manager**: The bookmark manager makes it easy for you to organize bookmarks. Click the Chrome menu on the browser toolbar and go to **Bookmarks > Bookmark manager**.

Use bookmark folders to keep your bookmarks organized. To create a folder, right-click the bookmarks bar and select **Add folder**.

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