

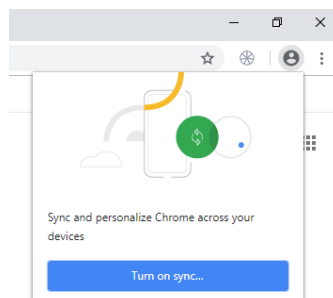


Bookmarks & Signing in to Chrome

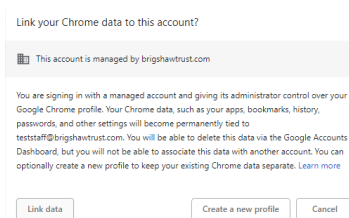
Bookmarks are a useful way of quickly navigating to various web pages. This guide will show you how to sign in to chrome to keep your bookmarks with you wherever you log in and show you how to bookmark a page.

Signing in to Chrome

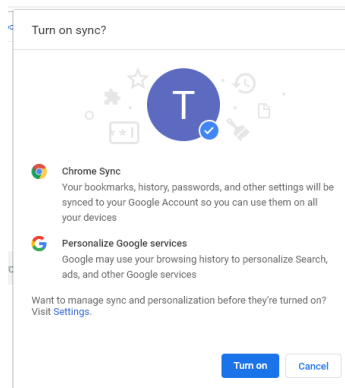
1. Open Chrome and click the icon of a person in the top right hand corner to open the chrome account menu, then click "turn on sync".



2. Sign in using your Brigshaw Trust Google account. You will then have a pop-up appear. Please read the information and then click "Link data" in the bottom left.



3. One final pop-up will appear. Click "Turn on" in the bottom right.



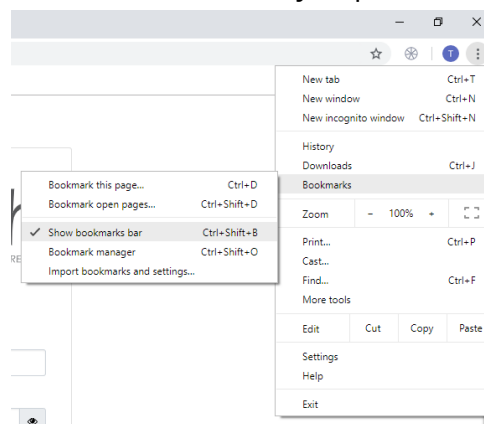
4. You are now signed in to Chrome. The icon of a person in the top right will become your profile picture or your initial if you have not set one.



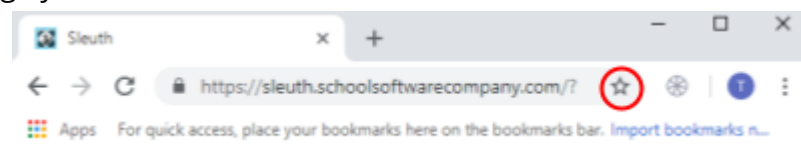
You will only need to repeat this process if your login has expired. In addition, this will sign you in to many google services automatically, such as your email or Drive and remember many preferences, such as your zoom level on a page.

Bookmarks

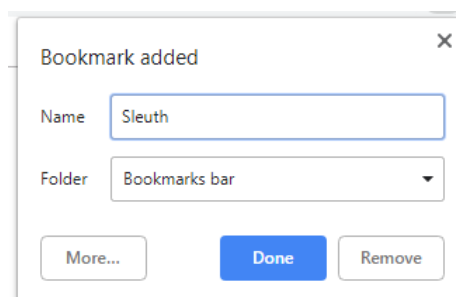
1. First make sure you are signed in to chrome. If you are not, the bookmarks will be lost when you log out.
2. Click on the 3 dots in the top right hand corner, then select bookmarks, and click "show bookmark bar". You will only need to do this if the bookmark bar is not already present. You may also use the keyboard shortcut Ctrl-Shift-B if you prefer.



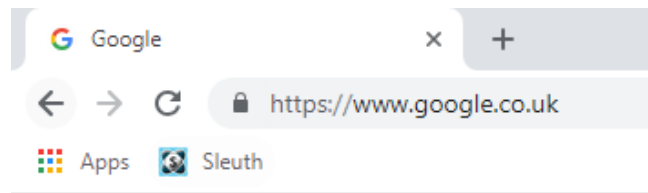
3. Navigate to a page you would like to bookmark. Then click the star icon in the address bar.



4. A pop-up will appear asking you to name your bookmark and if you would like to place it in a folder.



5. Your new bookmark will appear on the bookmarks bar just under the address bar.



6. You can make folders by right clicking on the bookmarks bar or by pressing the “more...” button when you are making or editing a bookmark. You can also click and drag bookmarks on the bar to organise them.