# theSource Bookmarks in Google Chrome

[Accessing the Bookmark Bar](#_Toc113605226)

[Add a Bookmark](#_Toc113605227)

[Edit a Bookmark](#_Toc113605228)

[Delete a Bookmark](#_Toc113605229)

[Add Bookmarks in a Folder](#_Toc113605230)

[Find a Bookmark](#_Toc113605231)

[Rearrange Bookmarks](#_Toc113605232)

[Alphabetize Bookmarks](#_Toc113605233)

[Exporting Bookmarks](#_Toc113605234)

[Importing Bookmarks](#_Toc113605235)

[Related Documents](#_Toc113605236)

**Description:** This document details the process for using bookmarks in Google Chrome to “favorite” theSource documents for quick access.

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| Accessing the Bookmark Bar |

Perform the steps below to access the Bookmarks Bar in Chrome:

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| **Step** | **Action** |
| **1** | Open Chrome. |
| **2** | At the top right of the screen, click the **Customize** button.    **Result:** Dropdown screen displays. |
| **3** | Select **Bookmarks** from the menu. |
| **4** | Click **Show bookmarks bar** from the menu. |

[Top of the Document](#_top)

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| Add a Bookmark |

Perform the steps below:

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| **Step** | **Action** | |
| **1** | Open Chrome. | |
| **2** | Access the site to be bookmarked. | |
| **3** | To the right of the address bar, click the **Star** icon. | |
| **4** | In the popup window, edit the name of the website if needed. | |
| **5** | Choose the location you want your bookmark saved. | |
| **If…** | **Then…** |
| The desired folder already exists | Select the folder and click **Done**.  **Result:** The site is bookmarked, and the star icon is shaded blue to indicate this. |
| The desired folder does not already exist | 1. Select **Choose another folder...**      1. Click **New folder**.      1. Type the desired name of the new folder.      1. Click **Save**.     **Results:**   * The site is bookmarked, and the star icon is shaded blue to indicate this.      * New bookmark displays in the new folder under the **All Bookmarks** button in the top browser menu. |

[Top of the Document](#_top)

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| Edit a Bookmark |

Perform the steps below:

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| **Step** | **Action** |
| **1** | Open Chrome. |
| **2** | Right click on the bookmark and click **Edit** in the dropdown menu.    **Result: Edit bookmark** popup box displays.    **OR**  When visiting the bookmarked website, click on the star in the address bar.  **Result: Edit bookmark** popup box displays.    **OR**   1. At the top right of the screen, click the **Customize** button and click **Bookmarks and lists** in the dropdown menu.      1. Select **Bookmark manager** from the next dropdown menu.      1. Locate the bookmark that needs to be edited from the list.      * 1. To edit the name or URL of the bookmark, click the three vertical dots to the right of the name and select **Edit** in the popup menu that appears.   **Result:** **Edit bookmark** popup box displays.     * 1. To move the bookmark to a folder, drag and drop the bookmark to the desired folder in the list of bookmarks to the left. |

[Top of the Document](#_top)

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| Delete a Bookmark |

Perform the steps below:

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| **Step** | **Action** |
| **1** | Open Chrome. |
| **2** | Right click on the bookmark and click **Delete** in the dropdown menu    **OR**  When visiting the bookmarked website, click on the star in the address bar and click **Remove** in the popup box.    **OR**  At the top right of the screen, click the **Customize** button.    **Result:** Dropdown screen displays. |
| **3** | Select **Bookmarks** from the menu, then **Bookmark manager**.    **Result:** The bookmarks tab displays in a new window. |
| **4** | Review the list of bookmarks. |
| **5** | Next to the bookmark select the **More Action** dropdown and select **Delete**.    **Result:** The bookmark is immediately deleted. |

[Top of the Document](#_top)

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| Add Bookmarks in a Folder |

Perform the steps below:

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| **Step** | **Action** |
| **1** | Open Chrome. |
| **2** | Click and hold the bookmark and drag it to the desired folder.  **OR**  When visiting the bookmarked website, click on the star in the address bar and change the folder in the popup box.    **OR**  At the top right of the screen, click the **Customize** button.    **Result:** Dropdown screen displays. |
| **3** | Select **Bookmarks** from the menu, then **Bookmark manager**.    **Result:** The bookmarks tab displays in a new window. |
| **4** | Click the **Organize** button. |
| **5** | Click on the **Add new folder** link.    **Result:** The **Add Folder** screen displays. |
| **6** | Enter the name of the folder. |
| **7** | Click **Save**.  **Result:** The folder is created. |
| **8** | Drag and drop desired bookmark into new folder.  **Result:** Bookmark is immediately saved in new folder. |

[Top of the Document](#_top)

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| Find a Bookmark |

Perform the steps below:

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| **Step** | **Action** |
| **1** | Open Chrome on your computer. |
| **2** | You can view your bookmarks on the Bookmarks Bar after following the instructions in [Accessing the Bookmark Bar](#_Accessing_the_Bookmark). If there are too many bookmarks to view on the bar at once, click the double arrows  to display the ones that are hidden.  **OR**  At the top right of the screen, click the **Customize** button.    **Result:** Dropdown screen displays. |
| **3** | Select **Bookmarks** from the menu.  **Result:** Dropdown screen displays with items bookmarked.  C:\Users\QCPMR3~1.CAR\AppData\Local\Temp\SNAGHTML1ff9ee7.PNG |
| **4** | Select desired bookmarked link. |

[Top of the Document](#_top)

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| Rearrange Bookmarks |

Perform the steps below:

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| **Step** | **Action** |
| **1** | Open Chrome. |
| **2** | Drag and drop the bookmarks as needed.  **OR**  At the top right of the screen, click the **Customize** button.    **Result:** Dropdown screen displays. |
| **3** | Select **Bookmarks** from the menu, then **Bookmark manager**.    **Result:** The bookmarks tab displays in a new window. |
| **4** | Click and hold bookmark and drag up or down to desired location. |

[Top of the Document](#_top)

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| Alphabetize Bookmarks |

Perform the steps below:

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| **Step** | **Action** |
| **1** | Open Chrome. |
| **2** | At the top right of the screen, click the **Customize** button.    **Result:** Dropdown screen displays. |
| **3** | Select **Bookmarks** from the menu, then **Bookmark manager**.    **Result:** The bookmarks tab displays in a new window. |
| **4** | Click the **Organize** button. |
| **5** | Click on the **Sort by name** link.    **Result:** The list is sorted in alphabetical order. |

[Top of the Document](#_top)

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| Exporting Bookmarks |

 Some users with different versions of Chrome may see a different layout than what is shown in these screenshots.

Perform the steps below:

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| **Step** | **Action** |
| **1** | Open Chrome. |
| **2** | At the top right of the screen, click the **Customize** button.    **Result:** Dropdown screen displays. |
| **3** | Select **Bookmarks** from the menu, then **Bookmark manager**.    **Result:** The bookmarks tab displays in a new window. |
| **4** | Click the **Organize** button. |
| **5** | Click **Export bookmarks**.    **Result:** The **Save as** window displays. |
| **6** | Enter a file name.  **Note:** HTML document will be defaulted as **Save as** type. **Do not change the file type.**  **Example:** Bookmarks10\_11\_18 |
| **7** | Select where it should be saved.  “OneDrive – CVS Health” is the preferred location. If this location is not available, save to your desktop and email the file to yourself. |
| **8** | Click **Save**.  **Result:** The bookmarks file is saved. |

[Top of the Document](#_top)

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| Importing Bookmarks |

 Some users with different versions of Chrome may see a different layout than what is shown in these screenshots.

Perform the steps below:

|  |  |
| --- | --- |
| **Step** | **Action** |
| **1** | Open Chrome. |
| **2** | At the top right of the screen, click the **Customize** button.    **Result:** Dropdown screen displays. |
| **3** | Select **Bookmarks** from the menu, then **Bookmark manager**.    **Result:** The bookmarks tab displays in a new window. |
| **4** | Click the **Organize** button. |
| **5** | Click on **Import bookmarks**.    **Result:** The **Open** window displays. |
| **6** | Search for the saved bookmark file.  C:\Users\QCPMR3~1.CAR\AppData\Local\Temp\SNAGHTML22a468c.PNG |
| **7** | Select the file by double clicking it or selecting open.  **Result:** The bookmarks are added to the bookmarks tab. |

[Top of the Document](#_top)

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| Related Documents |

**Parent SOP:** [DOC-048962 Learning and Development Document Management Policy and Procedure](https://policy.corp.cvscaremark.com/cs/groups/public/@pnp/@nu/@all/@all/@6700/documents/sop/b2mt/mdq4/~edisp/doc-048962.pdf)

**Abbreviations/Definitions:** [Training and Development Abbreviations, Definitions, and Terms](file:///C:\Users\C067794\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\15C8XZFB\TSRC-PROD-011253)

[Top of the Document](#_top)

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