

# Backing Up Bookmarks - Google Chrome

Over the course of the school year a lot of staff members undoubtedly save a lot of bookmarks. We always recommend that teachers ***back up their bookmarks and save them to their desktop*** at the end of the year to make sure they don't lose them. All you need to do in order to back up your bookmarks is to follow these instructions:

## EXPORTING YOUR BOOKMARKS

### ***Step 1: Open Google Chrome***

Launch the Google Chrome browser by clicking on its icon on your desktop or searching for it in your computer's applications.

### ***Step 2: Access the Bookmarks Manager***

Click on the three vertical dots located at the top-right corner of the Chrome window. This will open a dropdown menu. From the menu, hover your mouse over "Bookmarks" and then click on "Bookmark manager."

### ***Step 3: Export Bookmarks In the Bookmark Manager***

Click on the three vertical dots located at the top-right corner of the page. This will open a menu. From the menu, select "Export bookmarks."

### ***Step 4: Choose a Location***

A dialog box will appear asking you to choose a location to save your bookmarks file. We recommend saving the file to your desktop so it will be available on any district computers you access.

### ***Step 5: Provide a Name***

In the dialog box, you can enter a name for the bookmarks file if you wish. By default, it will be named "bookmarks.html." You can leave it as is or give it a different name.

### ***Step 6: Save the File***

Click on the "Save" button to save the bookmarks file to the chosen location on your desktop.

### ***Step 7: Locate the Saved File***

Minimize or close the Chrome browser, and go to your desktop or the folder where you saved the bookmarks file in Step 4. You should now see the bookmarks file with the name you provided or the default name "bookmarks.html."

## **IMPORTING YOUR BOOKMARKS**

### ***Step 1: Start Importing***

In the Bookmark Manager, click on the three vertical dots located at the top-right corner of the page. This will open a menu. From the menu, select "Import bookmarks."

### ***Step 2: Locating the File***

A file selection dialog box will appear. Navigate to the location where you saved the bookmarks file on your desktop or in a specific folder. Select the bookmarks file you want to import by clicking on it, and then click on the "Open" button.

### ***Step 3: Verify the Import***

After importing, Chrome will automatically add the imported bookmarks to your existing bookmarks. You can verify the imported bookmarks by accessing the bookmark bar or using the Bookmark Manager.

**Congratulations!** You have successfully saved your bookmarks from Chrome onto your desktop. You can open this bookmarks file in any web browser to access your saved bookmarks.

*Note: It's important to regularly back up your bookmarks to avoid losing them. You can follow these steps periodically to keep your bookmarks safe.*

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