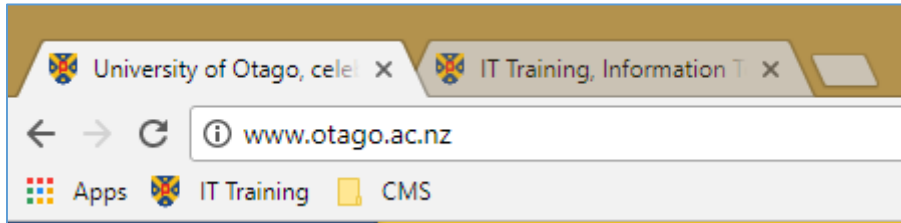
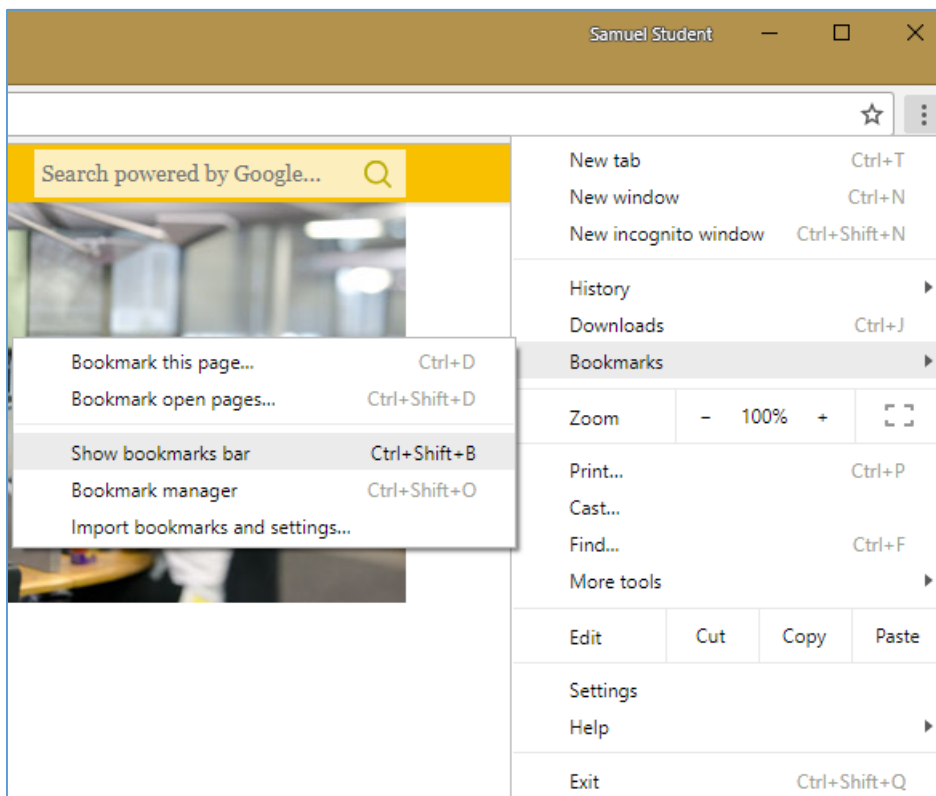


Chrome - bookmark toolbar

A bookmark toolbar allows you to organise and find your favourite websites quickly. In your web browser, this toolbar sits just between the Address bar and the web page window.

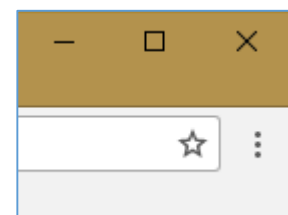


To display this in Chrome, click at the vertical set of three dots to the right of the address bar, select **Bookmarks**, and then select **Show bookmarks bar**.



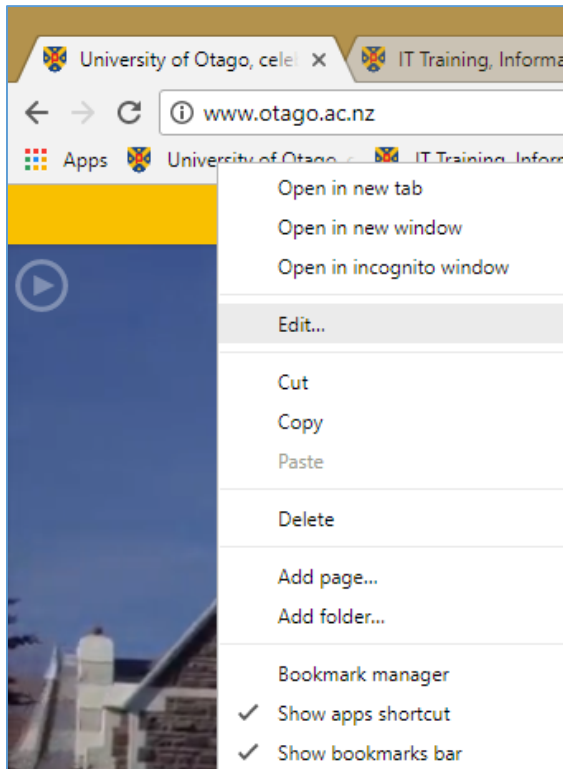
Add a bookmark to Bookmarks toolbar

To add a page/site to the bar, press the star that appears on the far right of the **Address bar**. Alternatively, drag and drop the icon to the left of the URL text from the Address bar onto the **Bookmarks toolbar**.



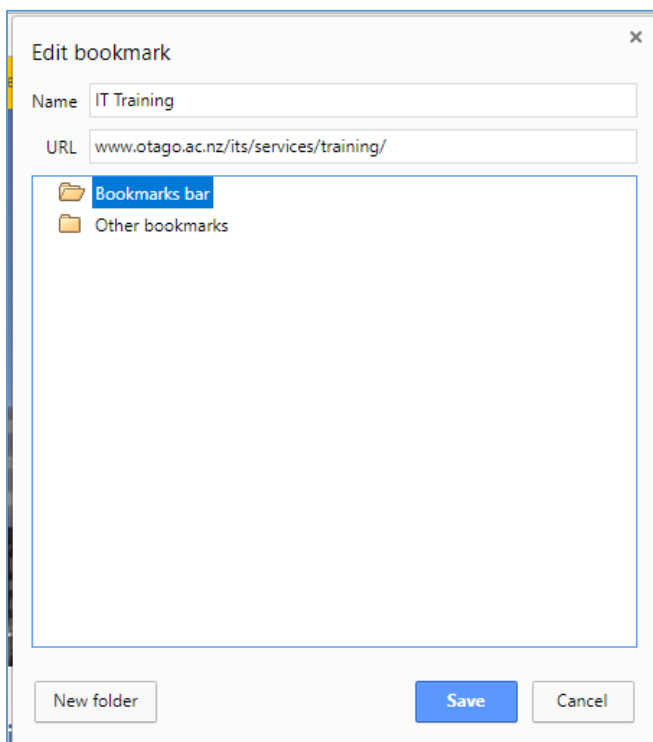
Delete a bookmark

Right-click on the bookmark name and choose **Delete**.



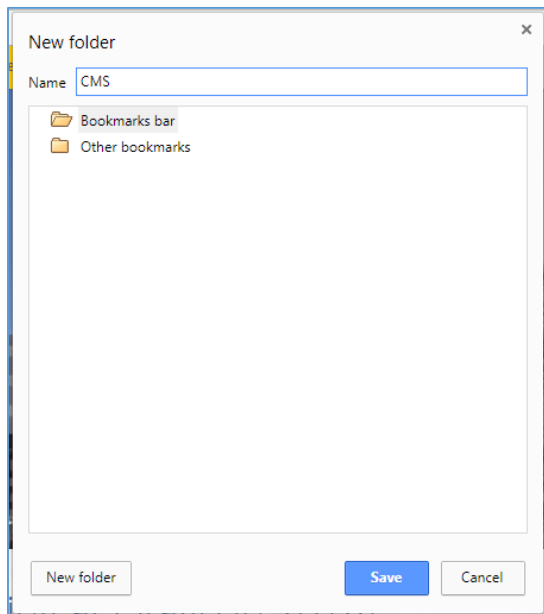
Rename a bookmark

Right-click on the bookmark name and choose **Edit**. From here you can rename the bookmark or edit the URL. Note where you are saving it to. When finished, press **Save**.



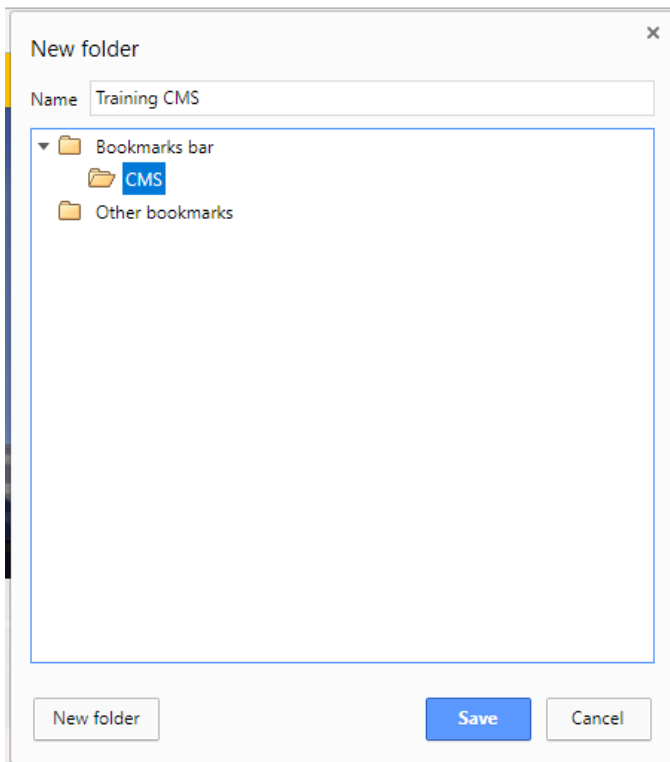
Create folders for the Bookmarks toolbar

Right-click a bookmark in the toolbar, and select **Add folder**. Note where it is going, give it a name, and click **Save**.



Create a sub-folder

To create a sub-folder, right click on the toolbar and create **Add folder** again. Give it a name, select where to put it, and press **Save**.

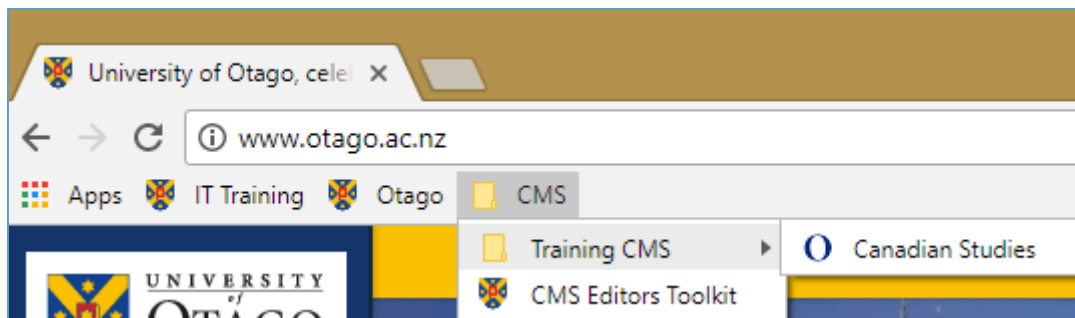


Add a bookmark to the folder

Drag and drop the page from the Address bar (selecting the icon to the left of the URL text) directly onto the folder. (In the image below, this would mean the padlock to the left of University of Otago [NZ].)

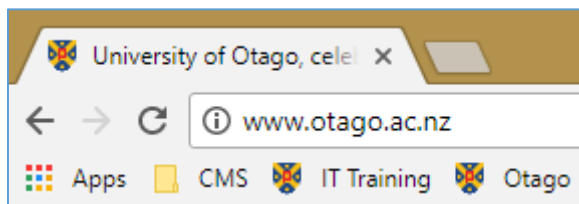
Alternatively, press the star on the far right of the address bar to create a new bookmark, and then drag and drop it into the correct folder.

Click on the folder name to view its contents.



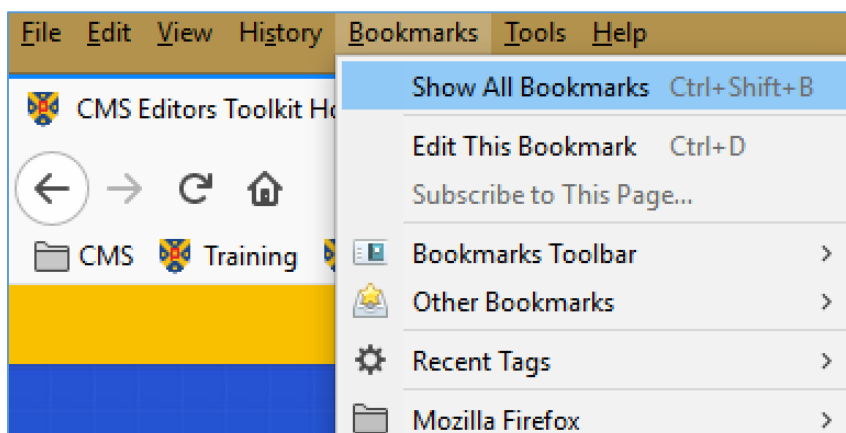
Moving bookmarks on toolbar

Drag and drop bookmarks or folders to move them to a new position in the toolbar.



View all bookmarks

To view all your bookmarks, you need to have the menu bar visible first. To display this, right-click at the top of the Firefox window and choose Menu bar. Then find the Bookmarks menu and select **Show All Bookmarks**.



This opens a window where you can navigate to the **Bookmarks Toolbar** and make any editing changes there, either by right-clicking or using the menus in the window. When finished, close the window.

