



Windows 11: Preparation Quick Reference Guide

Saving Your Bookmarks (Favorites)



Saving Your Bookmarks in

Exporting Your Bookmarks

1. Open Chrome
2. Click the three dots in the top right corner
3. Hover over **BOOKMARKS** ('Bookmarks & Lists') and select **BOOKMARK MANAGER**
4. Click on the three dots in the upper righthand corner in the window – NOT the three dots above the ribbon
5. Click on **EXPORT BOOKMARKS** to save them as an HTML file on your computer (*give the file a name you'll remember*)
6. Select a location to save the HTML file

Importing Your Bookmarks

1. Open Chrome
2. Go to **SETTINGS AND MORE** (the three dots in the top right corner)
3. Hover over **BOOKMARKS** ('Bookmarks & Lists') and select **BOOKMARK MANAGER**
4. Click on the three dots in the upper righthand corner of the window – NOT the three dots above the ribbon
5. **IMPORT BOOKMARKS** by selecting the saved HTML file from when you exported the bookmarks previously
6. Select a location to save the file