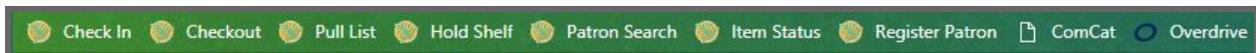# Web Client - Google Chrome Bookmarks

Although their use is entirely **optional**, bookmarks are important when using the web client as they allow you easy access to web client pages. Bookmarks in the web client can be set up as a customized toolbar for quick selection of common tasks both within the web client around the web.

⚠️**HINT:** To maximize the use of bookmarks as the web client's "taskbar", it is recommended a Google Chrome Profile is set up first.

Example Circulation/ComCat Bookmark Bar:

🌑 Check In 🌑 Checkout 🌑 Pull List 🌑 Hold Shelf 🌑 Patron Search 🌑 Item Status 🌑 Register Patron 📄 ComCat ⭕ Overdrive

Example Cataloging/Acquisitions Bookmark Bar:

🌑 TCN Search 🌑 Advanced Search 🌑 Donations Bucket 🌑 Item Status 🌑 Acq - General Search 🌑 Acq - Funds 📶 Baker & Taylor 𝒊 Ingram a Amazon

Adding a Bookmark

1. Go to the web page you want to bookmark. For example, to bookmark Check Out, go to **Circulation > Check Out**.
2. Click the **star** at the far right end of the address bar.
3. The bookmark's name will default to the web page name, if you want to change how it will appear in the bookmark bar, do so here. In our example, I updated the name to **Check Out**.
4. **Folder:** I've left it as the default **Bookmark Bar**. This means it will not be within a folder. Feel free to choose or create a folder. Folders are discussed in its section below.
5. Click **Done**.
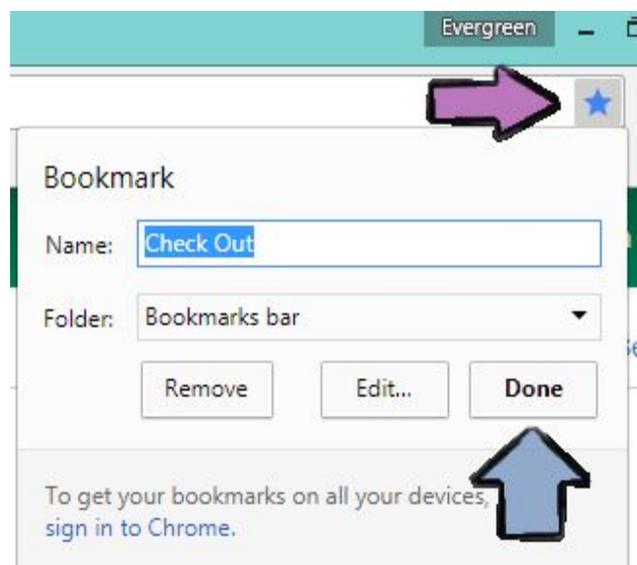
6. The bookmark will now appear under the address bar.

⚠ **NOTE:** The bookmark bar must be set to appear. If you do not see any bookmarks, press **shift+ctrl+b** to make the bookmark bar visible/hidden.

7. Open up another web page you'd like to turn into a bookmark and repeat the process. In the image below, you can see I've added four useful bookmarks.
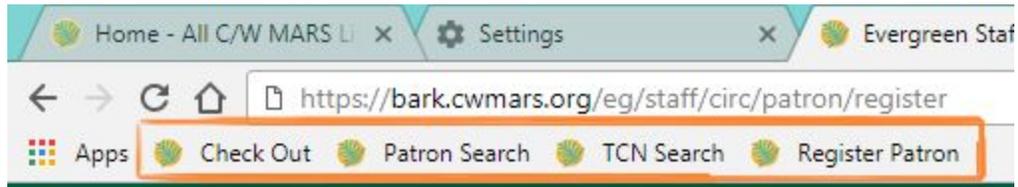
⚠ **BONUS:** Bookmark overflow. If you create more bookmarks than you have space on the screen, the rightmost bookmarks can be found by clicking the double arrows that will appear on the right side of the screen. The steps below for arranging bookmarks will work for overflow bookmarks, as well.
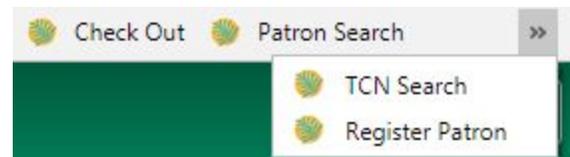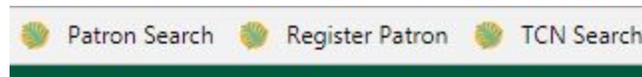

Arranging Bookmarks/Folders

To change the order of bookmarks,
1. Click and **hold** the bookmark/folder you want to move.
2. Drag it to where you want it located. A vertical line will appear between the bookmarks.

3. Let go of the mouse. The bookmark will now be in its new location.

Renaming Bookmarks

1. Right click the bookmark you want to rename.
2. Select **Edit…**
3. Edit the name.
    ○ You can also create or choose a folder if you want to move the bookmark
4. Click **Done**.

Removing a Bookmark

1. Right click the bookmark to remove.
2. Select **Delete**.
   - Note that the bookmark will be immediately removed; you will not have to confirm.

Bookmark Folders

Bookmark folders can be used if you want to keep certain bookmarks separate from others. This can have plenty of uses. For example, if you're using one browser for both Evergreen and other tasks, you may have a folder entitled **Evergreen** to keep track of all your web client links. Alternatively, you may be using a separate profile for Evergreen, and you want to divide your bookmarks between **Circulation**, **Cataloging**, etc.

There are multiple ways to create a folder. This will walk you through only one option.

1. Right click anywhere within the bookmark bar.
2. Select **Add Folder...**
3. A pop-up will appear.
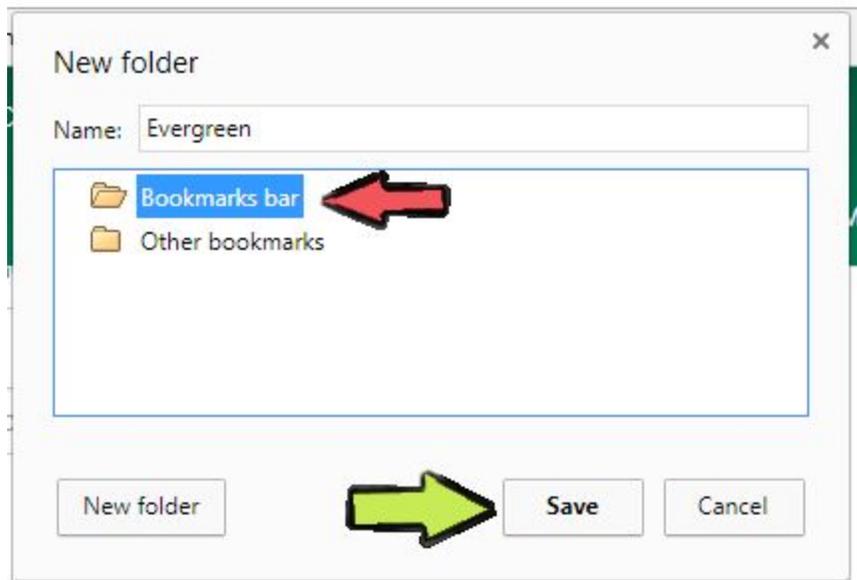
4. Make sure **Bookmarks bar** is highlighted.
5. Enter in a name for the folder (i.e. Evergreen).
6. Click **Save**.
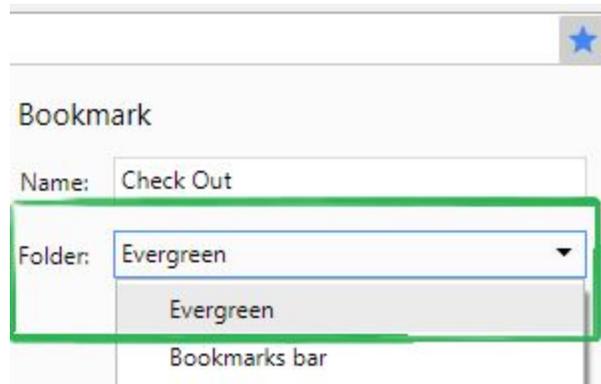7. The folder will now appear at the end of your bookmark bar.

   ⚠ **NOTE:** If you can't see the folder, check your bookmark overflow.

Adding Bookmarks to a Folder

When creating a bookmark, you can choose to immediately add it to a folder by selecting the folder as seen in the image below. (See **Adding a Bookmark** above for more information).

Moving a Bookmark to a Folder

Much like how we can arrange bookmarks, a bookmark can be dragged into or out of a folder.

1. Click and **hold** the bookmark you want to move into the folder.
2. Drag it to folder and hover over the folder for a second. The folder will open.
3. Move it to the place you want it located. A horizontal line will appear.

4. Let go of the mouse.
5. The bookmark has now been moved into the folder.

Renaming a Folder

1. Right click the folder.
2. Select **Rename**…
3. Enter in a new name.
4. Click **Save**.