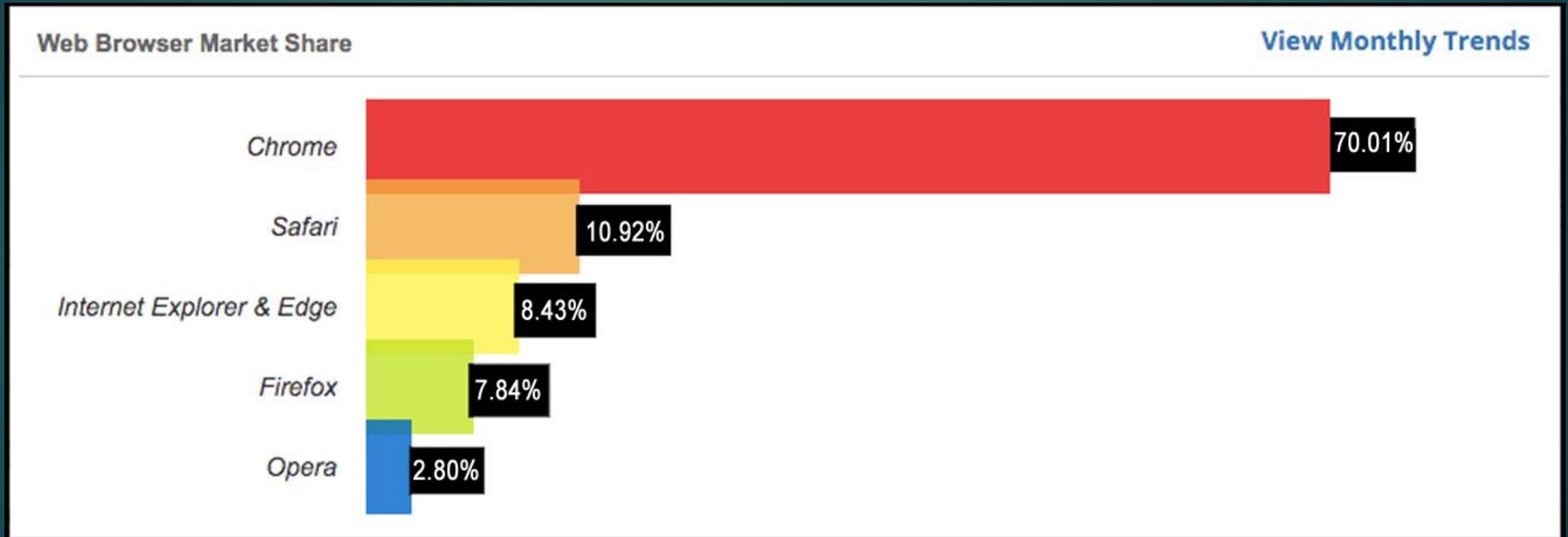# Google Chrome Tips & Tricks

GALEN GARRETSON

Why focus on Google Chrome?

Google Chrome is the most used browser. There is debate over which is the best browser, but Chrome is by far the most popular.
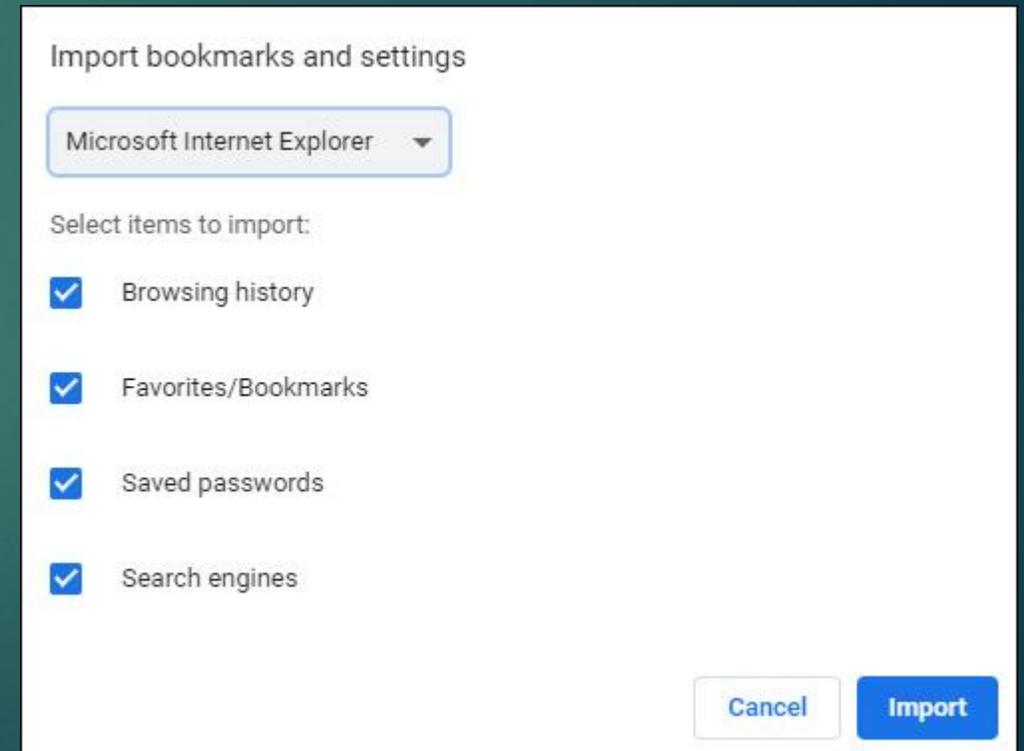
Web Browser Market Share   **View Monthly Trends**

Browser	Market Share
Chrome	70.01%
Safari	10.92%
Internet Explorer & Edge	8.43%
Firefox	7.84%
Opera	2.80%

Tips & Tricks

1. New to Chrome? Import favorites from other Browsers

When you install Chrome for the first time, you may want to import all your favorites from another web browser. Chrome calls them bookmarks. Be sure the Bookmarks bar is turned on.

➢ Click ⋮ then click "Settings".
➢ Click "Bookmarks".
➢ Click "Import bookmarks and settings".
➢ Select the browser to import from.
➢ Select what you want to import.
➢ Click "Import".
➢ A new folder appears on the Bookmark Bar.

Import bookmarks and settings

Microsoft Internet Explorer ▼

Select items to import:

☑ Browsing history

☑ Favorites/Bookmarks

☑ Saved passwords

☑ Search engines

Cancel   Import

Tips & Tricks

2. Avoid Tracking with "In-Cognito Mode"

When you go Incognito, Chrome does not keep track of your browsing history and does not store any browsing cookies.

To open an incognito window click the three-dot icon on the top-right of the browser and select "New incognito window."

Tips & Tricks

3. Right-click Tab menu

Right clicking on any tab allows for options ranging from creating a new tab to bookmarking all tabs. I'll demonstrate some of these for you.

I find the Reopen closed tab, Mute site, Duplicate and Close other tabs very helpful.

Next time you open a site and you get bombarded with a video or music playing in the background---just mute the sucker!
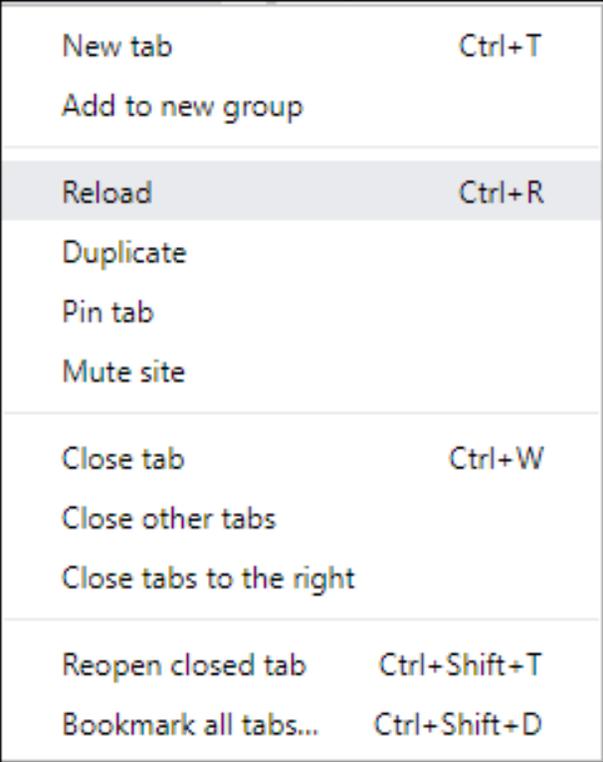
New tab	Ctrl+T
Add to new group	
Reload	Ctrl+R
Duplicate	
Pin tab	
Mute site	
Close tab	Ctrl+W
Close other tabs	
Close tabs to the right	
Reopen closed tab	Ctrl+Shift+T
Bookmark all tabs...	Ctrl+Shift+D

Tips & Tricks

4. "Auto-fill"

Use the Chrome autofill feature for automatically filling out any online form with common fields such as your name, e-mail, address, etc.

To enable auto-fill and enter the autofill values follow the steps below.

➢ Click ⋮ then click "Settings".
➢ Click "Addresses and more".
➢ Click "Save and fill addresses" (The button slider moves and turns blue)
➢ Next click the "Add" button.
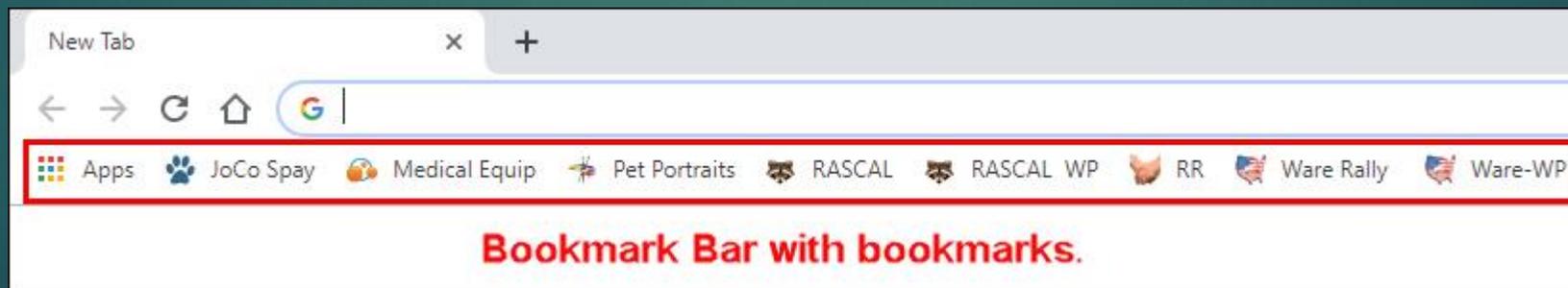➢ Type in your information.
➢ Click the "Save" button.

Tips & Tricks

5. Bookmarks Bar

Use the "Bookmarks Bar" to access sites that you navigate to frequently.

To show the Bookmarks Bar follow the steps below.

➢ Click ⁝ then click "Settings".
➢ Click "Show bookmarks bar".

The Bookmark Bar is now shown.

Bookmark Bar with bookmarks.

Tips & Tricks

5. Bookmarks Bar - continued

To add sites to the Bookmarks Bar follow the steps below.

➢ Navigate to the site you would like to add.
➢ Click the ☆ in the right side of the address bar.
➢ You can edit the Name of the bookmark to save space.
➢ Be sure to select the Bookmark bar as the save location.
➢ Click "Done".

Bookmark added

Name | Amazon.com: Online Shopping for Electro

Folder | Bookmarks bar

More... | Done | Remove
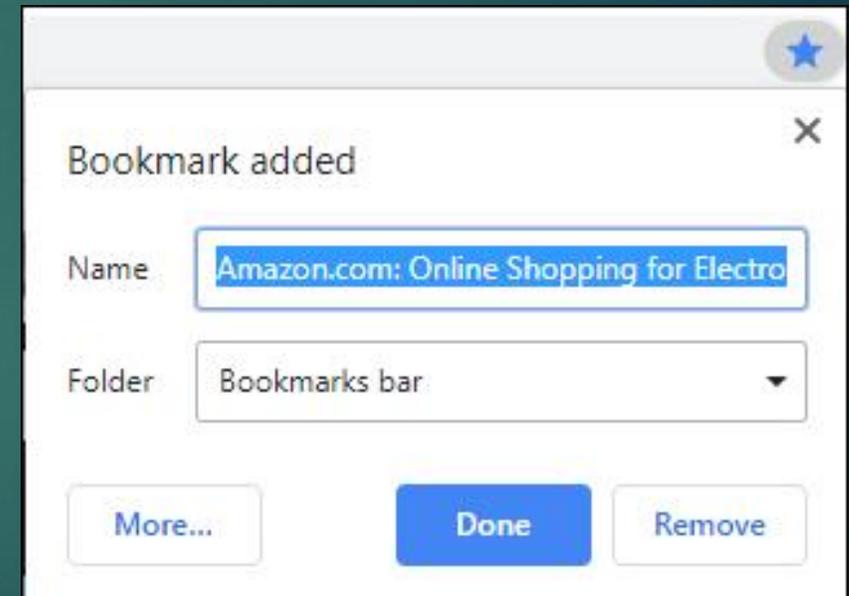
Tips & Tricks

5. Bookmarks Bar - continued

➢ Use the right click menu on a bookmark to access options regarding that bookmark.
➢ To access the menu right click on any bookmark.
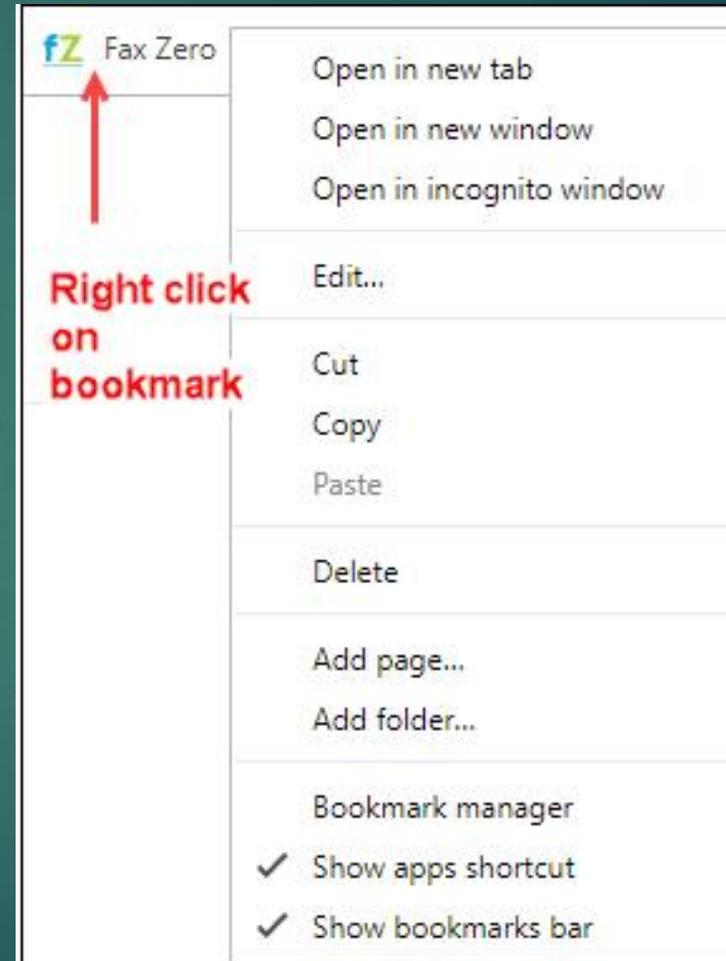
Tips & Tricks

6. Open multiple pages on Chrome start-up

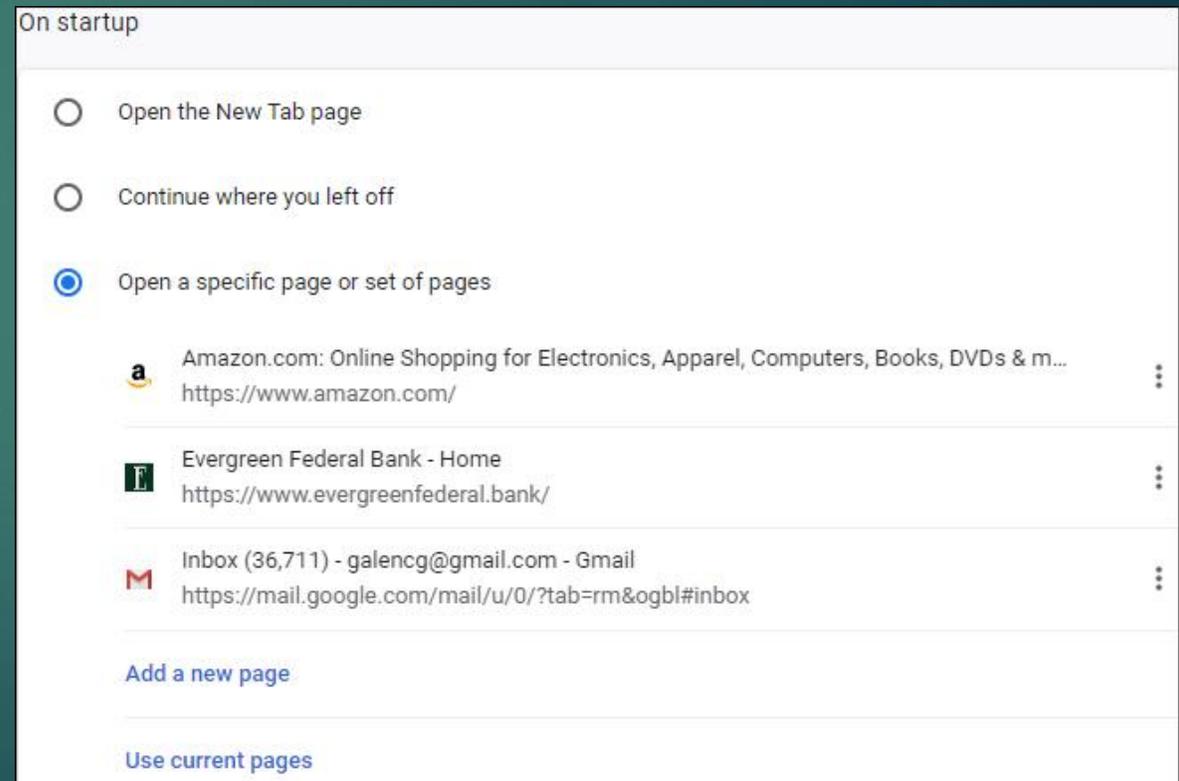Chrome gives you an option to open several pages as it starts up, providing instant access to several websites you prefer to start your day with.

Follow these steps:

➢ Navigate to each site on a separate Tab.
➢ Click ⋮ then click "Settings".
➢ Click "Open a specific page or set of pages".
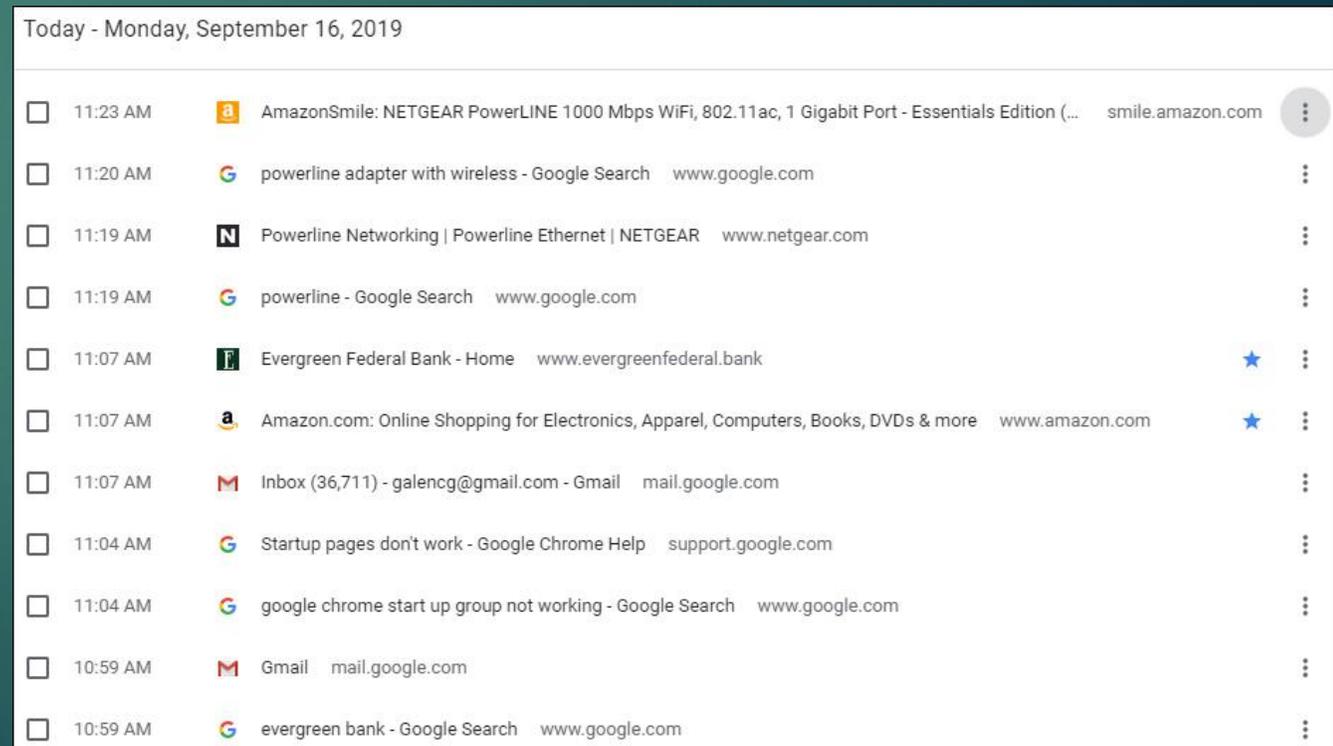➢ Click "Use current pages".

Tips & Tricks

7. Browsing history

Chrome keeps a record of the sites you visit. If you were on a site a few days ago, but can't remember the name, use Browsing history to get back to it.

Follow these steps:

➢ Click ⋮ then click "Settings".
➢ Click "History", you'll see recent sites.
➢ Click "History" on the left to see complete history.

Today - Monday, September 16, 2019

|			
☐ 11:23 AM	a	AmazonSmile: NETGEAR PowerLINE 1000 Mbps WiFi, 802.11ac, 1 Gigabit Port - Essentials Edition (...	smile.amazon.com
☐ 11:20 AM	G	powerline adapter with wireless - Google Search	www.google.com
☐ 11:19 AM	N	Powerline Networking	Powerline Ethernet	NETGEAR	www.netgear.com
☐ 11:19 AM	G	powerline - Google Search	www.google.com
☐ 11:07 AM	E	Evergreen Federal Bank - Home	www.evergreenfederal.bank ★
☐ 11:07 AM	a	Amazon.com: Online Shopping for Electronics, Apparel, Computers, Books, DVDs & more	www.amazon.com ★
☐ 11:07 AM	M	Inbox (36,711) - galencg@gmail.com - Gmail	mail.google.com
☐ 11:04 AM	G	Startup pages don't work - Google Chrome Help	support.google.com
☐ 11:04 AM	G	google chrome start up group not working - Google Search	www.google.com
☐ 10:59 AM	M	Gmail	mail.google.com
☐ 10:59 AM	G	evergreen bank - Google Search	www.google.com

Tips & Tricks

8. Chrome has a built-in Task Manager

Occasionally, you may notice Chrome lagging or acting strangely, and you don't know which tab is the culprit, or a webpage may freeze. This is where the Chrome Task Manager comes in handy.

Follow these steps:

➢ Click ⁝ then click "Settings".
➢ Click "More tools".
➢ Click "Task manager".
➢ Find the offending Tab or Extension.
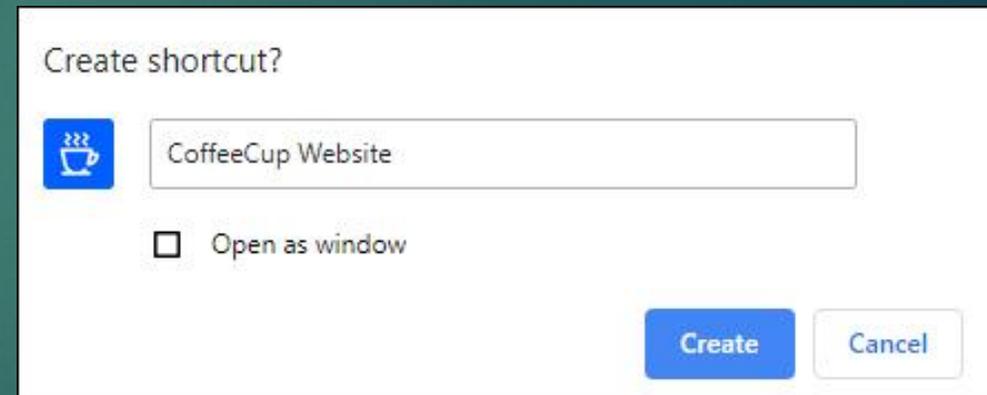➢ Click to highlight it.
➢ Click "End process".
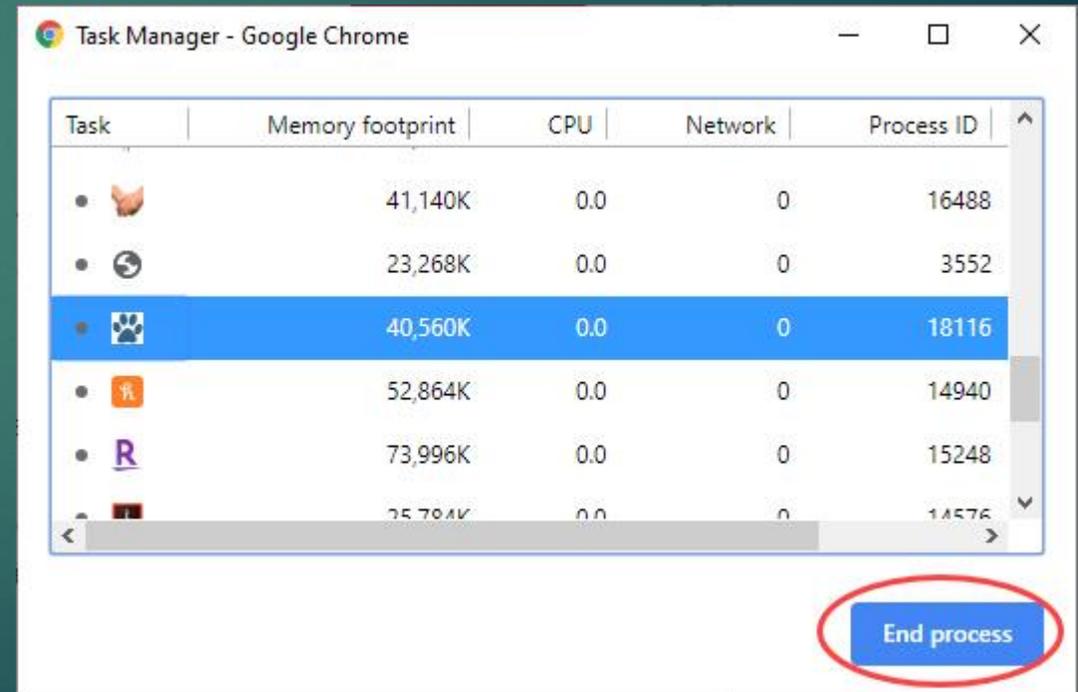
Tips & Tricks

9. Saving website short-cuts to your desktop.

You may wish to create short-cuts to different websites right on your desktop.

Here's how:

- ➤ Browse to the website.
- ➤ Click ⋮ then click "Settings".
- ➤ Click "More tools".
- ➤ Click "Create shortcut".
- ➤ Edit the name if you like.
- ➤ Click "Create".
- ➤ You will now find the shortcut on your desktop.

Tips & Tricks

10. Keyboard Short Cuts

➢ Here is a list of the most common keyboard shortcuts for Google Chrome.

➢ To see a complete list, click here.

Keyboard Shortcuts	Action
Ctrl+T	Open a new tab
Ctrl+N	Open a new window
Ctrl+Shift+N	Open incognito window
Ctrl+W	Close current tab
Ctrl+Shift+T	Reopen last closed tab
Ctrl+Shift+W	Close the window
Ctrl+Tab and Ctrl+Shift+Tab	Switch to right or left tab
Ctrl+L	Go to search/address bar
Ctrl+D	Bookmark the website
Ctrl+H	Access browsing history
Ctrl+J	Access downloads history
Shift+Esc	Open Chrome task manager