



Backing Up and Retrieving Bookmarks

A Baldwin Wallace University IT Quick Card

FOR WINDOWS DEVICES

Instructions for Google Chrome

1. In the upper right corner of the browser window, click the Chrome menu.
2. Select Bookmarks > Bookmark Manager.
3. Expand the Organize menu on the Toolbar.
4. Select "Export Bookmarks to HTML file..."
5. Name the file and save to your BW network H:drive.
6. To retrieve your Bookmarks, open Chrome and click on the Chrome menu in the upper right.
7. Select Bookmarks > Import Bookmarks and Settings
8. Expand the "From" menu and choose "Bookmarks HTML file."
9. Locate the file you saved to your H:drive and upload. Click "Done."



Instructions for Internet Explorer

1. Click the "Favorites" button in the upper right (star).
2. Expand the "Add to Favorites" dropdown menu and click on "Import and Export."
3. From the Import/Export Settings, select the "Export to a file" radio button and click "Next."
4. Check the "Favorites" box (and any other items you wish to export) and click "Next."
5. Your "Favorites" folder should be highlighted. (The export includes all subfolders.) Click "Next."
6. By default, Internet Explorer creates a file called "bookmark.htm" in the Documents folder on your C:drive. DO NOT save it here if you are backing up bookmarks because you are getting a new computer. Instead, click the "Browse" button and then choose a location on your H:drive or save it to a flash drive. Click the "Export" button and then click "Finish."
7. To retrieve your bookmarks, open Internet Explorer and repeat steps 1 & 2.
8. From the Import/Export Settings, select the "Import from a file" radio button and click "Next."
9. Check the items you wish to import and click "Next."
10. Click on the "Browse" button and locate the file you saved previously. Click "Next."
11. The Favorites folder (with subfolders) will be selected by default. Click "Import" and then click "Finish."



Instructions for Mozilla Firefox

1. Click the Bookmarks button on the toolbar in the upper right.
2. Click "Show All Bookmarks" to open the Library.
3. From the top toolbar in the Library window, click on the dropdown menu for "Import and Backup."
4. Choose "Export Bookmarks to HTML..."
5. Choose where you want to save the file. It is recommended that you save to your network H:drive or a flash drive. (Especially if you will be getting a new computer.)
6. Click "Save" and then click "Close."
7. To retrieve your Bookmarks, open Mozilla Firefox and repeat steps 1-3.
8. From the Import and Backup dropdown menu choose "Import Bookmarks from HTML."
9. Locate and select the bookmarks file you previously saved to your H:drive or flash drive.

