

How to back up your browser favorites / bookmarks

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Edge

1. Open the Edge browser.
2. Press **Ctrl-Shift-O** on the keyboard. This will open a menu showing your bookmarks.
3. Click the 3 dots in the upper right of the menu that shows. (not the 3 dots further up)
4. Choose "Export favorites"
5. Choose the Documents folder as your target location.
6. Type in a file name and save your bookmarks. Example: Edge bookmarks backup
7. Overwrite the file if prompted because it already exists.
8. Click the Save button, then close down the browser.

Google Chrome

1. Open the Chrome browser.
2. Press **Ctrl-Shift-O** on the keyboard. This will open a menu showing your bookmarks.
3. Click the 3 dots in the upper right at the end of the search field. A small menu will show.
4. Choose "Export bookmarks"
5. Choose the Documents folder as your target location.
6. Type in a file name and save your bookmarks. Example: Chrome bookmarks backup
7. Overwrite the file if prompted because it already exists.
8. Close down the browser with the "X" in the upper right.

Firefox

1. Open the Firefox browser.
2. Press **Ctrl-Shift-O** on the keyboard. This will open a screen showing all your bookmarks.
3. Click the "Import and Backup" button along the top.
4. Choose "Export Bookmarks to HTML" from the menu.
5. Choose the Documents folder as your target location.
6. Type in a file name and save your bookmarks. Example: Firefox bookmarks backup
7. Overwrite the file if prompted because it already exists.
8. Close down the bookmarks screen with the "X" in the upper right.