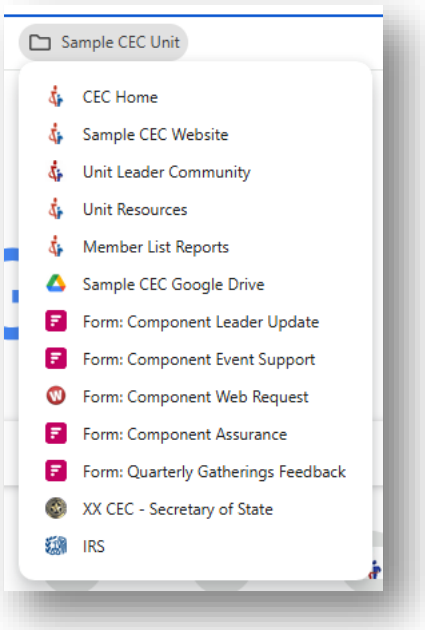
CREATING BOOKMARK FOLDERS

Do you have lots of bookmarked sites in your browser? Are they somewhat disorganized? Creating bookmark folders will help decrease clutter and increase your productivity in finding your CEC-related web pages.

On the right is an example of what a CEC bookmark folder may look like:

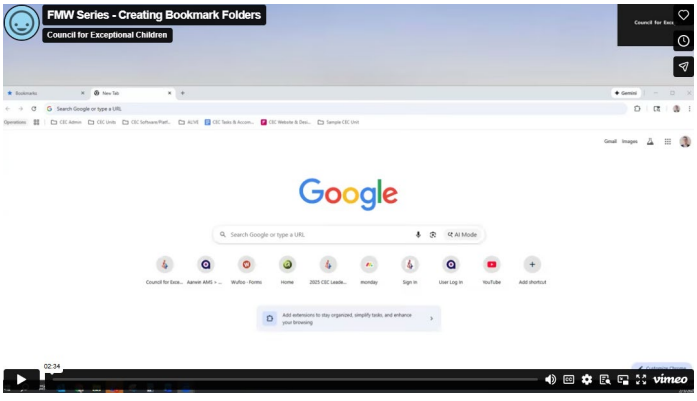


To create a bookmark folder in your browser (such as Chrome):

1. Open Chrome
2. Go to the three vertical dots in the top right-hand corner next to your profile photo
3. Hover over "Bookmarks and lists"
4. Select "Bookmark Manager"
5. Select the three vertical dots in the top right-hand corner
6. Select "Add new folder"
7. Name the folder
8. Click "Save"

Once you do this, you'll be able to drag and drop your bookmarked pages into the folder.

View the Five-Minute Wins Video (2:30 min):



Watch Now!

Last Updated – February 2026