

## **How to Manually Create a Bookmark in Google Chrome**

### **Step 1: Open Google Chrome**

Locate and open Google Chrome on your computer.

### **Step 2: Open the Chrome menu**

In the upper-right corner of the Chrome window, click the three dots.

### **Step 3: Go to Bookmarks and lists**

From the menu that appears, move your mouse over Bookmarks and lists.

### **Step 4: Open Bookmark Manager**

Click Bookmark Manager. (keyboard shortcut: CTRL+SHIFT+O)

### **Step 5: Add a new bookmark**

In the Bookmark Manager screen, click the three dots in the blue banner area near the top-right side of the page.

Then click “Add new bookmark”.

### **Step 6: Enter the bookmark name**

A small box will appear.

In the field labeled Name, type the name you want to use for the bookmark.

Example: BRIGHT Reporting

### **Step 7: Enter the website address**

In the field labeled URL, copy and paste the website address provided to you.

Example: home.analytics.com *(make sure the full address is pasted correctly)*

### **Step 8: Save the bookmark**

Click Save.

## **How to Manually Create a Favorite in Microsoft Edge**

### **Step 1: Open Microsoft Edge**

Locate and open Microsoft Edge on your computer.

### **Step 2: Open the Edge menu**

In the upper-right corner of the Edge window, click the three dots.

### **Step 3: Go to Favorites**

From the menu that appears, click Favorites. (keyboard shortcut: CTRL+SHIFT+O)

### **Step 4: Open the Favorites page**

In the Favorites menu, click the Add to favorites icon.

### **Step 5: Enter the favorite name**

A small box will appear.

In the field labeled Name, type the name you want to use for the favorite.

Example: BRIGHT Reporting

### **Step 6: Enter the website address**

Right-click on newly created favorite and select “edit”.

In the field labeled URL, copy and paste the website address provided to you.

Example: home.analytics.com *(make sure the full address is pasted correctly)*

### **Step 7: Save the favorite**

Click Save.