

Chrome Enterprise helps you get more

Top tips for working faster and smarter on the web

Chrome Enterprise makes it easy for you to work online and stay organized, even when you use multiple devices.



1 Save your info and settings on different devices with Chrome sync

Turning on Chrome sync allows you to pick up right where you left off, even if you switch from your phone to your computer or move between different operating systems. Your browser history, bookmarks, apps, extensions, payment information, and even open tabs will follow you from device to device throughout the day.

Syncing resources:

- Find out how to [turn sync on and off](#)

3 Find what you're looking for fast with our quick search features

Chrome Journeys lets you continue your search where you left off — it groups your previous search histories based on topic so you don't have to start over. And for websites you use often, you can create custom site search shortcuts that allow you to search specific sites directly from the Chrome address bar. You can also use the address bar to search for your tabs, bookmarks, Google Drive files, and history.

Quick search resources:

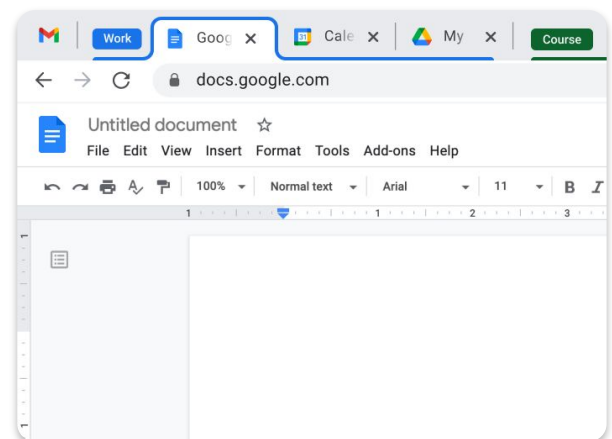
- Read more about [Chrome Journeys](#)
- Learn how to [use the address bar](#) to find what you need

2 Organize your open tabs with tab groups and tab search

You can group, color-code, and label your tabs so that you can find what you need quickly. If you want to search for an open tab, just click the triangle icon in the upper right-hand corner and enter the name of the site or a related word. This can help you keep fewer tabs open and organize your browser better. You can also get a preview of a webpage's content by simply hovering over a tab.

Tabs resources:

- Watch this video on [how to group tabs](#)
- Find out more about [organizing tabs](#)
- See how to [search open tabs](#)

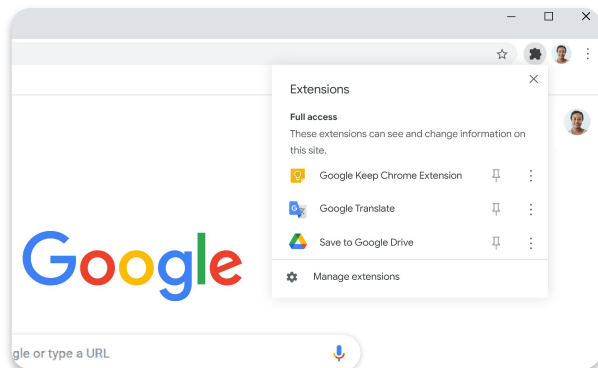


4 Do more on the web with Chrome extensions

Extensions are add-ons built by Google or third-party developers to improve your web browsing experience. Whatever you need, there's probably an extension for it. You can use extensions to translate foreign languages, proofread your text, make notes, and much, much more. To manage the extensions you've installed, just click the Extensions icon in the upper right corner of your Chrome window.

Extensions resources:

- Find extensions in the [Chrome Web Store](#)
- Read about some of [Chrome's most popular extensions](#)
- Take a look at [5 extensions that help drive productivity](#)
- Check out this [blog post](#) on making extensions more safe and private



5 Use shortcuts to save time with Chrome Actions

Did you know you can write commands directly into the address bar? For example, you can type "delete history," "create doc," or "wipe cookies." Chrome Actions also let you manage passwords and payment methods, open an Incognito window, translate a page, and more.

Chrome Actions resources:

- Get an [overview of Chrome Actions](#)
- Learn how to [use Chrome Actions](#)

6 Make filling out forms simpler

With Chrome, you can fill out a form online and download the edited version as a PDF. If you are midway through and open the file again later, the information you've entered will still be there so you don't have to start over.

PDF resources:

- See how Chrome makes it easier to [edit and download forms](#)
- Learn more about [working with PDFs](#)



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Please note that some of these settings may be managed by your administrator, which may limit your ability to make adjustments.

