

How Chrome can help you get more done today



6 time-saving tips for Chrome browser users

In just a few minutes, you can put new productivity tools to work. Managing tabs, organizing PDFs, and syncing across devices can help you save time and get more done.

01 How do I save info to my account and use it on different devices?

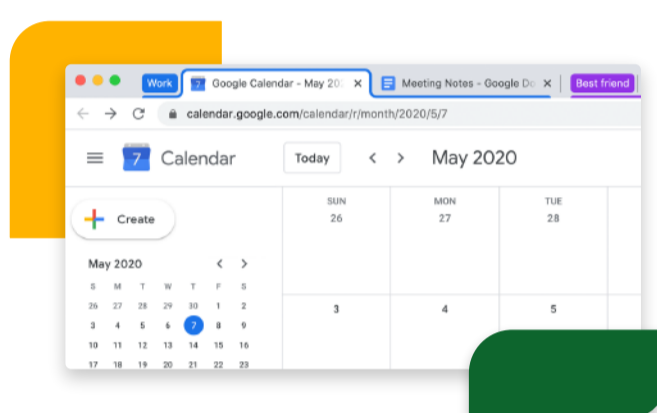
Turn on sync. Syncing lets you autofill saved usernames and passwords, connecting you to your bookmarks, history, and payment info, across your devices.

Syncing resources

- For quick tips on syncing, [click here](#) and choose **Customize**
- For detailed information on turning sync on and off, visit the [Chrome Help Center](#)

02 How can I organize all of my open tabs?

Group your tabs. Right click on an open tab to organize tabs into color-coded groups and label them. Whether you organize by urgency or topic, this tool helps you quickly find what you need when you're multitasking.



03 How do I know if I already have a certain tab open?

Use the Search tabs function. Simply 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.

Tabs resources

- Here is a quick [overview of tab groups](#)
- Check out these other great ways to [organize your tabs](#)
- See how to [search open tabs](#)

04 What can I do with Chrome extensions?

Extensions are add-ons built by Google or third-party developers to add functionality to Chrome. You can use extensions to translate foreign languages, get writing tips, and more. Whatever you need help with, there's probably an extension you can use.

To manage extensions you've installed, click the puzzle piece icon in the upper right corner of your browser window.

Extension resources

- To see popular Google Chrome extensions, [click here](#)
- To find and install extensions, visit the [Chrome web store](#)
- Read the [Google blog post](#)

05 Are there any Chrome shortcuts I can use to get things done faster?

Chrome Actions make it faster and easier to take action from your address bar. For example, type "delete history", "clear cache", or "wipe cookies." Chrome Actions also let you manage passwords and payment methods, open an incognito window, translate a page, and more, all from your address bar.

Chrome Actions resources

- Here's an [overview of Chrome Actions](#)
- See a [list of time-saving Chrome Actions](#) you can take

06 How can I make it easier to fill out PDFs?

Chrome's improved PDF editor lets you fill out forms and save them with your inputs, directly from Chrome. If you open the file again, you can pick up where you left off.

PDF resources

- See a quick overview of the [PDF editor](#)
- Learn more about working with PDFs in Chrome in this [Google blog post](#)

For the latest Chrome productivity tips, follow us on **Twitter**.

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

