» **Add a bookmark (Firefox):**

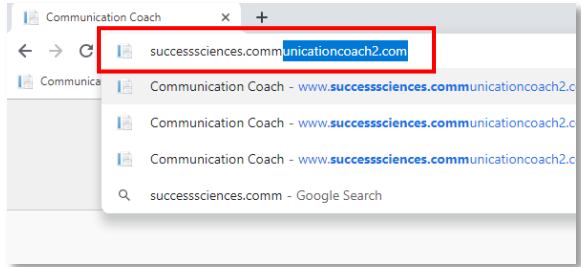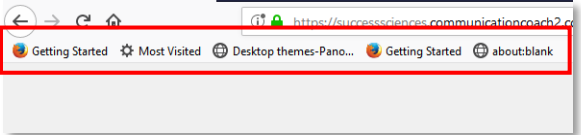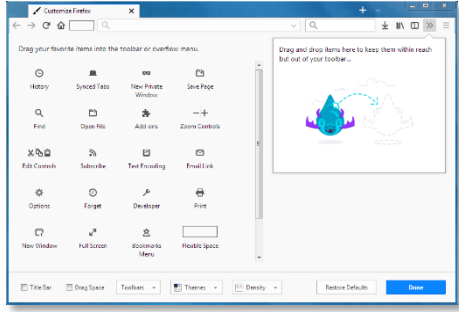|	
1. Navigate to your Communication Coach site.	
2. Click the **star** in the address bar to save the current page as a bookmark. By default, new bookmarks are saved to the **Other Bookmarks** folder.	
3. In the menu that pops up, you can choose a different **name** or **folder** for this bookmark. Click the Folder drop-down menu, then select **Choose** to select a different folder for the bookmark. When you're finished, click **Done** **Alternatively, you can press **Ctrl+D** on your keyboard, or **Command+D** if you're using a Mac.	
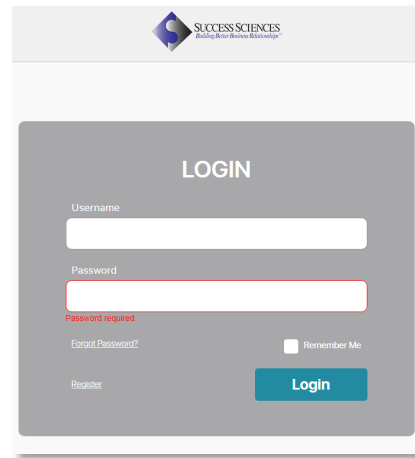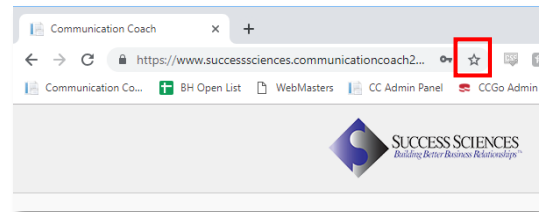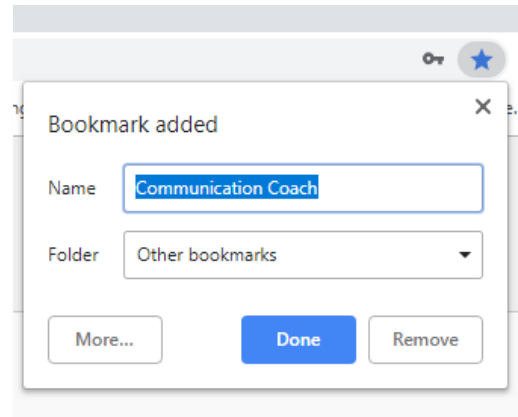
» **Using bookmarks - Once you have bookmarked Communication Coach, there are several ways to open the bookmark:**

1. **The address bar**: As you begin typing in the address bar, any bookmarks matching the text will appear with the star icon. Simply click a bookmark to open it.	
2. **The Bookmarks toolbar**: If you want to add Communication Coach to the Bookmarks toolbar folder for quick access. Just click the **Bookmarks** button, hover the mouse over the **Bookmarks toolbar**, and click **View Bookmarks Toolbar** to turn on the toolbar.	

» **View bookmarks:**

1. You can change the items that appear in the overflow menu or your toolbar:	Click the menu button ☰ and choose 🖌 Customize…
2. A special tab will open which allows you to drag and drop items in or out of the overflow menu and the toolbar. Feel free to experiment with what works best for you. You can always start over by clicking the Restore Defaults button at the bottom of the screen.	
3. When you are done, click the Done button.	