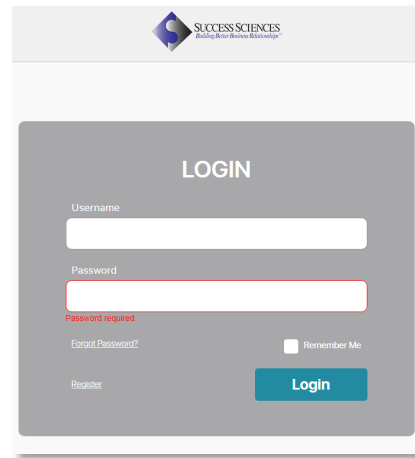
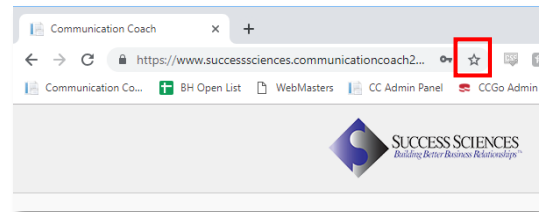


» **Add a bookmark (Firefox):**

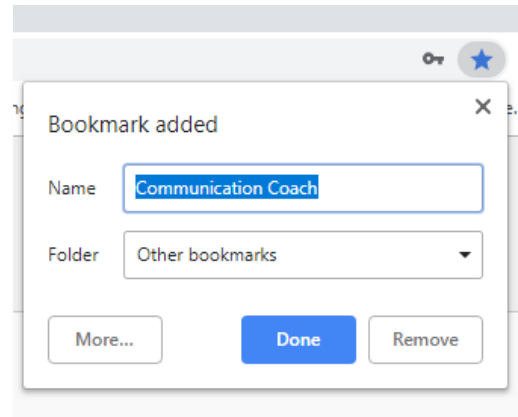
1. Navigate to your Communication Coach site.



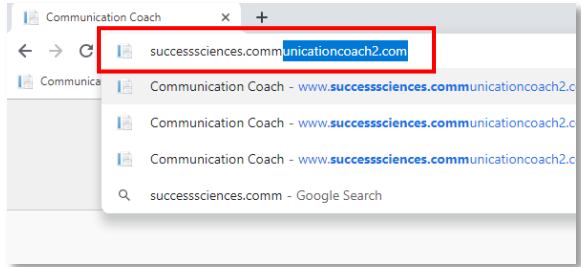
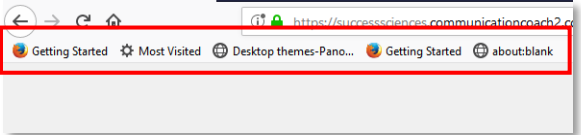
2. Click the **star** in the address bar to save the current page as a bookmark. By default, new bookmarks are saved to the **Other Bookmarks** folder.





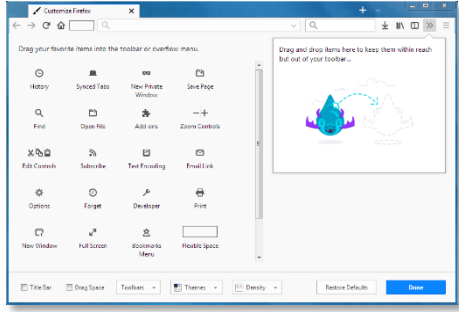
3. In the menu that pops up, you can choose a different **name** or **folder** for this bookmark. Click the Folder drop-down menu, then select **Choose** to select a different folder for the bookmark. When you're finished, click **Done**
- \*\*Alternatively, you can press **Ctrl+D** on your keyboard, 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:**

<p>1. <b>The address bar:</b> 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.</p>	 <p>A screenshot of a web browser's address bar. The text 'successsciences.com' is entered. A dropdown menu is visible, showing several bookmarks with the star icon and the text 'Communication Coach - www.successsciences.communicationcoach2.com'. The first bookmark is highlighted with a red box.</p>
<p>2. <b>The Bookmarks toolbar:</b> If you want to add Communication Coach to the Bookmarks toolbar folder for quick access. Just click the <b>Bookmarks</b> button, hover the mouse over the <b>Bookmarks toolbar</b>, and click <b>View Bookmarks Toolbar</b> to turn on the toolbar.</p>	 <p>A screenshot of a web browser's Bookmarks toolbar. The toolbar is visible at the bottom of the browser window, showing several bookmarks with icons and text: 'Getting Started', 'Most Visited', 'Desktop themes-Pano...', 'Getting Started', and 'about:blank'. The toolbar is highlighted with a red box.</p>

» **View bookmarks:**

<p>1. You can change the items that appear in the overflow menu or your toolbar:</p>	<p>Click the menu button  and choose  Customize...</p>
<p>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 <b>Restore Defaults</b> button at the bottom of the screen.</p>	
<p>3. When you are done, click the <b>Done</b> button.</p>	