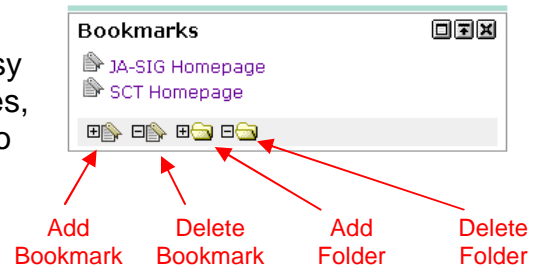


Using Bookmarks


Adding “favorites” to your web browser is an easy way to maintain a list of important web addresses, allowing quick access when you wish to return to those sites. Unfortunately, a browser’s Favorites is “machine-dependant”, meaning those addresses are stored on the *specific computer*. Use a different computer and those Favorites will be nowhere to be found.



However, if you store important web addresses in myCuesta’s Bookmarks, you can access from *any* internet-enabled computer!


In addition, you can create a custom folder system for organizing your bookmarks. Folders can be expanded (displaying the contents) or collapsed (hiding the contents) by simply clicking on the folder.

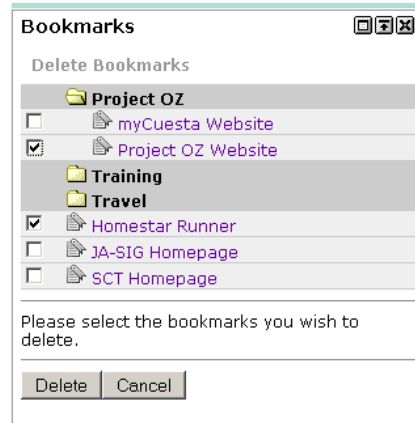
Adding a bookmark

1. Locate the Bookmarks channel (usually on the Home tab) in myCuesta.
2. Click the **Add Bookmark** icon. 
The Bookmarks channel will appear in “Add New Bookmark” mode.
3. Select the location of the bookmark (top level or in a folder)
See “Add New Folder” below.
4. Type the necessary information.
 - **Bookmark Title:** Enter the title as you want it to appear in the Bookmarks channel
 - **URL:** Enter the web address
 - **Description:** Enter an option description of the link
5. Click the **Add** button.
The link will be added to Bookmarks.


A screenshot of the "Add New Bookmark" dialog box. The window title is "Bookmarks". It shows a tree view of folders: "New Top Level Bookmark", "Project OZ", "Training", and "Travel". Under "Travel", there are three bookmarks: "Homestar Runner", "JA-SIG Homepage", and "SCT Homepage". Below the tree view is a text area with the instruction: "Please fill out the form below and select the folder in which the new bookmark will appear." The form has three fields: "Bookmark Title:" with an input box, "URL: [example - http://www.sct.com]" with an input box, and "Description:" with a larger text area. At the bottom are "Add" and "Cancel" buttons.

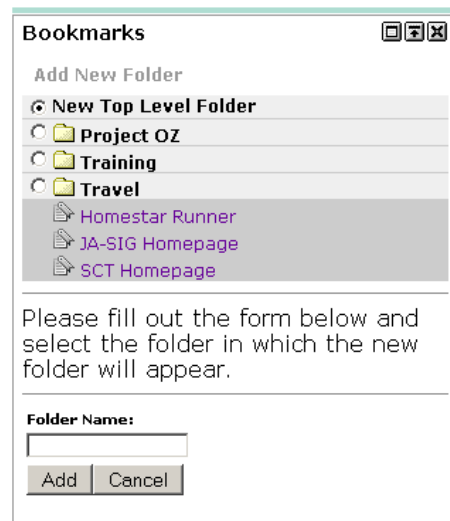
Deleting a bookmark

1. Locate the Bookmarks channel (usually on the Home tab) in myCuesta.
2. Click the **Delete Bookmark** icon. 
The Bookmarks channel will appear in "Delete Bookmarks" mode.
3. Click the check box (inserting a check) by each bookmark you wish to remove.
If necessary, expand folders to reveal bookmarks contained within.
4. Click the **Delete** button.
The selected bookmarks will be removed.




Adding a new folder

1. Locate the Bookmarks channel (usually on the Home tab) in myCuesta.
2. Click the **Add Folder** icon. 
The Bookmarks channel will appear in "Add New Folder" mode.
3. Select the location of the new folder (top level or in an existing folder)
4. Type a name in the Folder Name field.
5. Click the **Add** button.
The folder will be added to Bookmarks.



Deleting a folder

1. Locate the Bookmarks channel (usually on the Home tab) in myCuesta.
2. Click the **Delete Folder** icon. 
The Bookmarks channel will appear in "Delete Folder" mode.
3. Click the check box (inserting a check) by each folder you wish to remove.
If necessary, expand folders to reveal subfolders contained within.
4. Click the **Delete** button.
The selected folders will be removed.

