

Creating a Bookmark / Favorite

Why?

When we want to save an analysis view for later use

Steps

1. When you've found a view that you'd like to save, click the Prepare a Bookmark button in the toolbar

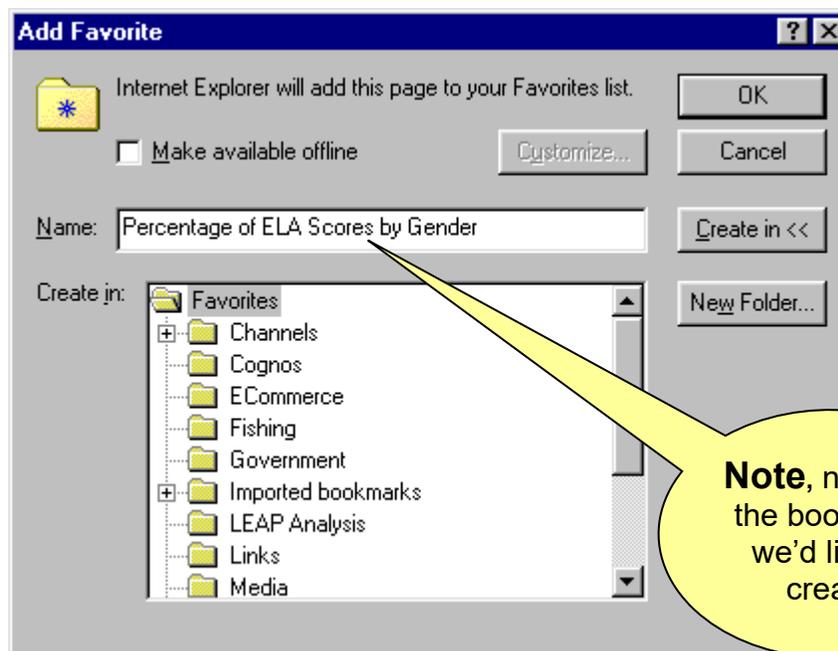


Click the Prepare a bookmark button in the toolbar

2. Follow the steps for your browser to create a bookmark or favorite

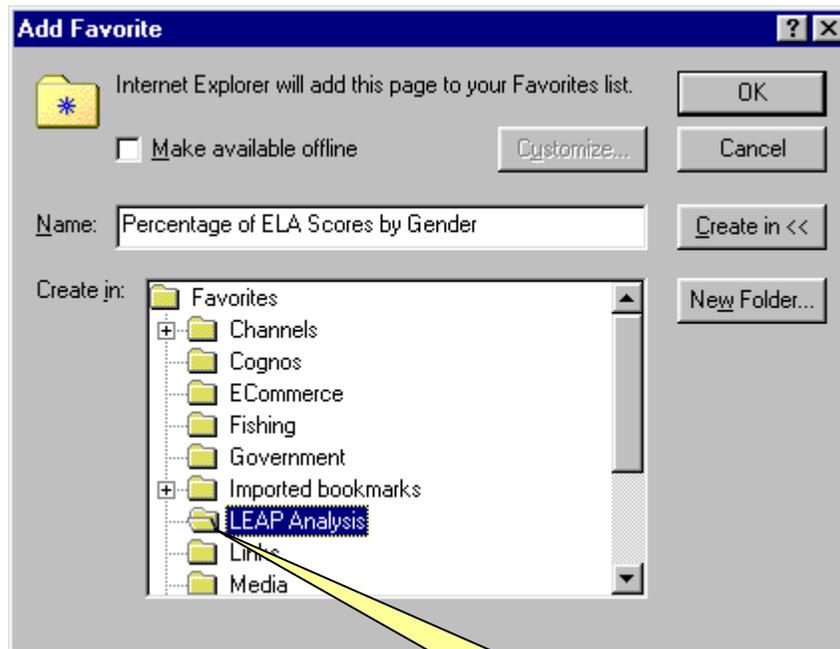
For Microsoft Internet Explorer:

1. Click **Add to Favorites** from the **Favorites** menu



2. Type the name of the bookmark in the **Name:** box. In this example, we're looking at Percentage of ELA Scores by Gender.

3. Click the **folder** in which you'd like to create the bookmark. In this example, we'll place the bookmark in the LEAP Analysis folder. Note that the folder appears "open" after selecting it.



4. Click **OK** to save the bookmark.

Note, folder appears "open"

For Netscape Communicator

1. Click **Bookmarks** from the **Communicator** menu
2. Click **Add Bookmark**
3. The bookmark is placed in bookmarks list but, not in a specific folder
4. To move the bookmark to a different folder, click **Bookmarks** from the **Communicator** menu then click **Edit Bookmarks**. You can then drag the bookmark into an existing folder or create a new folder for the bookmark.