

Using Bookmarks

Some documents are bookmarked to provide easy access to particular sections. Bookmarked documents have the bookmark icon following the title. 

Using bookmarks is easy provided you follow the instructions below.

1. Click on the document you want to view. The document will open with the upper left side of the screen displaying a screen pane icon below the green ball (Figure 1). Note the green ball may or may not appear on your screen.
2. Click on the screen pane icon and the upper left screen will now show three icons below the screen pane icon (Figure 2).
3. Click on the center icon, the bulleted list icon below the green ball (figure 3). A list of bookmarked items will appear. Click on the item you want to view.



Figure 1



Figure 2

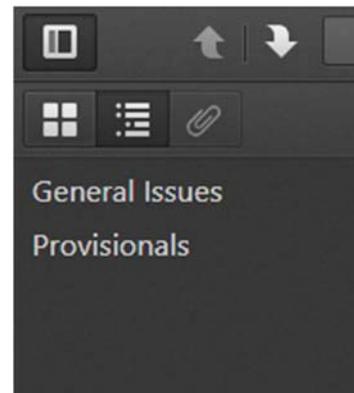


Figure 3