

Create a “Bookmark”, or “Favorite” to Access Frequently Viewed Webpages.

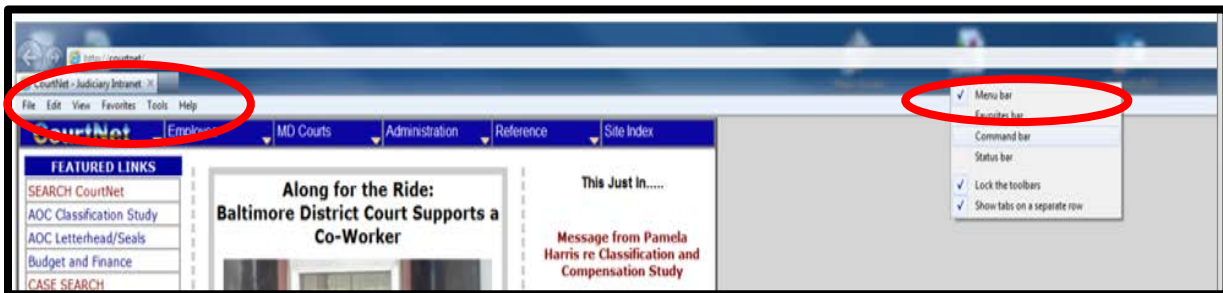
Using Internet Explorer

To create and use a bookmark (also known as a “favorite”):

1. Click the Internet Explorer (IE) icon shown on the task bar at the bottom of the computer screen.



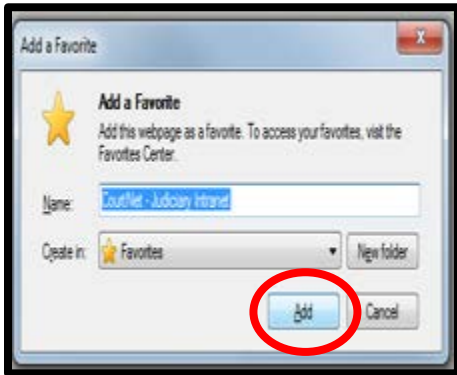
2. To activate/view the Menu Bar in Internet Explorer:
 - a. Move the cursor to the top of the Internet Explorer screen.
 - b. Press the right mouse button. A menu will display.
 - c. When no check mark is next to the option that reads “Menu bar”, click the Menu bar text on the menu and a check mark will appear.



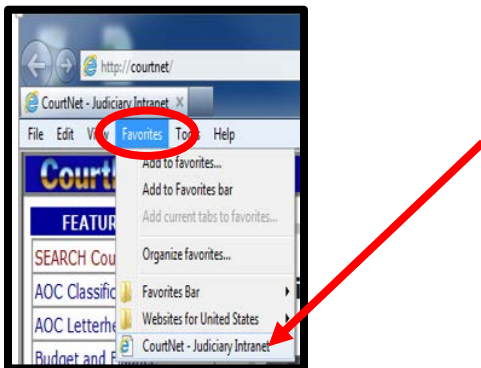
3. In the address section, enter the web address for the webpage that will be used for the bookmark. In this example, a bookmark for the CourtNet website will be created. If are creating a bookmark for the Retired/Recalled Judges website, you will add <http://mdcourts.gov/hr/retiredrecalled/index.html> .



4. To save the bookmark/favorite:
 - a. Press the Ctrl+D keys (at the same time) on the keyboard.
 - b. The “Add to Favorites” dialogue box will appear.
 - c. View the name that will be used as the bookmark/favorite and make changes if needed. You may want to name the favorite, “Retired-Recalled Judges.”
 - d. Click the “Add” button to add the web page to the bookmark/favorites list.



5. To view and use the new bookmark/favorite:
 - a. Select “Favorites” on the Menu bar.
 - b. Locate the bookmark/favorite on the list.



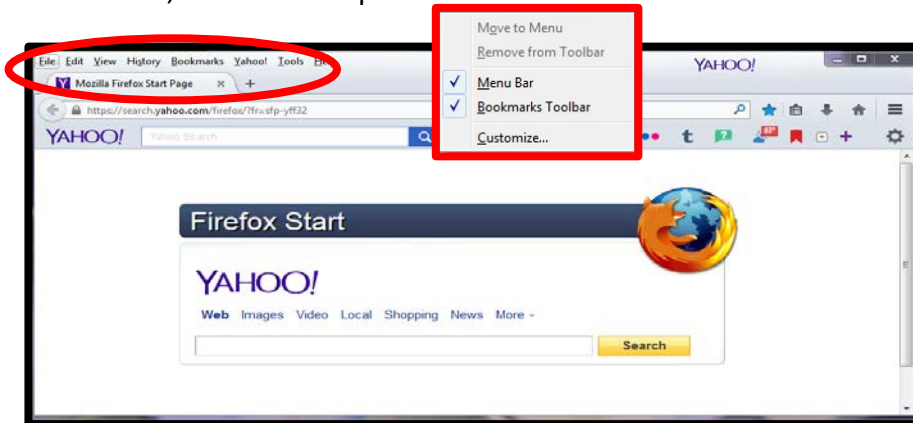
Using Mozilla Firefox

To create and use a bookmark (also known as a “favorite”):

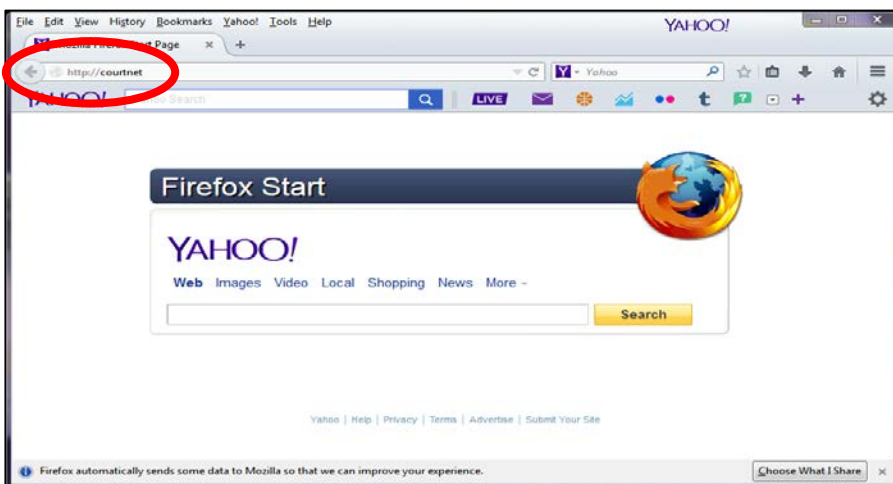
1. Double-click the Firefox icon.



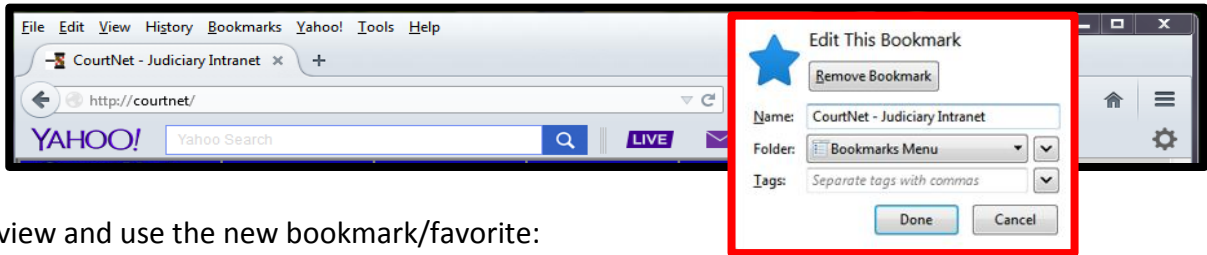
2. If the Menu bar (which starts with the word “File” and ends with the word “Help”) is not displayed:
 - a. Move the cursor to the top of the Firefox screen and press the right mouse button.
 - b. A menu will be displayed.
 - c. Click the Menu Bar option to display menu items such as File, Edit, View, History, Bookmarks, Yahoo!, Tools and Help.



6. Enter the web address for the webpage that will be used for the bookmark. In this example, a bookmark for the CourtNet website will be created. If are creating a bookmark for the Retired/Recalled Judges website, you will add <http://mdcourts.gov/hr/retiredrecalled/index.html> .



3. To save the bookmark/favorite:
 - a. Press the Ctrl+D keys (at the same time) on the keyboard.
 - b. The “Edit This Bookmark” dialogue box will appear and provide the opportunity to change the name of the bookmark.
 - c. Click the “Done” button when finished.



4. To view and use the new bookmark/favorite:
 - a. Select “Bookmarks” on the Menu bar.
 - b. Locate the bookmark/favorite on the list.

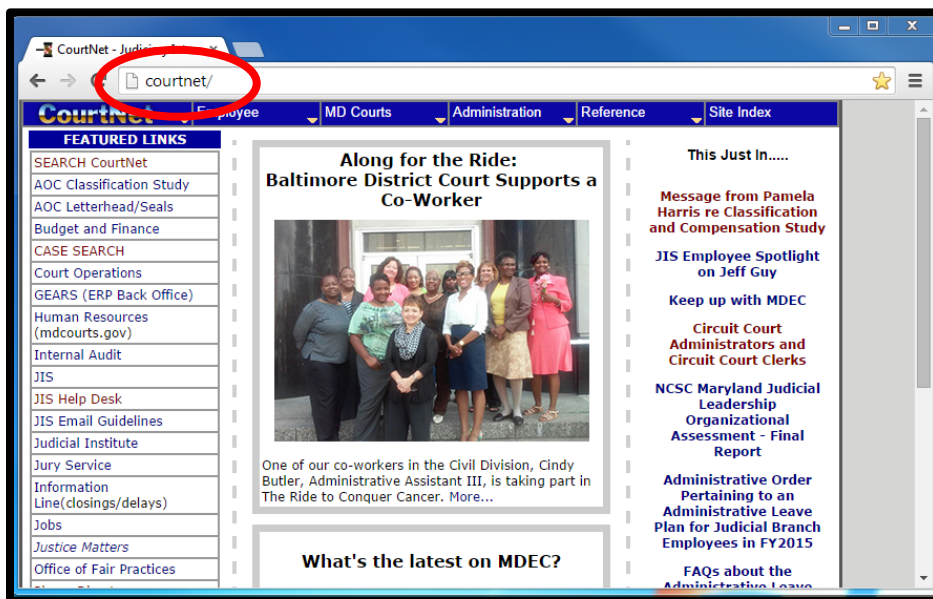
Using Google Chrome

To create and use a bookmark (also known as a “favorite”):

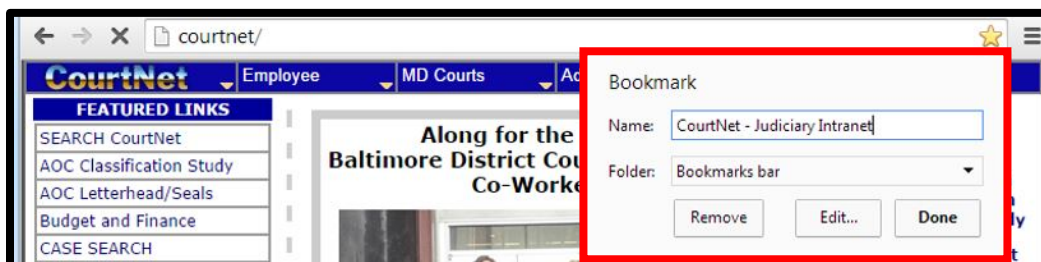
1. Double-click on the Google Chrome icon.



2. Enter the web address for the webpage that will be used for the bookmark. In this example, a bookmark for the CourtNet website will be created. If are creating a bookmark for the Retired/Recalled Judges website, you will add <http://mdcourts.gov/hr/retiredrecalled/index.html> .



3. To save the bookmark/favorite:
 - a. Press the Ctrl+D keys (at the same time) on the keyboard.
 - b. The “Bookmark” dialogue box will appear and provide the opportunity to change the name of the bookmark.
 - c. Click the “Done” button when finished.



5. To view and use the new bookmark/favorite:
 - a. Click the menu button in the upper right corner of the Google Chrome Screen. This button is a gray rectangle with three horizontal lines.
 - b. Select "Bookmark" on the Google Chrome menu.
 - c. Select the name of the bookmark on the Bookmark submenu that will appear.

