

## Website Navigation Bookmarks and Saving Files

### PC vs. MAC

1. How do I save the Field Programs Office website address to my favorites or bookmark it?

#### If you are using a PC:

- a) Go to website address: <http://www.ced.csulb.edu/fpo>
- b) On the toolbar at the top of the web page, click on the button, Favorites
- c) Now you will see a new vertical frame on the left side of the web page
- d) Click on the button, Add
- e) You will be prompted to name the link (e.g., Field Programs Website)
- f) After naming the link, click on the button, OK
- g) To retrieve the link, repeat step (b) and scroll down the list of favorites to find the "Field Programs Website."

#### If you are using a MAC:

- a) Go to website address: <http://www.ced.csulb.edu/fpo>
- b) On the toolbar at the top of the web page, you will see the word "Bookmark" or "Favorite"  
Click on the option that is displayed on your toolbar
  - o A dropdown menu will display
- c) Click on "Add Bookmark" or "Add Page to Favorites"  
(usually, the "Bookmark" or "Favorite" will automatically be named for you)
- d) To retrieve the link, repeat step (b) and scroll down the list of Bookmarks or Favorites to find the Field Programs Website  
(Probably named "Field Programs Office, College of Education, CSULB")

2. How do I *save* a document from the FPO website for future use?

#### If you are using a PC:

- a) Go to website address: <http://www.ced.csulb.edu/fpo>
- b) Follow the links on the website to display the document that you wish to save  
For example:  
Starting at the FPO website main page:
  - o Click on the link: [University Supervisors & Master Teachers](#)
  - o Then, click on the link: [Student Teaching Handbook](#)
  - o Once the Student Teaching Handbook is displayed, go to the toolbar at the top of the web page
  - o Click on the word "File"
    - o A dropdown menu will display
  - o Click on the word "Save..."
  - o Save the document with a name and location where you can easily retrieve it later (e.g., desktop)

#### If you are using a MAC:

- a) Go to website address: <http://www.ced.csulb.edu/fpo>
- b) Follow the links on the website to display the document that you wish to save  
For example:  
Starting at the FPO website main page:
  - o Click on the link: [University Supervisors & Master Teachers](#)
  - o Then, click on the link: [Student Teaching Handbook](#)
  - o Once the Student Teaching Handbook is displayed, go to the toolbar at the top of the web page
  - o Click on the word "File"
    - o A dropdown menu will display
  - o Click on the word "Save..."
  - o Save the document with a name and location where you can easily retrieve it later (e.g., desktop)