



## ***Hands-On Maintenance and Light Repair*** **Instructor Support Documentation**

### **How do I bookmark content?**

Navigate to the preview of the content you would like to bookmark. For more information, see [“How do I preview content?”](#)

Select *Add Bookmark*.

The screenshot shows the 'Lesson 1 Pretest' interface. The top navigation bar includes 'TOC', 'Lesson 1 Pretest', and 'Close'. The left sidebar is divided into three sections: 'Places' (Back to TOC, Next, Previous, Bookmarks), 'Operations' (Add Bookmark, Assign), and 'Ancillaries'. The 'Add Bookmark' button in the 'Operations' section is highlighted with a red box. The main content area displays the pretest question: 'In an automotive repair shop, safety glasses are required \_\_\_\_.' with four radio button options: 'only when you are working under a vehicle', 'whenever you are working in the shop area', 'when you are waiting in the service lobby', and 'only when power tools are being used'. A progress indicator at the bottom shows '1 of 6' and a set of navigation buttons.




To view a list of all your bookmarked content, select the bookmark icon at the top of the page.

The screenshot shows the top navigation bar with 'TOC', 'Lesson 1 Pretest', and 'Close'. The bookmark icon (a square with a folded corner) is highlighted with a red box.




Access a bookmarked activity by clicking on the title.

The screenshot shows the 'My Bookmarks (for Hands-On Maintenance and Light Repair)' section. Below the title, there is a list of bookmarked activities: 'Lesson 1 Shop Safety Tour > Lesson 1 Pretest'. A red arrow points to the right of this entry.




Select the Delete icon to remove a bookmark when you are done with it.

|                                                                                                                                |                                                                                   |                       |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------|
|  TOC                                          |  | <a href="#">Close</a> |
| My Bookmarks (for Hands-On Maintenance and Light Repair)                                                                       |                                                                                   |                       |
|  Lesson 1 Shop Safety Tour > Lesson 1 Pretest |                                                                                   |                       |

To return to the Table of Contents, select *TOC* in the upper-right corner.

|                                                                                                                                |                                                                                   |                       |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------|
|  TOC                                          |  | <a href="#">Close</a> |
| My Bookmarks (for Hands-On Maintenance and Light Repair)                                                                       |                                                                                   |                       |
|  Lesson 1 Shop Safety Tour > Lesson 1 Pretest |                                                                                   |                       |

To return to the Home page, select *Close*.

|                                                                                                                                |                                                                                   |                       |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------|
|  TOC                                          |  | <a href="#">Close</a> |
| My Bookmarks (for Hands-On Maintenance and Light Repair)                                                                       |                                                                                   |                       |
|  Lesson 1 Shop Safety Tour > Lesson 1 Pretest |                                                                                   |                       |