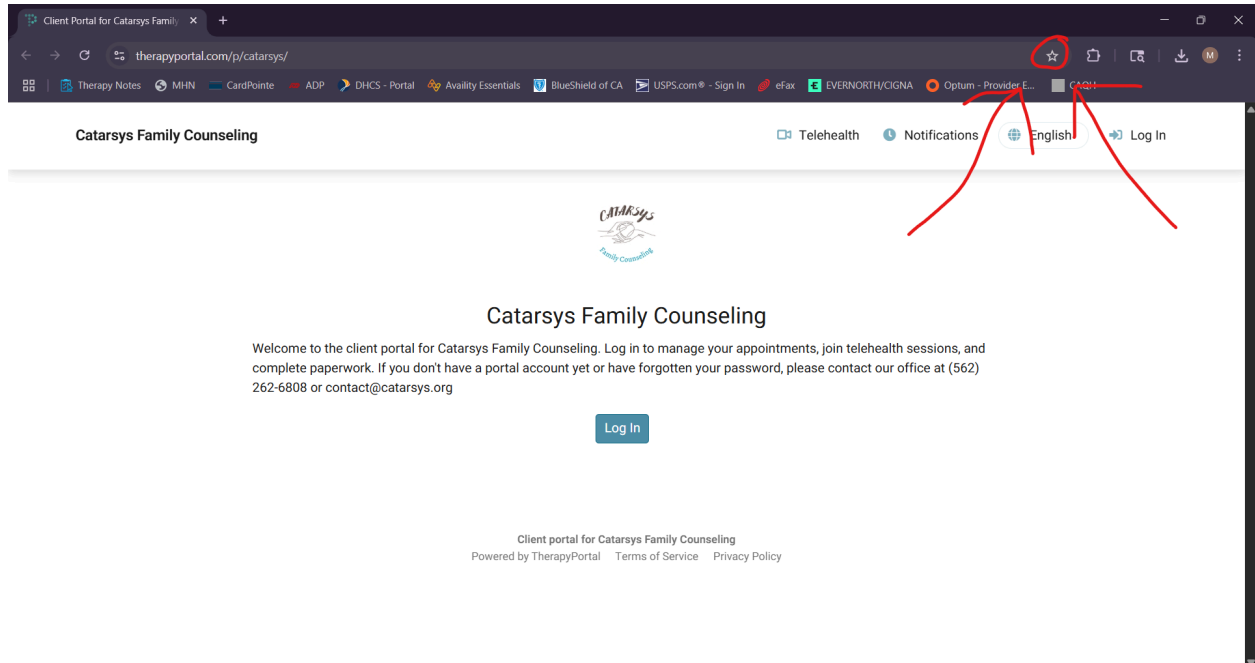


How to Save Therapy Portal to Bookmarks / Home Screen

Desktop / Laptop Computers

1. To save any website to bookmarks simply click the star icon at the top right of the screen, at the end of the URL bar.

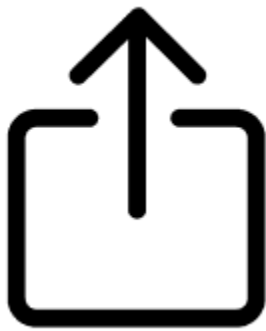


2. This will add it to the bookmarks bar located just beneath the URL bar. (You can see all the bookmarks I have saved, starting with Therapy Notes).
 - a. Please note that depending on your Web Browser of choice “bookmarks” may be called “favorites” or similar.
 - b. However you can always find the button in the same location with similar icons such as a star or heart.

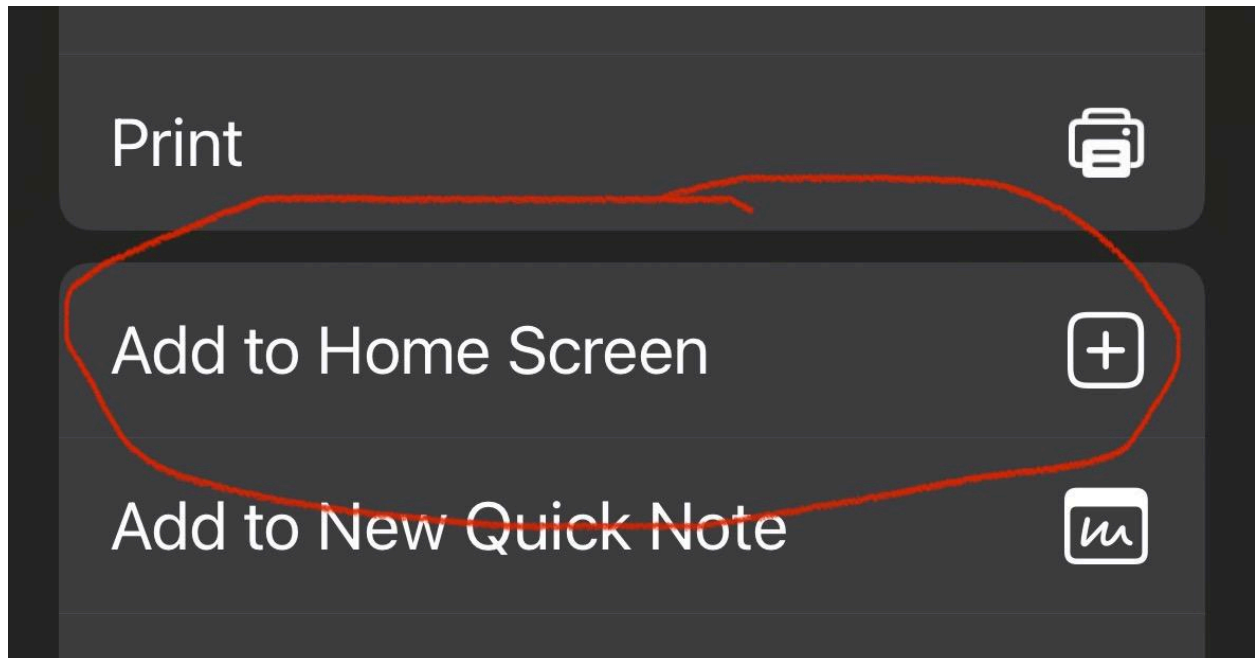
Smart Phones / Tablet Devices

To save a website shortcut to the home screen of your smart device is similar to how it's done on a computer.

1. Once you are on the webpage you want to save, simply look for the “share” button, which is most often depicted as:
 - a. On safari the share button is located at the bottom center of the screen
 - b. On chrome the share button is located at the top right corner of the screen.



2. Tap the share button and a menu will appear, scroll down through the options and look for “Add to Home Screen” or a similar phrase dispensing on your device.



3. Tap “Add to Home Screen” and another window will appear.
4. Set a name for the shortcut and tap “add”.

5. The shortcut will now appear on your home screen similar to an app, and it will have the name you entered.