

Creating and Managing Bookmarks

Bookmarks help to you quickly get back to pages of importance, including Course Dashboards, any course manual pages, specific slides, and Supplementary Resources pages. Bookmarks are easily accessed from your Reference Dashboard or by clicking on the Bookmarks link and can be organized into folders, edited, and deleted.

- ▶ The **Bookmarks** link always appears to the left of the Notes link and is located above the page content.

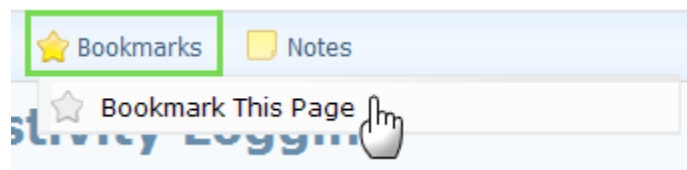


You can manage bookmarks in several ways:

- [Add a Bookmark](#)
- [Create a Bookmarks Folder](#)
- [Add a Bookmark to an Existing Folder](#)
- [View Your Bookmarks](#)
- [Rename a Folder or Bookmark](#)
- [Delete a Bookmark](#)

To add a bookmark:

- 1 Click on the **Bookmarks** link on any page and select **Bookmark This Page**.

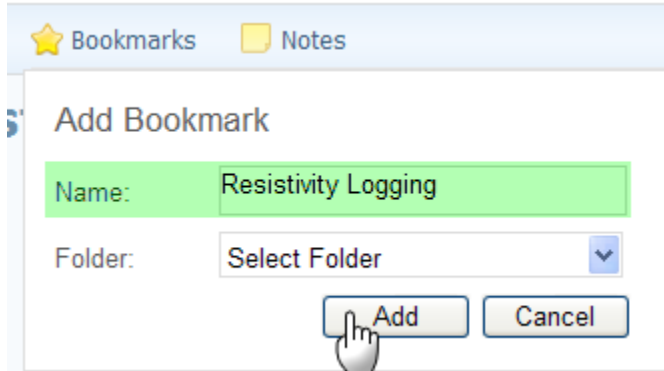


The 'Add Bookmark' popup appears.

- 2 Click in the **Name** field and type in a name or you can use the default name.

Note: If you are bookmarking a slide, it's recommended you give it a unique name.

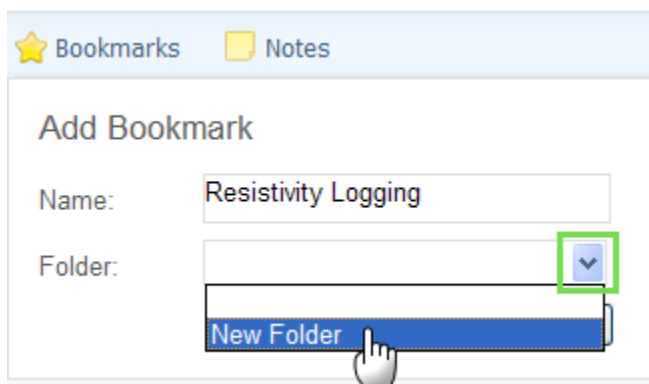
- 3 Click the **Add** button.



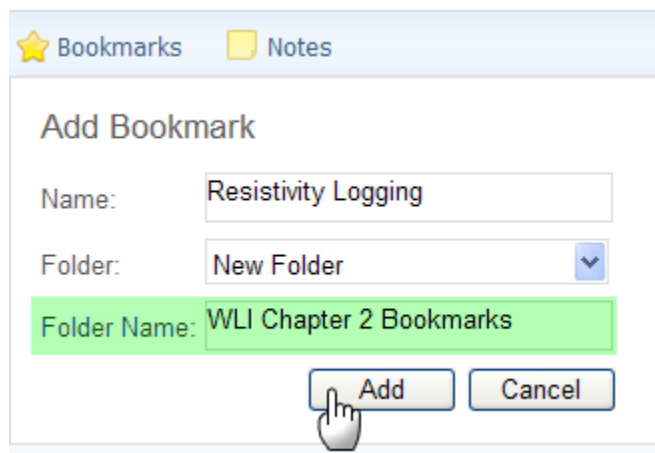
Your selected page has now been added to your Bookmarks.

To create a bookmarks folder:

- 1 Click on the **Bookmarks** link.
- 2 Click on the small arrow to the right of the Folder field and select **New Folder**.



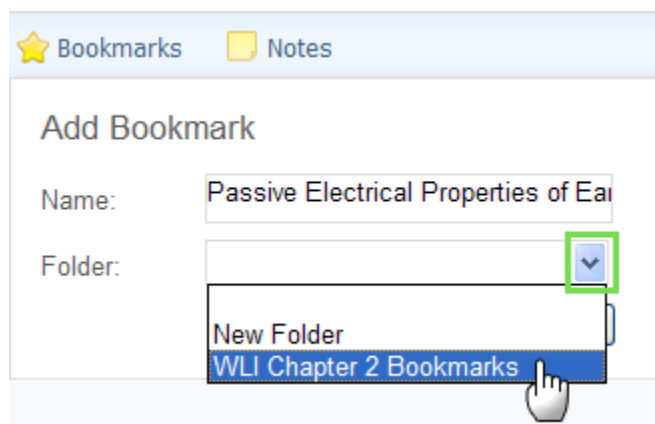
- 3 Click on the **Folder Name** field and type in a name for your folder.
- 4 Click the **Add** button.



Your selected page has now been added to your new folder in your Bookmarks.

To add a bookmark to an existing folder:

1. Click on the **Bookmarks** link.
2. Click on the small arrow to the right of the Folder field and select the folder you want to add your bookmark to.



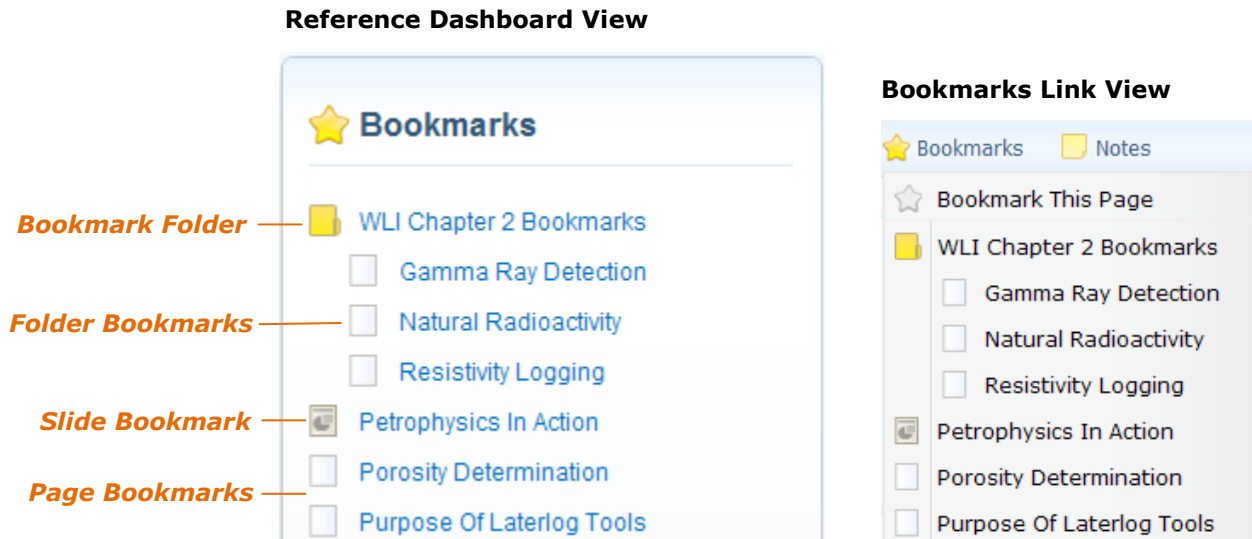
Your bookmark will now appear in the selected Bookmarks folder.

To view your bookmarks:

You can view your bookmarks from your Reference Dashboard or by clicking on any Bookmarks link. Either way, your bookmarks appear and work in the same way.

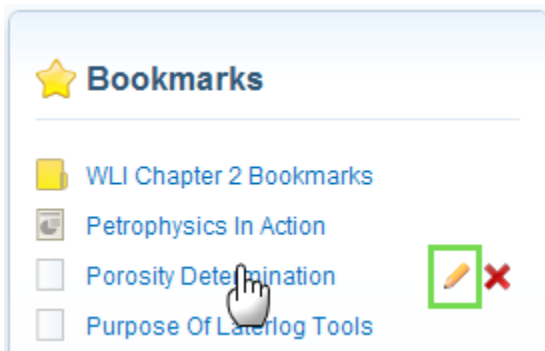
- 1 Visit your **Reference Dashboard** or click on a **Bookmarks** link.
- 2 Click on a bookmark or click on a bookmarks folder to reveal its contents and click on one of its links.

You will now be redirected to your bookmarked page.



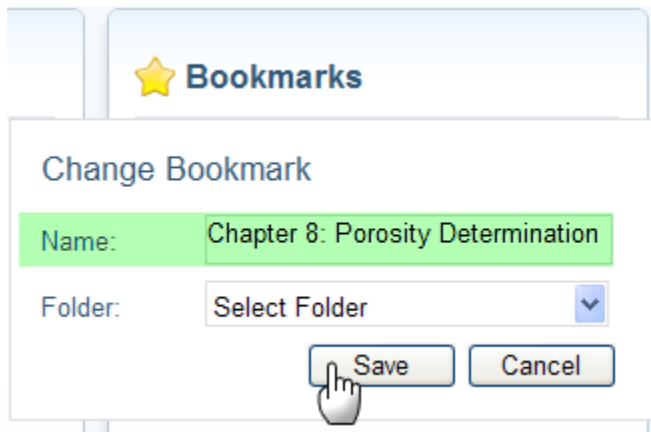
To rename a bookmark folder or a bookmark:

- 1 Place your mouse over a bookmark folder or bookmark. You can do this from the Bookmarks column on your Reference Dashboard or by clicking on any **Bookmarks** link.
- 2 Click the **Edit** icon, which resembles a pencil.



The 'Change Bookmark' popup appears.

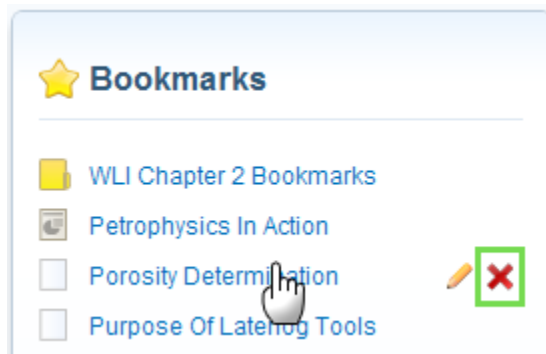
- 3 Type in a new name in the **Name** field and then click the **Save** button.



Your bookmark or bookmarks folder will now appear with its new name.

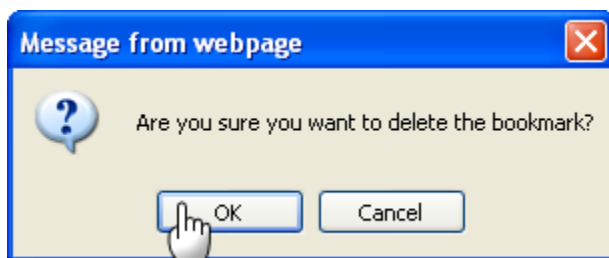
To delete a bookmark or bookmarks folder:

- 1 Place your cursor over the folder name or bookmark name you want to delete.
- 2 Click the **Delete** icon (a red 'X').



A confirmation dialog appears.

- 3 Click **OK**.



Your bookmark is now permanently deleted. If you deleted a folder, the folder along with all of its bookmarks is now permanently deleted.