



Bookmarks

Introduction

Bookmarks are handy when you need navigation tools on a Web page that the TeamSite template does not provide. Creating a bookmark is creating a hyperlink with a twist. Using bookmarks, you can hyperlink to an exact spot on Web pages that you control.

Example: At the end of a paragraph about customer service, you could add a bookmark to the text “Contact for more information.” Visitors that click on the bookmark would jump to the end of the Web page where they see a staff person’s name, e-mail address and phone number.

Create bookmarks using these steps:

1. In the VFE, create *all* text first. (Adding a bookmark is the last step you should take.)
2. Place the cursor on the exact line you want your bookmark to jump TO.
3. Click the bookmark icon in the VFE toolbar.  A window will pop up.
 - a. Type a short description with no spaces, then click Add. (Tip: Write this down exactly as you typed it. You will need it in step 5.a.)
4. In the VFE, select the *text* from which you want to jump to your bookmark (such as [Contact for more information](#)).
5. With the text highlighted in step 4, click the Hyperlink icon. 
 - a. In the “link” field, type the URL of the Web page (i.e. /DAS/test.shtml).
 - b. In the “bookmark” field, type the name of the bookmark exactly as you typed it in step 3.a. (it is case sensitive). Click OK.
6. Testing bookmarks is tricky. Until the page is published, a bookmark doesn’t exist. This means preview mode is no help. Publish the page, test your bookmarks and make any changes.

Tips

- If you create a bookmark and need to change its location, you must delete it and recreate it in a new spot. How to delete and recreate a bookmark:
 7. Place the cursor anywhere in the VFE in which you created the original bookmark.
 8. Select the bookmark icon in the VFE toolbar. A window will pop up.
 9. From the list in the window, select the name of the bookmark, click delete and then close.
 10. Return to step 2 and recreate the bookmark in the new location, using the same name as the original.
 - a. It’s important to use the same name as your original bookmark if you’ve already created hyperlinks TO the bookmark. By using the same name, you don’t have to edit those hyperlinks.
- Sometimes you need to place a bookmark higher on the page in order for the customer to jump to the right spot. This is the case if you want to jump to a section header (a blue bar). Placing the bookmark at the end of the preceding VFE usually works.

The following examples (Figures 1 and 2) show a bookmark added to a hyperlink on a Pictures-Text-Banner page. Note the URLs in the red boxes. The pound key (#) indicates use of a bookmark, entitled "Current Users."

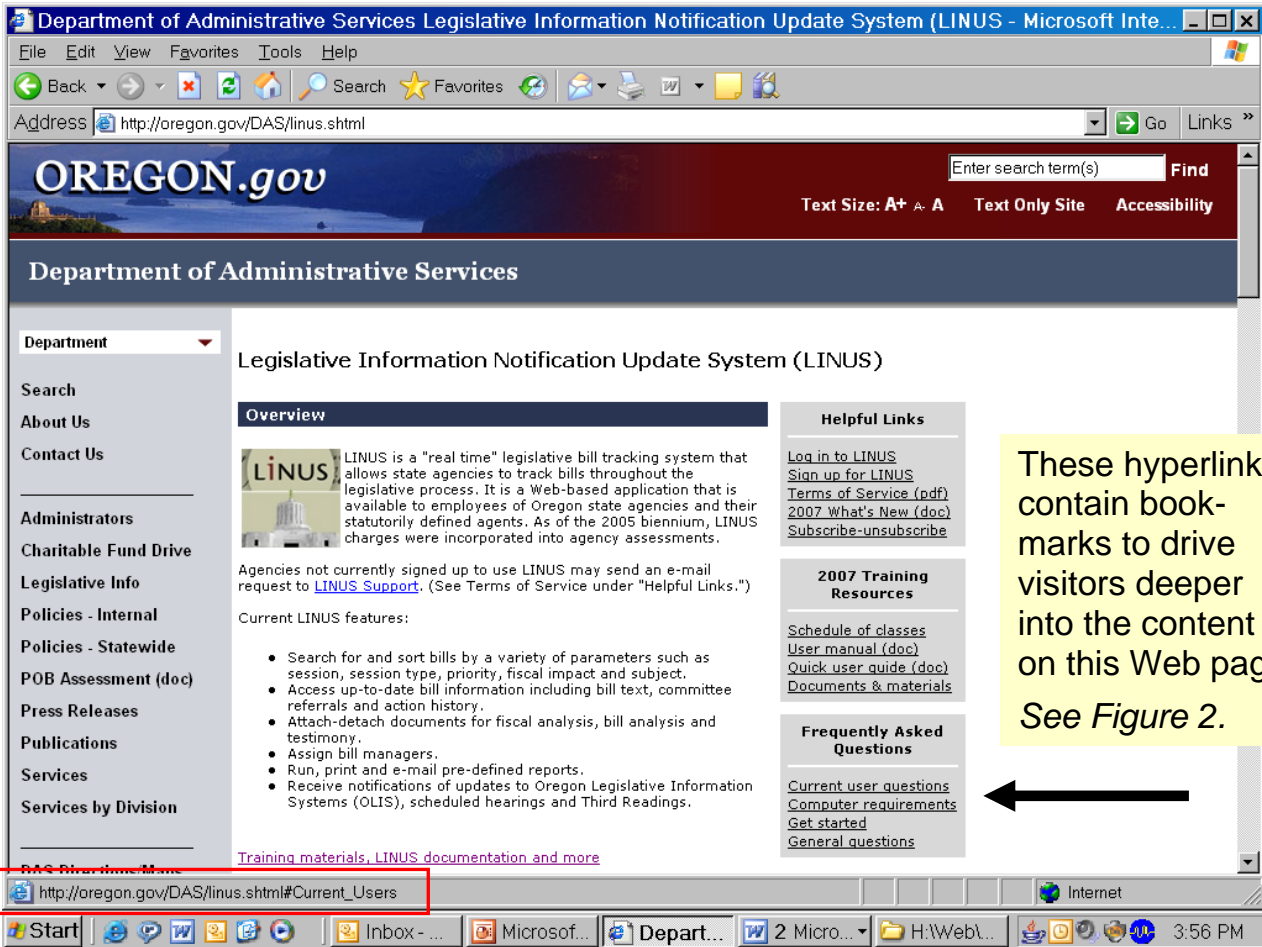


Figure 1

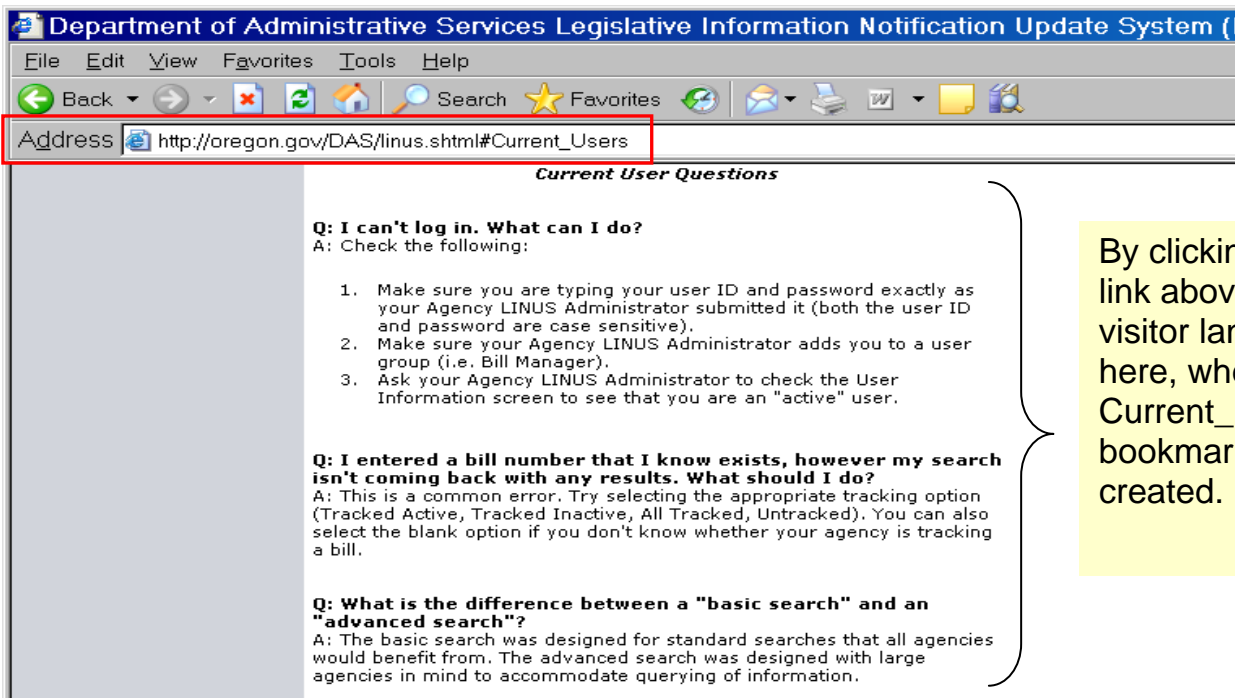


Figure 2