Bookmarks Feature
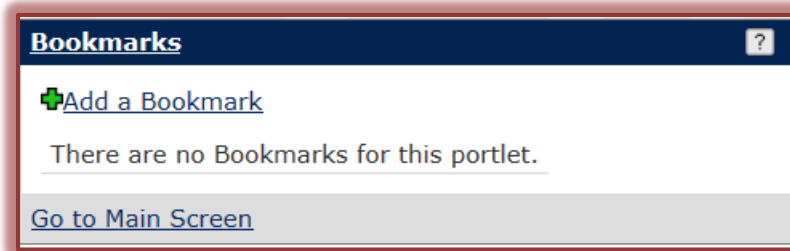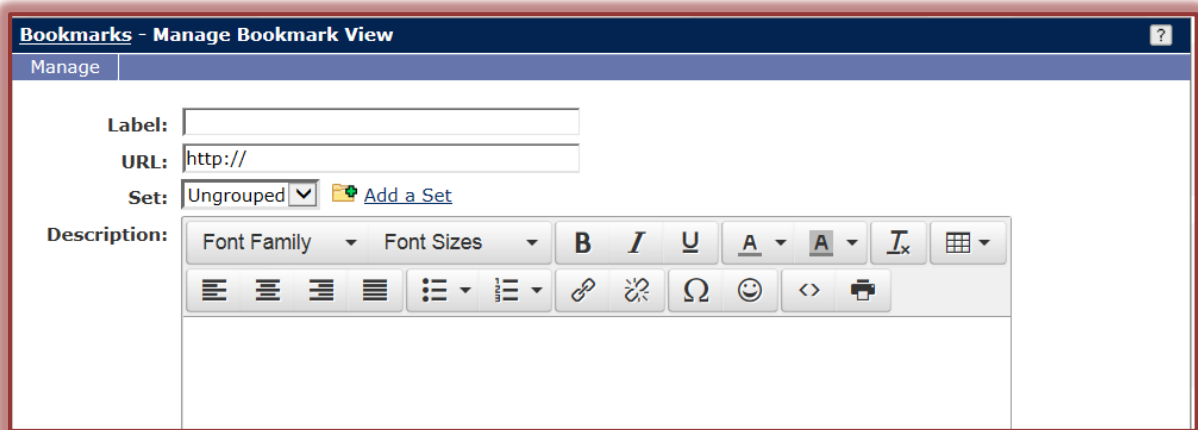
Bookmarks can be used to link to other Web sites or ports of My Siena. This section explains how to add a bookmark to a page.

ADD A BOOKMARK

- ✝ If a **Bookmark** feature is not displayed, follow the instructions under the **Adding a Feature** document to add the **Document** feature.
- ✝ Make sure a **Bookmark** feature has been added to the page.
- ✝ In the **Bookmark** feature, click the **Add a Bookmark** link (see illustration below).

- ✝ The **Manage Bookmark View** window will display (see illustration below).

- ✝ In the **Label** box, input a name for the **Bookmark.**
- ✝ In the **URL** box, input the address for the page that the **Bookmark** is being created for.
  - ✦ The address has to be entered after the **http://**.
  - ✦ If **http://** is not in the address, an error message will display.
- ✝ Click the list arrow for **Set** and select one of the options. The default option is **Ungrouped**.
- ✝ Select or add the pertinent information to the rest of the boxes.
- ✝ When all the options have been specified, click the **Save** button.
- ✝ To save the **Bookmark** and add another one, click the **Save and Add Another** button.

ADD NEW SET TO BOOKMARKS

Sets are used in the Bookmarks feature to group items together.
- ✝ To add a new **Set**, click the **Add a Set** link (see illustration above).
- ✝ The **Manage Set View** window will display (see illustration on next page).
- ✝ In the **Name** box, input a name for the set.
- ✝ Type an optional description of the set in the **Description** box.
- ✝ Click the **Save** button to save the **Set**.

- ✞ Click the **Save and Add Another** button to save the current set and add another one to the list.
- ✞ Click the **Cancel** button if the item is not to be added to the list.
- ✞ The **Bookmark Feature** will appear on the page in **Edit View**.
- ✞ Click the **Edit** button (pencil shape) to make changes to the content of this feature.

- ✞ To **Move** the **Bookmark** to another **Set**, click the list arrow on the right to select a **Set** and then click the **Submit** button.
- ✞ To add a new **Bookmark** or **Set**, click the appropriate link.