



## Create Bookmarks

Bookmarks are a handy tool that can be used to provide quick access to the content inside your intranet or any external resources.

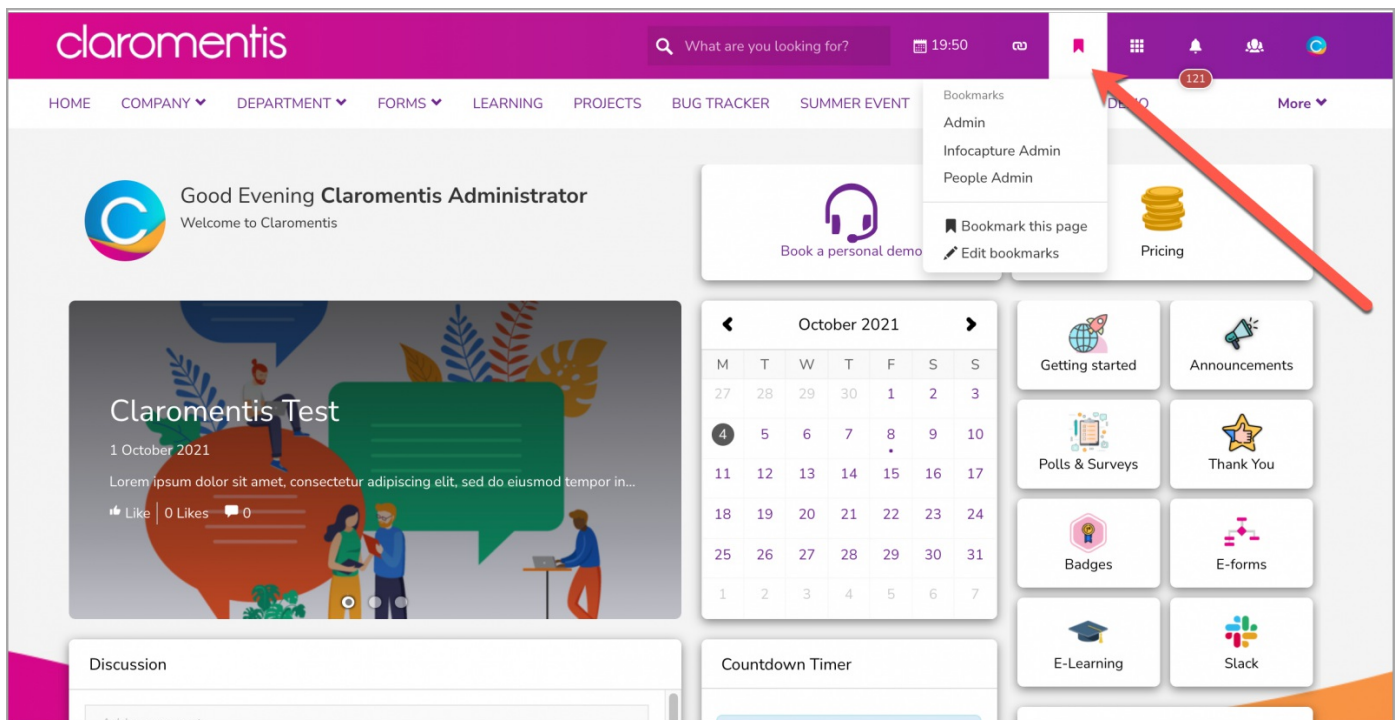
In this article, we will cover how you can create, edit, and remove bookmarks within your menu bar. Bookmarks are set individually and are private for each user.

**Please note:** If you don't see the Bookmark tab on the menu bar, admins can add it via Admin > Design. To find out more, visit the Interface & Navigation section of this article [here](#).

### Adding bookmarks

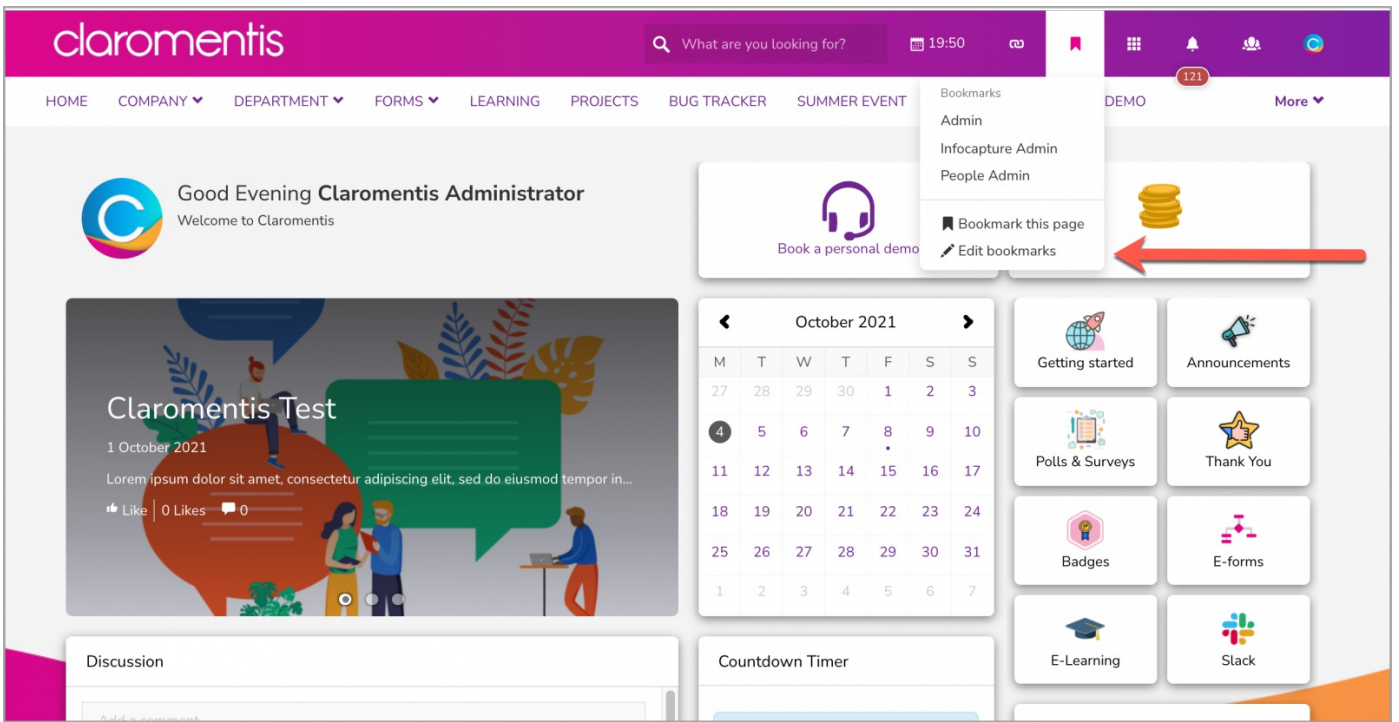
All users will have access to the Bookmarks icon located in the upper left corner of the page.

#### 1. Select the Bookmarks icon



#### 2. Select Edit bookmarks

You can select **Bookmark this page** instead if you want to bookmark the page you are already on. To bookmark any other page, click on **Edit bookmarks**.



### 3. Add the Title and URL

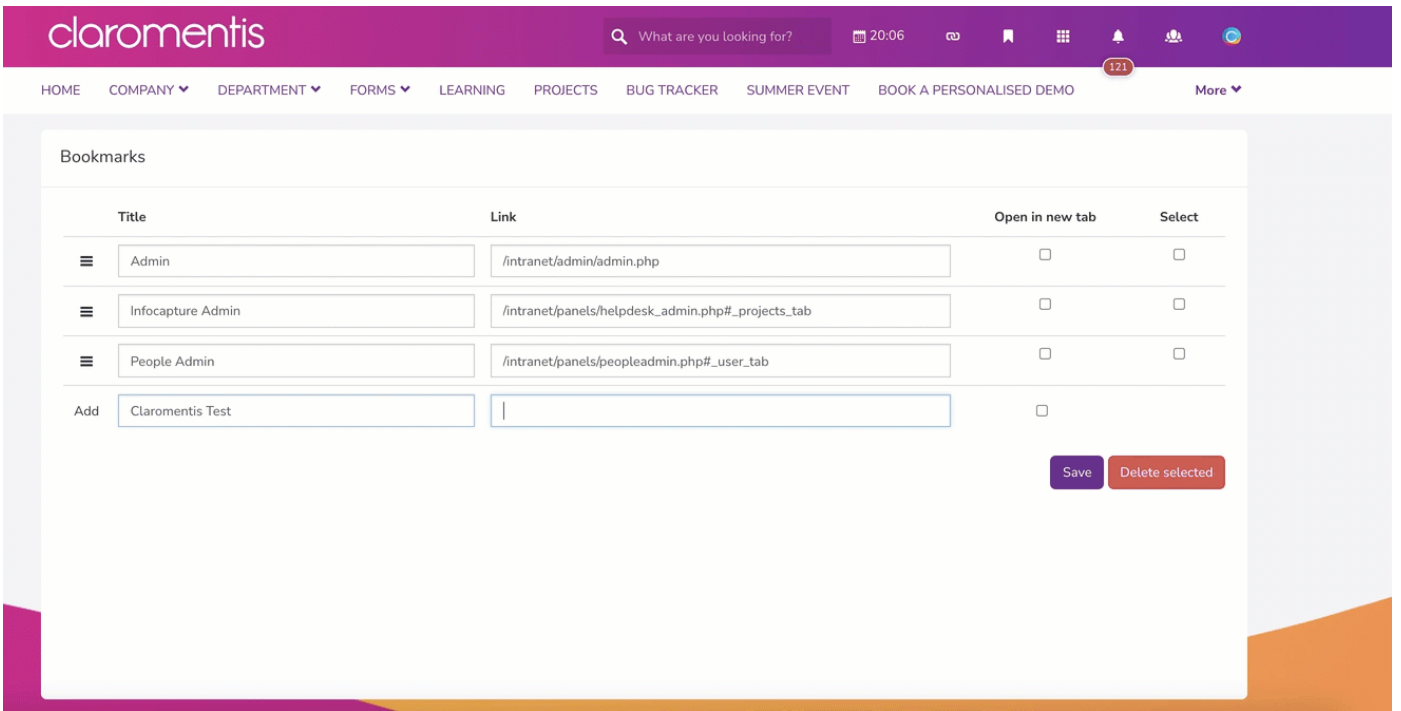
Enter the Title and URL you would like to bookmark. For any external links, the URL must be absolute (full path of the location). For internal content, the URL will automatically save as a relative URL. You can also choose to have the page open in a new tab.

Bookmarks

	Title	Link	Open in new tab	Select
☰	<input type="text" value="Admin"/>	<input type="text" value="/intranet/admin/admin.php"/>	<input type="checkbox"/>	<input type="checkbox"/>
☰	<input type="text" value="Infocapture Admin"/>	<input type="text" value="/intranet/panels/helpdesk_admin.php#_projects_tab"/>	<input type="checkbox"/>	<input type="checkbox"/>
☰	<input type="text" value="People Admin"/>	<input type="text" value="/intranet/panels/peopleadmin.php#_user_tab"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="checkbox"/>	

### 4. Save the bookmark

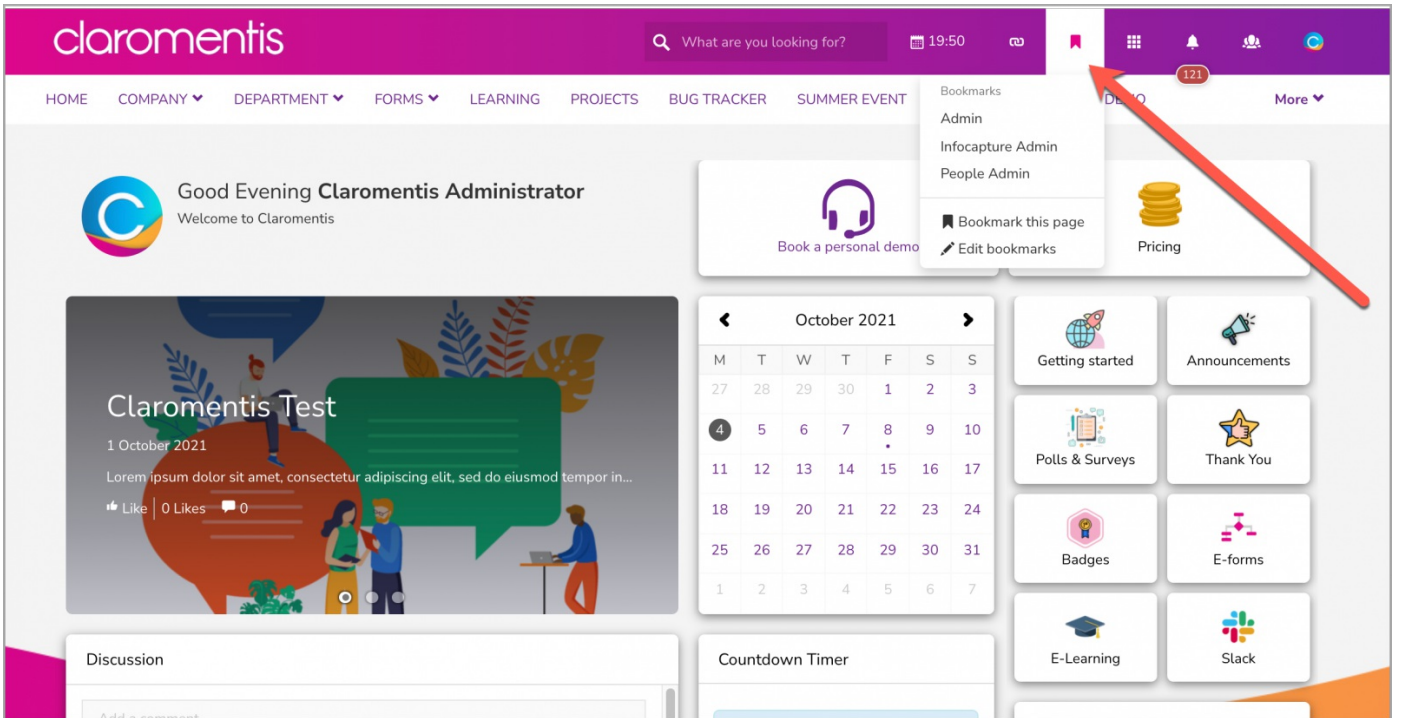
Select the Save button to add the bookmark.



## Editing bookmarks

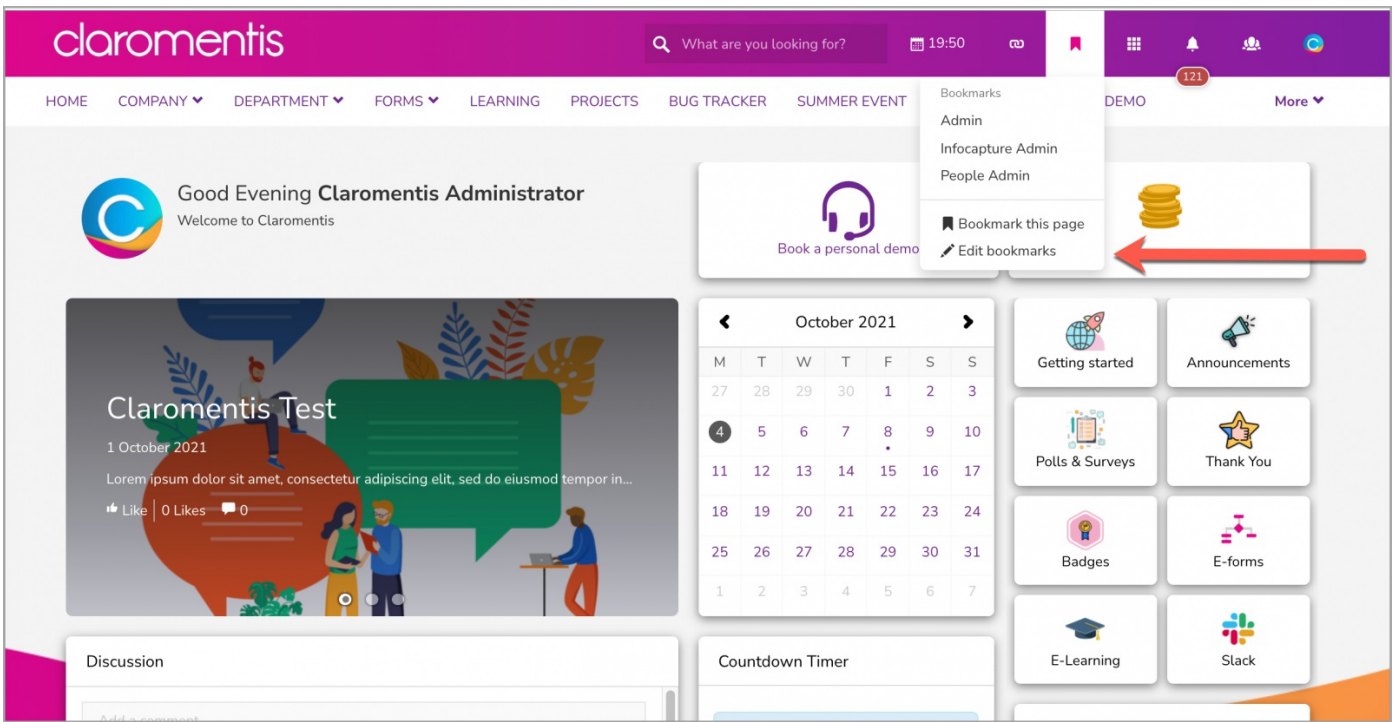
All users will have access to the Bookmarks icon located in the upper left corner of the page.

### 1. Select the Bookmarks icon



### 2. Select Edit bookmarks

To edit any bookmark, select **Edit bookmarks**.

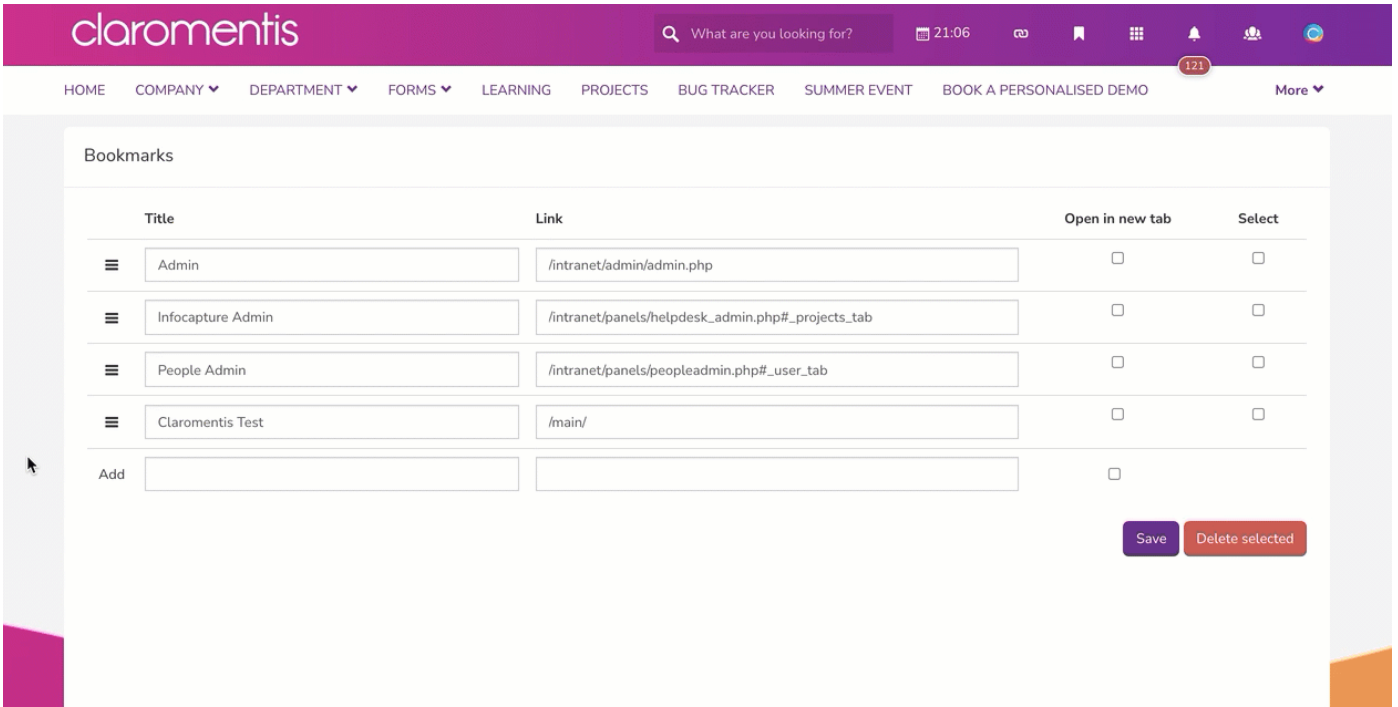


### 3. Edit existing bookmarks

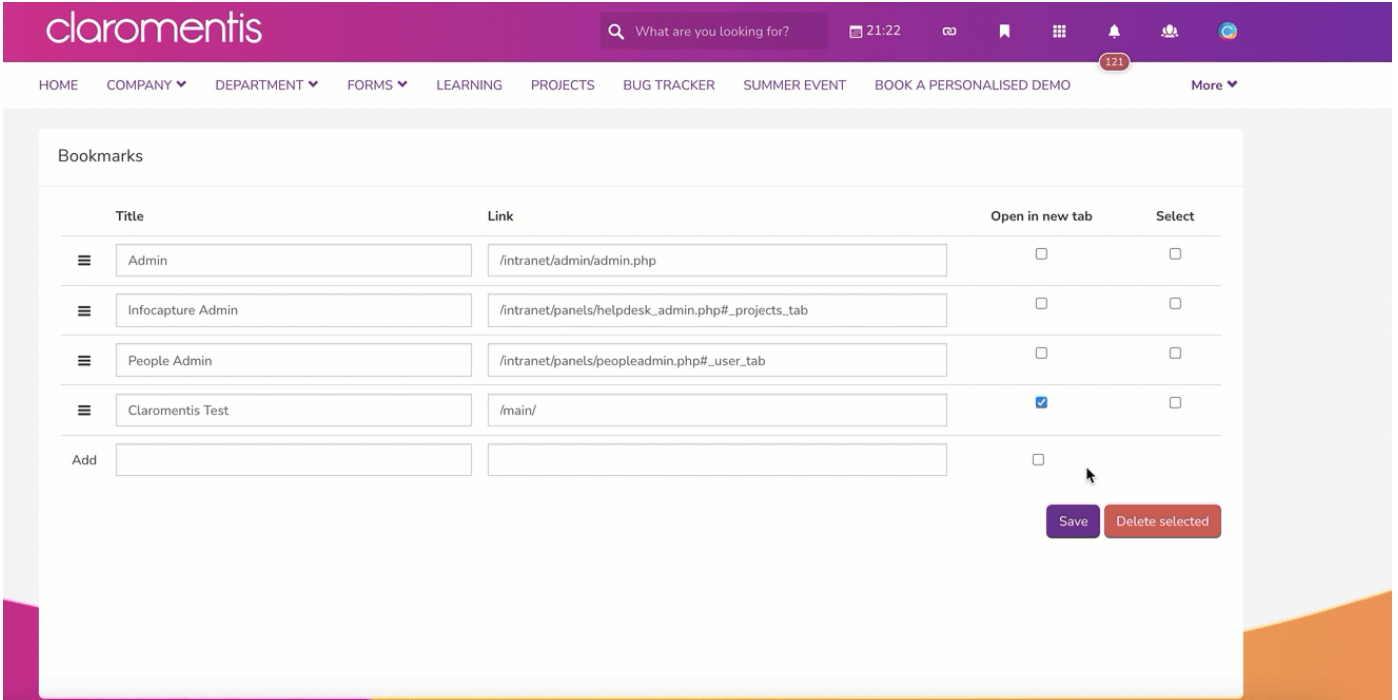
The Title and URL of any existing bookmark can be modified/updated.

Bookmarks				
	Title	Link	Open in new tab	Select
☰	<input type="text" value="Admin"/>	<input type="text" value="/intranet/admin/admin.php"/>	<input type="checkbox"/>	<input type="checkbox"/>
☰	<input type="text" value="Infocapture Admin"/>	<input type="text" value="/intranet/panels/helpdesk_admin.php#_projects_tab"/>	<input type="checkbox"/>	<input type="checkbox"/>
☰	<input type="text" value="People Admin"/>	<input type="text" value="/intranet/panels/peopleadmin.php#_user_tab"/>	<input type="checkbox"/>	<input type="checkbox"/>
☰	<input type="text" value="Claromentis Test (Version 2)"/>	<input type="text" value="/main/"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

You can change the order of the bookmarks displayed in the Bookmarks list by using our click & drop feature.



To delete a bookmark, select the box next to the bookmark and click on the Delete Selected button.



#### 4. Save the bookmark

Select the Save button to add the bookmark

Bookmarks

	Title	Link	Open in new tab	Select
☰	<input type="text" value="Admin"/>	<input type="text" value="/intranet/admin/admin.php"/>	<input type="checkbox"/>	<input type="checkbox"/>
☰	<input type="text" value="Infocapture Admin"/>	<input type="text" value="/intranet/panels/helpdesk_admin.php#_projects_tab"/>	<input type="checkbox"/>	<input type="checkbox"/>
☰	<input type="text" value="People Admin"/>	<input type="text" value="/intranet/panels/peopleadmin.php#_user_tab"/>	<input type="checkbox"/>	<input type="checkbox"/>
☰	<input type="text" value="Claromentis Test"/>	<input type="text" value="/main/"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Save Delete selected

Last modified on 1 December 2023 by Hannah Door  
Created on 4 October 2021 by Veronica Kim  
Tags: menu builder, user guide, bookmarks