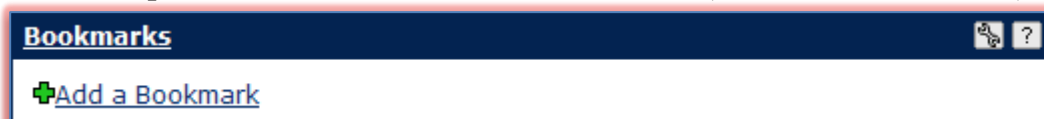


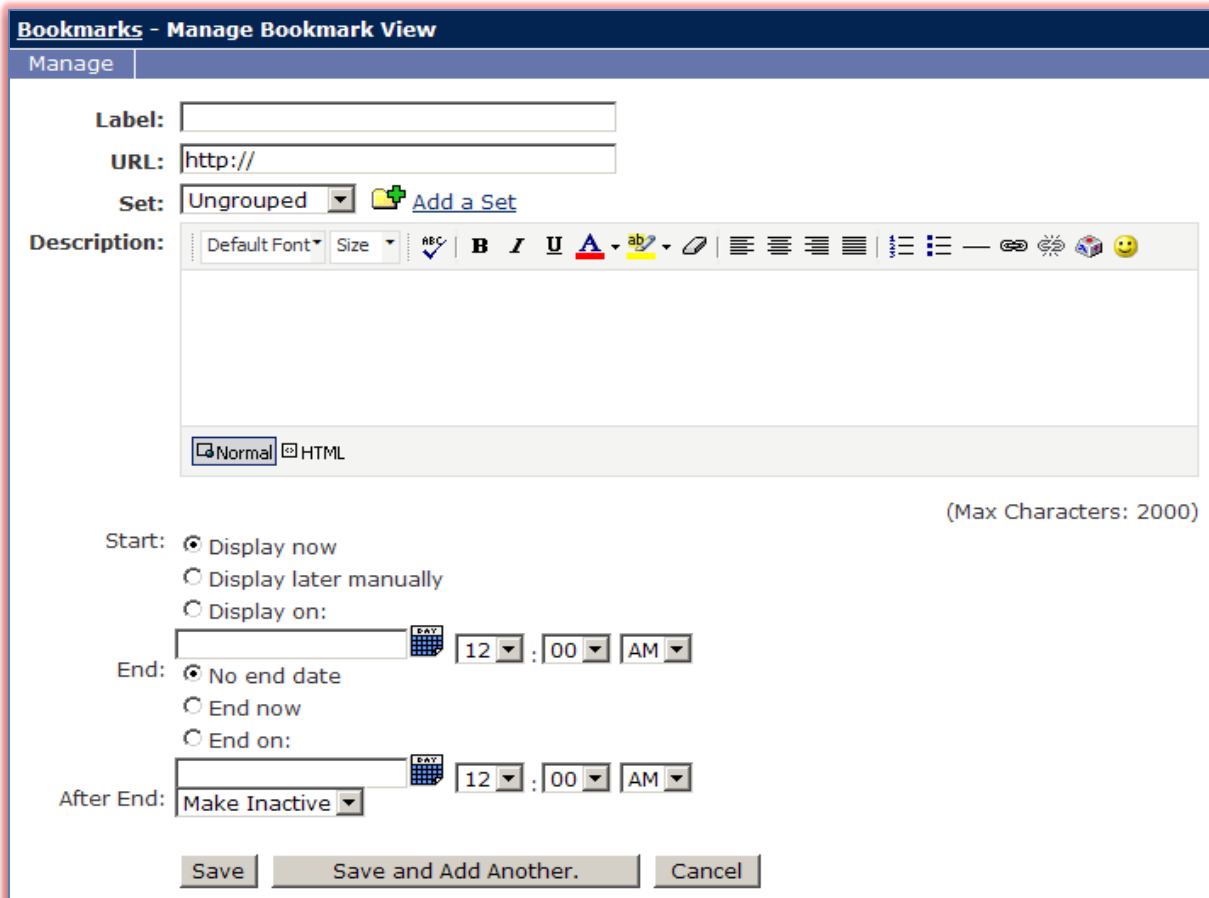
Bookmarks Portlet

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.

- ✦ Make sure a **Bookmark** portlet has been added to the page.
- ✦ In the **Bookmark** portlet, click the **Add a Bookmark** link (see illustration below).



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

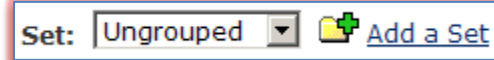
A screenshot of a web form titled "Bookmarks - Manage Bookmark View". The form has a "Manage" tab selected. It contains several input fields and options: "Label:" (empty text box), "URL:" (text box containing "http://"), "Set:" (dropdown menu showing "Ungrouped" and an "Add a Set" button), "Description:" (rich text editor with a toolbar and "Normal" and "HTML" buttons), "Start:" (radio buttons for "Display now", "Display later manually", and "Display on:"), "End:" (radio buttons for "No end date", "End now", and "End on:"), and "After End:" (dropdown menu showing "Make Inactive"). There are also time selection boxes for hours, minutes, and AM/PM. At the bottom right, it says "(Max Characters: 2000)". At the bottom, there are three buttons: "Save", "Save and Add Another.", and "Cancel".

- ✦ 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**.
 - ✦ See the next section of this document for information on how to add a new set to the **Bookmarks** portlet.
- ✦ 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.

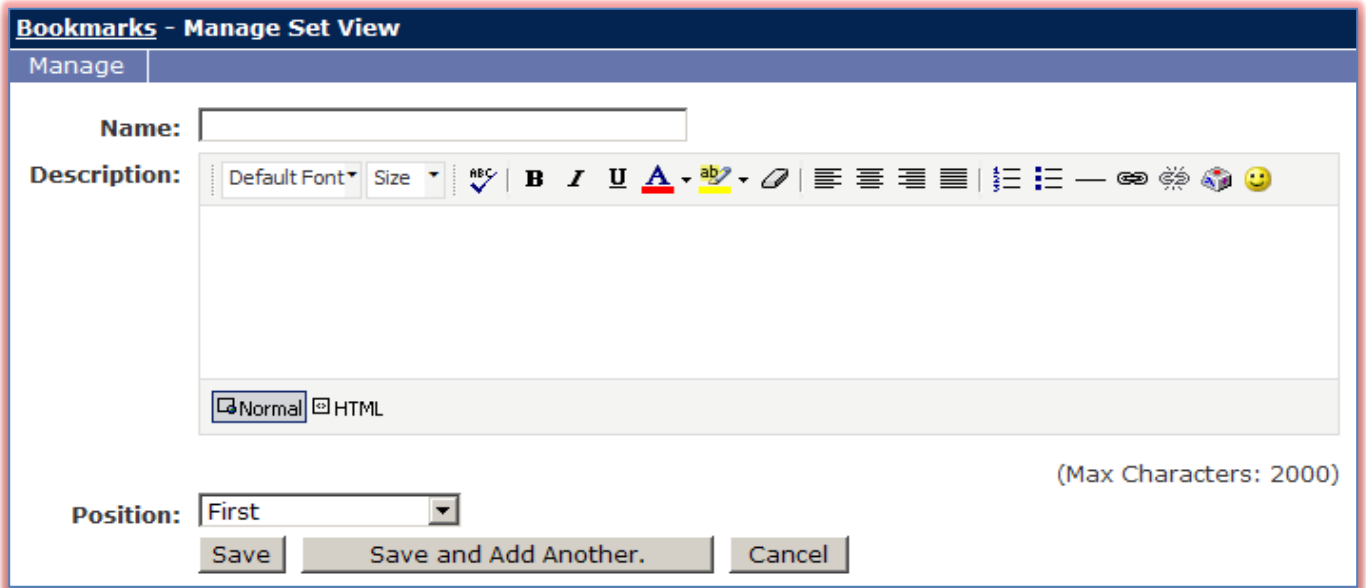
Add New Set to Bookmarks

Sets are used in the Bookmarks portlet to group items together.

- ✦ To add a new **Set**, click the **Add a Set** link (see illustration below).



- ✦ The **Manage Set View** window will display (see illustration below).

A screenshot of a web window titled 'Bookmarks - Manage Set View'. The window has a 'Manage' tab. It contains a 'Name:' text input field, a 'Description:' text area with a rich text editor toolbar (including font, size, bold, italic, underline, link, unlink, list, and image icons), and a 'Position:' dropdown menu set to 'First'. At the bottom, there are three buttons: 'Save', 'Save and Add Another.', and 'Cancel'. A note '(Max Characters: 2000)' is visible on the right side of the description area.

- ✦ 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.