



MCPS Web Publishing System (Tron) Training

How to use Bookmarks

In this document:

1. What is a bookmark?
2. How do I create a bookmark?
3. How do I link to a bookmark within a webpage?

What is a bookmark?

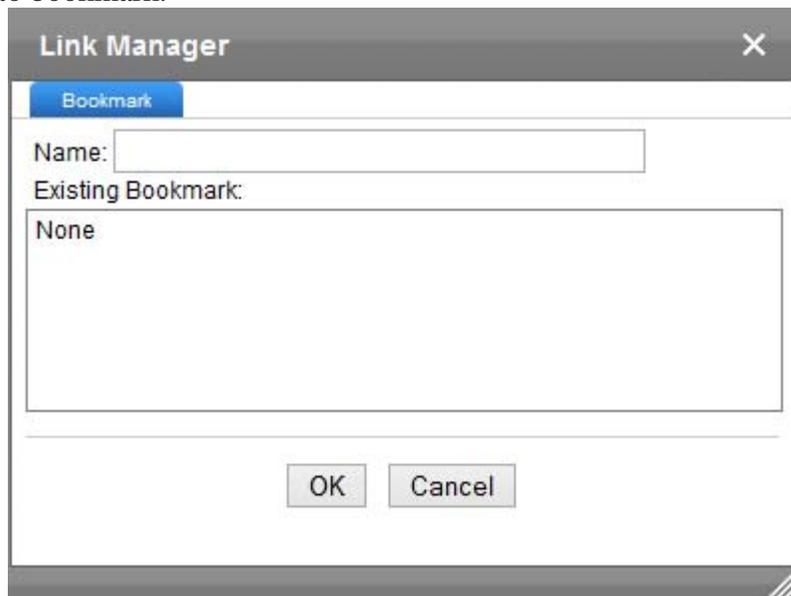
A bookmark lets a user “jump” from any word or phrase to another place on the same webpage. You have heard the term **anchor** used before when working in Dreamweaver or FrontPage. In Tron, a bookmark is synonymous with anchor.

Bookmarks are particularly helpful if your page is very long. For example, if your page is an FAQ, you might list all the questions at the top of the page and then use links to go directly to each answer further down on the page. You will use the bookmark to indicate the referenced answer.

How do I create a bookmark?

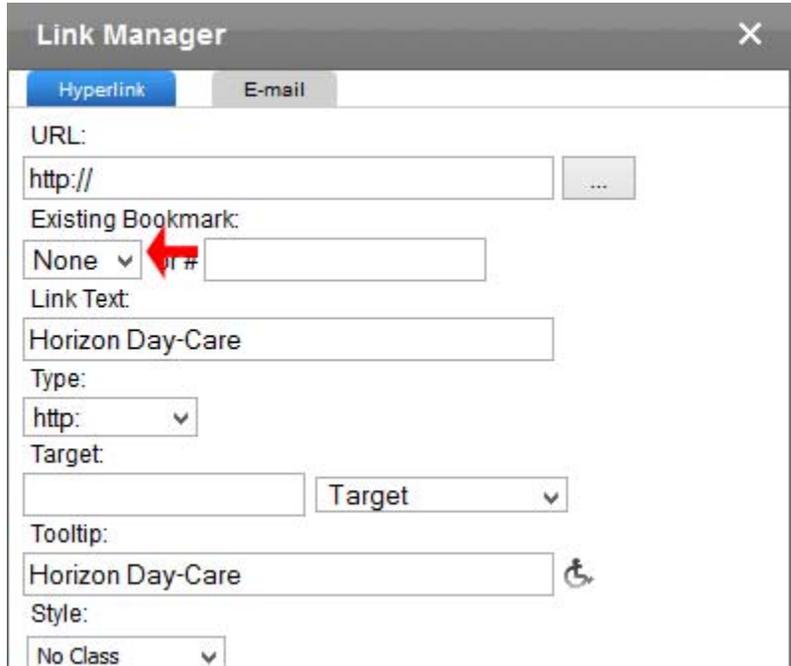
1. Open the content block to edit.
2. Highlight the text that you want to bookmark.

4.  Click on the Insert Bookmark icon on the toolbar. The Hyperlink Manager box will pop up.
5. Type a name for the bookmark.
6. Click OK.



How do I link to a bookmark within a webpage?

1. Follow steps 1-6 above.
2. The editor window reopens. Highlight the text that you want to use as your link.
3.  Click on the Hyperlink Manager icon on the toolbar. The Hyperlink Manager box will pop up.
4. Click on the down arrow for the Existing Bookmark window and then select your bookmark. The bookmark will be added to the URL field.
Example: #1
5. Click on OK.
6. Publish your content block.



The screenshot shows the 'Link Manager' dialog box with the 'Hyperlink' tab selected. The 'URL' field contains 'http://'. The 'Existing Bookmark' dropdown is set to 'None', with a red arrow pointing to the dropdown arrow. The 'Link Text' field contains 'Horizon Day-Care'. The 'Type' dropdown is set to 'http:'. The 'Target' dropdown is set to 'Target'. The 'Tooltip' field contains 'Horizon Day-Care'. The 'Style' dropdown is set to 'No Class'.