How to Bookmark in Ektron CMS:

1. CMS bookmarks work much the same as they do in FrontPage/ExpressionWeb. First, populate all content that will be bookmarked.

2. Next, add the bookmarks. Start by placing the cursor at the beginning of the line on which the first item appears. Select “Insert Bookmark” from the editor menu (green bookmark icon), enter the Bookmark name and select “OK.” Once “OK” is clicked, the Bookmark window will close. Repeat this process for the remaining items needing Bookmarks.
3. Once all items are Bookmarked, link text to those Bookmarks. Highlight the text to be linked and select “Hyperlink” from the menu.

4. In the Hyperlink window, leave the “URL:” blank and instead add the Bookmark. Choose the appropriate bookmark from the dropdown box under “Existing Bookmark” OR type in the bookmark’s name in the box beside the “#” symbol. Also, be sure to add a description of the item under “Tooltip” and the blue wheelchair for accessibility. Click OK.
5. Repeat for the remaining Bookmarks and, once completed, publish the document.

*If the author encounters any problems, please contact Web Services (web@winthrop.edu).