

Ever have a course on eCampus that has tons of pages? You get part way through Chapter One and you just have to stop. The next day, when you come back to finish reading that module, or unit, it's hard to remember where you left off.

Fortunately, eCampus provides a bookmarking tool to make it easy for you to find your way back. It's icon is located in the action menu bar at the top right of the course.

(Figure 1)

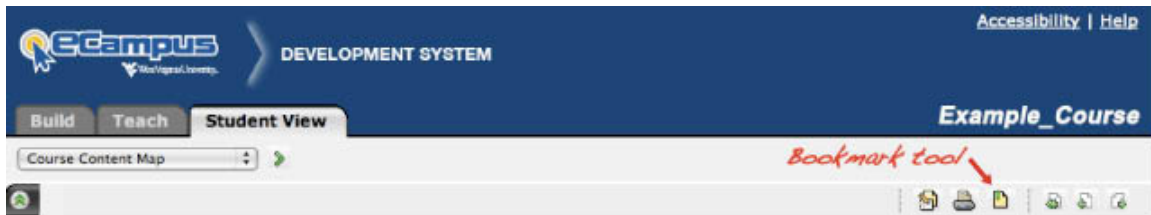


Figure 1

All your bookmarks are visible only to you while you're in the course. Here's how to make this tool work for you.

When you click the Bookmark icon a small window will pop up. (Figure 2)

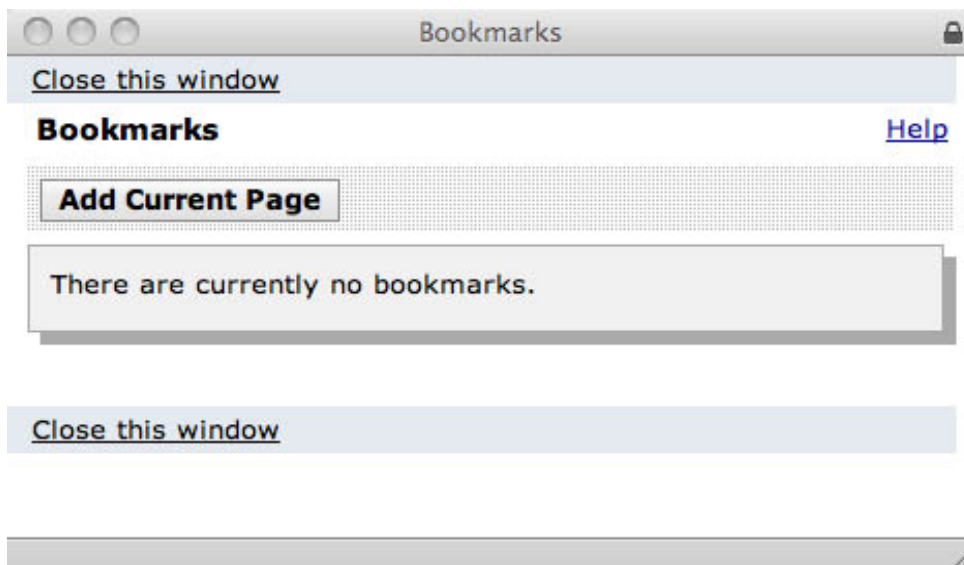


Figure 2

Select **Add Current Page** and the page you are on will be entered into the pop up window for you. eCampus requires that you enter a **Comment** in that text area, so enter the numeric page indicator from the **Table of Contents** menu column on the left. (Figure 3)

In the Figure 3 example, the page “Color 1” is bookmarked and displayed automatically. The **Comments** text area will format your entry, so if you want a line break in your note, check the **Use HTML** box, and add a <br> tag where you want the break as shown in this example.

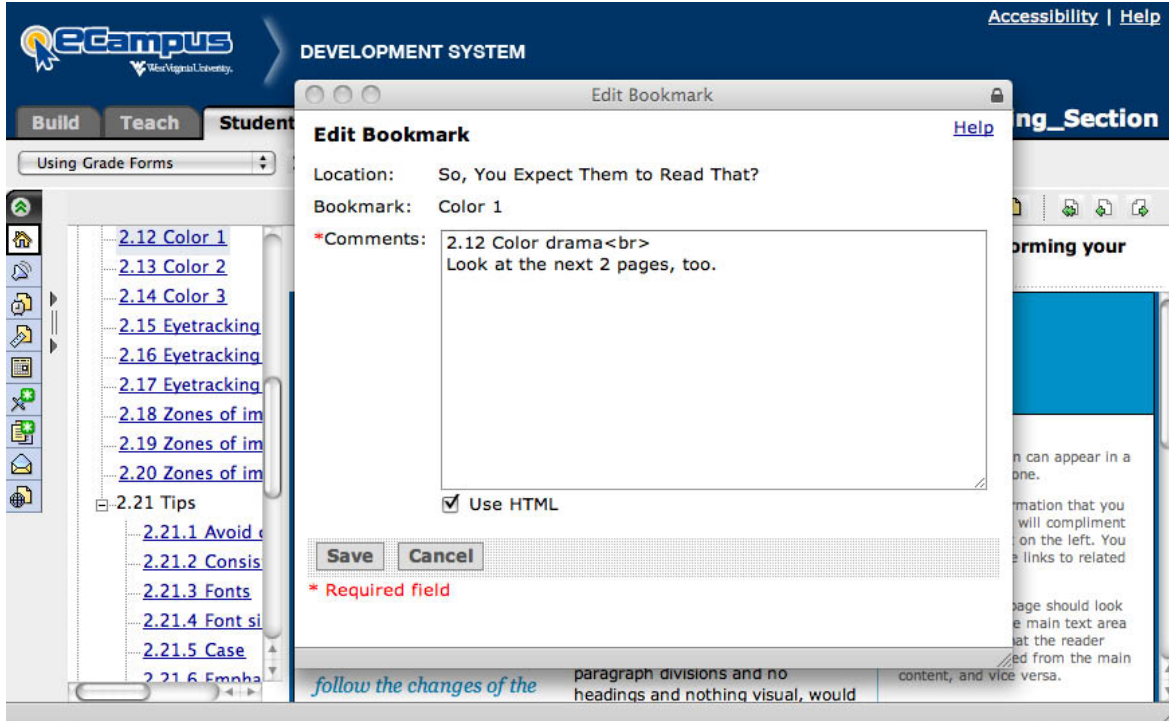


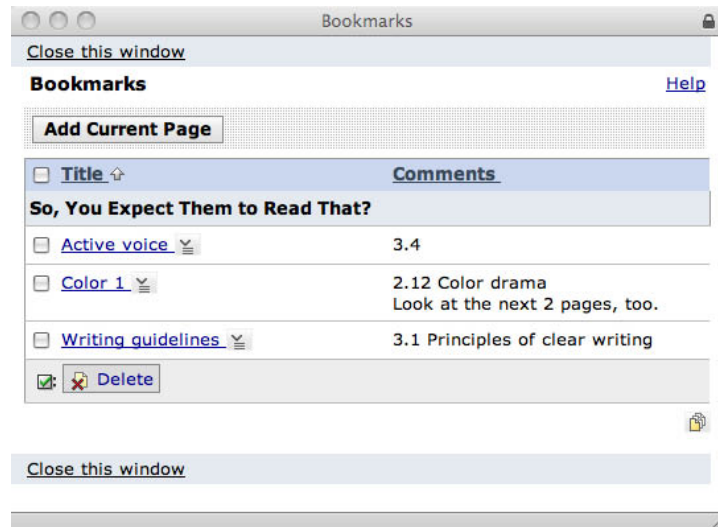
Figure 3

Figure 4

## Use it like a highlighter

You can use this tool to mark pages that contain information that you may want to return to, too. So it’s a good idea to enter a note in the **Comments** text area indicating why you bookmarked it. If you bookmark a lot, you’ll be glad you added these numbers and descriptive notes.

To go to the bookmarked page, simply click on the Title (e.g., Color 1).



## To delete a bookmark

To delete a bookmark, use the drop down icon beside the item you want to delete and select **Delete** from the menu. (**Figure 5**)

Note: Windows users can also use the checkbox > **Delete** button approach. However, this approach won't work in the Safari browser on a Mac.

**Figure 5**

