

## CHECKLIST

### **Create and use bookmark lists with Link-it**



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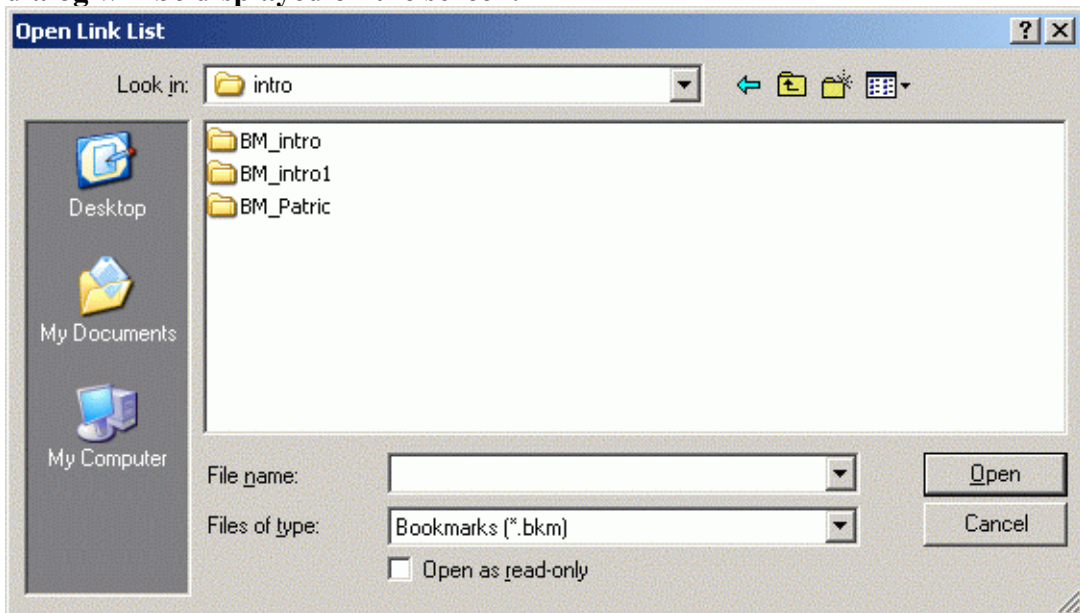
Open Link-it by clicking the icon on the desktop.

## □ Open bookmark list

See page 9 in the manual and in "Open Bookmark List" under the heading "Create, Open or Edit Bookmark list" in Link-it Help (you will find "Help" at the top of the screen in the "Info" menu).

Open a Link list with a bookmark list and do as follows:

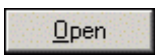
1. Select "Standard" screen mode.
2. Make the bookmark tab visible by clicking the  tab on the control. (The bookmark file is the fourth tab and has a pin as symbol.)
3. Click the "Open Bookmark List" button  to the left under the tab. A Windows dialog will be displayed on the screen.



The location that is displayed first is the current Link list's folder. The Link list's folder is also the suggested location when you create a bookmark list.

*(Note: In the school license version, the Network Administrator may have selected another location.)*

If you have saved the bookmark list in another location, go to this location by selecting it from the "Look in" drop-down list.

4. **Select the bookmark list that you want to open.**  
In newer versions of Link-it, the bookmark file is created in a folder with the same name. Open the folder and select the bookmark file.
5. Click . (You can also double click the file to open the bookmark list.)



If you have an open bookmark list that has not been saved when you open another, you will first get the question if you want to save this one before the new one is opened.

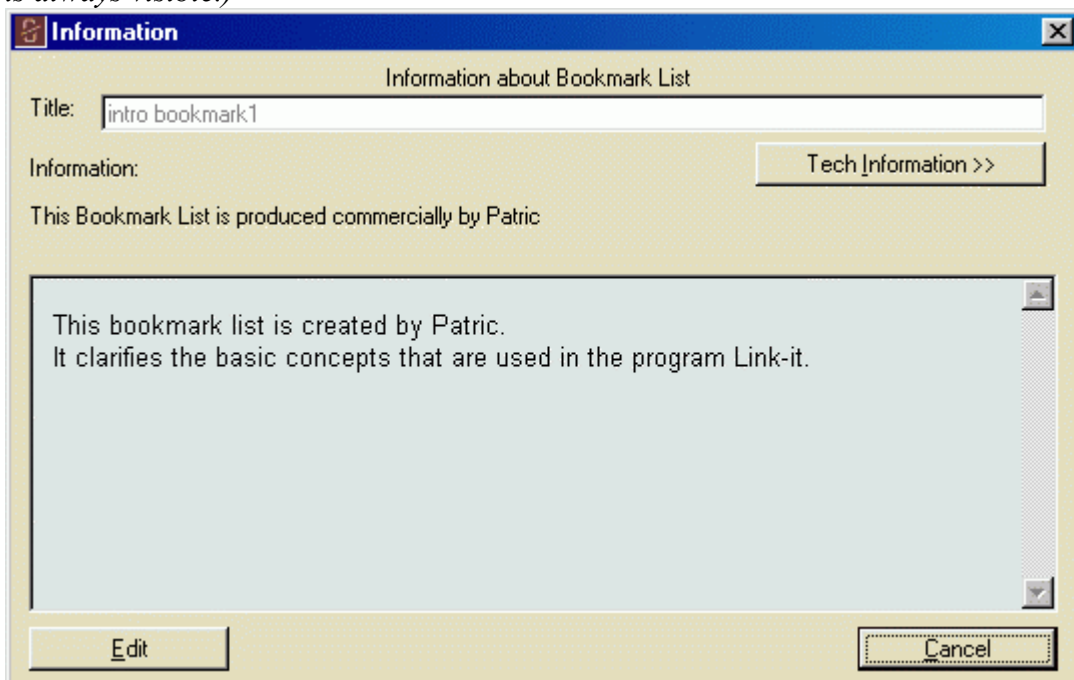
You can only open a bookmark list if it is connected to the Link list that is open.

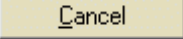
## □ Read information about bookmark list

See page 9 in the manual and read "Read information about bookmark list" under the heading "Create, Open or Edit a Bookmark list" under "Work with Bookmarks" in Link-it Help (you will find "Help" at the top of the screen under the "Info" menu).

**This is how you read information about a bookmark list:**

1. **Make the bookmark tab visible by clicking the  tab on the control.**  
(The bookmark tab is the fourth tab and has a pin as a symbol.)
2. **Click the information button  at the top of the bookmark tab. An information dialog will appear on the screen with information about the current bookmark list.** The person who created the bookmark list writes one part of the information and the program creates the other part. You will get the technical information about which video files are connected to the list, play time video, search path video, total file size, search path to the Link list's folder, which bookmark lists are contained in the folder, the date the Link list was created and the date when the Link list was last changed. (In older version of Link-it the information box is smaller, and the technical information is always visible.)



3. **Click the  button at the bottom of the dialog to close it.**



The person who created the bookmark list may not have written any information.

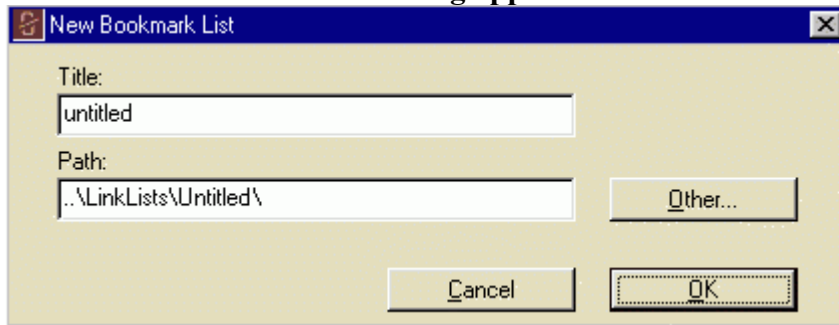
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## □ Create new bookmark list

See page 9 in the manual and in "Create Bookmark" under the heading "Create, Open or Edit a Bookmark list" under "Work with Bookmarks" in Link-it Help (you will find "Help" at the top of the screen under the "Info" menu).

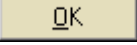
This is how you create a new bookmark list:

1. **Make the bookmark tab visible by clicking the  tab on the control.**  
(The bookmark tab is the fourth tab and has a pin as a symbol.)
2. **Click the "Create a New Bookmark List"  to the right at the top of the bookmark tab.**
3. **The "New Bookmark List" dialog appears on the screen.**



**Specify a title for your bookmark list if you don't want the one specified in the "Title" field.**

**The search path to the Link list is displayed in the "Path" field.** The suggested location is often the most suitable. If you want to select another location click the "Other..." button and select where you want to place your Link list.

4. **When you are satisfied with the location and the name click .**  
You have now created a bookmark list in which you can place your bookmarks.



If you have an open bookmark list that has not been saved when you create another, you will first get the question of you want to save this one before the new one is opened. If you select no, you will lose the bookmarks that you have created since you last saved it.

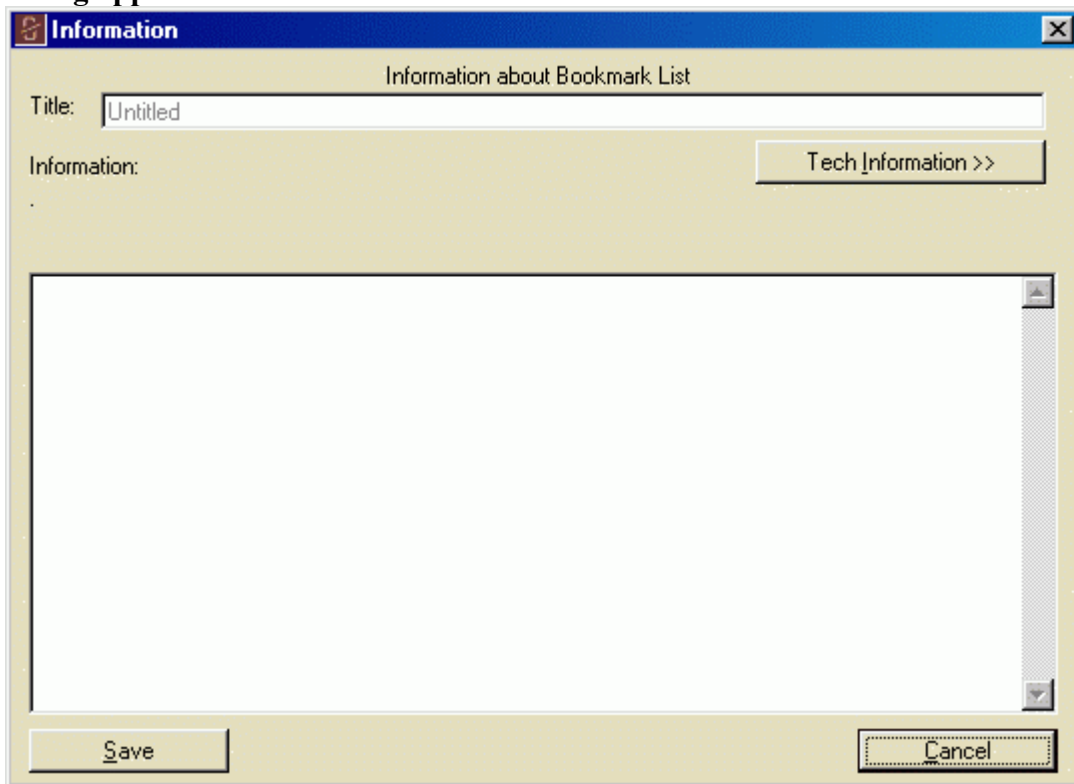
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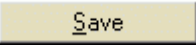
## □ Create information about bookmark list


See page 9 in the manual and in "Create Information About Bookmark List" under the heading "Create, Open or Edit a Bookmark list" under "Work with Bookmarks" in Link-it Help (you will find "Help" at the top of the screen under the "Info" menu).

**This is how you write information about your bookmark list:**

1. **Make the bookmark tab visible by clicking the  tab on the control.**  
(The bookmark tab is the fourth tab and has a pin as a symbol.)
2. **Click the information button  at the top of the bookmark tab. An information dialog appears on the screen.**



3. **In this you can write in your own information about the current bookmark list.** It may be information for the user about the bookmark list, or notes for yourself. There is also technical information automatically generated by the program.
4. **When you are satisfied with the information click , to the left at the bottom of the information dialog.**





You can easily go back to the information dialog and make changes. Just click the information button  on the bookmark tab.

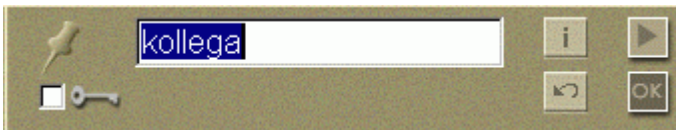
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## □ Create bookmark

See page 9 in the manual and in "Create Bookmark" under the heading "Create, Open or Edit a Bookmark list" under "Work with Bookmarks" in Link-it Help (you will find "Help" at the top of the screen under the "Info" menu).

**This is how you create a bookmark:**

1. **Make the bookmark tab visible by clicking the  tab on the control.**  
(The bookmark tab is the fourth tab and has a pin as a symbol.)
2. **Open the bookmark list to which you want to add your bookmarks by clicking the "Open Bookmark List" button  (see the previous section), alternatively create a new bookmark list  (see the previous section).**
3. **Click the text window or in the video window on the link you want to use to activate it.**
4. **Click the "Add Bookmark" button  (the button with a pin and a plus sign as a symbol).** The selected link will now be placed in an entry field that appears on the control.



5. **If you want your bookmark to have another name than the name of the link, you can replace the text in the entry field with your own text.** If you want your bookmark to have the same name as the link, do not change anything.
6. **You can test play your bookmark with the play button  to the right at the top on the entry box.**
7. **If you are satisfied, click .** Your bookmark is now placed in the bookmark list.  
If you are not satisfied, you can click the Undo button  to the left of the OK button.

If you are going to add a bookmark to a bookmark file created by someone else, this person may have decided to protect the bookmark list so that no changes can be made. In this case you cannot create any bookmarks in this bookmark list, but you have to create a new one.




If you do not have a bookmark list open and create a bookmark, the program will suggest that you create a new bookmark list for your bookmark. If you want the bookmark to be placed in a bookmark list you have created previously but is closed, you can click "Cancel" and open the bookmark list and re-create the bookmark.


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## □ Create information for a bookmark

See page 9 in the manual and in "Write Information about Bookmark" under the heading "Read, Write or Edit Information about Bookmark" under "Work with Bookmarks" in Link-it Help (you will find "Help" at the top of the screen under the "Info" menu).

**This is how you write information about a bookmark:**

1. **Make the bookmark tab visible by clicking the  tab on the control.**  
(The bookmark tab is the fourth tab and has a pin as a symbol.)
2. **Open an existing bookmark list, or create a new bookmark list and create a bookmark** (see the previous section).
3. **Click the bookmark in you wish to add information to in the list on the bookmark tab to activate it.**
4. **Right click the same bookmark in the list. A short-cut menu will be displayed.**
5. **Select "Information for Bookmark" from the short-cut menu.**
6. **An information dialog appears on the screen in which you can enter the information about your bookmark.**  
You can also add hyperlinks to the Internet in these information dialogs by typing the address: (www...).
7. **If you are satisfied, click .**
8. **An information button has now been added to the bookmark list on the control next to the current bookmark in the control.**  
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You can also add information when you create the bookmark via  by the entry field.

You can easily change the information by clicking the information button by the bookmark and make your changes in the information box.



(You can also display the bookmark information box by clicking the empty space next to a bookmark that has no information to write information about the bookmark without having to use the short-cut menu.)

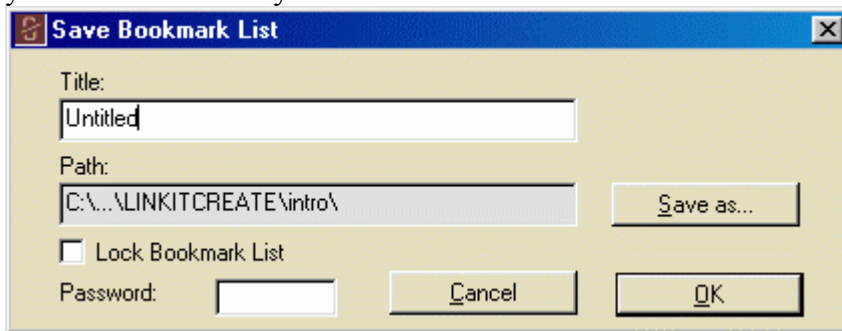
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## □ Save bookmark list

See page 9 in the manual and in "Save Bookmark List" under the heading "Create, Open or Edit Bookmark list" under "Work with Bookmarks" in Link-it Help (you will find "Help" at the top of the screen under the "Info" menu).

This is how you save a bookmark list:

1. Make the bookmark tab visible by clicking the  tab on the control. (The bookmark tab is the fourth tab and has a pin as a symbol.)
2. Click the "Save Bookmark List" button  to the right at the top of the bookmark tab.
3. A dialog appears on the screen with the name of the bookmark list and the possibility to lock the bookmark list. If you decide to "Lock Bookmark List" you need to specify a password with which you can later unlock your bookmark list.



4. When you are finished click .

In older versions of Link-it a location dialog will appear after you have clicked "OK".

The bookmark list is saved in the Link list's folder, or the location you specified when you created the bookmark list. (*Note: In the school license version, the Network Administrator may have specified another location as automatic pre-selection.*)

By clicking "Browse" in the save dialog, you can choose to save your bookmark list in another place.

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