

# Bookmark Manager for Magento 2

## User Guide

Version 1.0

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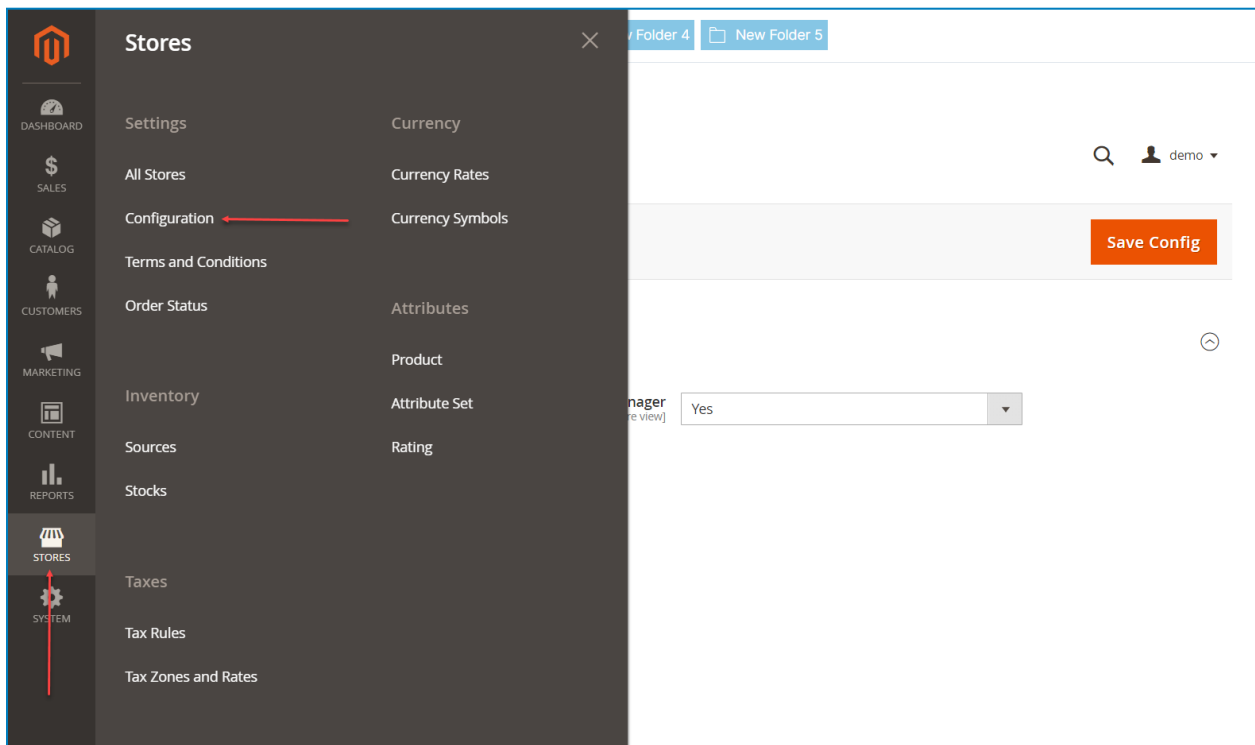
## I) Introduction

**Bookmark Manager for Magento 2** extension offers the easiest way to create your own logical backend navigation. It means that you are able to bookmark your favorite and frequently visited pages on the admin side. Moreover, you can organize and customize existing bookmarks/folders by your preference.

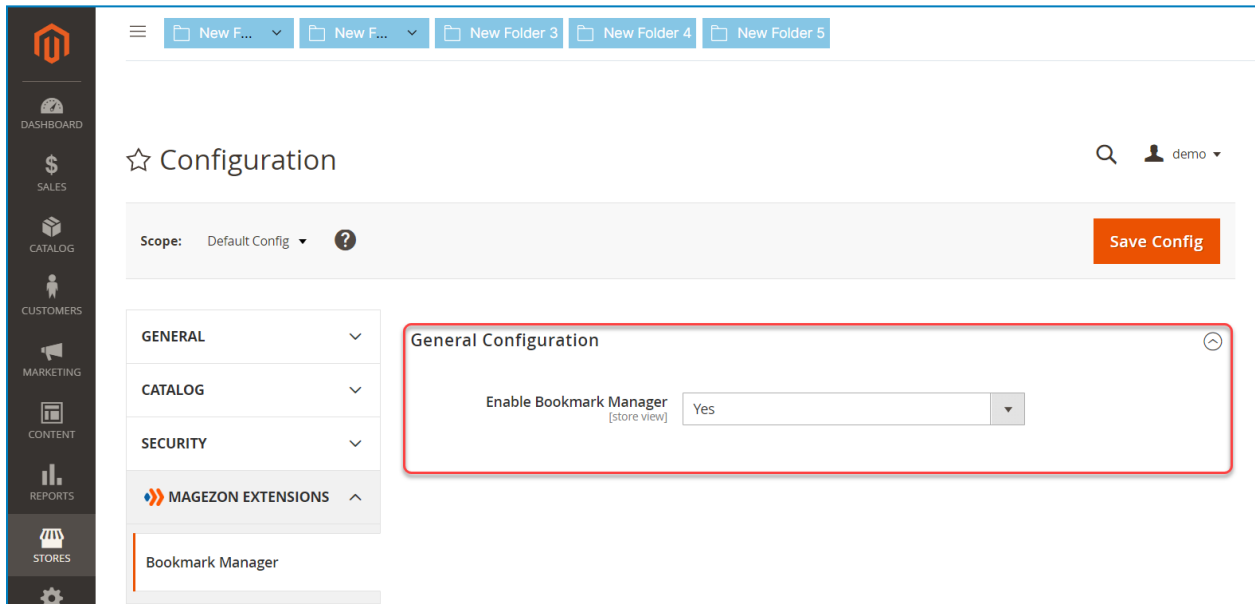
- Add bookmarks/folders
- Manage bookmarks/folders
- Operate bookmarks/folders
- Folder tree
- Drag and drop interface
- Upcoming features

## II) Where to Find Extension

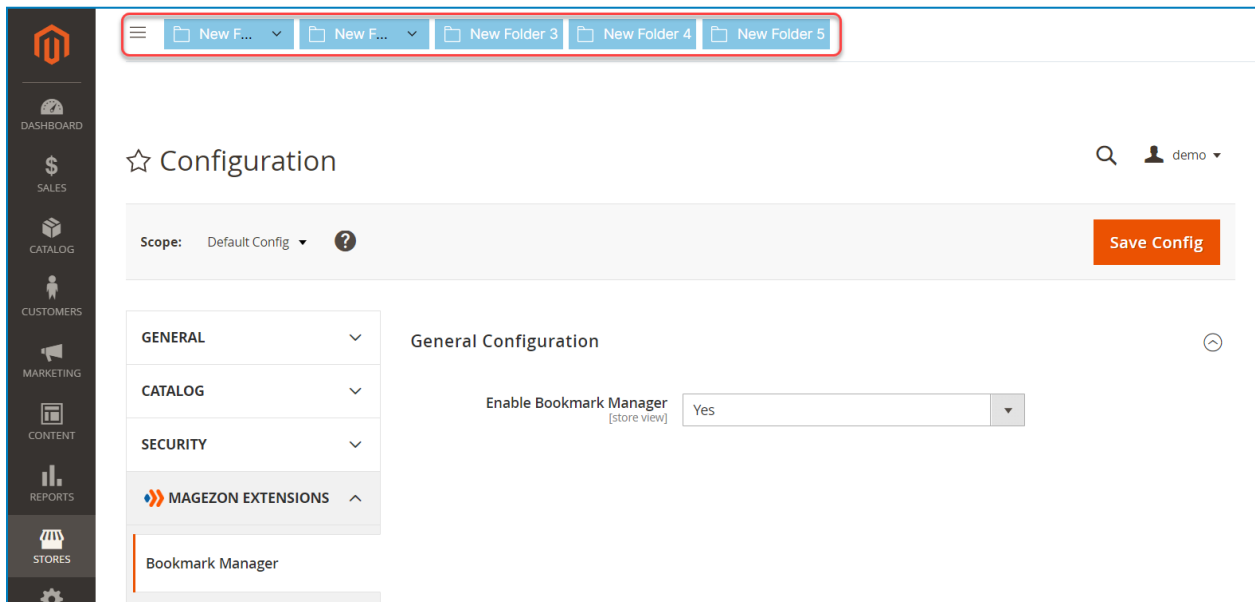
After installing the extension, navigate to **Stores > Settings > Configuration**:



In the left panel, span **MAGEZON EXTENSIONS** and click **Bookmark Manager**. In the right section, there is the General Configuration tab.



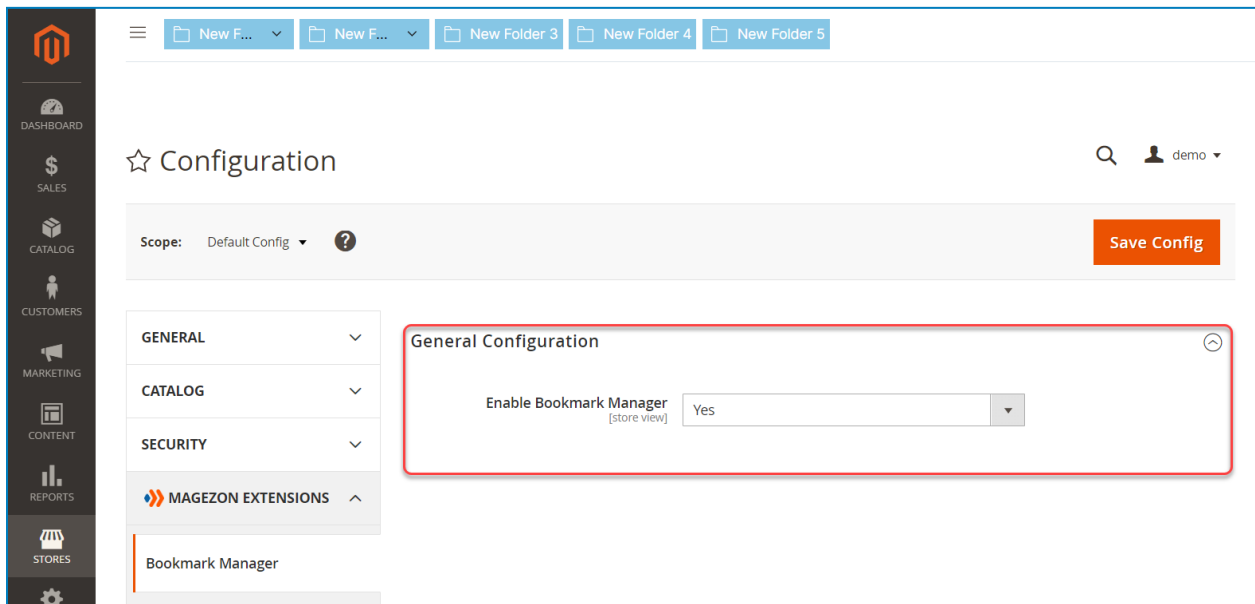
**Bookmark Manager for Magento 2** extension adds a top bar to the admin panel. It helps you quickly access bookmarks/folders.



## III) General Configuration

**Note:** When you want to adjust any option, you have to uncheck **Use system value**.

This section contains general settings for the extension:



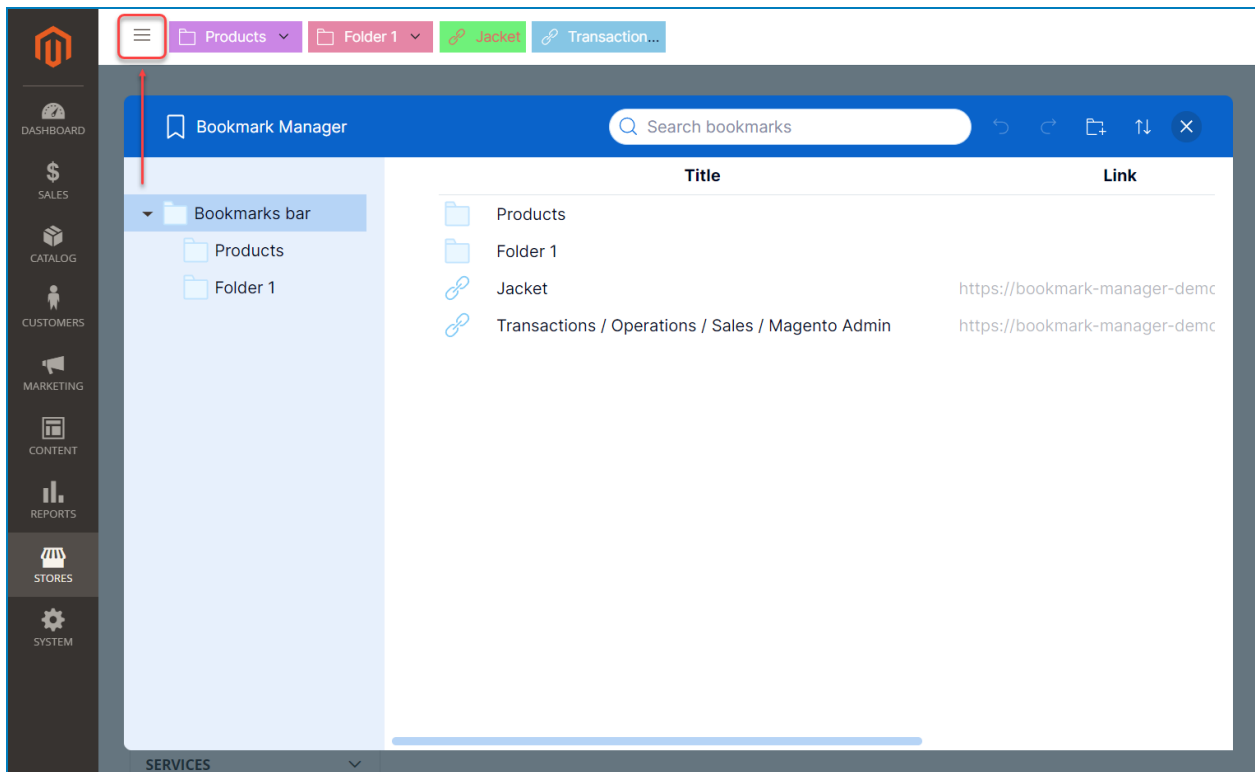
- **Enable Bookmark Manager:** select Yes/No to enable/disable the extension on your website.

## IV) Get Started

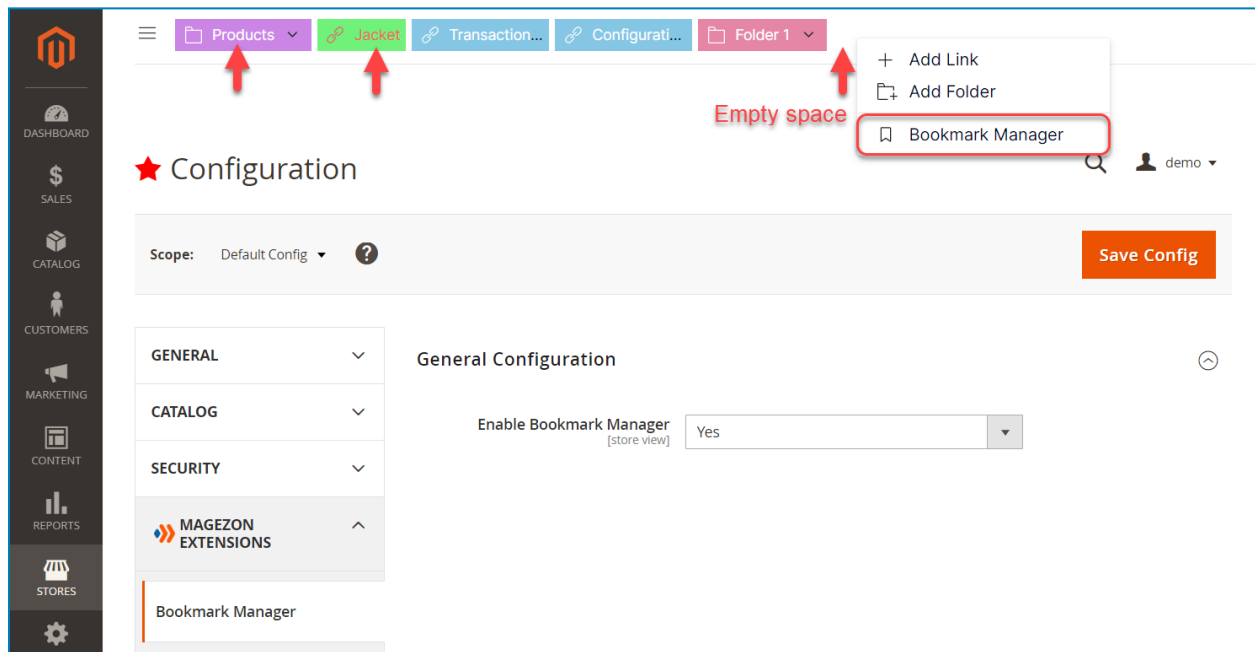
### 1. Access Bookmark Manager

From the bookmark manager modal, you can check all bookmarks and folders. Also, you may change the path, or even delete any bookmark/folder, etc.

- ❖ To access it, click the bookmark manager icon on the left of the bookmark bar.



- ❖ In the **Bookmark Bar**, right-click on the bookmark/folder title or empty space then a context menu will appear. Choose **Bookmark Manager**:

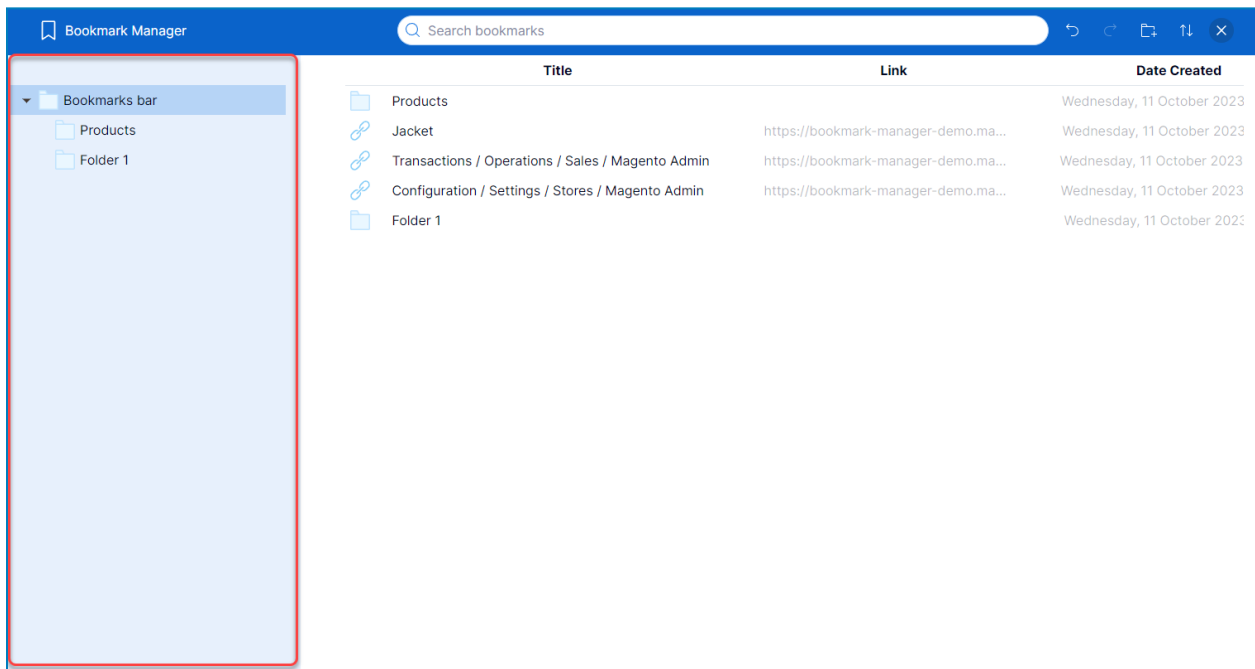


## 2. Explain the Sections of Bookmark Manager

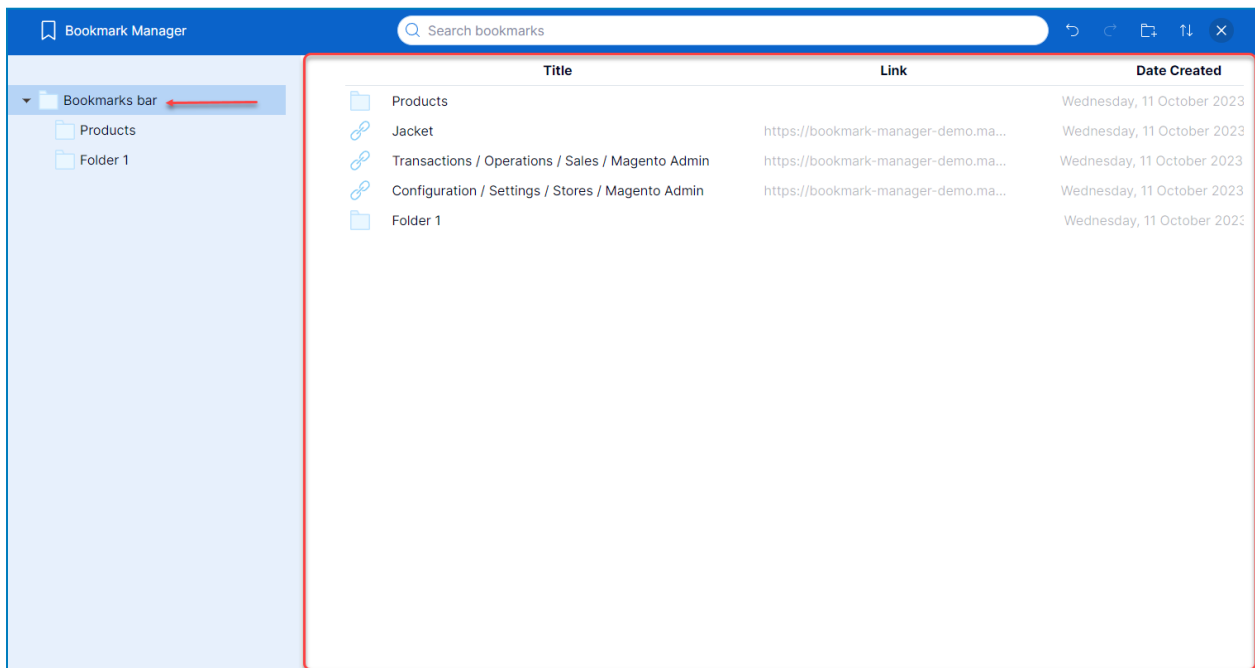
The bookmark manager modal's interface is divided into two sections: the left column and the right column. Each column serves its purpose in managing and operating your bookmarks.

- ❖ The left column gives you an overview of all folders in your bookmark manager.

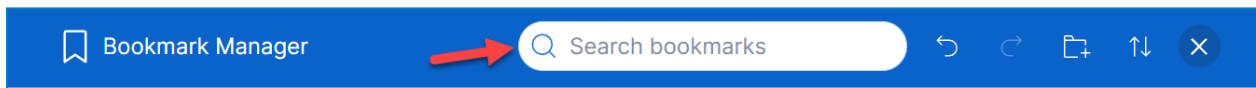




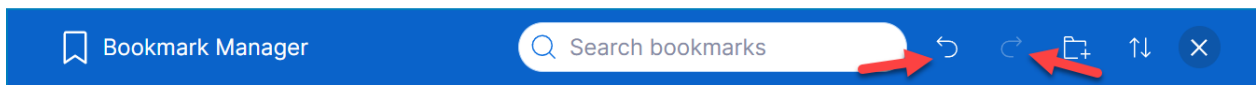
- ❖ In the right column, you will see all bookmarks/folders inside the folder you selected in the left column and their title, link, and date created.



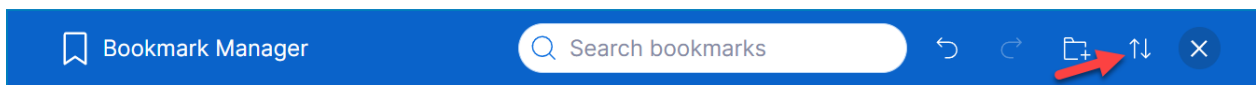
- **Search bar:** click and type the bookmark/folder name you want to search for.



- **Undo & Redo** icon: the **Undo** icon allows you to reverse your last action. The **Redo** icon helps you reverse the last undo. You can reverse more than one action that has been undone.



- **Create New Folder** icon: click to [create a new folder](#).

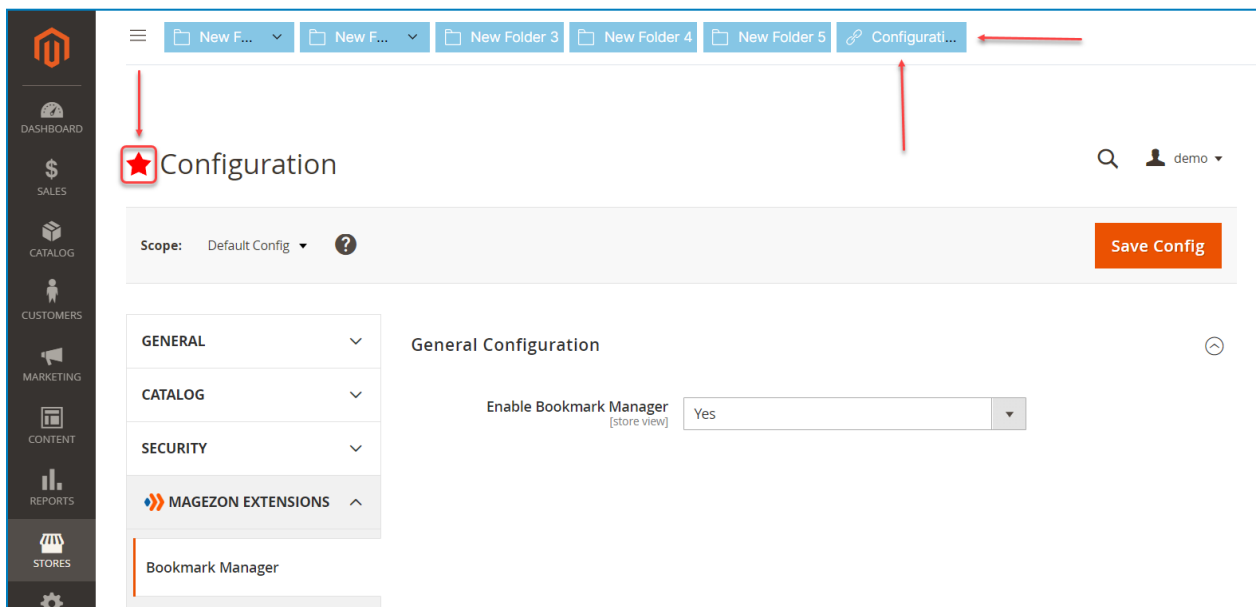


- **Sort** icon: sort items by alphabet or creation time.

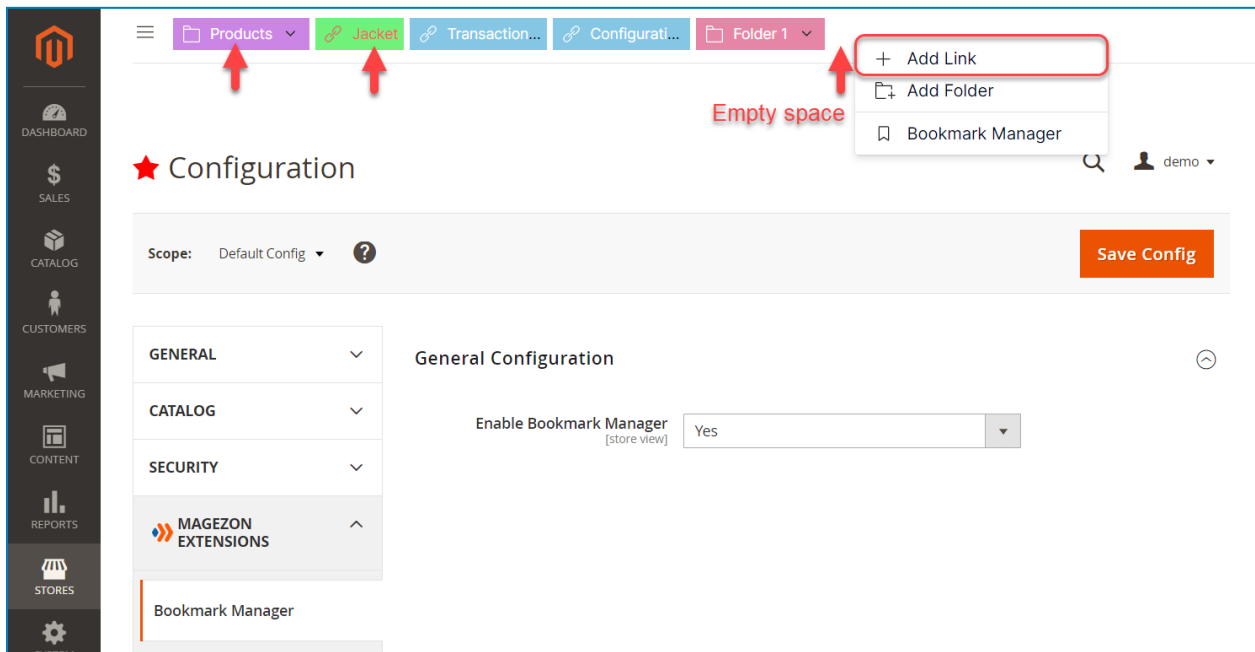
### 3. Add New Bookmarks

Bookmark Manager for Magento 2 provides several ways to create new bookmarks:

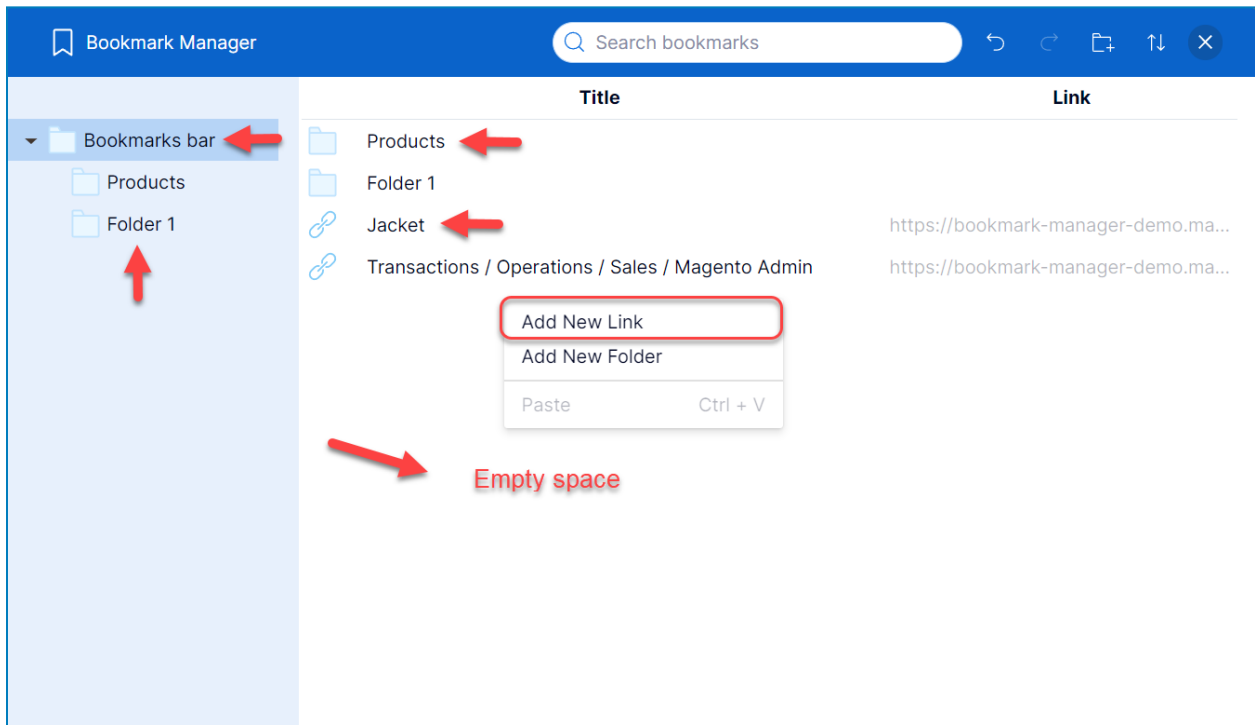
- ❖ **Way 1:** To add a new bookmark, click on the star icon next to the current page title. This bookmark will be pinned on the bookmark bar.



- ❖ **Way 2:** In the **Bookmark Bar**, right-click on the bookmark/folder title or empty space then a context menu will appear. Choose **Add Link** to add a new bookmark:



- ❖ **Way 3:** In the **Bookmark Manager**, right-click on the bookmark/folder title or empty space then a context menu will appear. Choose **Add New Link** to add a new bookmark:



Way 2 and Way 3 will lead you to a popup window when you choose **Add Link/Add New Link** on the context menu:

### Add Link ×

Title

















URL

Folder

Text Color

Background Color

Icon

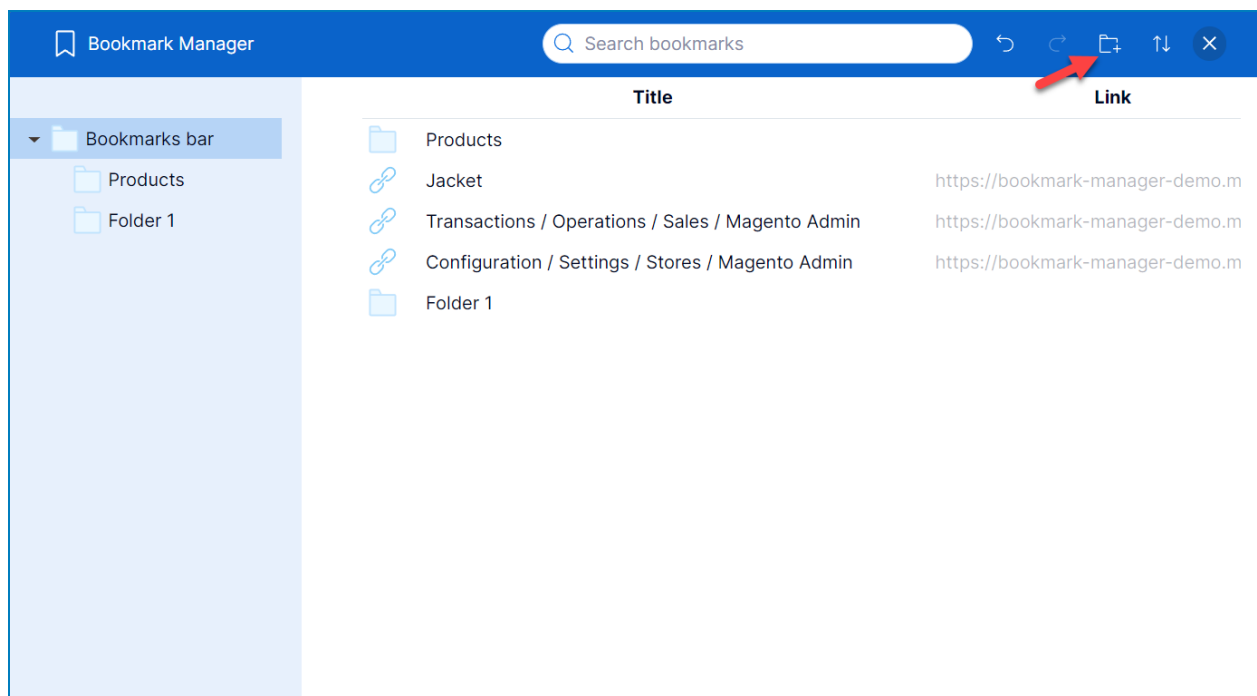
- **Title:** enter the bookmark title.
- **URL:** enter the path of the bookmark.
- **Folder:** choose the parent folder of the bookmark.
- **Text Color:** select a color for the bookmark title.
- **Background Color:** select a color for the bookmark background.

- **Icon:** choose an icon for the bookmark.

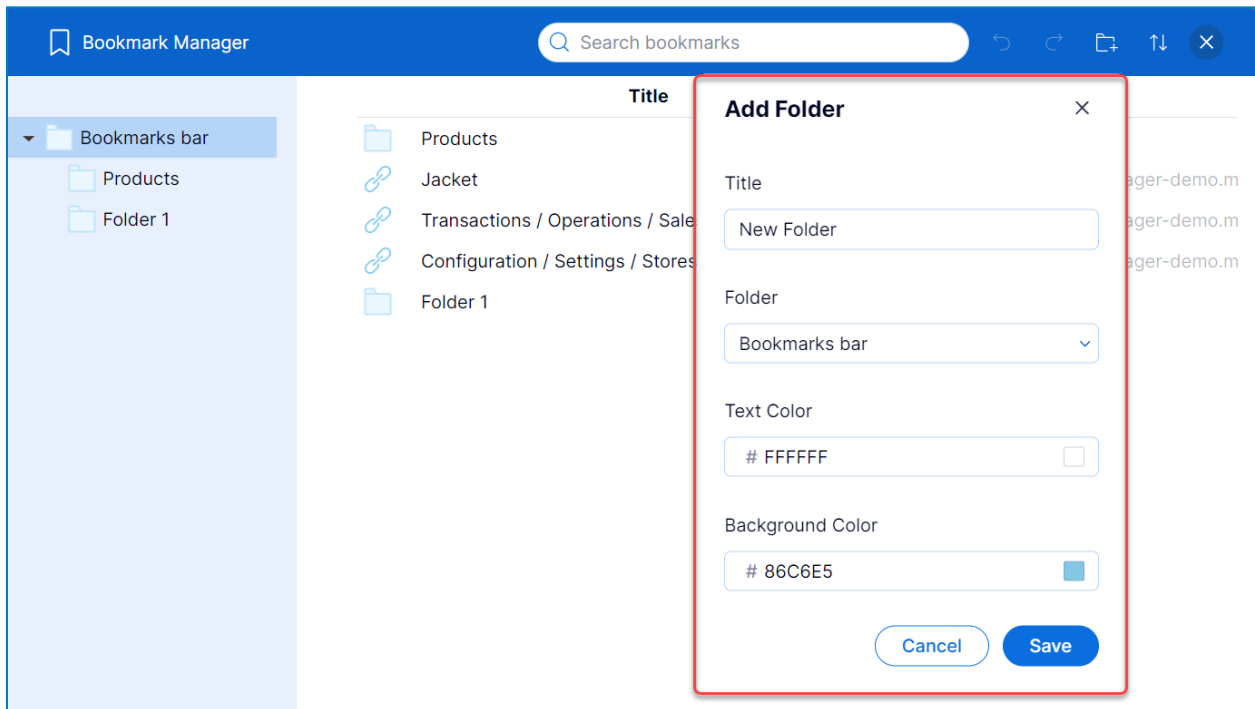
## 4. Add New Folders

Bookmark Manager for Magento 2 provides several ways to create new folders:

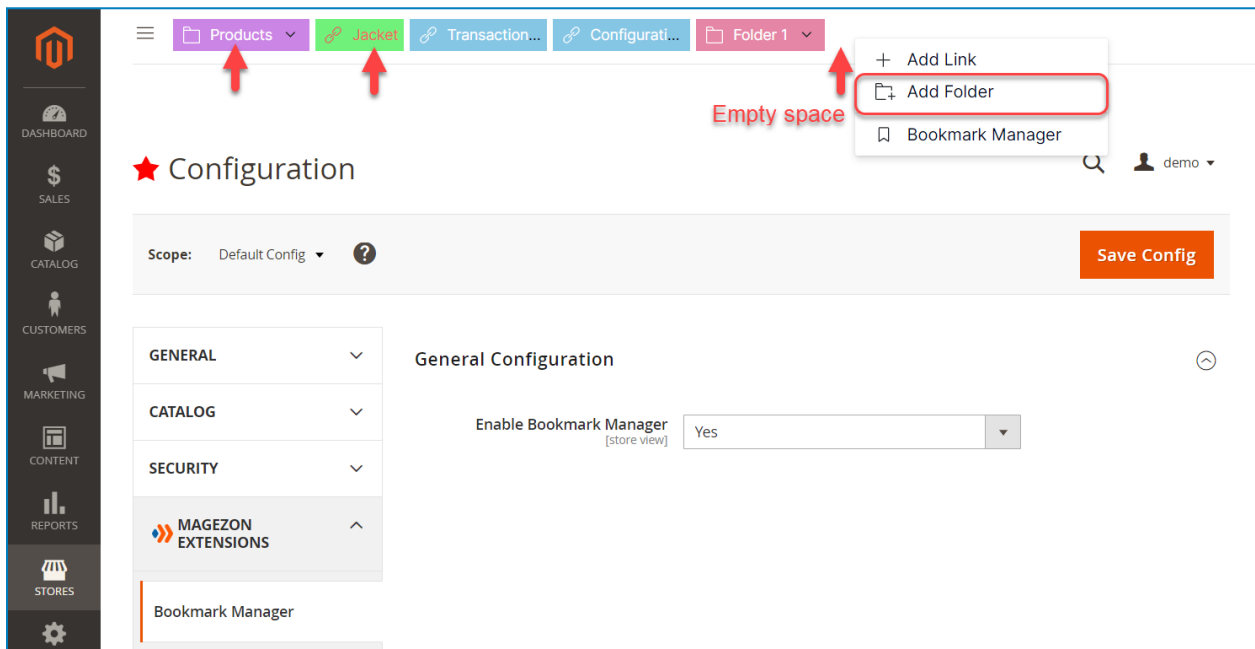
- ❖ **Way 1:** To add a new folder, click on the **New Folder** icon in the bookmark manager modal toolbar.



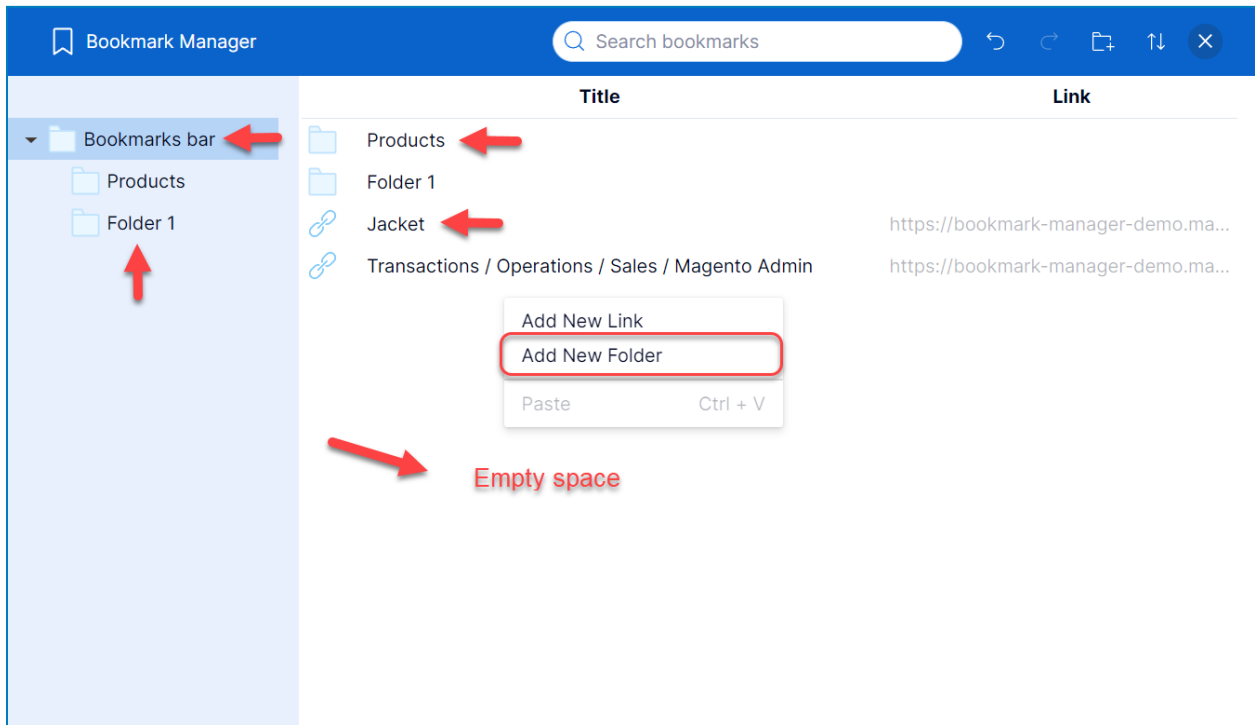
Then a popup window will appear:



❖ **Way 2:** In the **Bookmark Bar**, right-click on the bookmark/folder title or empty space then a context menu will appear. Choose **Add Folder** to add a new folder:



- ❖ **Way 3:** In the **Bookmark Manager**, right-click on the bookmark/folder title or empty space then a context menu will appear. Choose **Add New Folder** to add a new folder:



Way 2 and Way 3 will lead you to a popup window when you choose **Add Folder/Add New Folder** on the context menu:



### Add Folder ×

Title

Folder

Text Color

Background Color

- **Title:** enter the folder title.
- **Folder:** choose the folder.
- **Text Color:** select a color for the folder title.
- **Background Color:** select a color for the folder background.

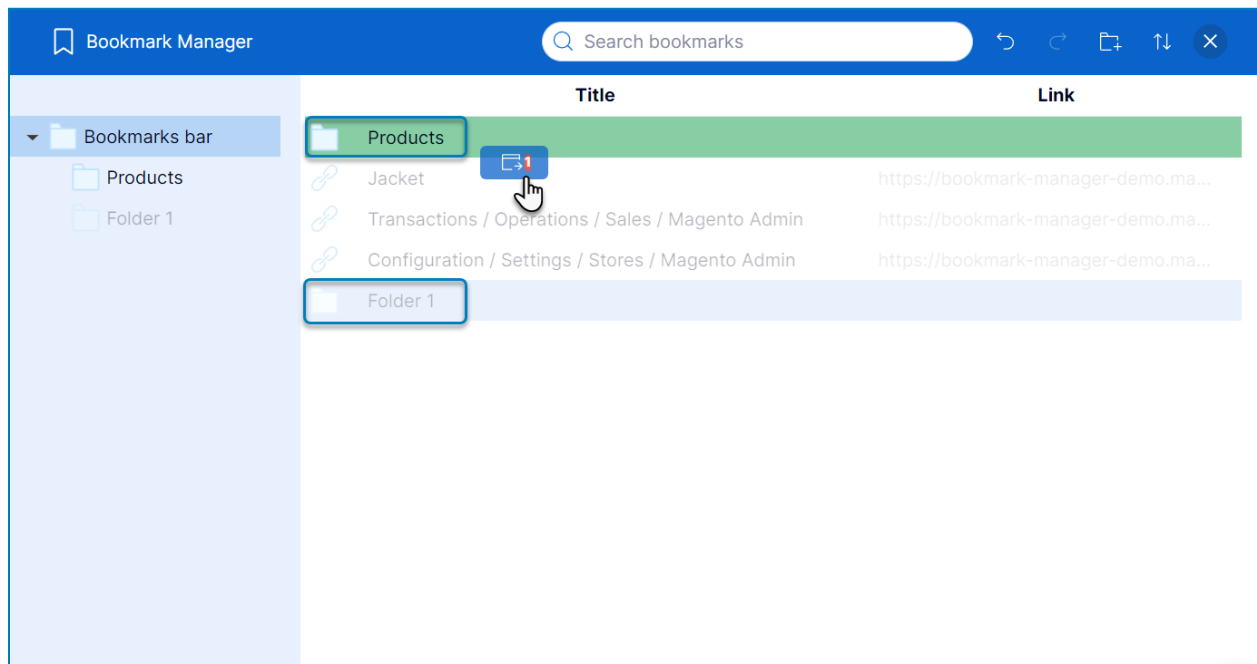
## V) Manage Bookmarks/Folders

### 1. Organize Bookmarks/Folders

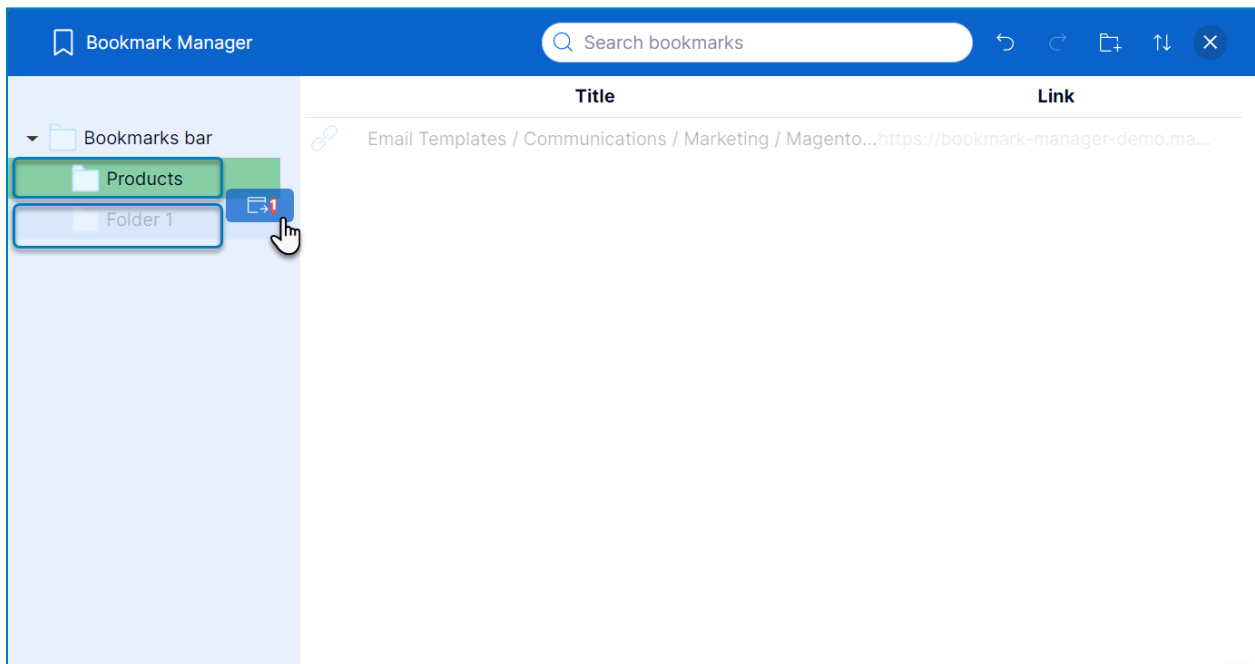
- ❖ Move a bookmark/folder to another folder:

Directly drag and drop a bookmark/folder to another folder (valid with both left and right columns).

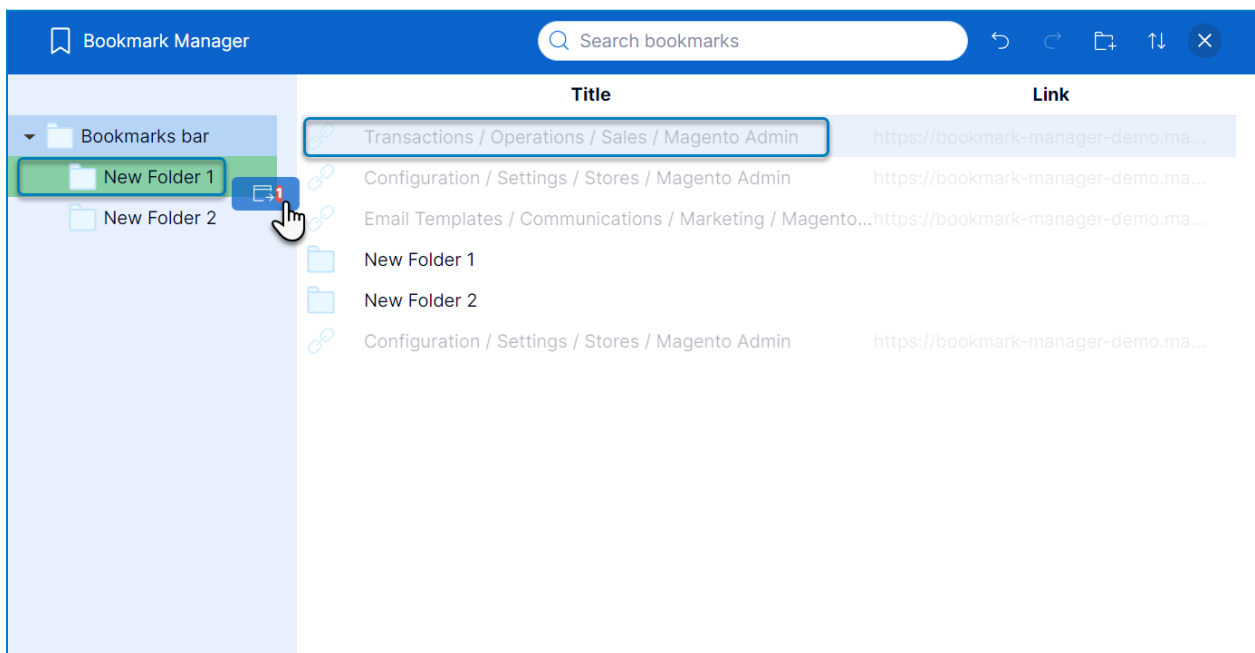
- Drag and drop to move your bookmarks/folders position in the right column.



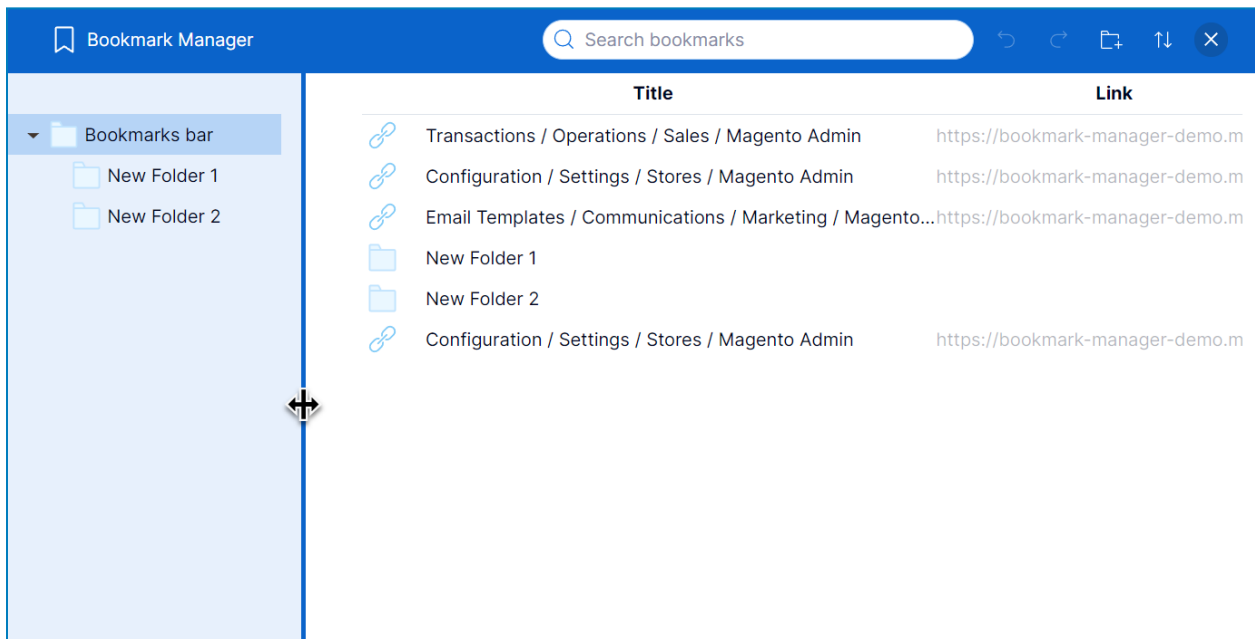
- Drag and drop to move your folder's position in the left column.



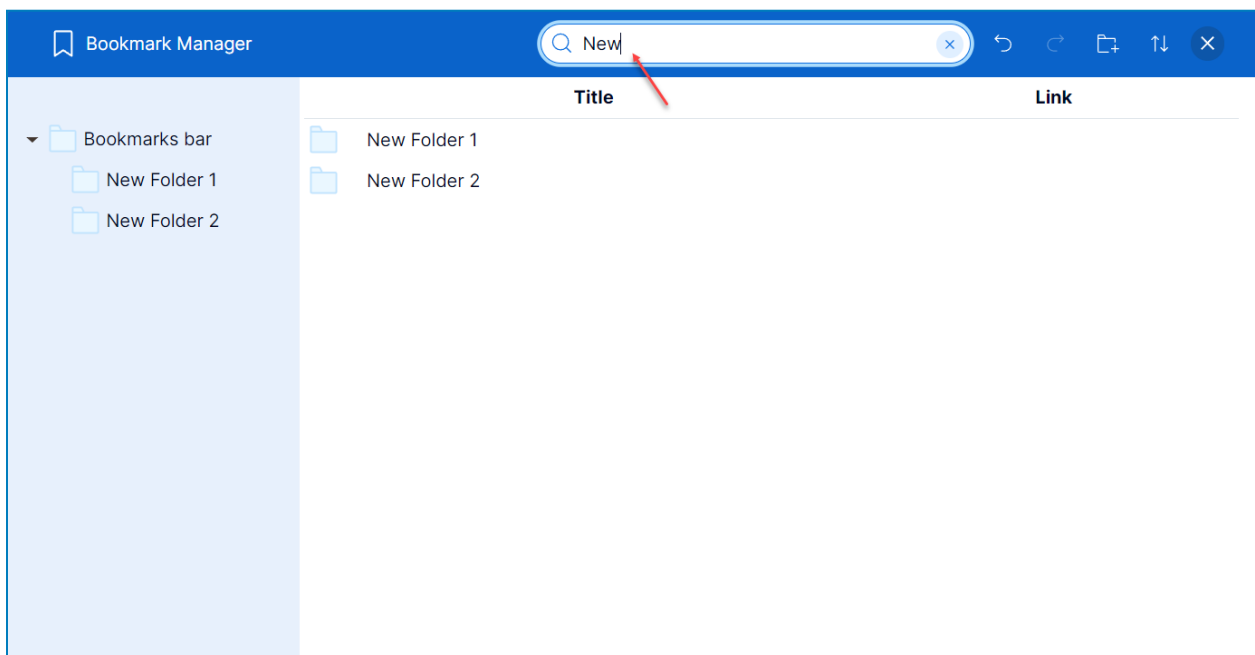
- Drag and drop to move bookmarks/folders from the right column to the left column.



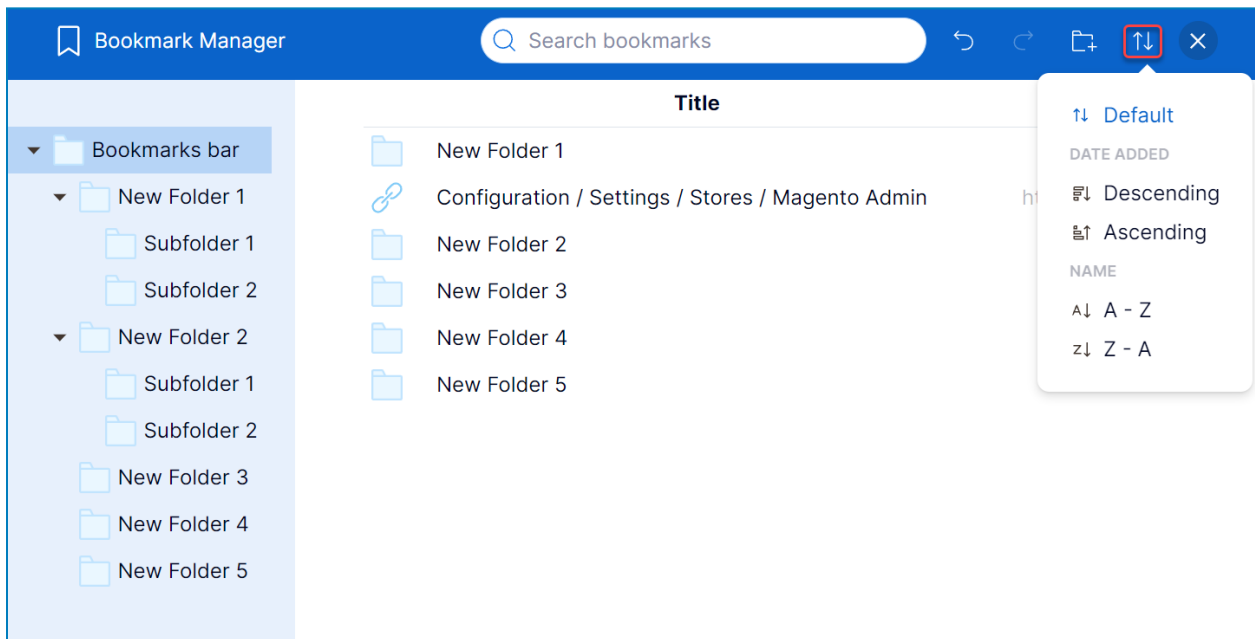
❖ Change column size: drag and drop to change the width of the left folder column.



- ❖ Search bookmarks/folders: to search for a bookmark/folder, type the bookmark/folder name into the search bar.

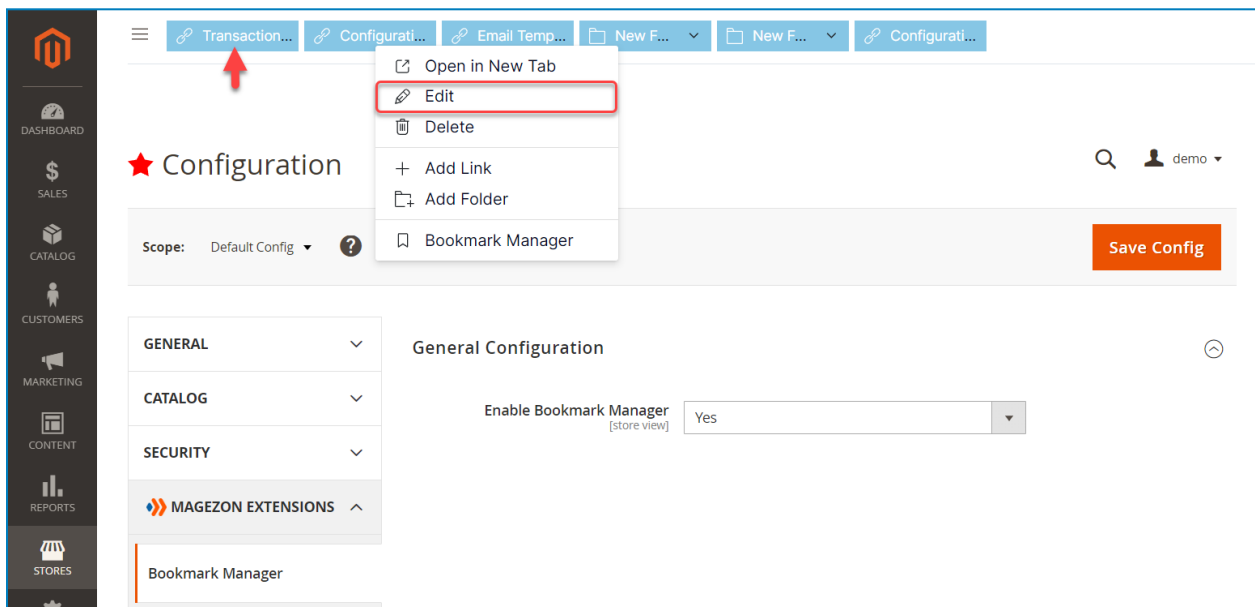


- ❖ Sort bookmarks/folders: decide how your bookmarks/folders will be displayed (Date Added or Name) using the sorting feature.



## 2. Rename Bookmarks/Folders

- ❖ **Way 1:** From the **Bookmark Bar**, right-click the bookmark/folder you want to rename, then a context menu will appear:



Click **Edit** then a popup window will appear, enter a new name, and press Save:

### Edit Folder ×

Title

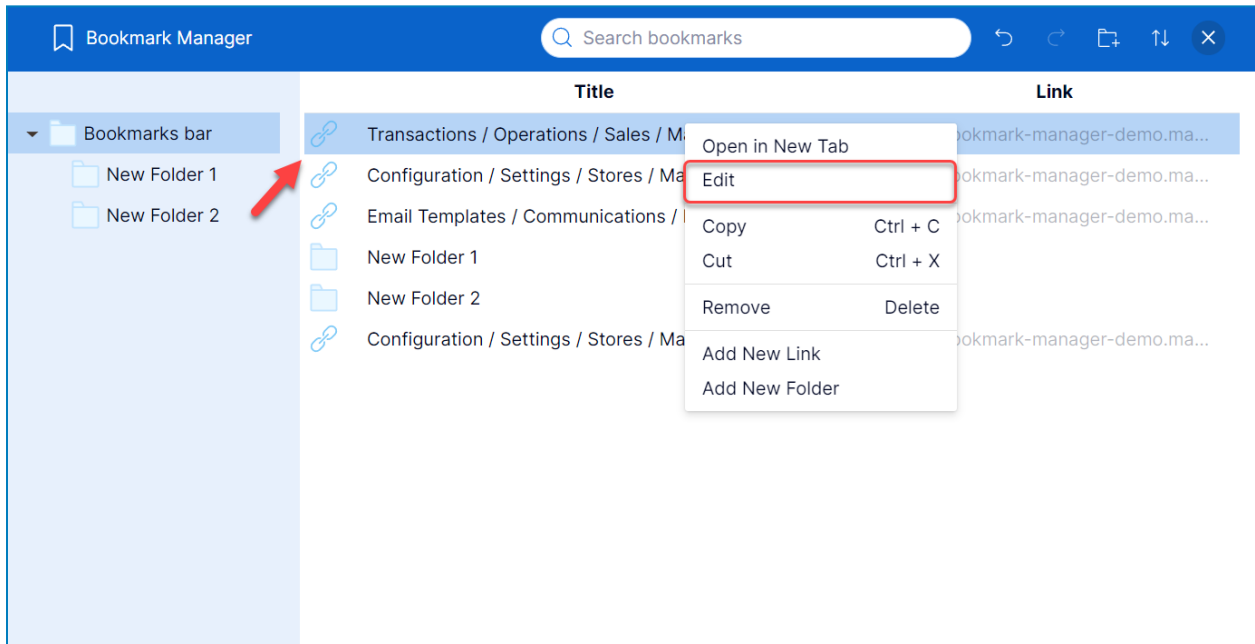
Folder

Text Color

Background Color

Delete Cancel Save

- ❖ **Way 2:** From the **Bookmark Manager**, right-click the bookmark/folder you want to rename, then a context menu will appear:



Click **Edit** then a popup window will appear, enter a new name, and press Save:

### Edit Folder ×

Title

Folder

Text Color

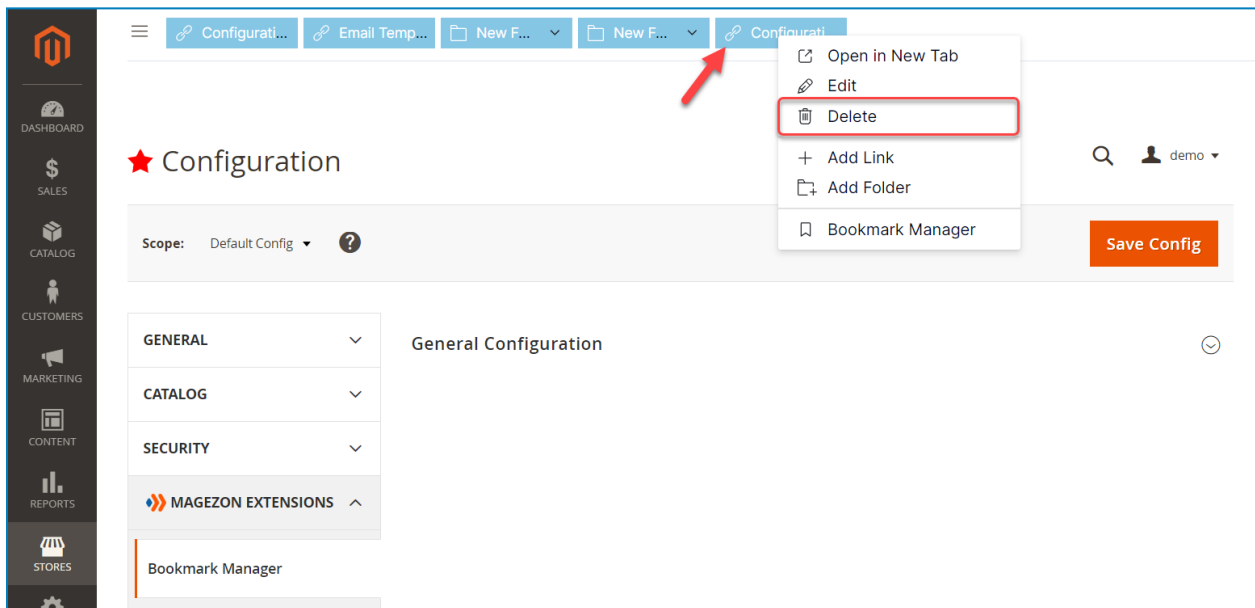
Background Color

Delete Cancel Save

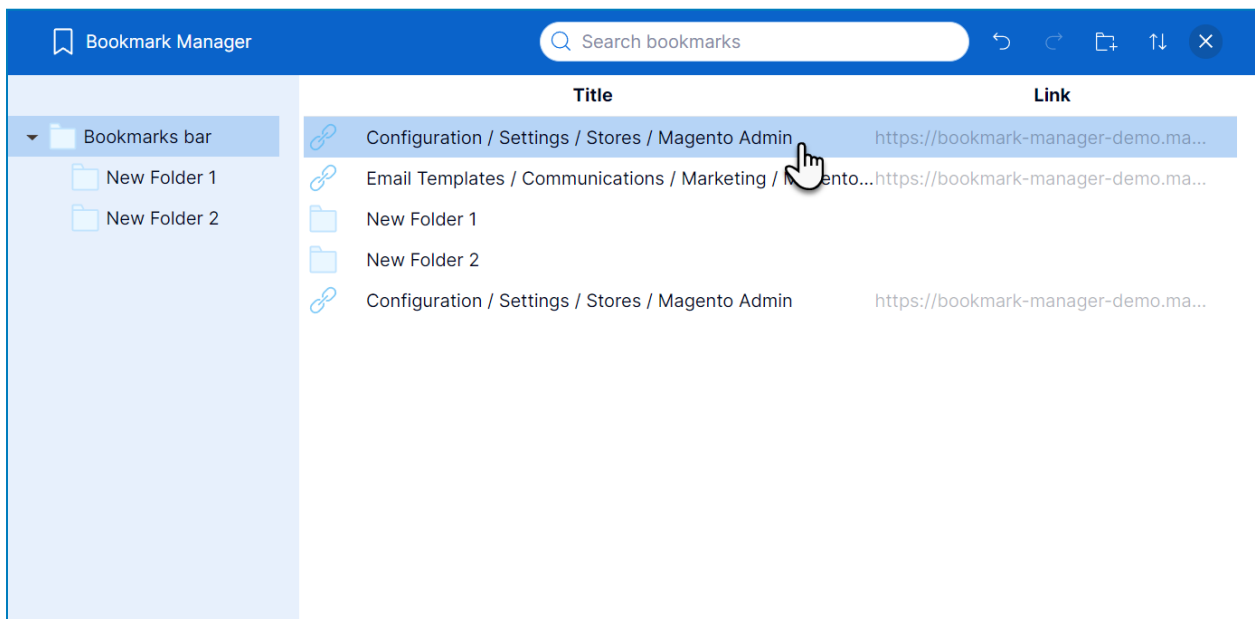
### 3. Delete Bookmarks/Folders

- ❖ **Way 1:** From the **Bookmark Bar**, right-click, and choose **Delete** to delete it.

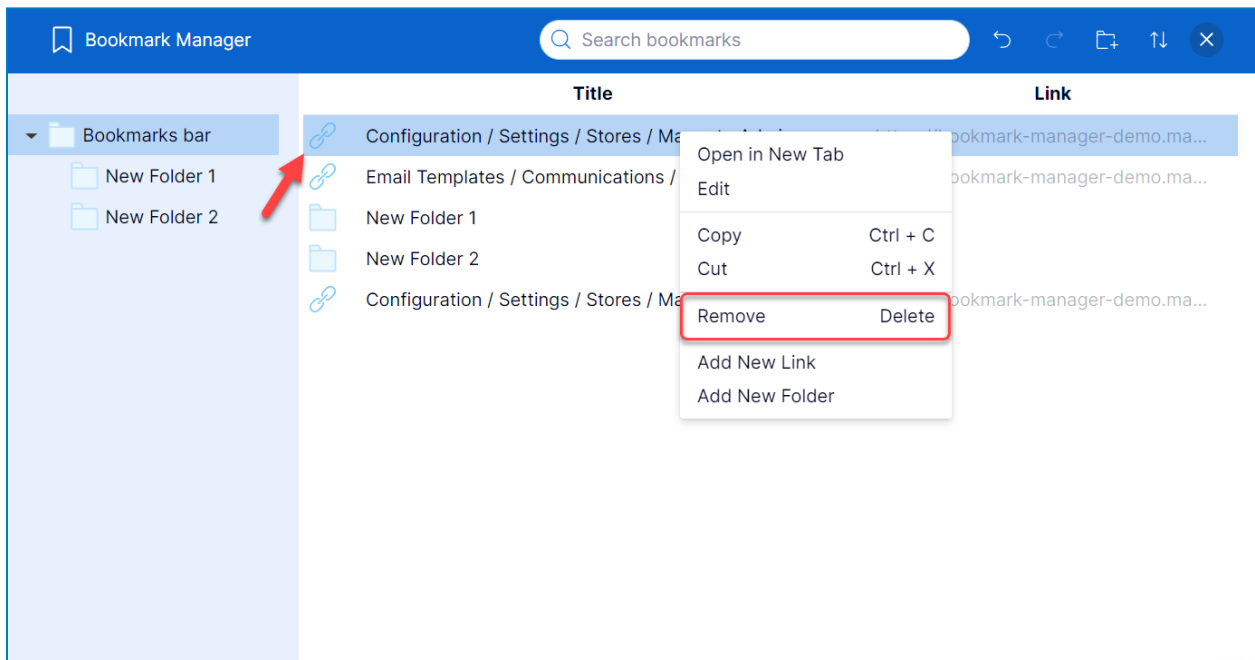




- ❖ **Way 2:** From **Bookmark Manager**, choose your desired bookmark/folder, then press Delete on your keyboard to remove it.



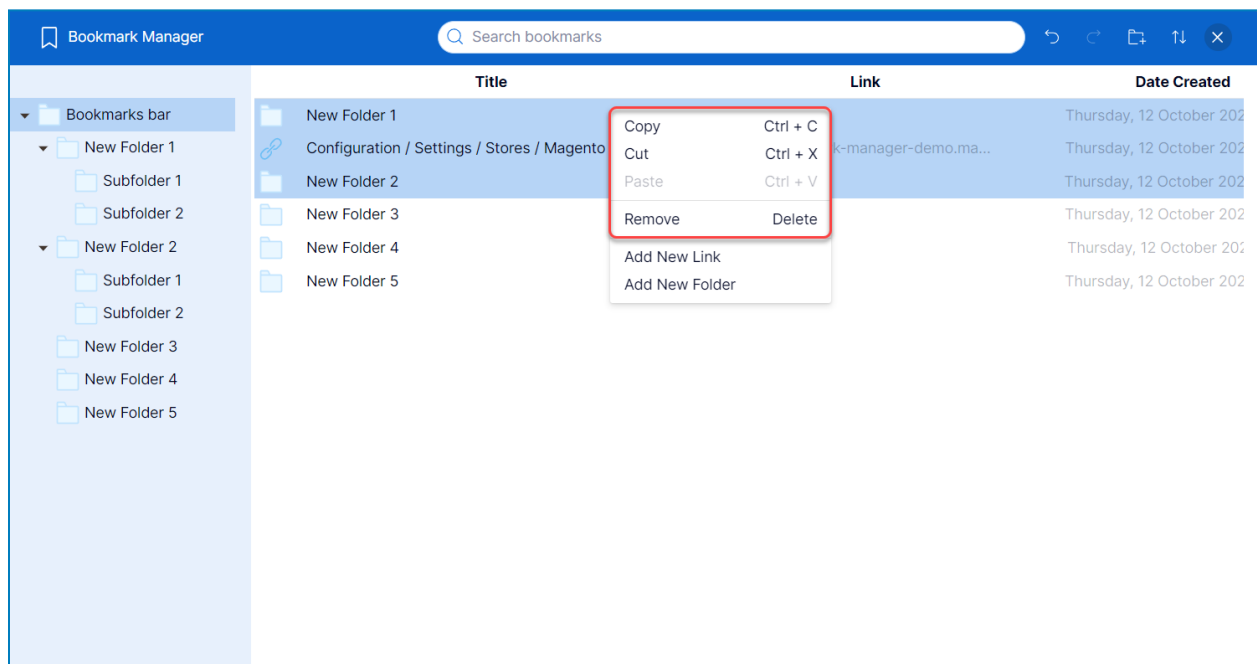
- ❖ **Way 3:** From the **Bookmark Manager**, choose your desired bookmark/folder, then right-click, and choose **Remove** to delete it.



**Tip:** You can delete multiple bookmarks/folders by holding down the Ctrl/Shift on the keyboard (Cmd/Shift for Mac).

## 4. Multi-Select & Bulk Actions

You can perform multi-select and take bulk actions such as cutting, copying, pasting, and removing your bookmarks/folders by holding down the Ctrl/Shift on the keyboard (Cmd/Shift for Mac).



## 5. Keyboard Shortcuts

To save your time, Bookmark Manager for Magento 2 allows you to use keyboard shortcuts.

Specifically, you can:

Copy: Ctrl (Cmd) + C

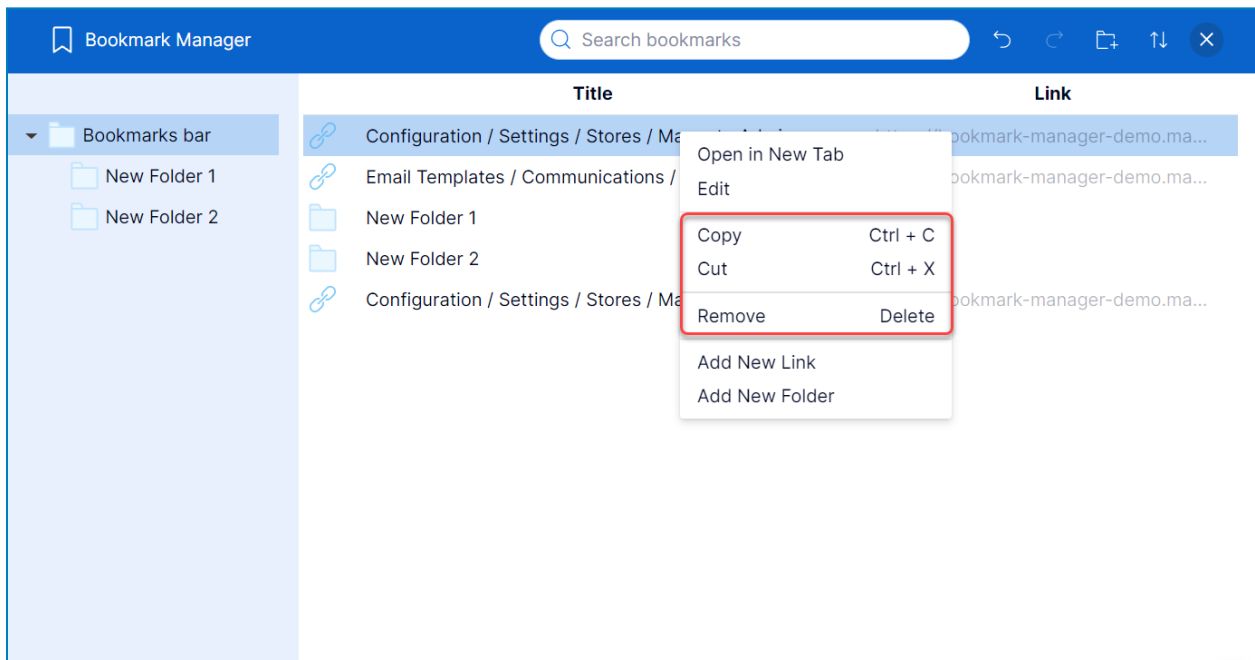
Paste: Ctrl (Cmd) + V

Cut: Ctrl (Cmd) + X

Remove: Delete

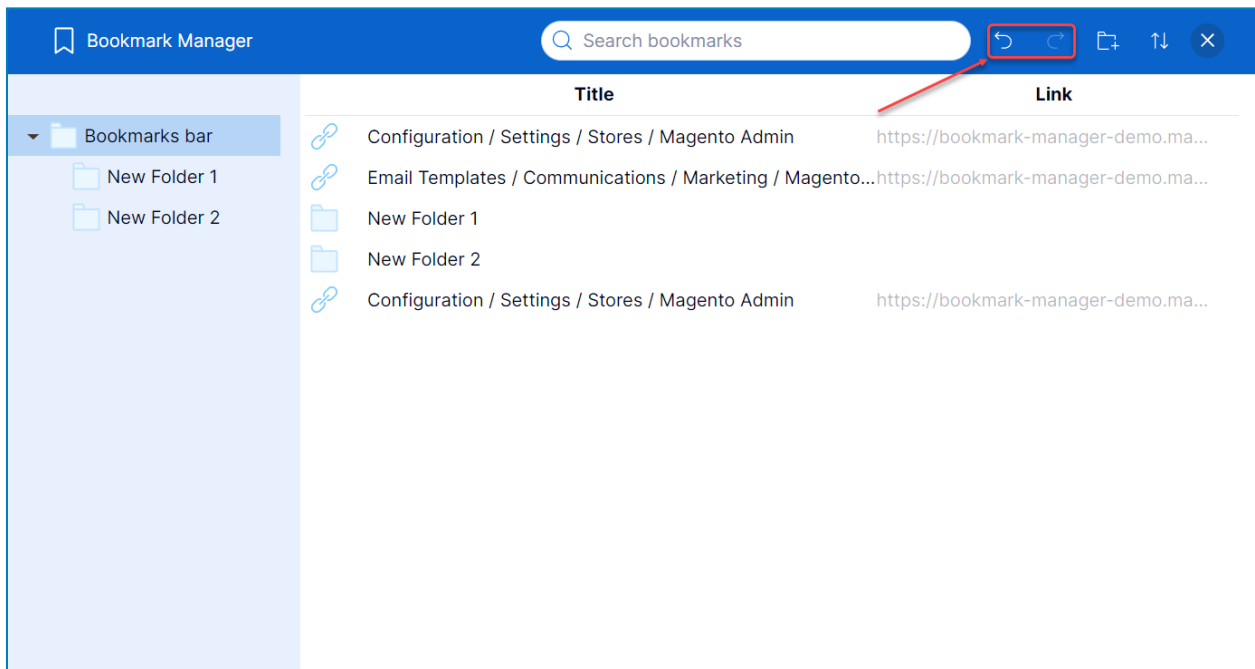
Select next item up: Up arrow

Select next item down: Down arrow



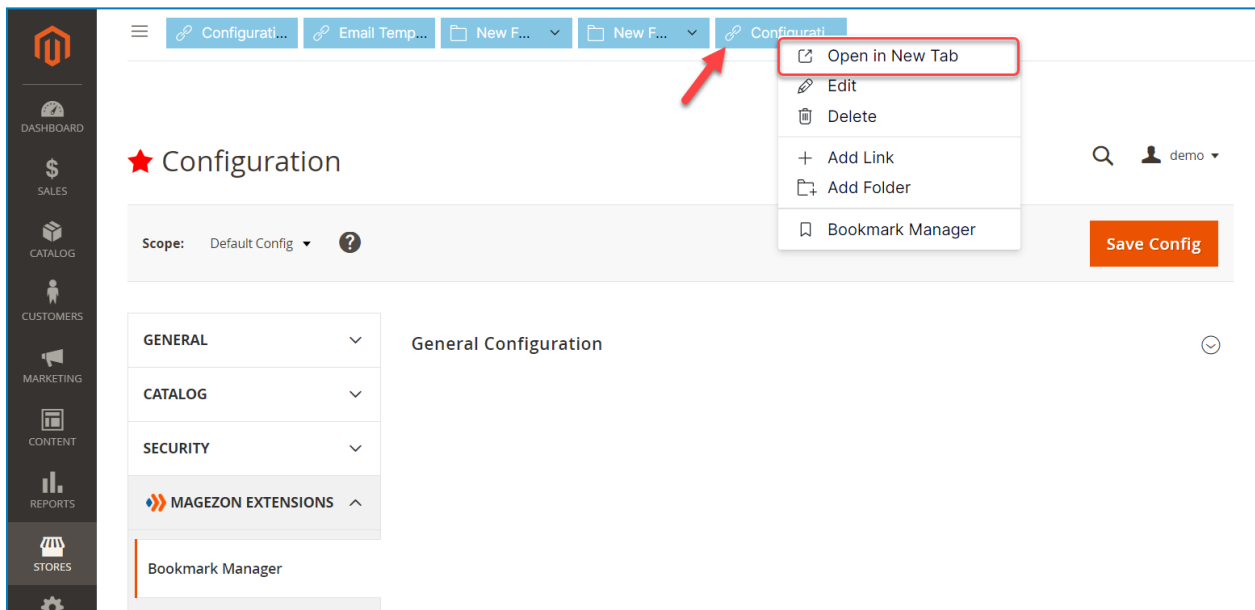
## 6. Undo & Redo

Click the **Undo** icon to reverse your last actions and click the **Redo** icon to reverse the last undo.

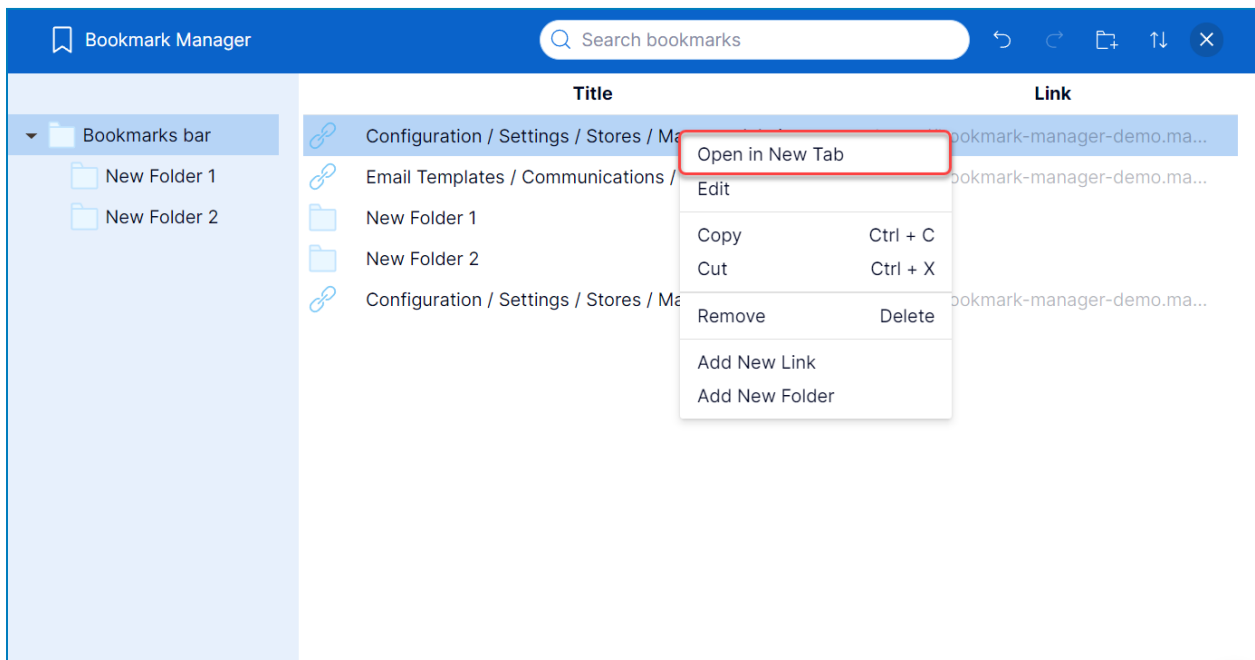


## 7. Open the Bookmarked Page in a New Window

- ❖ **Way 1:** From the Bookmark Bar, right-click the bookmark you want to open, and then a context menu will appear, choose **Open in New Tab** to open it in a new window. In addition, you can also click the bookmark to open it in a new tab.



- ❖ **Way 2:** From the **Bookmark Manager**, right-click the bookmark you want to open, and then a context menu will appear, choose **Open in New Tab** to open it in a new window. Moreover, you can also double-click the bookmark to open it in a new tab.



## VI) Support

If you have any questions or need any support, feel free to contact us via the following ways. We will get back to you within 24 hours after you submit your support request.

- Submit [contact form](#).
- Email us at [support@magezon.com](mailto:support@magezon.com).
- Submit a [ticket](#).
- Contact us through [Skype](#): support@magezon.com.
- Contact us via live chat on our website.