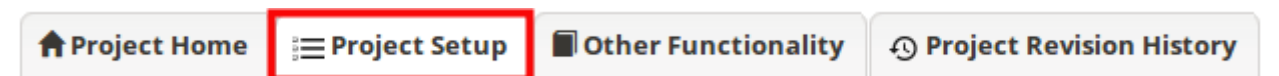


## Project Bookmarks- REDCap – How-To Guide

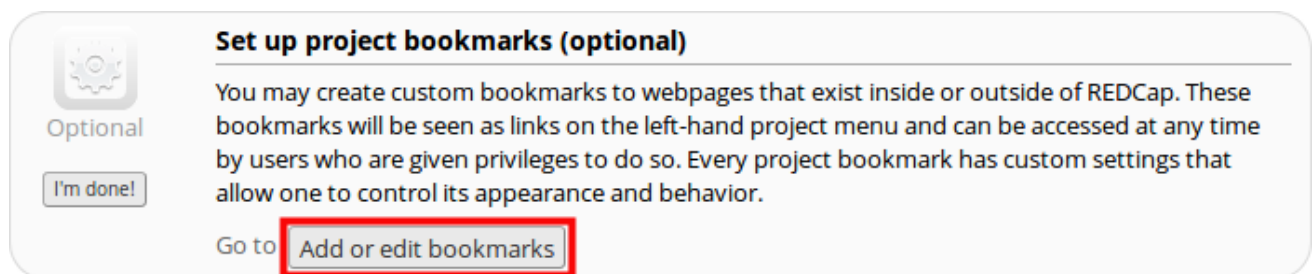
### Create Bookmark

The bookmark module will allow you to set up project bookmarks, or custom links, that point to web-pages that exist either inside REDCap (i.e., other REDCap projects) or outside REDCap (i.e., web-pages on a different server on the web). Any user with **project design & setup** rights can add bookmarks to that particular project.

- Go to the **Project Setup** screen and locate the box labeled **Set up project bookmarks (optional)**



- Click on **Add or Edit Bookmarks**



- Add a Label & Link URL/Destination (for instance, <https://www.google.com>).



Steps

- Select the link type (Simple, Advanced or REDCap project)
- Set up the user rights for this link (Optional)
- Select whether or not the link should do the following: **Open in a New Window**, **Append Project ID** or **Append Record Info**
- Click on the **Add** button

Link #	Link Label	Link URL / Destination	Link Type	User Access	Opens new window	Append record info to URL	Append project ID to URL	Delete
	<input type="text" value="Google"/> <small>Enter the label for the link as it is seen on the left-hand menu</small>	<input type="text" value="https://www.google.com/"/> <small>Enter the web address (URL) for the link (e.g., http://www.mysite.com/mypage.html)</small>	<div>Simple Link</div>	<input checked="" type="radio"/> All users <input type="radio"/> Selected users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Your link should now appear on the left hand side in the application window




**Project Bookmarks**

 [Edit](#) 

 [Google](#)

**Help & Information**



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