# Visual Paradigm

# How to Bookmark Shapes? - A BPMN Example
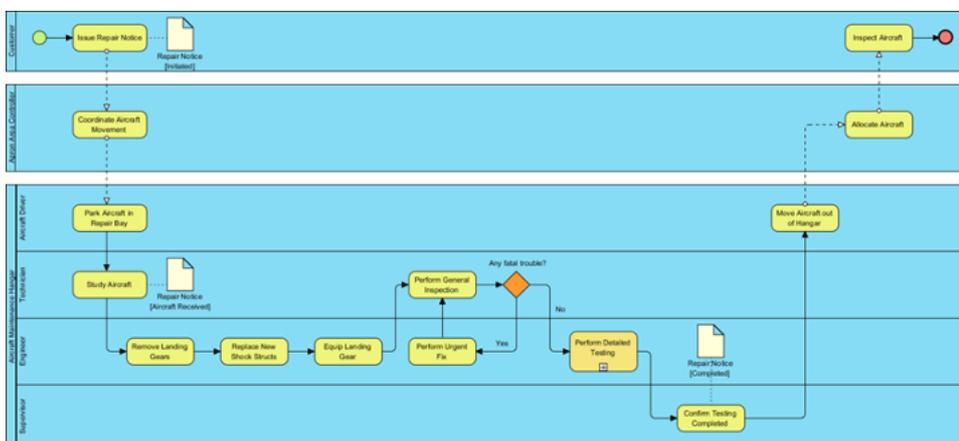
Written Date : August 26, 2015

The bookmark feature in Visual Paradigm helps you keep track of important things in your project. Basically, you can bookmark a diagram, a shape, or multiple shapes in a diagram. These bookmarks are stored in your project, which means that you and your teammates who can access the project in team environment can all access the bookmarks.
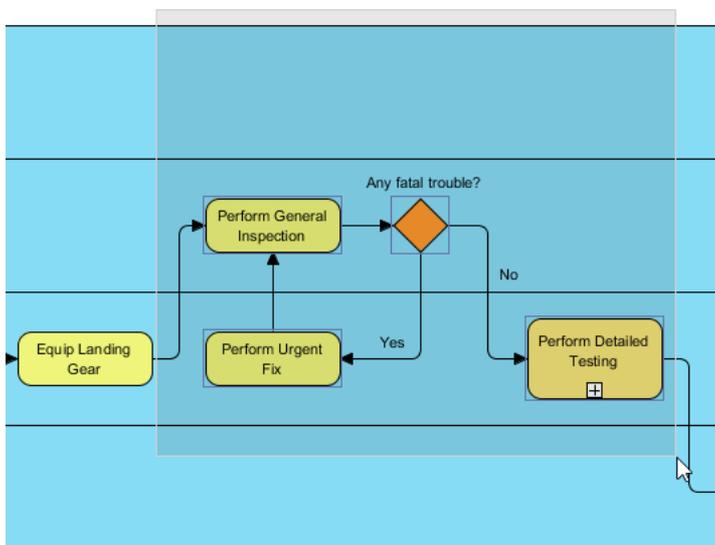
In this tutorial, we will show you how to create bookmark and re-visit a bookmarked item.

## Creating a Bookmark

1.   Download VP-Sample-Project.vpp. You can also find this file at the bottom of this tutorial, under the **Resources** section.

2.   Open the downloaded project file in Visual Paradigm.

3.   Open the Business Process Diagram Replace shock structure of landing gear. You should see the diagram below:
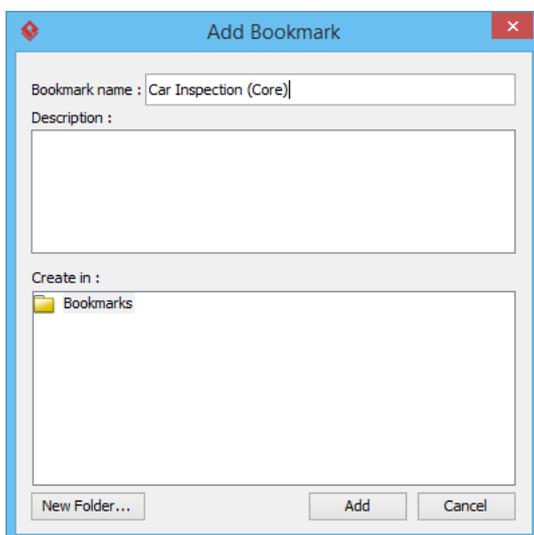
4.    Select the shapes to bookmark. Let's perform a range selection that covers the tasks *Perform General Inspection*, *Perform Urgent Fix* and *Perform Detailed Testing*.
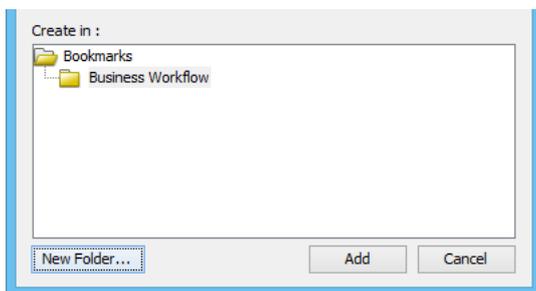


Note that if you want to bookmark the diagram, simply click once on the background of the diagram.

5.    Add a bookmark by selecting **Diagram > Bookmarks > Add Bookmark...** from the toolbar.

6.    In the **Add Bookmark** window, enter *Car Inspection (Core)* as the name of the bookmark. You should enter a distinct and meaningful name here.
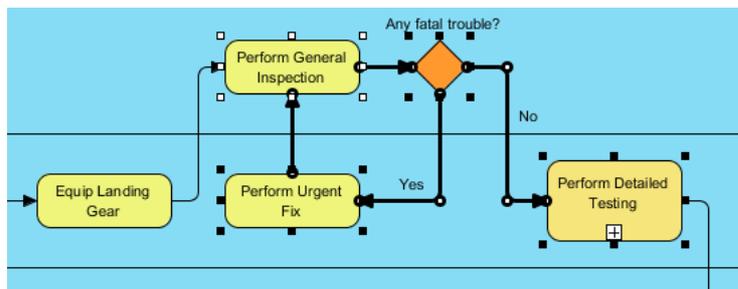
7. Choose the folder to store the bookmark. Let's try to store it in a new folder. Click **New Folder...** and enter *Business Workflow* as the folder name.
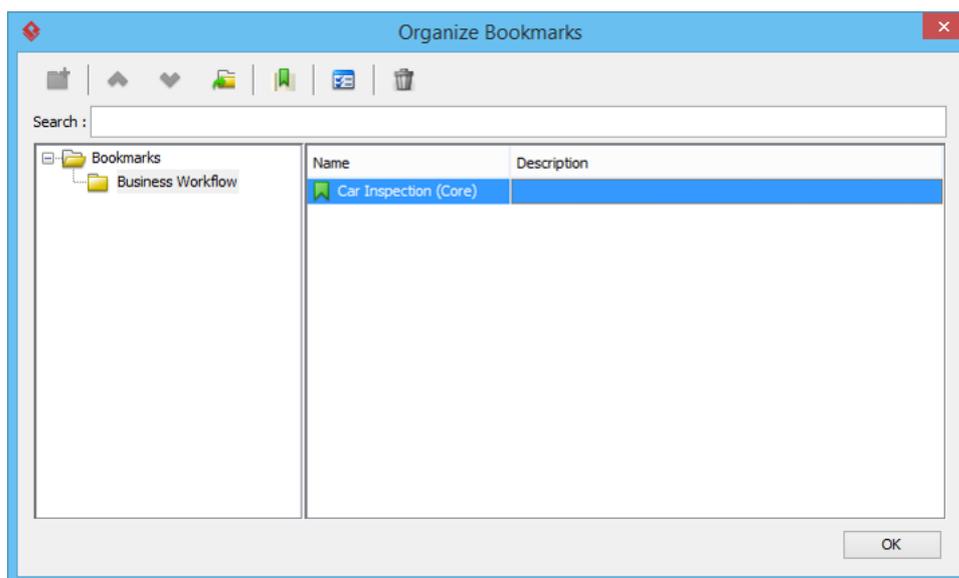


8. Click **Add**.

## Revisiting a Bookmarked Item

Select **Diagram > Bookmarks > Bookmarks > Business Workflow > Car Inspection (Core)** from the toolbar. The bookmarked shapes are selected.



## Organizing Bookmarks

You can sort, rename and change the properties for your bookmarks via the **Organize Bookmarks** window. To show the **Organize Bookmarks** window, select **Diagram > Bookmarks > Organize Bookmarks...** from the toolbar.

Resources

1.    [VP-Sample-Project.vpp](#)

Visual Paradigm home page
(https://www.visual-paradigm.com/)

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