



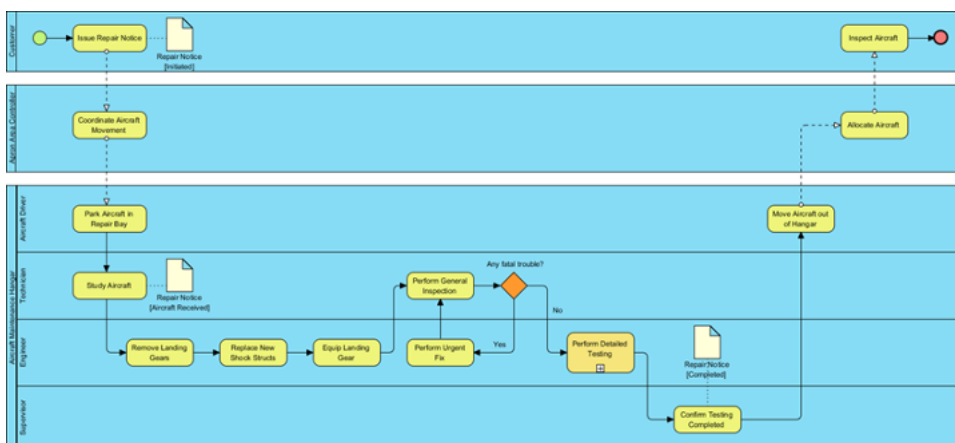
How to Bookmark Shapes? - A BPMN Example

Written Date : August 26, 2015

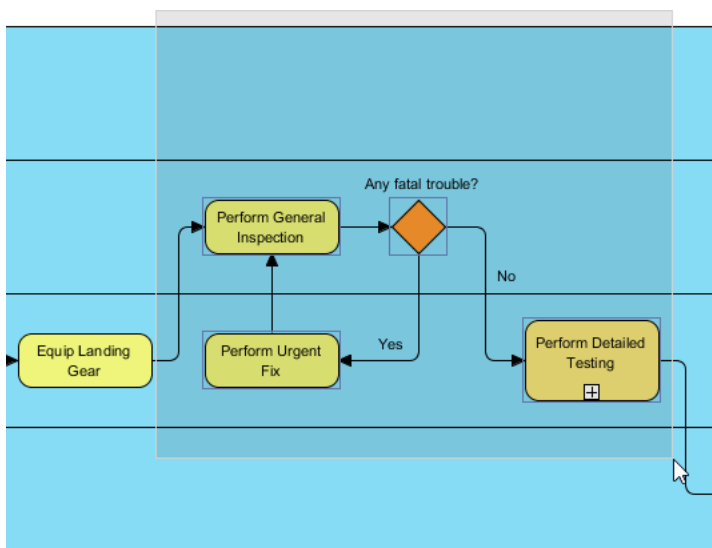
In this tutorial, we will show you how to create bookmarks and revisit a bookmarked item.

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](#) to replace the shock structure of the landing gear. You should see the diagram below:

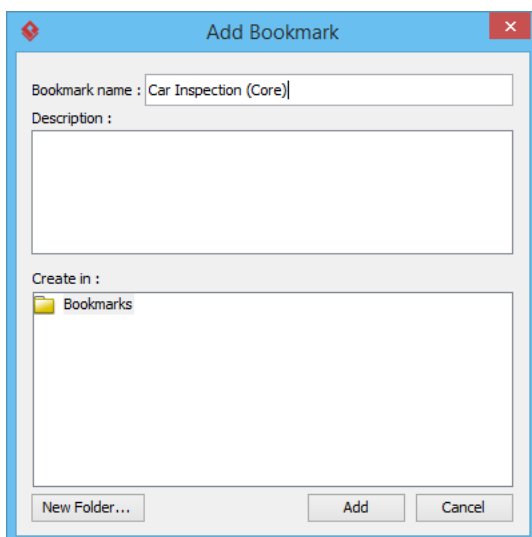


4. Select the shapes to bookmark. Let's perform a range selection that covers the tasks *Perform General Inspection*, *Perform Urgent Fix*, and *Perform Detailed Testing*.

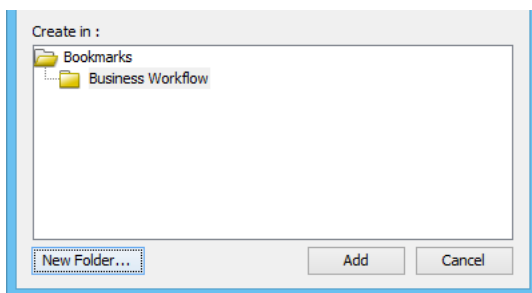


Note that if you want to bookmark the diagram, simply click once on the background of the diagram.

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.



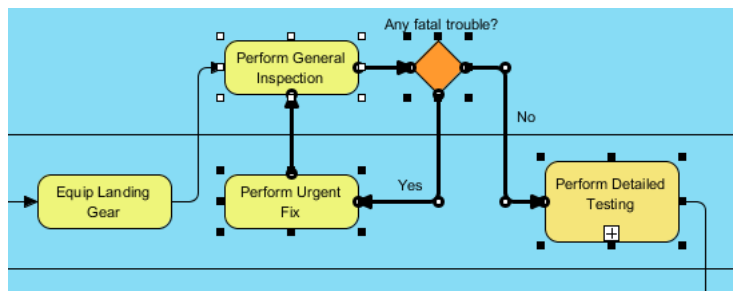
7. Choose the folder to store the bookmark. Let's try to store it in a new folder. Click **New Folder...** and enter *Business Workflow* as the folder name.



8. Click **Add**.

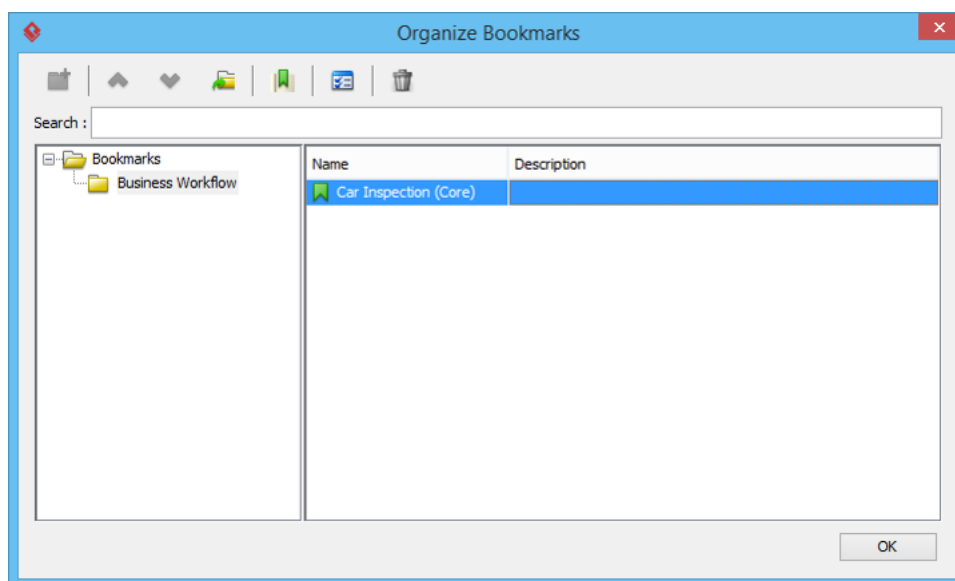
Revisiting a Bookmarked Item

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/>)

Visual Paradigm tutorials
(<https://www.visual-paradigm.com/tutorials/>)