Using and Creating Bookmarks

In this Chapter you will learn

- How to use existing bookmarks to quickly zoom to a specific extent on your map
- How to set and save bookmarks
- How to delete bookmarks
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1. Bookmarks

Bookmarks will help you to quickly navigate around your map to spatial extents you commonly use. For example, in this chapter we will create bookmarks for all the cities in your county. So, instead of using the zoom and pan tools to navigate to a specific city, you can simply click on a bookmark and go there right away.

VIDEO

1.9 Using and Creating Bookmarks

### Exercise 1: Using existing bookmarks

1. Start ArcMap and open the Exercise1.mxd map document in the Topic1_9 folder. You will see all the counties and cities in Idaho.

2. Click on "Bookmarks" near the top of your screen and then click on "Moscow". Note that you are automatically zoomed to Moscow in Latah County.

3. Click on "Bookmarks" again and go to "Paris". Then go to "Idaho".

4. Leave your map open for the next exercise.
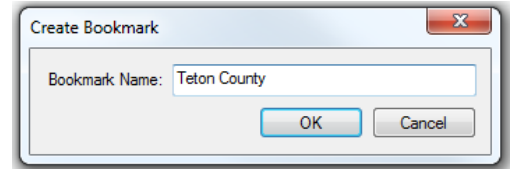

VIDEO
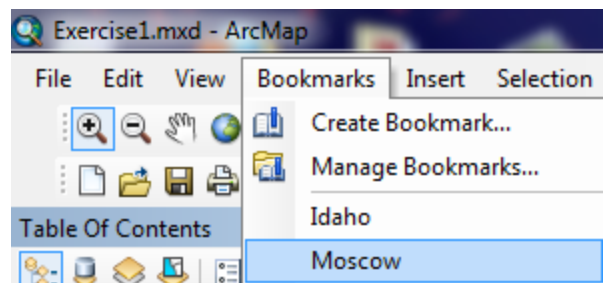
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Exercise 2: Creating bookmarks

1. If Exercise1.mxd is not open yet then open it now.

2. Use the zoom and pan tools to zoom to your county. We will use Teton County in this example, but you should follow along and set up bookmarks for your own county.

3. Click on "Bookmarks" along the top of your screen and choose "Create Bookmark…"
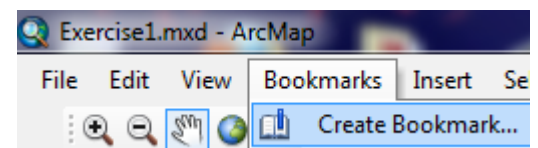
4. Name your county in the "Create Bookmark" dialog box.

5. Next zoom to a city in your county and then click again on Bookmarks > Create Bookmark...

6. Type the name of the city in the "Create Bookmark" dialog box as shown on the right.

7. Use the bookmark for your county you created in step 4 to zoom back to the full extent of your county.

8. Zoom to another city and set a bookmark. Ideally, in your office, you would create bookmarks for all the cities in your county.

9. Note that you can set any bookmark you like. For example you may create bookmarks for subdivisions or specific projects you are working on. Also, you may want to create a bookmark at the end of a workday to mark where you left off so you can start there again the next morning.

10. Leave your map open for the next exercise.

Exercise 3: Managing bookmarks

1. If Exercise1.mxd is not open yet then open it now.

2. Click on Bookmarks > Manage Bookmarks...

3. To delete a bookmark, simply highlight it by clicking on it (as was done with "Paris" in the figure on the right) and clicking "Remove".

4. Slowly click twice on "Idaho" to make it editable. Change "Idaho" to "the State of Idaho".

5. Click on the name of your county and then use the button to move it up in the list. Click the close button and note that when you click on Bookmarks again the county bookmark has moved to the top of your list.