



Debabrata Palit

[in/debabrata-palit03](https://www.linkedin.com/in/debabrata-palit03)

Bookmarks & Buttons in Power BI

TRANSFORM YOUR DATA INTO DECISIONS!

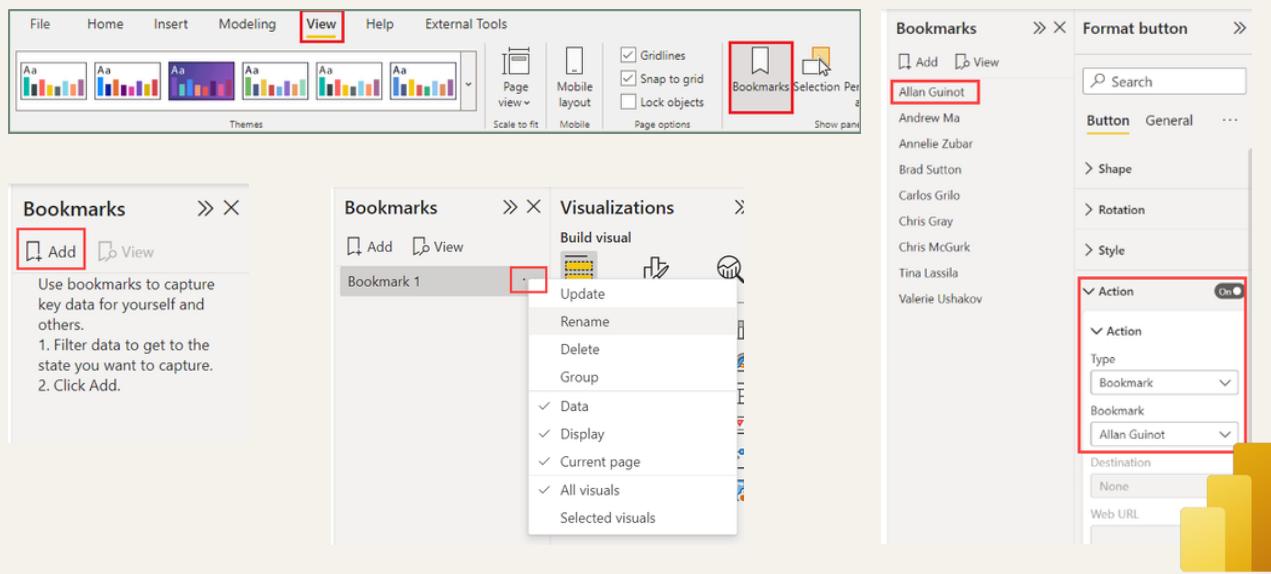


Bookmarks

Bookmarks are a powerful feature in Power BI that allow you to capture the current state of a report page. This includes the applied filters, slicers, and the layout of visuals. Bookmarks can be used to navigate between different views or create a guided storytelling experience in a report.

Create a Bookmark

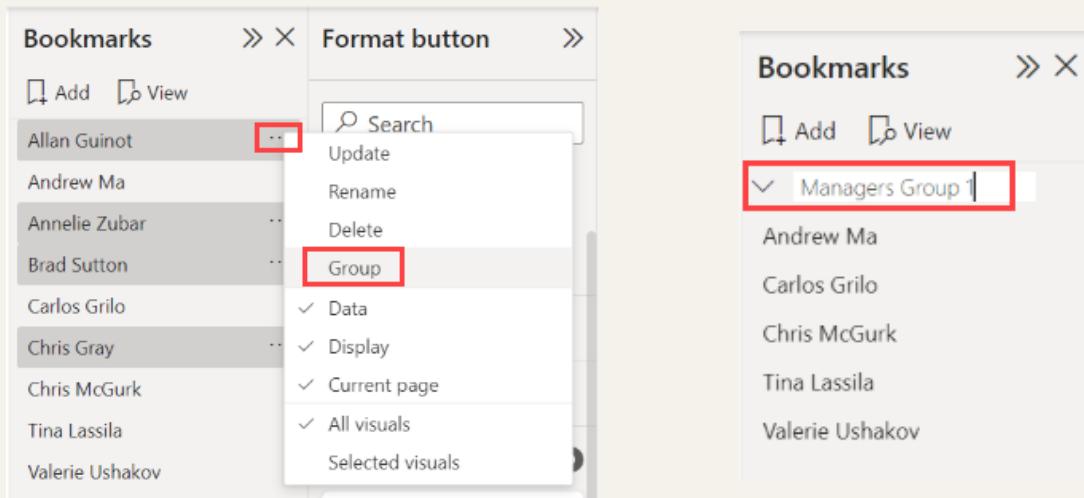
- Set your report to the desired view.
- Go to the **View** tab > **Bookmarks**. The Bookmarks pane will appear.
- Click **Add** > **Rename** your bookmark.
- Turn off Data if you want to avoid affecting filters. (Optional)
- Use Update to change an existing bookmark view.



Create a Bookmark Group

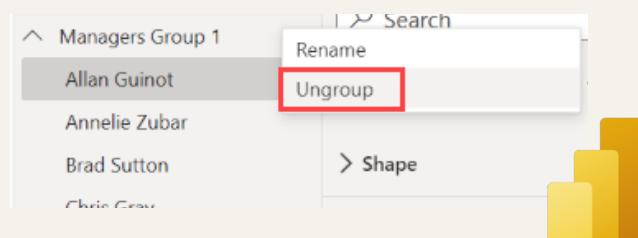
1. Press **Ctrl** and select the bookmarks you want to include in the group.
2. Select **More options (...)** next to your selected bookmarks, and then select **Group** from the menu that appears.
3. Power BI Desktop automatically names the group **Group 1**. You can select **More options (...)** next to this name, select **Rename**, and rename it to whatever you want.

Expanding the bookmark group's name only expands or collapses the group of bookmarks, and doesn't represent a bookmark by itself.



You can also upgroup your bookmark:

More options (...) > **Ungroup**



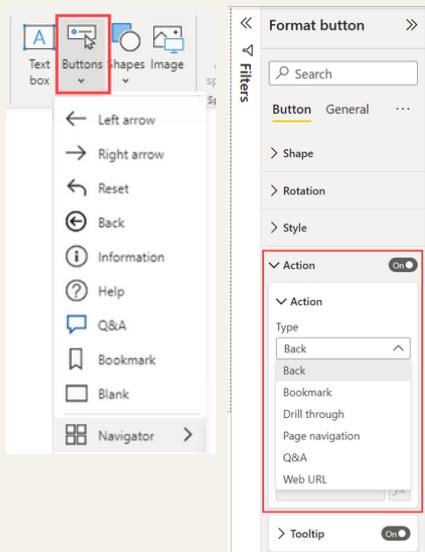
Buttons

Buttons are interactive visual elements that users can click to trigger actions, making reports more dynamic and app-like.

A button is commonly used for navigation, filtering data, switching between visuals, or linking to external resources. It can include icons, text, or images.

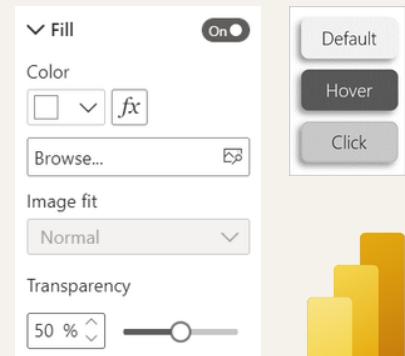
Create a Button

- On the **Insert** ribbon, select **Buttons** to reveal a *dropdown menu*, where you can select the button you want from a collection of options.



- Go to the **Format Button** pane, Customize its style.
- Go to the **Action** section and select the specific action for the button.

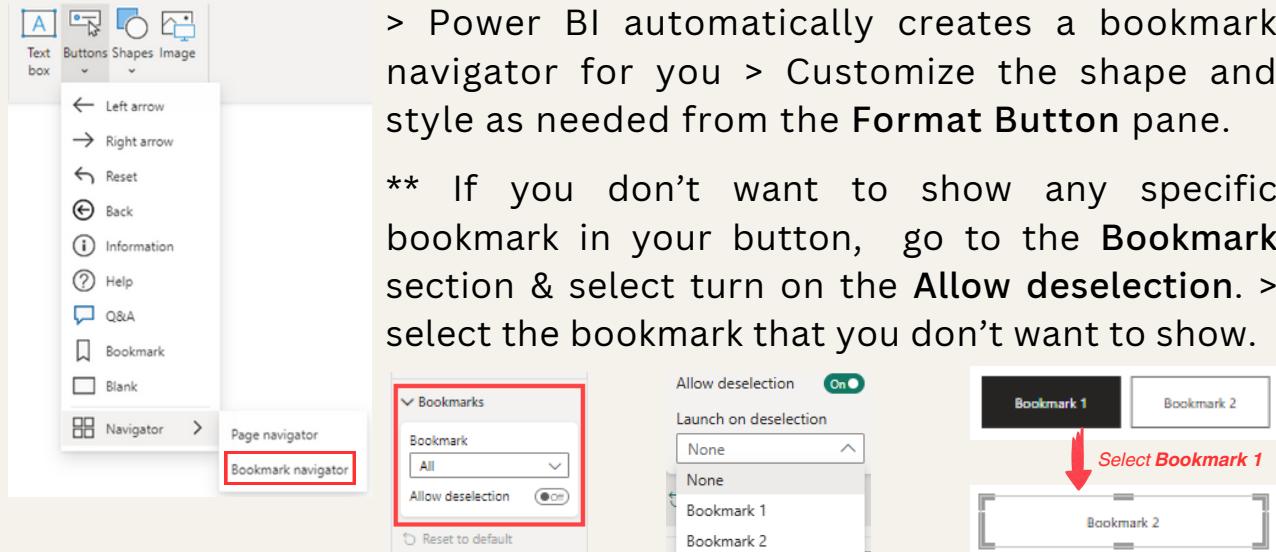
Power BI buttons support fill images. With fill images, you can customize the look and feel of your button, combined with the built-in button states: Default, On hover, On press, Disabled (for drillthrough), Loading (for data functions)



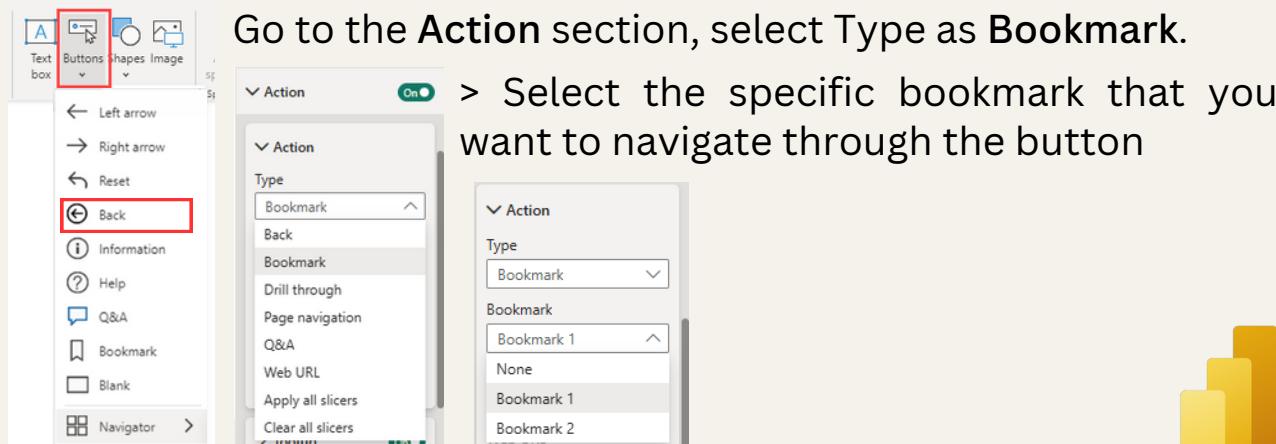
Pro Tip: • Use Images or Shapes with bookmark actions for creative buttons. • Use Toggle Buttons (one visual for ON, another for OFF) to enhance experience.

Use Button to Navigate Bookmarks

Method 1: Insert > Button > Navigator > Button navigator

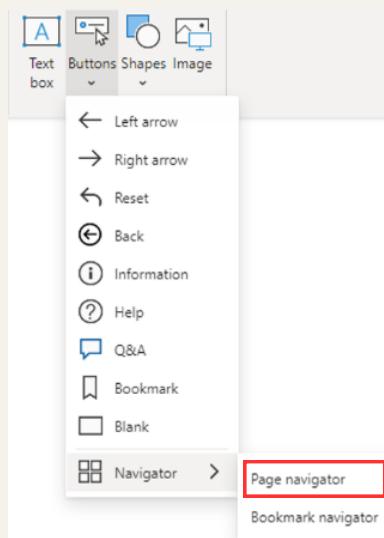


Method 2: Insert > Button > select any option (a blank button is mostly preferred) > Go to Format Button pane and customize it >



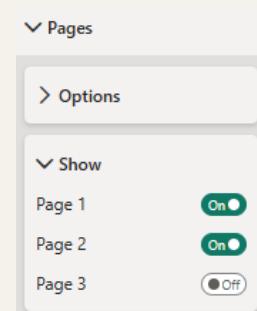
Use Button as Page Navigator

Method 1: Insert > Button > Navigator > Page navigator



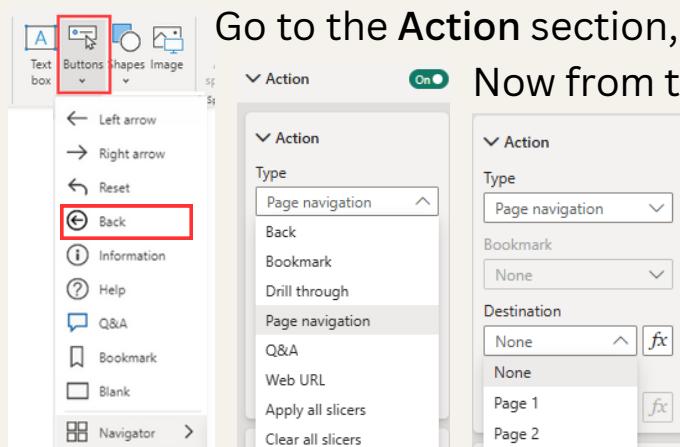
> Power BI automatically creates a page navigator for you > Customize the shape and style as needed from the Format Button pane.

** If you don't want to show any specific page in your button, go to the Pages section > expand Show > turn off the button beside the page name.



Method 2: Insert > Button > select any option (a blank button is mostly preferred) > Go to Format Button pane and customize it >

Go to the Action section, select Type as Page Navigator >



Now from the Destination select your page



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