



Debabrata Palit

[/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.

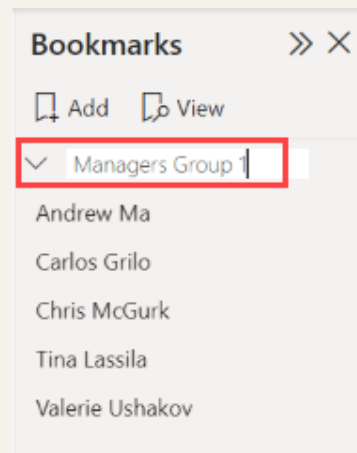
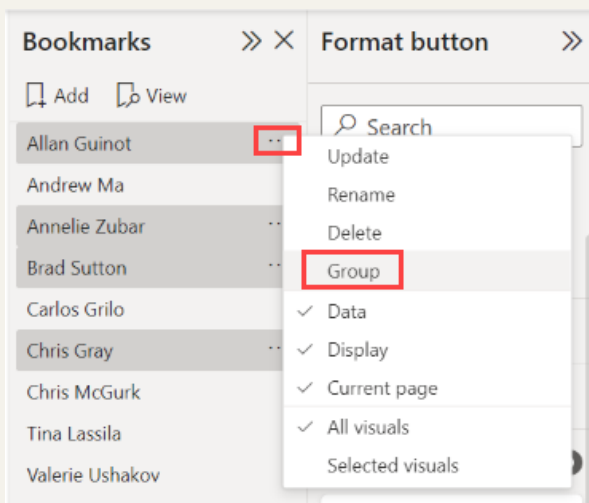
The screenshot illustrates the process of creating a bookmark in Power BI. It is divided into three main sections:

- Top Section:** Shows the Power BI ribbon with the **View** tab selected. The **Bookmarks** icon in the View tab is highlighted with a red box.
- Bottom Left Section:** Shows the **Bookmarks** pane. The **Add** button is highlighted with a red box. Below it, instructions state: "Use bookmarks to capture key data for yourself and others. 1. Filter data to get to the state you want to capture. 2. Click Add."
- Bottom Middle Section:** Shows the **Bookmarks** pane with a list containing "Bookmark 1". A right-click context menu is open over "Bookmark 1", with the **Rename** option highlighted by a red box.
- Bottom Right Section:** Shows the **Format** pane for a bookmark. The **Action** section is expanded, and the **Type** is set to **Bookmark**. The **Bookmark** dropdown is set to "Allan Guinot", which is also highlighted with a red box.

Create a Bookmark Group

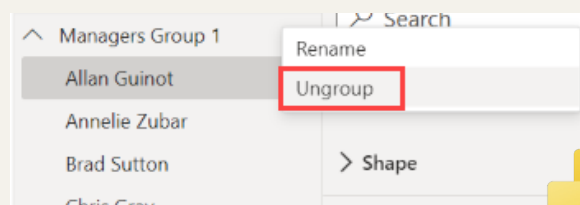
1. Press **Ctrl** and select the bookmarks you want to include in the group.
2. Select **More options (...)** next to your selected bookmarks, and then select **Group** from the menu that appears.
3. Power BI Desktop automatically names the group Group 1. You can select **More options (...)** next to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

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



You can also upgroup your bookmark:

More options (...) > Ungroup



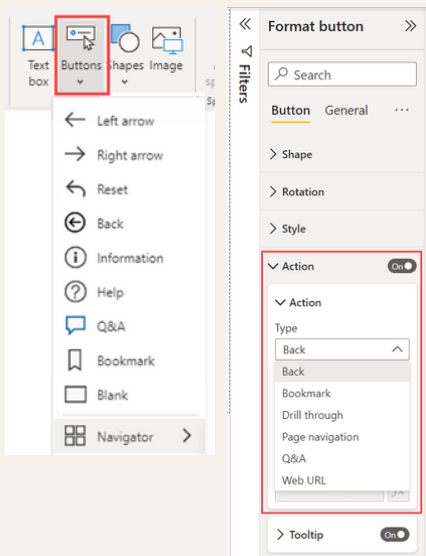
Buttons

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.

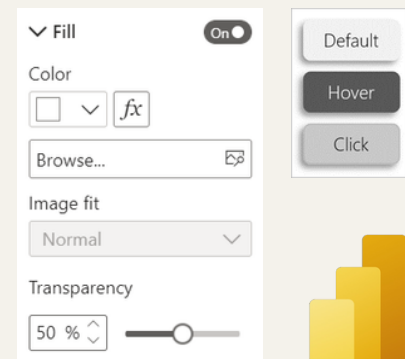
Create a Button

- 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)

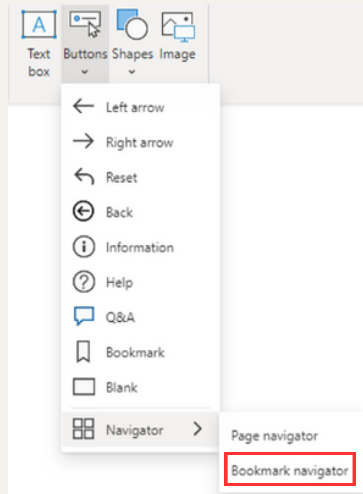


Pro Tip: • Use Images or Shapes with bookmark actions for creative buttons. • Use Toggle Buttons (one visual for ON, another for OFF) to enhance experience.



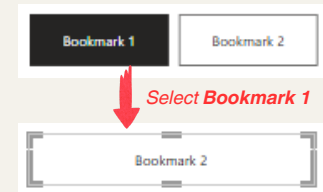
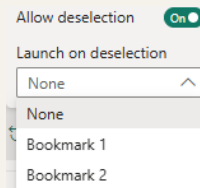
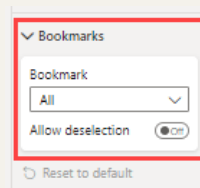
Use Button to Navigate Bookmarks

Method 1: Insert > Button > Navigator > Button navigator

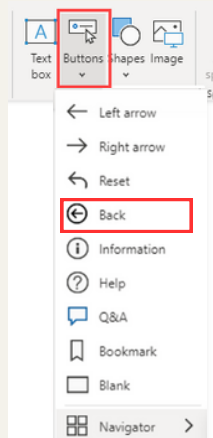


> Power BI automatically creates a bookmark navigator for you > Customize the shape and style as needed from the **Format Button** pane.

****** If you don't want to show any specific bookmark in your button, go to the **Bookmark** section & select turn on the **Allow deselection**. > select the bookmark that you don't want to show.

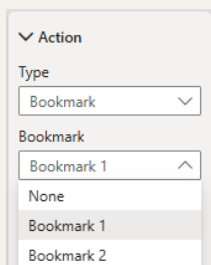
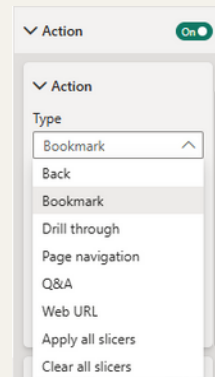


Method 2: Insert > Button > select any option (a blank button is mostly preferred) > Go to **Format Button** pane and customize it >



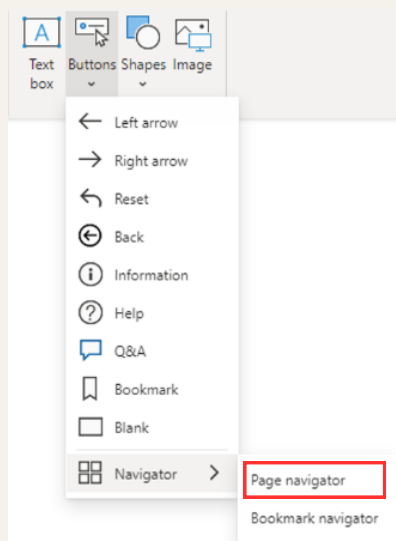
Go to the **Action** section, select Type as **Bookmark**.

> Select the specific bookmark that you want to navigate through the button



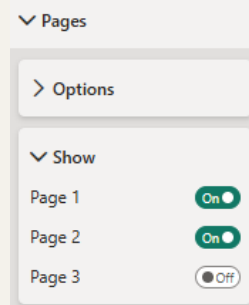
Use Button as Page Navigator

Method 1: Insert > Button > Navigator > Page navigator



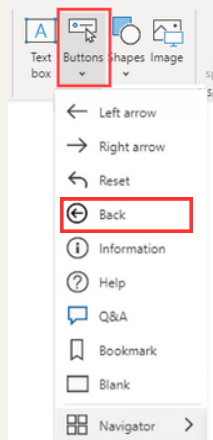
> Power BI automatically creates a page navigator for you > Customize the shape and style as needed from the **Format Button** pane.

** 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.

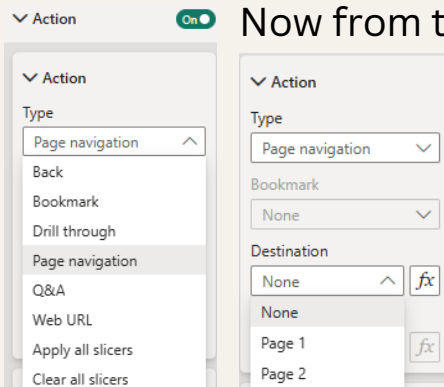


Method 2: Insert > Button > select any option (a blank button is mostly preferred) > Go to **Format Button** pane and customize it >

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



Now from the **Destination** select your page





Debabrata Palit

[in](#) /debabrata-palit03

THANK YOU!!!

STAY CONNECTED



SHARE
YOUR
THOUGHTS



SAVE
FOR
LATER



LIKE
THIS
POST

