









Create a Bookmark

The **Bookmarks** tool is used to store frequently visited map extents which can be created for the user, group, or domain.

1. To create a new bookmark, click **Bookmarks**.
2. Position the map to the view you would like to bookmark.
3. In the **Bookmarks** panel, enter a name for the bookmark in the text box.

Bookmarks	
<input type="text" value="Bookmark2"/>	
User 	Add
Set as Default <input type="checkbox"/>	
Danforth Water Structures	
Drinking Water Facility	
Golf Course	

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4. Select **Domain**, **Group**, or **User** from the drop-down list to specify who can view this bookmark.
5. To set a bookmark as the default when the map opens, select the bookmark and select **Set as Default**.
6. Click **Add**.

Your bookmark now appears in the list.