

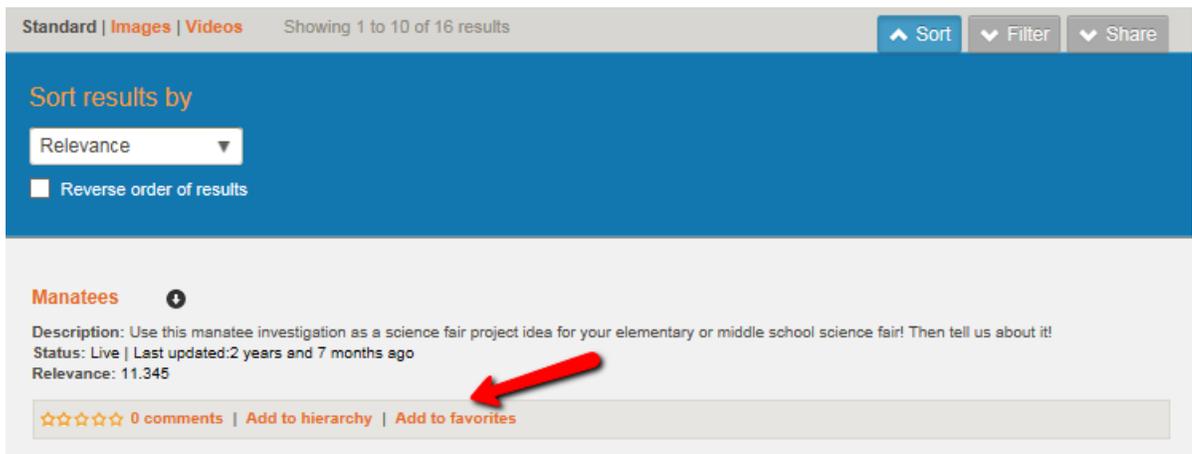
# Saving Resources and Searches as Favorites in The Orange Grove

Florida’s education faculty, administrators, and staff members with an account in The Orange Grove can save resources (individual items within the repository) and search queries for future use through the “Favorites” feature. You must be logged in to your account to access this feature.

## Adding a Resource to Favorites

To add a resource to Favorites when searching or browsing:

1. Start your search by entering words in the search box – or by selecting a collection to browse from the left side of the screen.
2. In the results list, click **Add to Favorites** below the item description. (Note: If the item is already saved to your Favorites list, you will see “Remove from Favorites.”)



3. Add tags (optional) and select your preferred version status.
  - Enter one or more tags, separated by commas. Tags can be used as keywords when you filter resources in the Favorites list.
  - Select your update preference: Choose **Always use latest version** to view the most recent version. Choose **This version** to maintain the current version – updates will not be shown.



4. Click **Add** to add the resource to your Favorites list.

### To add a resource to Favorites from the resource's summary page:

1. In the results list, click the title of a resource to view its summary page.
2. In the upper right corner, click **Add to Favorites**.



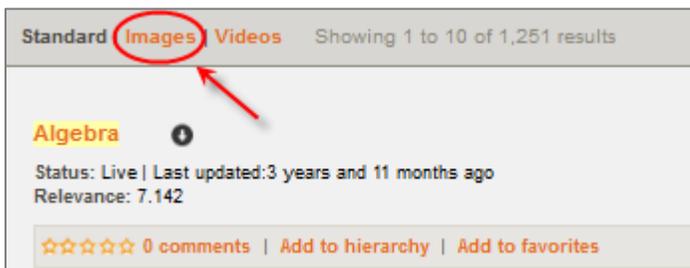
3. Add tags (optional) and select your preferred version status.
  - Enter one or more tags, separated by commas. Tags can be used as keywords when you filter resources in the Favorites list.
  - Select your update preference: Choose **Always use latest version** to view most recent version. Choose **This version** to maintain the current version – updates will not be shown.

### Adding an Image to Favorites

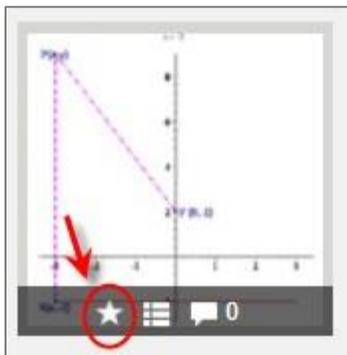
If any of the resources in the search results include an image file, the image will be displayed automatically on the image panel. If the resource has more than one image file attached, only the first will be displayed. The search results may display pictures that are not contained in image files, such as images in PDF files. These images will not be displayed on the image panel.

### To add a resource to Favorites from the image panel:

1. In the results list, click **Images**.



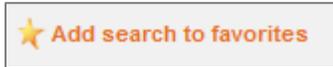
2. In the image panel, place your cursor over the image you want to save. This will display a set of icons below the image. Click the star icon  to save the image to Favorites.



## Adding a Search to Favorites

### To add a search to Favorites when browsing:

1. In the results list, click **Add search to favorites** located under the browse search box.



2. When prompted, enter a name for the search and click **Add**.

A dialog box titled "Add search to favorites" with a close button (X) in the top right corner. The main content area has the heading "Add search to favorites:" in orange. Below it is the instruction "Please enter a name for this search \*" in gray. A text input field is provided for the name. At the bottom right, there is a green button with a white checkmark and the text "Add". A small asterisk with the text "\* indicates mandatory field" is located below the input field.

### To add a search to Favorites when using the search box:

1. Enter search terms in the first box.
2. Click the down arrow in the second box to select advanced search options (optional).
3. Below the search box, click **Add search to favorites**.

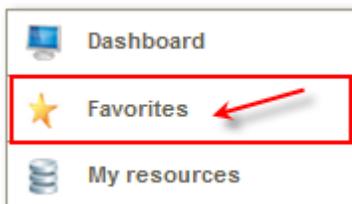
A search interface showing a search box with the text "algebra" and a blue search icon. Below it is a dropdown menu with "Within all resources" selected. At the bottom left, a button with a yellow star and the text "Add search to favorites" is circled in red with a red arrow pointing to it. At the bottom right, there is a cloud icon and the text "Found 3,574 cloud results".

3. When prompted, enter a name for the search and click **Add**.

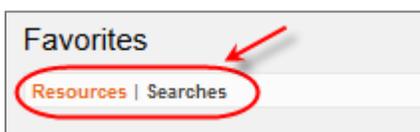
## Accessing Resources and Searches Saved to Favorites

### To access resources and searches in your Favorites list:

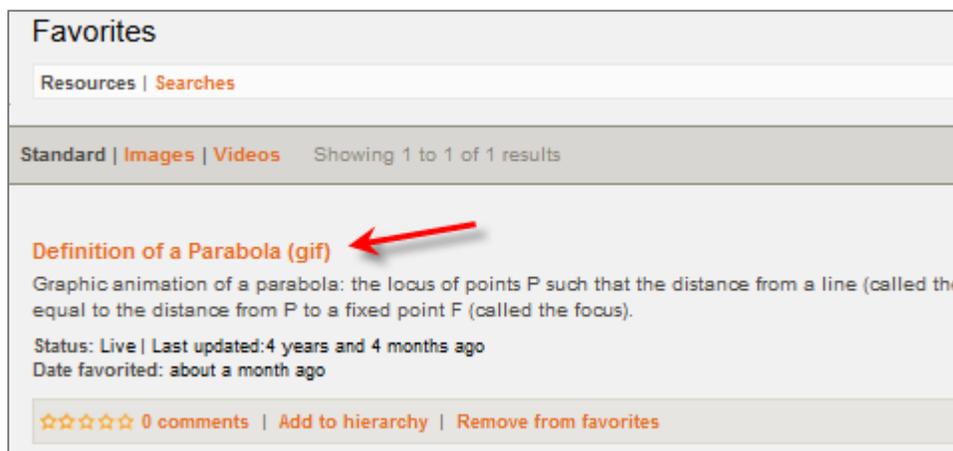
1. Click **Favorites** on the left side of the screen. You must be logged in to your account to see and access this feature.



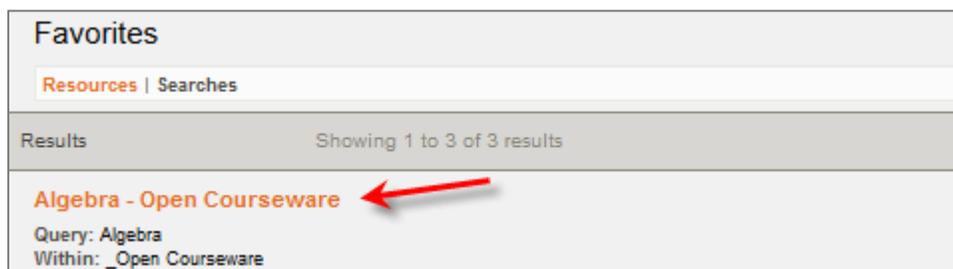
2. Click **Resources** or **Searches** in the menu bar.



3. View a saved resource or run a search:
  - To view a resource's summary page, click the title.



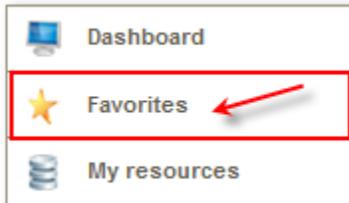
- To run a saved search, click the search name.



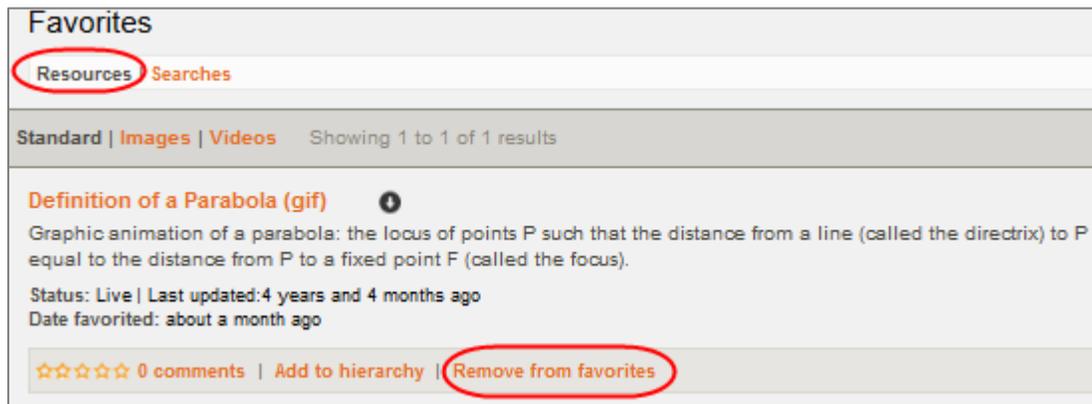
## Removing Resources, Searches, and Images from Favorites

### To remove a resource from Favorites:

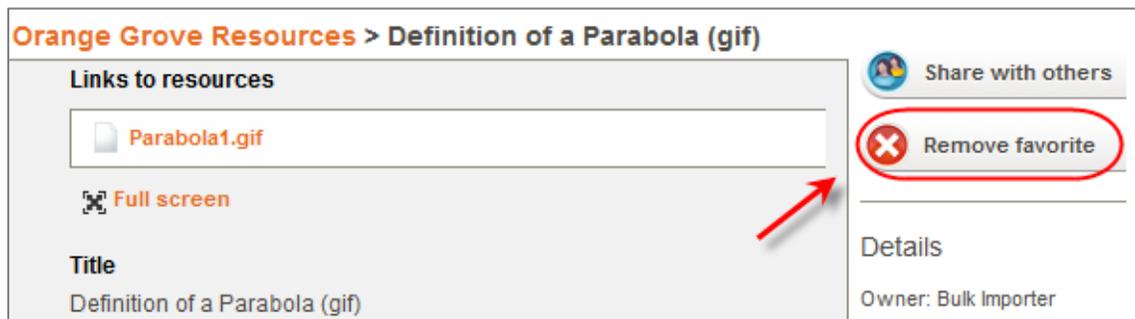
1. Click **Favorites** on the left side of the screen. You must be logged in to your account to see and access this feature.



2. Click **Resources**.
  - Below the resource's information, click **Remove from favorites**.

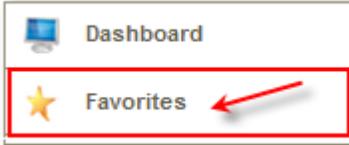


- Or, from the resource summary, click **Remove from favorites**.

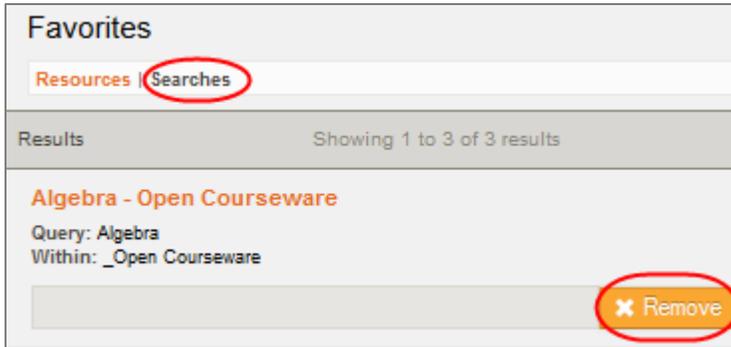


**To remove a search from Favorites:**

1. Click **Favorites** to go to the Favorites screen.

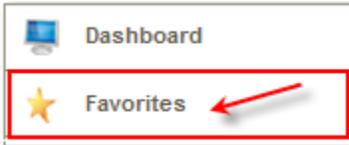


2. Click **Searches**, and then click **Remove**.



**To remove an image from Favorites:**

1. Click **Favorites** to go to the Favorites screen.



2. Click **Images**. Place the cursor over the image to be removed. This will display a set of icons below the image. Click the star icon  to remove the image.

