

FAVORITES RESOURCES & SEARCHES

FAVORITES

[The Orange Grove repository](#) resources and search queries can be saved for future use by adding them to your personal *Favorites* page.

Add a Resource to Favorites

1. Click the **Add to favorite's** button on the right-hand side of the resource summary page to display the *Add to favorites* dialog box.




2. In the *Add to favorites* dialog box, enter tags to help search for the resources and select a version option.



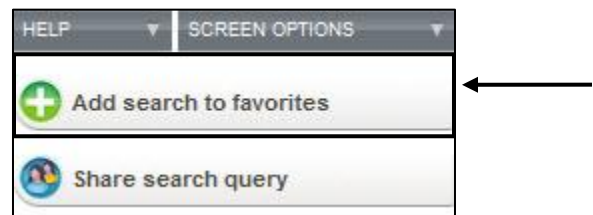
- Selecting the **Always use latest version** option will update the resource to a later version when one is available.
- Selecting the **This version** option means the resource will not be updated.
- Selecting the **Add** button adds the resource to your *Favorites* list and displays a *Successfully added to favorites* message and a *Remove favorites* button. Selecting the **Remove favorites** button removes the resource from your *Favorites* list.

Add a Search to Favorites

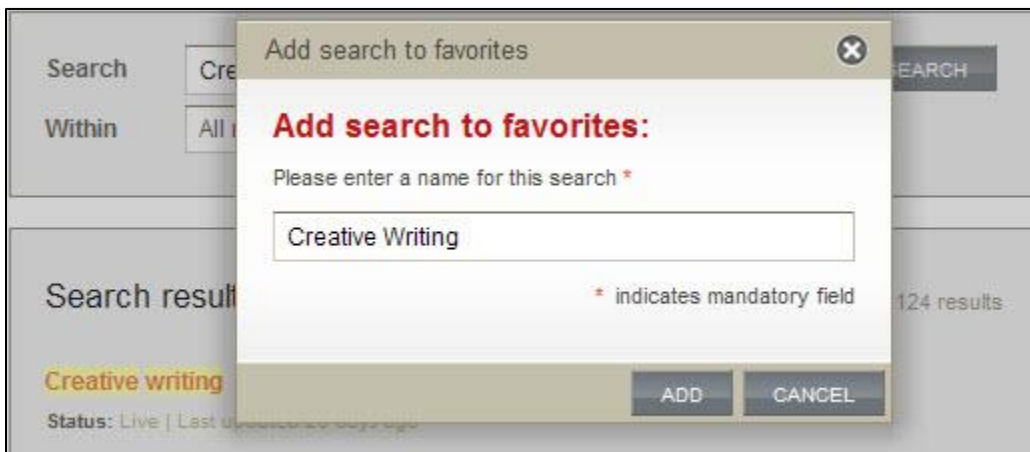
1. Enter your **key words** in the *Quick search* box provided on your dashboard page and click **Enter** on your keyboard or the  **magnifying glass icon**. In this example we will use the key words Creative Writing.



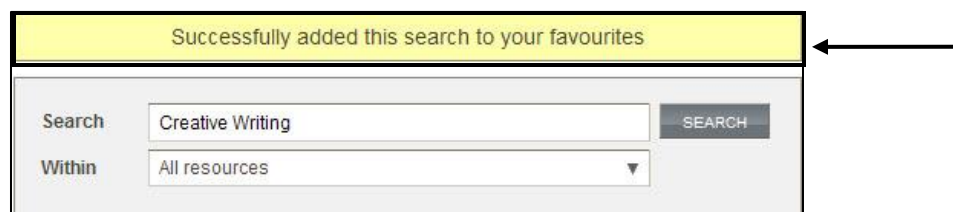
2. Click the **Add search to favorite's** button on the right-hand side of the *Search results* page to open the *Add search to favorites* dialog box.



3. Enter a **name** to help identify the search. Click **Add** or **Cancel** to exit without saving.



4. The dialog box will close and you will be given confirmation that the search query has successfully been added to your *Favorites* page.

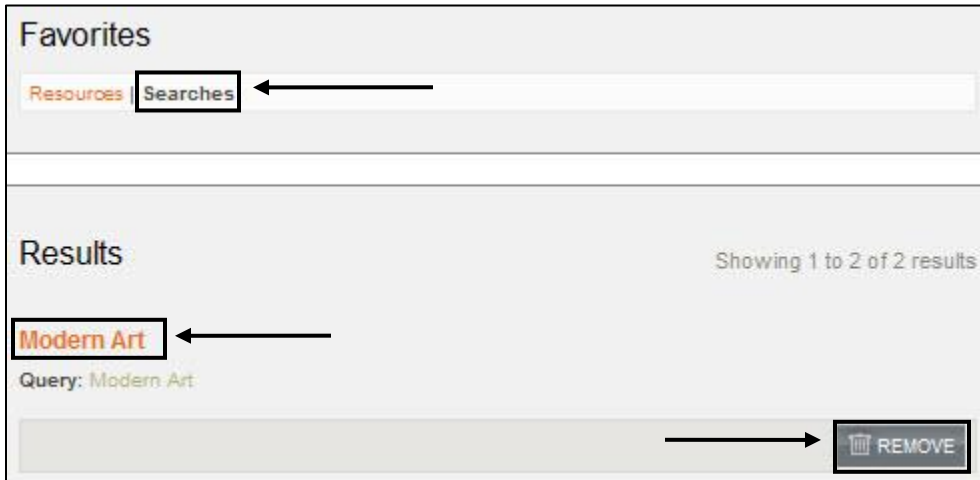


Accessing Favorite Resources & Searches

Saved resources and search queries can be accessed on your *Favorites* page. Click **Favorites** on the left-hand side of the page to display the *Favorites* page.

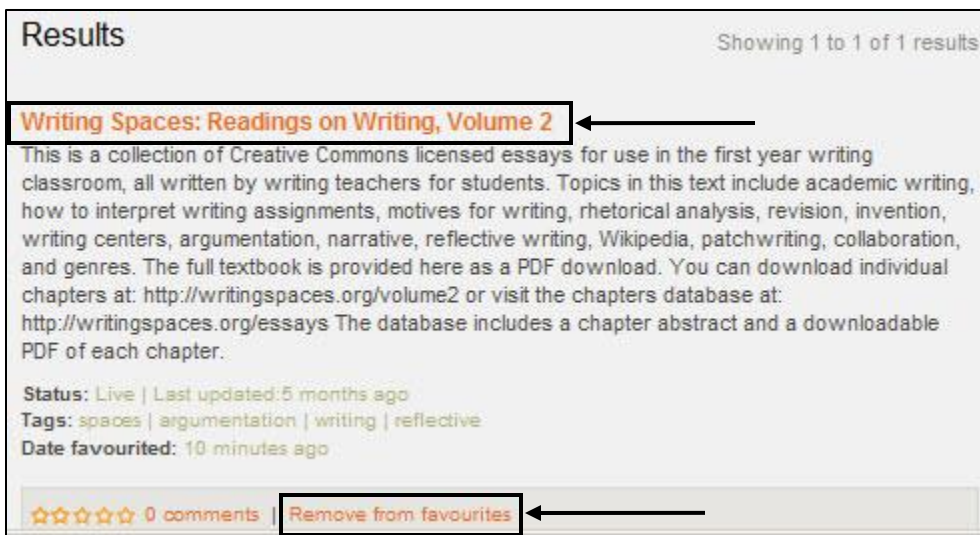
Favorite Searches

1. On the *Favorites* page, select **Searches** to display the saved search queries.
2. Click the **title** of the search query to execute the search.
3. Click the **Remove** button to delete the query from your *Favorites* page.



Favorite Resources

1. On the *Favorites* page, select **Resources** to display the saved resources.
2. Click the **Title** of the resource to access the resource's summary page.
3. Click **Remove from favorites** to delete the resource from your *Favorite* list.



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TheOrangeGrove