

Save Resources as Favorites - Script

You can save resources as favorites, using your collection. The Collection is an area where you can store resources for future use, such as resources you use often or want to find again easily. It is personal, and will not be shared with others. In this session you will learn how to access your collection, add items to your collection, how to organize it using tags and how to later on add items from your collection to a resource list.

Let's take a look at the collection. You can access your Collection from the navigation menu. In your collection, you can see all the items you've previously added to it. You can view an item details by clicking on it.

To add items to your collection click the add items button. This will allow you several options: search for a resource, create one, or upload your own file.

For example, let's search for an item To add it, select the item and click Add. Here it is.

You can also add items to your collection from a resource list, from within the resource list, click on the item menu and choose copy to my collection. And here it is in my Collection.

And last, you can also add resources to your collection using the Citelt tool. Here is my article, a click on Citelt, make sure to select Collection. ADD AND CLOSE.

In order to organize and later filter your collection, you can tag items.

To add tags to an item, click Add Tag, select from the existing tags or type in a new tag.

To filter the items by tags, click the filter icon and select your desired tags.

The Collection display is now filtered by the tag. You can remove a tag filter by clicking on the x next to the tag.

You can remove an item from your collection by selecting the row actions button and choosing Delete from collection. You can also delete items in bulk by selecting multiple items, opening the collection menu and choosing Delete selected items.

To search for items within your collection, click the search icon and enter a search term.

When you're working on your resource list, you can easily add items from your collection by clicking on Add Items and choosing the collection. From here, you can browse or search your collection, and either drag and drop them, or choose the item and click add.

This concludes our session on saving resources as favorites. Thanks for joining!