

Creating and Managing My Favorites

- ◆ My Favorites allows users to select and save up to 100 items (images and metadata) from SU Digital Library collections.

The screenshot shows a control panel for managing 'My Favorites'. It includes the following sections:

- View in:** A dropdown menu set to 'slideshow'.
- Compare:** Two dropdown menus, both set to 'item number', with a 'compare' button below them.
- Remove:** A list box containing items 1, 2, 3, and 4, with 'remove' buttons for each item and a larger 'remove' button at the bottom.
- Move:** A dropdown menu set to 'item number' and a 'to position' dropdown menu set to '1', with a 'move' button below.
- Save as Web page:** A section with instructions: '1. Type in Web page name. Click Create.' followed by a text input field containing 'My Favorites' and a 'create' button. Below this are two more numbered instructions: '2. From the File menu in your Web browser, click **Save as...**' and '3. Choose Web page, HTML only as the file type.'

- ◆ You can view My Favorites images as slideshows, compare images, delete selected items, or change the order of items within your Favorites page.
- ◆ You can also e-mail, save to your local machine, right-click to copy into PowerPoint® or other programs and post the images to a web page.
- ◆ My Favorites can be saved or published for course lectures, posting to Web sites, or e-mailing. As long as the CONTENTdm server is accessible to the recipient, the items contained on a published page may be viewed by simply clicking on the thumbnails.
- ◆ These functions are located on the left side of the My Favorites screen. Using these options does not affect the collection itself.
- ◆ You can create and save multiple versions of My Favorites.
- ◆ The **CONTENTdm PowerPoint Plug-in** is an advanced and customizable tool that facilitates the importing of My Favorites images and metadata into PowerPoint®. You can then edit and modify the "on-the-fly" PowerPoint® presentation using standard PowerPoint functionality. See the Quick Guide on [Using the Contentdm PowerPoint Plug-in with My Favorites](#)

For detailed information on using My Favorites, please refer to the [CONTENTdm Using My Favorites Help Guide](#).