

Managing Favorites in 9.0

Adding Favorites

To add favorites:

1. Open the page that you want to designate as a favorite.
2. Click Add to Favorites in the universal navigation header.

The Add to Favorites page appears, with the page name as the default in the Description field.

3. If you like, update the description for the favorite.
4. Click OK.

Editing Favorites

On the Edit Favorites page you can re-label favorites, delete favorites, or modify the sequence in which they appear on your menu pagelet.

To edit favorites:

1. Expand the My Favorites folder in the menu pagelet.
2. Click Edit Favorites.

The Edit Favorites page appears, displaying a grid with the favorites that you selected and their sequence numbers. If there are no favorites currently saved, a message indicates this in place of the Favorites grid.

3. Locate the favorite that you want to modify, and make your changes.

To re-label a favorite, type a new name in the text box. To delete a favorite, press the Delete button associated with it. To reorder favorites, type an appropriate number in the Sequence number box.

4. Save your changes.