

How to Set Up My Favorites


While browsing your award-winning content on IntelliConnect® using the Browse option in the Quick Bar, you may find particular content areas that you use more frequently than others, or that you might want to reference in the future. To quickly access that information in the future and save you time, you can save product content to My Favorites. From My Favorites you can quickly browse and search selected content.

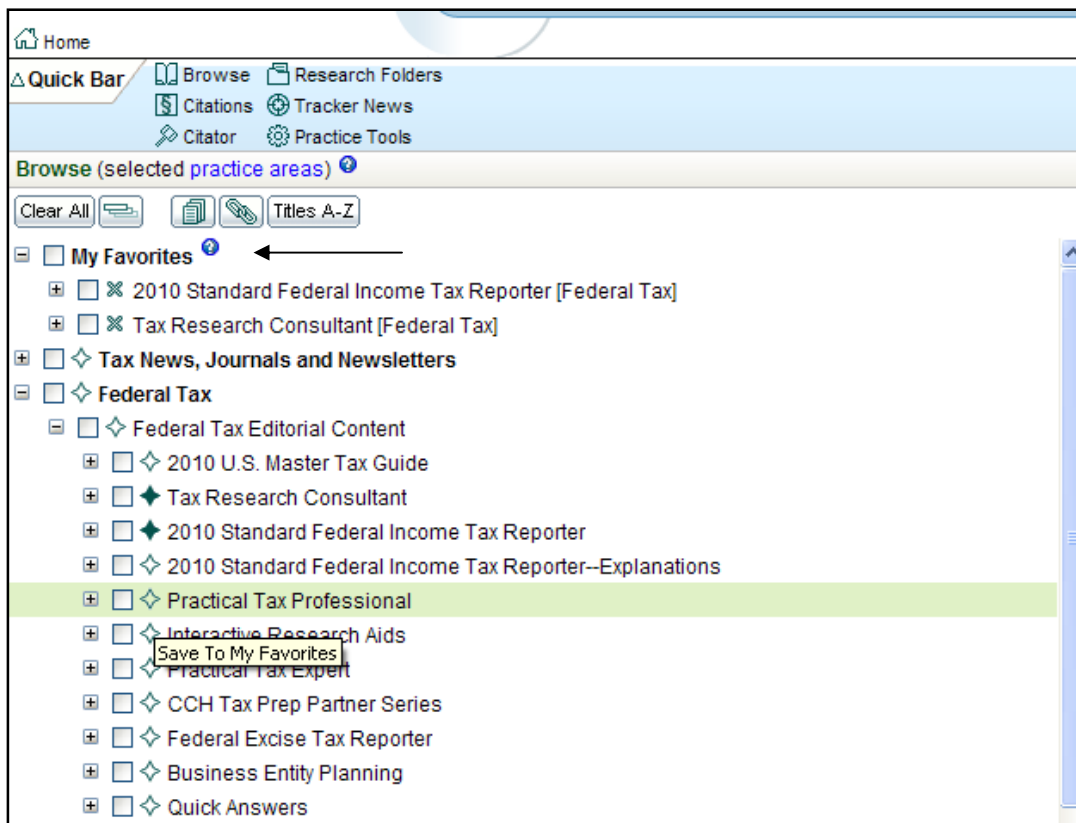
Note: The Browse Tree appears on the left pane of the Home Page so your content can be accessed immediately.

My Favorites will appear “open” by default so that you can easily save and search your most frequently used content area. If you would like My Favorites to always be closed once you log into IntelliConnect it can be changed within Preferences.


Publications can be saved at once at all levels of the Browse Tree.

To Save Product Content to My Favorites

- After locating the product content you want to save, click the Save to My Favorites icon  that is located to the left of the content item listing on the "Browse Tree."



The screenshot shows the IntelliConnect interface. At the top is a 'Home' button and a 'Quick Bar' with options like 'Browse', 'Research Folders', 'Citations', 'Tracker News', 'Citorator', and 'Practice Tools'. Below this is the 'Browse (selected practice areas)' section, which includes a 'Clear All' button and a 'Titles A-Z' button. The 'My Favorites' section is expanded, showing a list of items. The 'Practical Tax Professional' item is highlighted in green, and a tooltip 'Save To My Favorites' is visible over the diamond icon next to it. Other items in the list include '2010 Standard Federal Income Tax Reporter [Federal Tax]', 'Tax Research Consultant [Federal Tax]', 'Tax News, Journals and Newsletters', 'Federal Tax', 'Federal Tax Editorial Content', '2010 U.S. Master Tax Guide', 'Tax Research Consultant', '2010 Standard Federal Income Tax Reporter', '2010 Standard Federal Income Tax Reporter--Explanations', 'Interactive Research Aids', 'Practical Tax Expert', 'CCH Tax Prep Partner Series', 'Federal Excise Tax Reporter', 'Business Entity Planning', and 'Quick Answers'.

The product content is saved to My Favorites which is located at the top of your Browse Tree, and the Save to My Favorites icon  is shaded to show that the item is now saved to My Favorites.

Note: Publications are alphabetized.