

## Creating and Accessing Lists of Records

### Saving Records

In Quicksearch you can create and save lists of records for use later.

**Tip: Login first before trying to save records.**

To create and save lists of records you will

- Login
- Search and choose a set of records until you have a result list with check boxes.
- Check the box next to records you wish to save.
- Once you have selected records, save them for use later. Add to My Saved List and other options for exporting to Endnote or email are listed under Selected items pulldown menu.

Tip: Saved Articles+ records may be exported at the time of searching.

The screenshot displays the search results page for 'baseball' in 'Books' format. On the left, there are filters for 'LIMIT YOUR SEARCH' including Format (Books: 4,601), Publication Date, Author/Creator, Recently Added, Location, Language, Subject, Subject (Region), and Subject (Era). The main results area shows five items, with the first item selected. A dropdown menu is open for the selected item, showing options: Send to Email, Export to EndNote, Export to RefWorks, Add to My Saved List, Select All Items, and Clear All Items. A blue bar at the top right contains 'Display Options', 'Sort by Relevance', and 'Selected'.

Item	Title	Author	Published	Location	Format
1.	Baseball : 100 years of the modern era, 1901-2000		St. Louis, Mo. : Sporting News, c2001.	✓ Request for delivery to any Yale Library >> GV863 A1 B3755 2001 (LC)	Books
2.	Baseball	Seymour, Harold, 1910-1992	New York : Oxford University Press, 1960-<1971>	✓ SML, Stacks, LC Classification >> GV863 S49 (LC)	Books
3.	Baseball	Crane, Newton	London : G. Bell, 1891.	✓ Library Shelving Facility (LSF) >> NLJ20 B91c	Books
4.	Baseball	Clark, Tom, 1941-	Berkeley, Calif. : The Figures : Distributed by Serendipity Books, c1976.	✓ LSF- BEINECKE >> Zab C549 +976B	Books
5.	Baseball	Spackman, Robert R.	Ann Arbor : United States Naval Institute, 1963		Books

### Accessing the Bookbag and Other Lists

The bookbag and other lists are available under Saved Lists in the top level menu in the blue bar at the top of the screen. You must login first to access saved lists.

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Published on Yale University Library (<https://web.library.yale.edu>)

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Once you've gone to the Saved Lists, you'll see your Bookbag and other lists you may have created.

To make a new list from Bookbag items. Select items again using the check boxes.

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### Saved Lists

**SAVED LISTS FOR:**

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Bookbag (6) **private**

**List Name:** Bookbag  
**URL:** <https://search-aws-test.library.yale.edu/lists/s>

Copy Selected Items... ▾

1. Charles Ives

<b>Author</b>	Ives, Charles, 1874-19
<b>Date</b>	
<b>Container / Volume</b>	Box 28, Folder /
<b>Call Number</b>	MSS 14
<b>Found In</b>	<a href="#">Gilmore Music Library &gt; The Charles Ives Correspondence &gt; Correspondence - Gen</a>
<b>Format</b>	<a href="#">Archives or Manuscripts</a>

2. Charles Ives

To existing list:

To new list:

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Save them to a new list by using the Copy Selected Items pulldown menu.

Give the list a new name and click on Submit.

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**Source URL:** <https://web.library.yale.edu/quicksearch/tips/creating-and-accessing-lists-records>