## **Creating and Accessing Lists of Records**

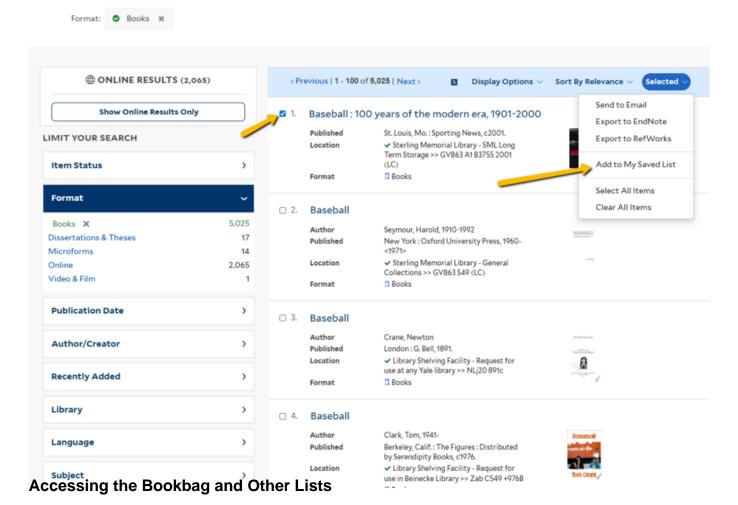
## **Saving Records**

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

## Tip: Login first before saving records.

To create and save lists of records you will

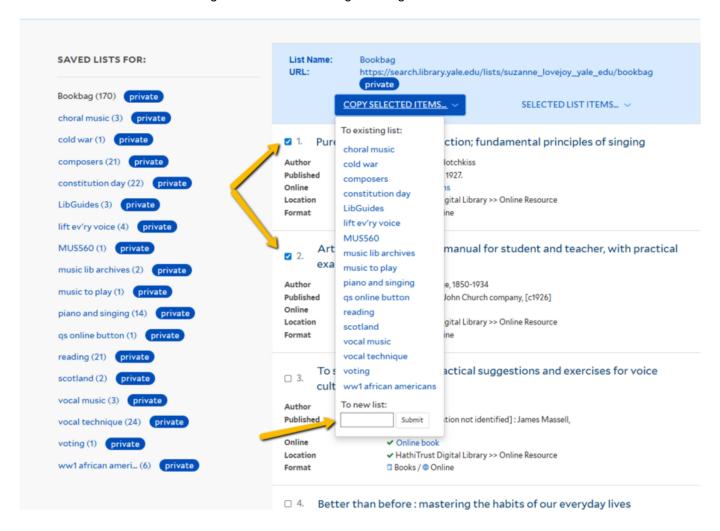
- Login
- Search and choose a set of records until you have a result list with check boxes.
- Check the box next to records you wish to save.
- Once you have selected records, save them for use later. Add to My Saved List and other options for exporting to Endnote or email are listed under Selected items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



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

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.



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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