

## Creating and Accessing Lists of Records

### Saving Records

In Books+ and Articles+ 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
- Go to Books+ or Articles+
- Check the box next to records you wish to save.
- Once you have selected records, save them to the Bookbag for use later. The Save to Bookbag and other options for exporting to Endnote or email, are listed under Selected items pulldown menu.

The screenshot displays the 'Quicksearch' interface. On the left, there is a navigation menu with options like 'Books+', 'Databases', 'Articles+', and 'Digital Collections'. Below this is a 'Limit your search:' section with a 'Format' dropdown menu. The main search area shows a search box with 'human rights' entered, a search button, and a 'Start Over' link. Below the search box, it says 'You searched for: human rights'. The search results are displayed in a list format, with the first result selected. The selected result is 'Human rights : proceedings of the Colloquy about the European Convention on Human Rights in Relation to Other International Instruments / Human Rights : Athens 21-22 September 1978'. A dropdown menu is open over this result, showing options: 'Send to Email', 'Export Citation(s)', 'Add to My Saved List', 'Select All Items', and 'Clear All Items'. Other search results are visible below, including 'Human rights: a study guide for the international year for human rights, 1968' and 'Human rights' by Ekin Ziforovic.

**Tip: You can create lists of books and articles by creating a list and putting material from Books+ and Articles+ in it.**

### 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.

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.

## Quicksearch

### Books+

Saved Lists for:

Bookbag (2)

private

The screenshot shows the 'Quicksearch' interface. At the top, a search bar contains the text 'human rights' and a search icon. Below the search bar, the 'List Name' is 'Bookbag' and the 'URL' is 'http://search-ib.library.yale.edu/lists/lis'. A dropdown menu is open, showing options for 'Copy Selected Items...' and 'Selected List items...'. The menu is divided into 'TO EXISTING LIST:' and 'TO NEW LIST:'. The 'TO NEW LIST:' section has a 'Submit' button and an empty text input field. Below the menu, a list of search results is visible, including 'Human rights : an introduction' by O'Byrne, Damien J., published in Oxfordshire, England : New York, New York : Routledge, 2013. The list item is marked as 'Online' and 'Online book'. The location is 'Yale Internet Resource >> Online Resource' and the format is 'Books / Online'.

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

Give the list a new name and click on Submit.

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