

# Using the Catalog to Save Searches and Create Lists

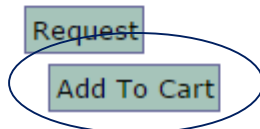
Many of the electronic resources offered by the library will allow you create lists to save, print, or email (often to multiple recipients). This useful feature allows users to share information easily, making it ideal for students to use in group projects.

## To Create a List

1. Click the **Add to Cart** button for each item you want to add to the cart

1.  **Money, master the game : 7 simple steps to financial freedom / Anthony Robbins.**  
Robbins, Anthony.  
Call Number 332.024 R538m 2014  
Place, Publisher Simon & Schuster, 2014  
Subject Finance, Personal.  
Investments.

1 copy is available  
BRYAN NEW BOOKS DISPLAY (1 available)



2. Click on the **Cart** link, which is in the menu bar below the green bar at the top of the page.

Library Home | Hours & Calendar | Find Articles | Research Help | Citation Help | Chat/Contact Us

MyLibrary/Log in	<b>Cart</b>	Heading Search	Reserves Search	Search History
Clear Session				Mobile Version

3. Select items you want to save to a list by clicking the **Select All** button or by clicking on the box to the left of individual items. (see Figure 1)
4. Select the level of detail you want to view in your list. **Full view** is the default selection, and usually provides all the information you need. (See Figure 1)
5. If you choose the **Save** option, you will be taken to the **MyLibrary** screen to log in (if you haven't already done so).

Your user name will be your Blinn ID number in one of these formats:

B00123456 or 123456 (without the B zero zero).

Your password will be your last name (all lower case letters)

- a. You will be taken to the **Your Lists** screen where you will have the option to **Create New List** List Name or to **Add to Existing List** (if you have created lists previously).
- b. Click the **Save** button to save your list.

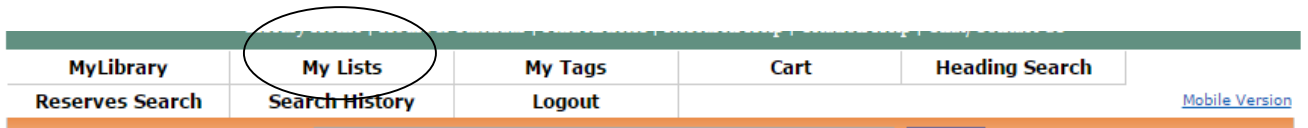
Figure 1 – Library Catalog Cart Options Screen

Add Tag

Select All Clear All Request Remove Save Email Export As... Full View Perform operations on: Selected records

## To View Your List(s)

1. Click on **My Lists** link which is in the menu bar below the green bar at the top of the page. **(Note: You must be logged in to the catalog to see the My Lists option)**



2. This will take you to **Your Lists** screen. Previously created lists will be found here. Selecting a list will allow you to Request, Remove, Email, or Export items from that list.

## Your Lists

Showing 1 to 10 of 20 << < 1 2 >>

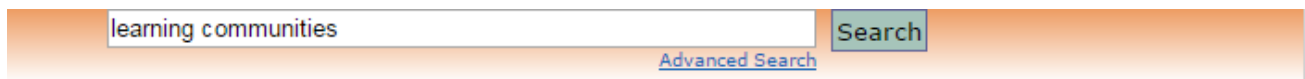
List Name	Items
<input type="checkbox"/> ASL	13
<input type="checkbox"/> NCBO	6
<input type="checkbox"/> TestList	4
<input type="checkbox"/> architecture_bunch	10
<input type="checkbox"/> asl order	2
<input type="checkbox"/> blinnbucpirfall2011	20
<input type="checkbox"/> ctl	314
<input type="checkbox"/> dante	6
<input type="checkbox"/> demo	3
<input type="checkbox"/> folk heroes	51

Showing 1 to 10 of 20 << < 1 2 >>

Select All Clear All Delete Merge

## To Save a Search

1. Use the Keyword Search box (or Advanced Search functions) to begin a search in the library catalog.
2. From the Search Results Screen, click on the Save as My Search button. If you save a search, the next time you log in it will automatically conduct a search on your saved keywords.



Current Search: learning communities ✕

Results 1 to 20 of 107 ... Sort by Relevance ▼

Add Page To Cart Add All To Cart

Save as My Search