

# How to Export Records from the Catalogue



While searching the online catalogue it is possible to send, or export, your search results to your email address or to disk.

When you have completed a search in the catalogue, records can be marked for export from either the brief list of items or from the full bibliographic display.

<p><b>Marking records for export</b></p>	<p><b>Marking records from a list</b></p> <ul style="list-style-type: none"> <li>• Click in the box to the left of each item you wish to select for <i>export</i> and click <i>Save Marked Records</i> or</li> <li>• Click <i>Save All on Page</i></li> </ul>	<p><b>Marking records from the full bibliographic display</b></p> <ul style="list-style-type: none"> <li>• Click <i>Export</i> button.</li> <li>• Only the record currently on display will be selected for <i>Export</i>.</li> </ul> <p>Click <i>Return to browse</i> to return to a list (if your search resulted in a list of records).</p>
<p><b>Commencing export procedures</b></p>	<p>Once records have been marked and saved as above, a new option appears on the button bar called <i>Export Saved List</i></p> <p>Click <i>Export saved list</i> button to display <i>Your List of Saved Records</i> and options for exporting:</p> <ul style="list-style-type: none"> <li>• <b>Format of List</b> Click button at left to select format (Full Display, Brief Display, Pro-Cite, End-Note, MARC) in which you want your records to be exported.</li> <li>• <b>Send List To</b> Click button at left to select E-Mail or Local Disk.</li> </ul> <p>To remove items from the list mark each item you wish to remove and click <i>Remove Marked Records from this List</i> button.</p>	
<p><b>Exporting to email</b></p>	<ul style="list-style-type: none"> <li>• Select E-Mail under <i>Send List To</i></li> <li>• Enter your full e-mail address, eg. abcd1234@mail.usyd.edu.au (do not abbreviate).</li> <li>• Click in <i>Subject</i> box and type your own subject if you wish.</li> <li>• Click <i>Submit</i> button and the message <i>E-Mail Sent</i> will indicate that your export to e-mail is complete.</li> <li>• Click <i>Clear Saved Records</i> button when finished.</li> </ul>	
<p><b>Exporting to disk</b></p>	<ul style="list-style-type: none"> <li>• Select <i>Local Disk</i> under <i>Send List To</i></li> <li>• Click <i>Submit</i> button, then click <i>Save</i>.</li> <li>• From the <i>Save In</i> pulldown menu, select <i>3½ Floppy (A:)</i>, or <i>Removable disk (G)</i>, or a location on your own PC.</li> <li>• Type a suitable file name or accept the default <i>export.txt</i></li> <li>• Click <i>Save</i> button to save as a text document.</li> <li>• Click <i>Clear Saved Records</i> button when finished.</li> </ul>	