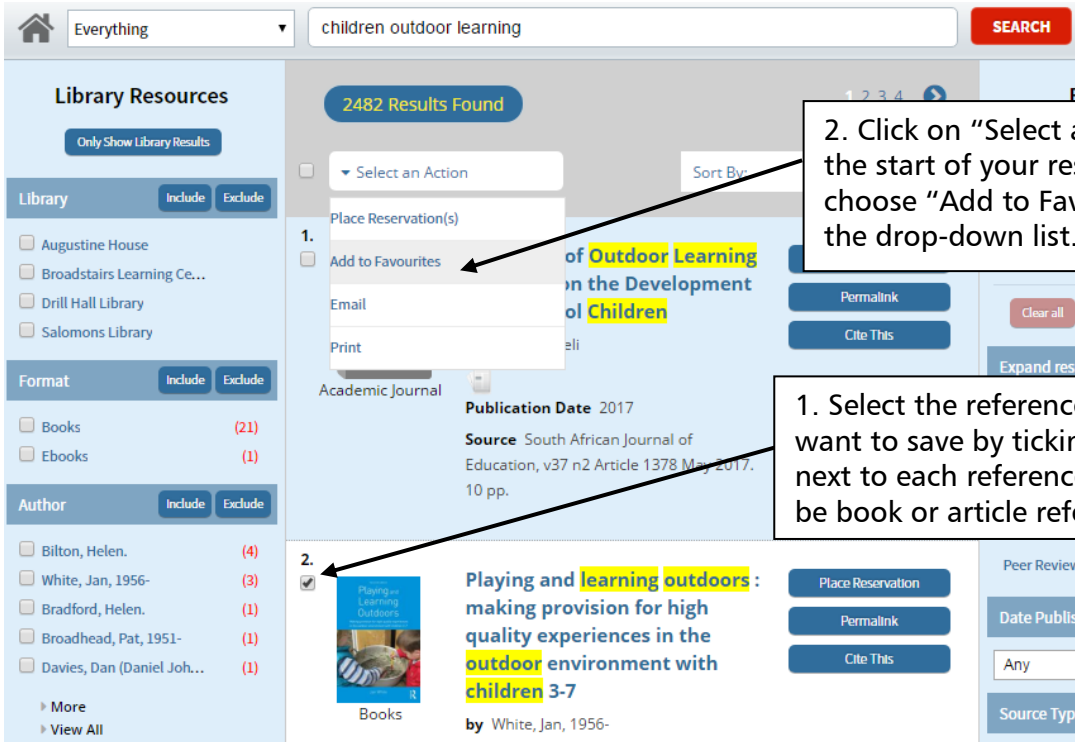


# LibrarySearch: Saving references to Favourites

In LibrarySearch you can select and save references into your Favourites area. These will go into a temporary area; you need to put them into lists to keep them permanently.

## 1. Selecting and saving references to Favourites

Make sure that you have Logged In to LibrarySearch (your name is on the screen).

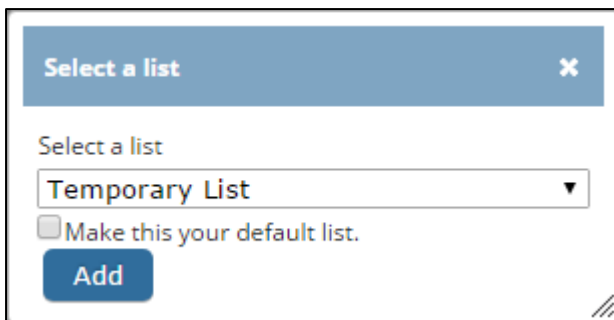


The screenshot shows the LibrarySearch interface with a search for "children outdoor learning" resulting in 2482 results. On the left, there are filters for Library, Format, and Author. The main results list shows two items:

- Item 1: "of Outdoor Learning on the Development of Children" (Academic Journal, 2017). A callout box labeled "2." points to the "Select an Action" dropdown menu, which has "Add to Favourites" selected.
- Item 2: "Playing and learning outdoors : making provision for high quality experiences in the outdoor environment with children 3-7" (Books, 1956-). A callout box labeled "1." points to the checkbox next to this item, which is ticked.

Additional callouts include:

- Box 2: "Click on 'Select an Action' at the start of your results list then choose 'Add to Favourites' from the drop-down list." (Points to the dropdown menu)
- Box 1: "Select the reference(s) that you want to save by ticking in the box next to each reference (these can be book or article references)." (Points to the ticked checkbox)



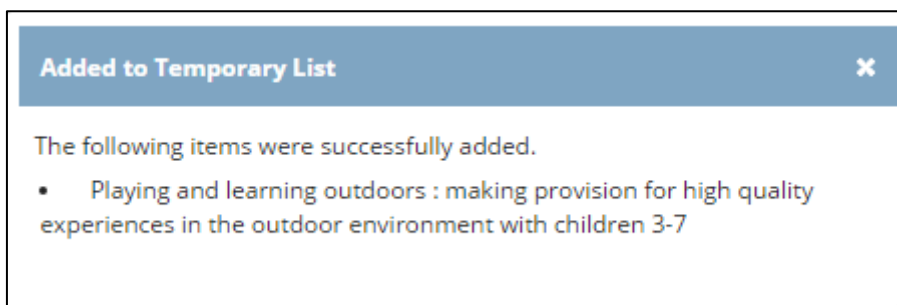
The "Select a list" dialog box contains the following elements:

- Title: "Select a list" with a close button (X).
- Label: "Select a list"
- Dropdown menu: "Temporary List"
- Checkbox: "Make this your default list." (unchecked)
- Button: "Add"

3. Your ticked references will be added to the temporary list.

If you have created other lists in your Favourites already then these will be listed here too.

A message will confirm that your references have been added.



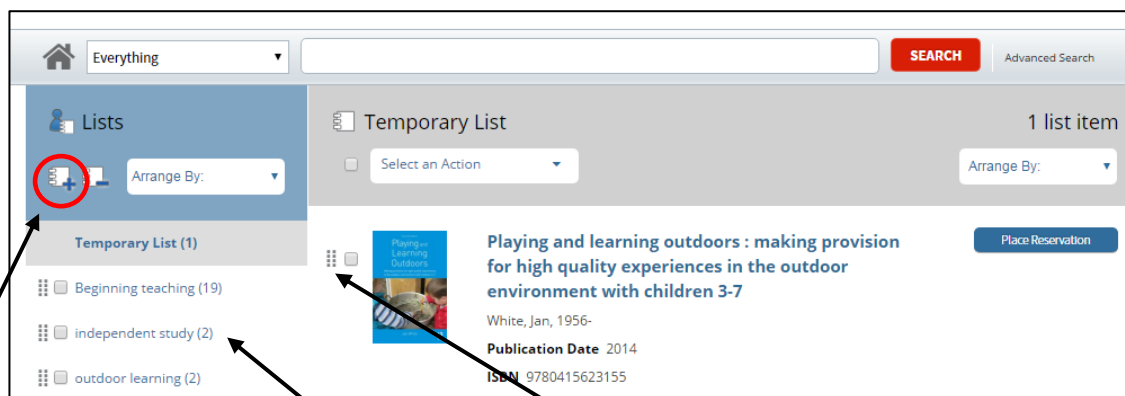
The "Added to Temporary List" confirmation message contains the following text:

The following items were successfully added.

- Playing and learning outdoors : making provision for high quality experiences in the outdoor environment with children 3-7

## 2. Managing references in your Favourites

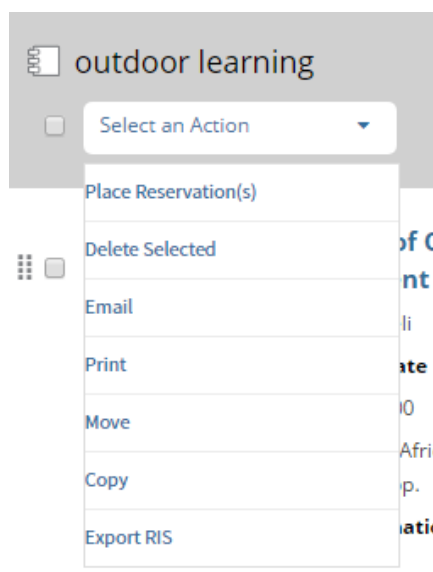
Select **Favourites** at the top of the page near to your name. You will see the references here that you have added to your temporary list:



1. Click on the page with a + symbol to add a new list, then give it a name and click on Create.

2. Your lists will appear here.

3. Either tick next to a reference and go to Select an Action/Move to move it into a list; or click on the dots by the reference to drag and drop it into a list.



In the Select an Action box, you can also choose to email or print your references.

## LibrarySearch help and advice

Find links to guides on the *LibrarySearch* homepage, including an "Off campus access" guide. There are further guides and video tutorials for searching many individual databases at:

<http://www.canterbury.ac.uk/library/guides/guides.aspx>

e-mail: [library@canterbury.canterbury.ac.uk](mailto:library@canterbury.canterbury.ac.uk) tel. 01227 922352

