

SAVING YOUR SEARCHES AND PREFERRED SEARCHES

If you have a favorite author or subject for which you often search when using the catalog, you can save the search with the click of a button. This will prevent you from having to key in the search each time and let you place reserves on new materials more quickly. You can keep this list current by removing searches that you no longer need.

How to Save a Search:

- STEP 1.** Log in to your library account.
- STEP 2.** Search for your favorite author, subject, title, etc. or create an advanced keyword search including limits to material type, language, publication year, etc.
- STEP 3.** When your results are displayed, click the button marked "Save as preferred search".
- STEP 4.** The next time that you log in to your library account, you can click the "Preferred Searches" button to see a list of your saved searches.
- STEP 5.** Click on the search link associated with any of the preferred search terms in the list to quickly execute your search.
- STEP 6.** You can be alerted of new materials added to the library collection which match your searches. Just check the "Mark for Email" box and be sure that your contact information includes your current email address.

The screenshot shows the top navigation bar with links: Log Out, Return to Your Account, Start Over, Modify Search, Another Search, and Expand Search. Below this is a search bar with a dropdown menu set to "KEYWORD", a text input containing "gluten-free", another dropdown set to "Emma S. Clark", and a "Search" button. To the right of the search bar is a "Save as preferred search" button, indicated by a red arrow labeled "STEP 3". Below the search bar are checkboxes for "Limit to titles which aren't in my Reading History" and "Limit search to available items", and a message "147 results found. Sorted by relevance | date | title". A "Result page:" indicator shows "1 | 2 | 3 | Next". Below the search bar are buttons for "Add Selected to Cart", "Add All On Page", and "Add Selected to My Lists". The main content area shows a list of results under the heading "KEYWORDS (1-50 of 147)". The first result is "The gluten lie : and other myths about what you eat" by Levinovitz, Alan, author. Below the title is a "Request" button. A table below the result shows details: BOOK, LOCATION (EC-New Books), CALL NUMBER (NEW 613.2 LEVIN), VOL, LAST CHECKIN (none), BARCODE (062791006394914), and STATUS (AVAILABLE). A "Resources" sidebar is on the right.

The screenshot shows a vertical menu with five items: "Preferred Searches" (with a magnifying glass icon and a red arrow labeled "STEP 4"), "Reading History" (with a clock icon), "My Lists" (with a list icon), "Change Your Contact Information" (with a person icon), and "Change Your Password" (with a question mark icon).

The screenshot shows the "Preferred Searches" interface. At the top is a search bar with a dropdown menu set to "KEYWORD", a text input, a dropdown set to "Emma S. Clark", and a "Search" button. Below the search bar is a checkbox for "Limit search to available items". Below that are buttons for "Remove All Searches" and "Update List". The main section is titled "Preferred Searches (1)" and contains a table with columns: "Mark to Remove", "Mark for Email", "TITLE", and "Search". The table has one row with the title "gluten-free in Emma S. Clark". To the left of the title are two checkboxes, the second of which is checked and indicated by a red arrow labeled "STEP 6". To the right of the title is a "Search" button, indicated by a red arrow labeled "STEP 5". Below the table are buttons for "Remove All Searches" and "Update List".