

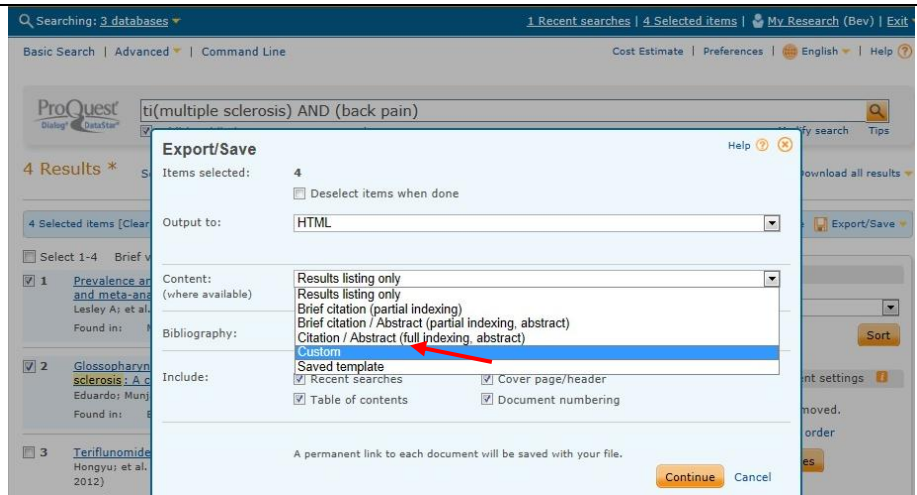
SAVING & EXPORTING RESULTS

Create a custom output template for use with Export/Save or Download all results

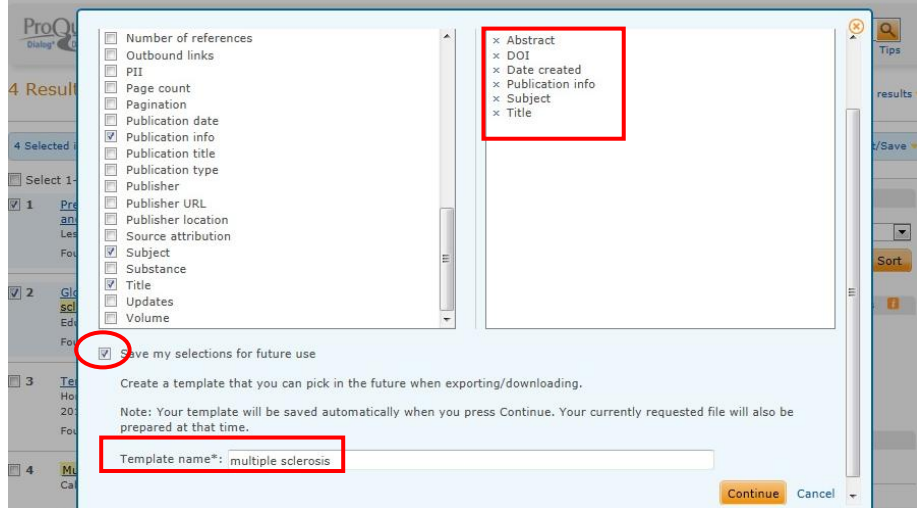
TASK: To save time, you can create a custom template from the results page and reuse it for your output when using the **Export/Save** or **Download all results** options. You must be logged into My Research to save the custom template and once saved, the named custom template will display with your format options.

<p>1. Log in to your My Research account. You can create a custom template in Basic, Advanced or Command search.</p>	
<p>2. Create your search strategy and click Search.</p>	
<p>3. On the results page check records you want to Export/Save or to export or save your entire set of results, click Download all results.</p> <p>Click on your chosen output format (e.g., PDF, HTML, XML, etc) from the drop list.</p>	

4. From the popup box, click the Content drop list and click **Custom**.



5. Check all fields you want to appear in the **Custom** format.



6. At the bottom of the screen, click **Save my selections for future use**.

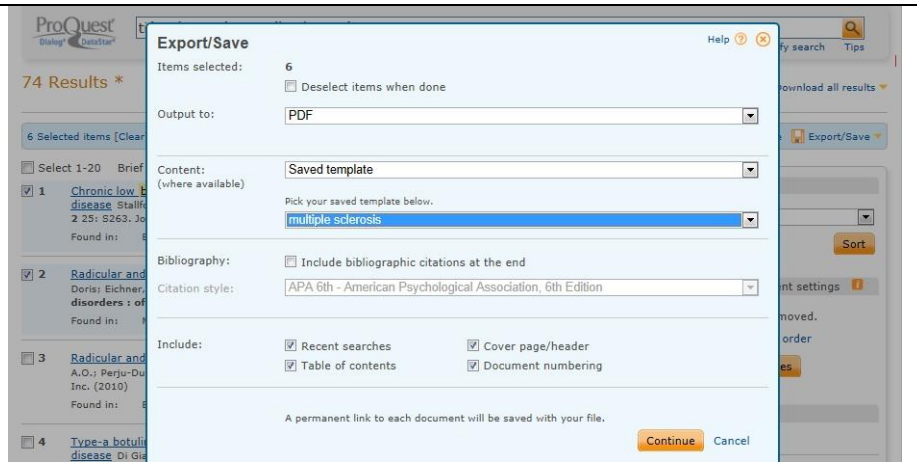
Enter a name for the Template and click **Continue**.

7. Save your documents.



8. To reuse the saved template, complete another search, then click **Export/Save** or **Download all results**. From the popup box, click **Saved Template** and select the named template you want to use.

Note: You must be logged into the same My Research account used when you saved the template.



NEED HELP?

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