

## SAVING AND EXPORTING RESULTS

### Email my results

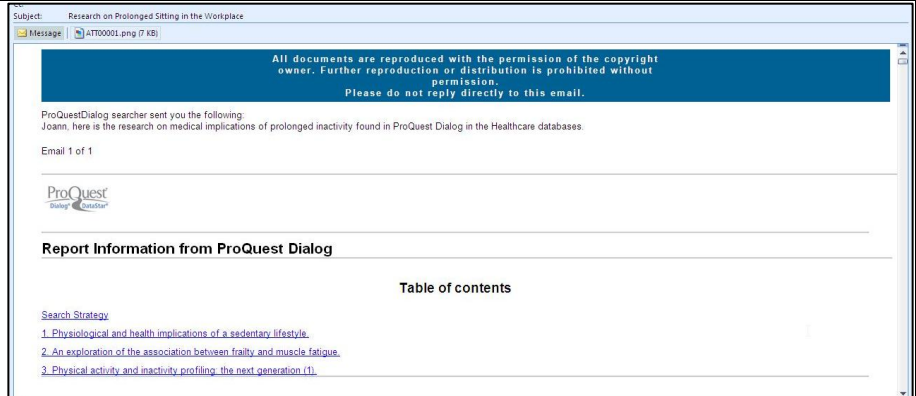
**TASK:** After running a search in ProQuest Dialog™ email your findings to yourself and to colleagues. Check off the boxes to the left of the most relevant records to your project and click the Email icon. ProQuest Dialog walks you through the rest.

<p>1. After running a search, when the Results page displays, browse titles and <b>select</b> records you wish to email to yourself or to your colleague(s).</p> <p>2. Click the <b>Email</b> icon.</p>	
<p>3. Choose how much of the record content you wish to send, from Results listing only (titles, dates and databases) to full records, or Custom, where you can choose which fields you wish to include.</p> <p>Each record will have a link back to ProQuest Dialog so even with Results listing only you and your email recipients will have access to the full records.</p>	
<p>4. Decide what to include in the email attachment, from the search strategy to a cover page, to a table of contents, and document numbering.</p> <p>Enter the <b>email address(es)</b> separated by commas or semicolons. The Subject line will serve as the title of the email. Add a message if you wish.</p> <p><i>Note:</i> When composing the message do not hit &lt;Enter&gt; after the salutation, but continue typing on the same line as the text wraps.</p> <p>Click <b>Continue</b>.</p>	

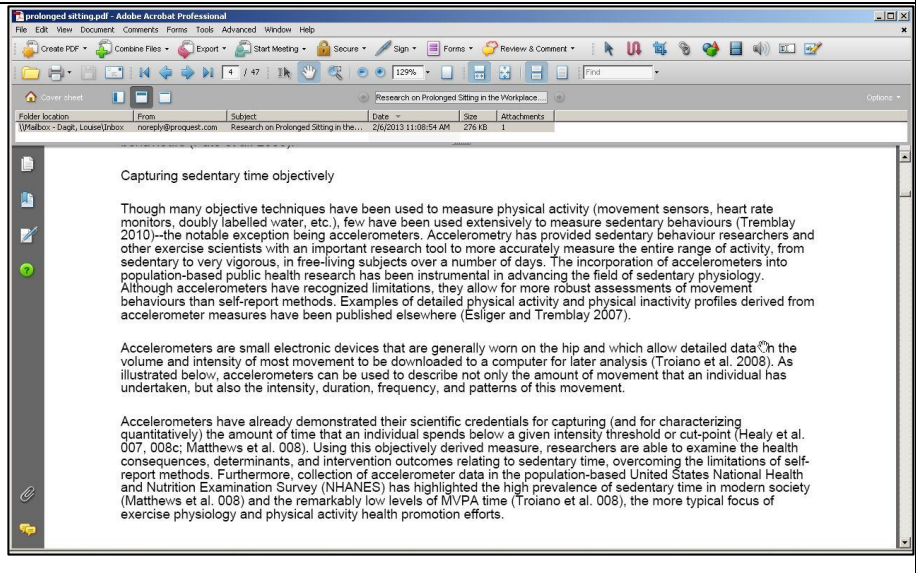
5. A pop-up message confirms the email has been sent. Click **Close**.



6. The email arrives in your and your colleagues' inboxes. Link to the sections of the Table of Contents to see the search strategy (if selected) and the records delivered.



6. If you have Adobe on your desktop your email software may provide a tab to convert to PDF.



## NEED HELP?

To learn more about ProQuest Dialog™, visit us online or contact our Global Customer Support team

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