

Quick Guide to Using LISTA

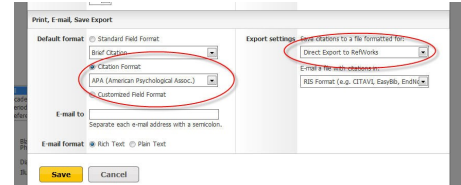
How to create a user account in the Library, Information Science, & Technology Abstracts (LISTA) database:

Click on the “Sign in” link at the top, right-hand corner of the homepage. Then, click on “Create a new account.”

Create a user name and password that will be easy for you to remember. Consider setting up a folder in your email account that saves all of your registration information for your various accounts.



Click on “Preferences” at the top, right-hand corner to choose a citation style you prefer or designate a default email address. This will save you from having to enter this information every time you want to email yourself an article.



How to create folders in your LISTA account:



Click on the Folder icon at the top, right-hand corner of the screen.

Next to “My Custom,” click on “New.”

This screen lets you create and name a new folder. This will allow you to maintain separate folders for each class or research topic.

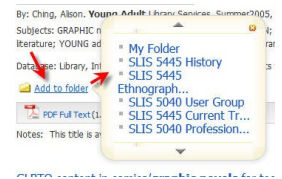


How to save an article in LISTA:

After you have found an article you want to save, simply click on “Add to folder,” which is found beneath the article description in the results view.

You can also add an article to a folder when you are viewing the actual record by clicking on the yellow folder icon at the top, right-hand corner of the record.

You can then move the article to different folders. Simply click on “Folder View” (found on the right-hand side of the screen) and click “Move to.”



How to save a search in LISTA:



Click on “Search History” at the top of the page. Select the search and click “Save Searches/ Alerts.” You will then need to name the search and click “Save.”

You can then retrieve your search history by clicking on the Folder icon at the top, right-hand corner of the screen and clicking on “Saved Searches.” Then select “Rerun” or “View Results”.



How to export citations from a journal article in LISTA:

You have two options – you can either export the citation into RefWorks (or a similar bibliographic management system) or send the citation to your email.

Make sure under “Preferences” that you have chosen the citation style you will be using.

To export the citation to RefWorks, click on the document icon with the green arrow (you need to be in Citation and not Full-Text view). Then choose the method of export.

To email the citation, click on the email icon. Then make sure to choose the option that emails the information in Citation format.

