

Exporting Lists & Sections

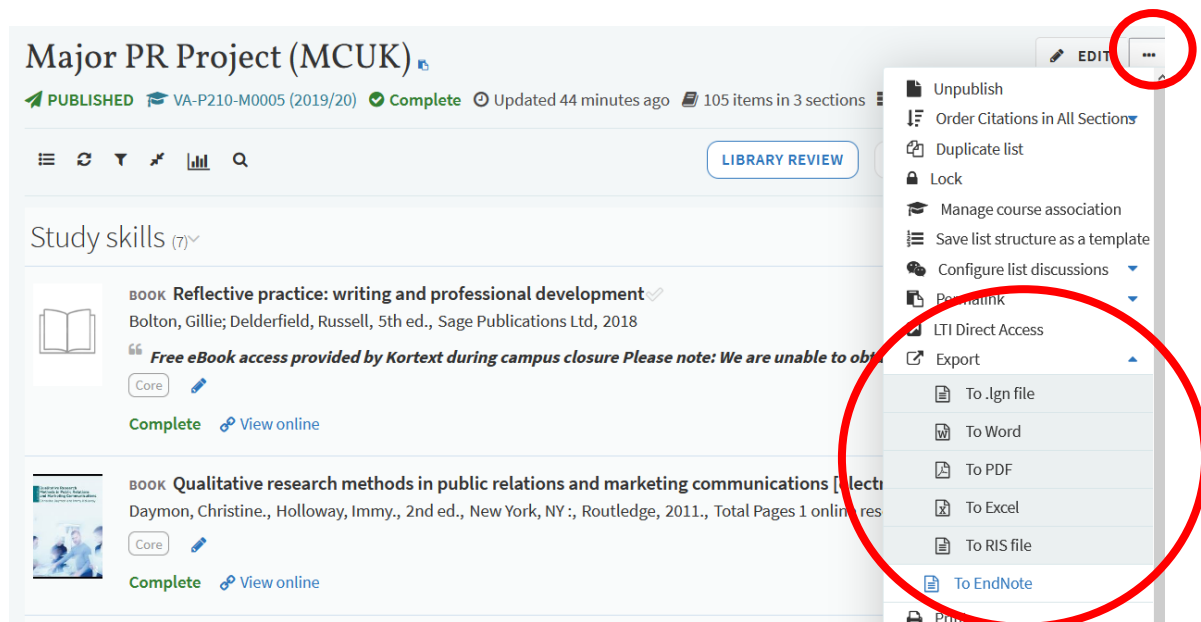
Full lists, as well as individual sections, can be exported from your list and downloaded in a number of different formats.

Lists can be exported as: .lgn, Word, PDF, Excel, RIS and EndNote.

Sections can be exported as: Word, PDF, Excel, RIS, EndNote.

To export a list:

- Click the ... on the top of the full list
- Click Export.
- Click on your desired file type.
- Choose which fields you would like included/excluded (Depending on your selected file type), and click Export.*
- *If you select Word, you will be asked to choose which referencing format you would like to export.
- You should then be presented with the download box for your file.



The screenshot shows the library interface for a list titled "Major PR Project (MCUK)". The list is published and complete, with 105 items in 3 sections. A dropdown menu is open, showing various actions such as "Unpublish", "Order Citations in All Sections", "Duplicate list", "Lock", "Manage course association", "Save list structure as a template", "Configure list discussions", "Permalink", "LTI Direct Access", and "Export". The "Export" option is highlighted, and a sub-menu is open, showing various file formats: "To .lgn file", "To Word", "To PDF", "To Excel", "To RIS file", and "To EndNote". Red circles highlight the three-dot menu icon and the "Export" option.

To export a section of a list:

- Click the ... on the right hand side of your desired section heading.
- Copy the same steps as above.