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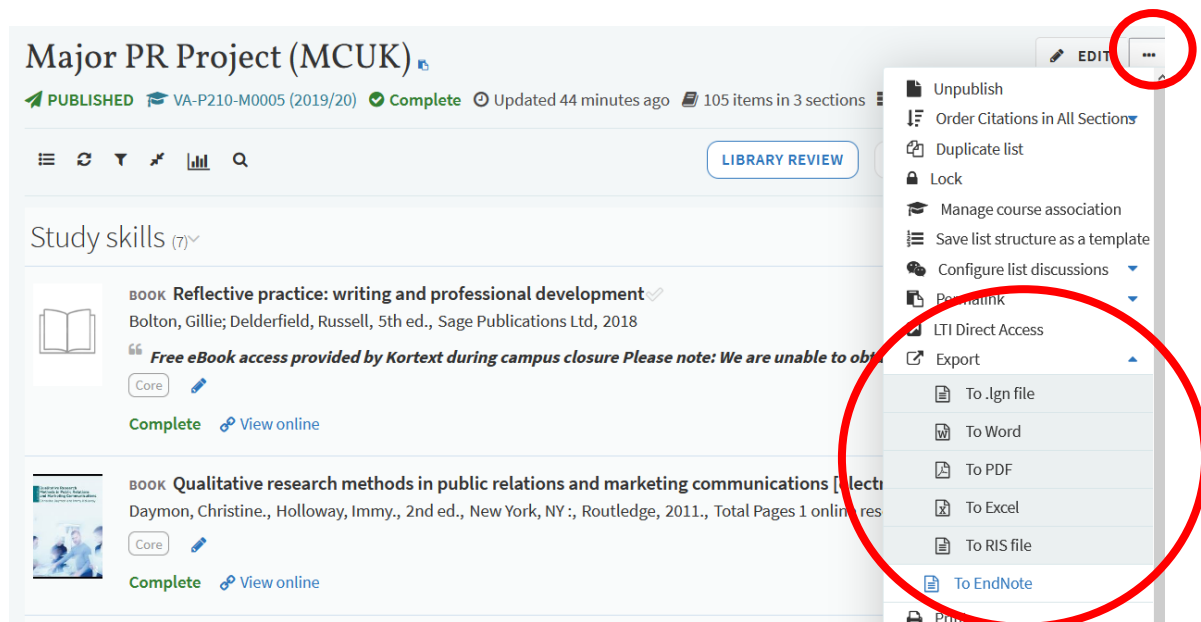
Full lists, as well as individual sections, can be exported from your list and downloaded in a number of different formats.

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.

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.