

# Exporting saved items and searches from Bridge<sup>2</sup>

In June, our new catalog, Catalyst, will replace both Bridge<sup>2</sup> and Bridge Classic. If you currently have saved items (called “favorites”) or searches in Bridge<sup>2</sup> that you want to keep, you’ll need to export them from the system before June 19. You do not need to worry about exporting the list of items you have checked out or that you have on hold. We will take care of those!

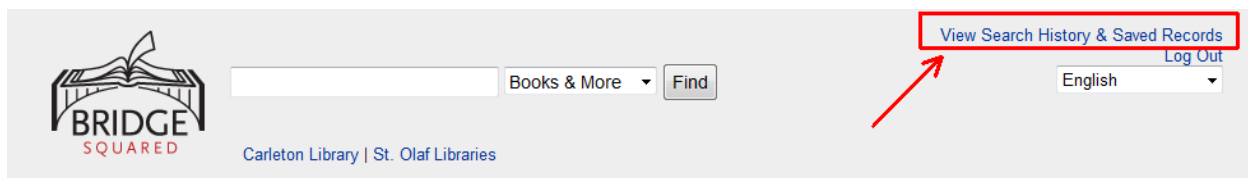
Librarians at both Carleton and St. Olaf are happy to work with you on this.

Read on for more instructions...

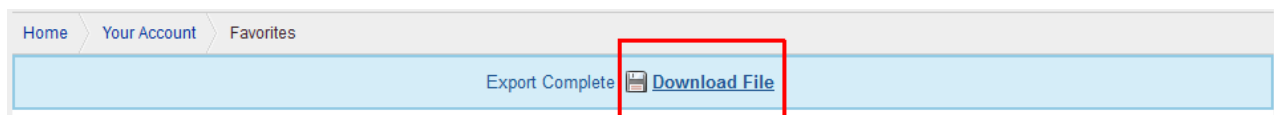
## Exporting Saved or Favorite Items

These instructions will export your saved items in EndNote format. Even if you do not use EndNote, this is the best method for exporting the items. Talk with a librarian about ways we can move the items from EndNote to a format that works better for you.

1. Go to Bridge<sup>2</sup> (Carleton: [carleton.mnpals.net](http://carleton.mnpals.net) or St. Olaf: [stolaf.mnpals.net](http://stolaf.mnpals.net))
2. In the upper right corner of the screen, click on “View Search History & Saved Records”



3. Log in with your username and password
4. If you’re not on the screen that says “Your Favorites” click on “Favorites” on the right side of the screen under “Account”
5. Select the items you want to export by checking the box next to the items.
6. Click “Export Selected”
7. Choose Format: “EndNote”
8. Click “Export”
9. When you’re taken back to the Favorites screen, you should see a blue bar that states “Export Complete Download File.”
10. Click “Download File.” Your browser will download a file named vufind.enw which can be opened in EndNote.

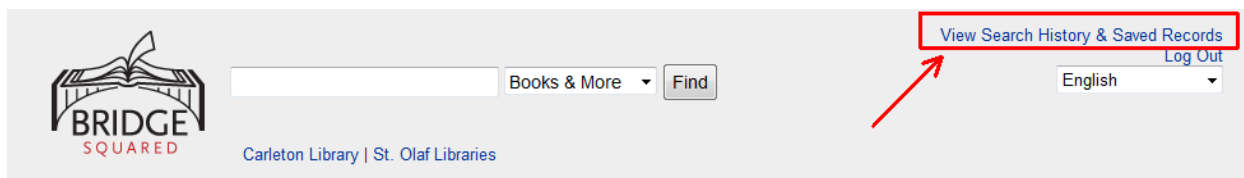


**Note:** The “email selected items” option will not work, as it will only send you a link to the items in Bridge<sup>2</sup>.


## Exporting Saved Searches

Unfortunately, Saved Searches aren't exportable in a way that can be moved directly to another system. You'll need to note the parameters of the search and then re-create it in the new system, which we are happy to help you with. These instructions will help you find the information you'll need to re-create the search later.

1. Go to Bridge<sup>2</sup> (Carleton: [carleton.mnpals.net](http://carleton.mnpals.net) or St. Olaf: [stolaf.mnpals.net](http://stolaf.mnpals.net))
2. In the upper right corner of the screen, click on "View Search History & Saved Records"



3. Log in with your username and password
4. Click on "Your Saved Searches" on the right side of the screen under "Account"
5. You should see a list of your searches.
6. Note the search terms as well as the limits in your note-taking form of choice or take a screen shot.

Your Saved Searches				
Time	Search	Limits	Results	Delete
05-17-2016 12:58	tidal and geology	<b>Collections:</b> Government Documents <b>Format:</b> Map or Atlas	37	 Delete

In the above example, I would make notes that look something like:

Search Terms: "tidal" "geology"

Collection: "Government Documents"

Format: "Map or Atlas"

7. After Catalyst is live, meet with a librarian and we will be happy to work with you to create an analogous search.