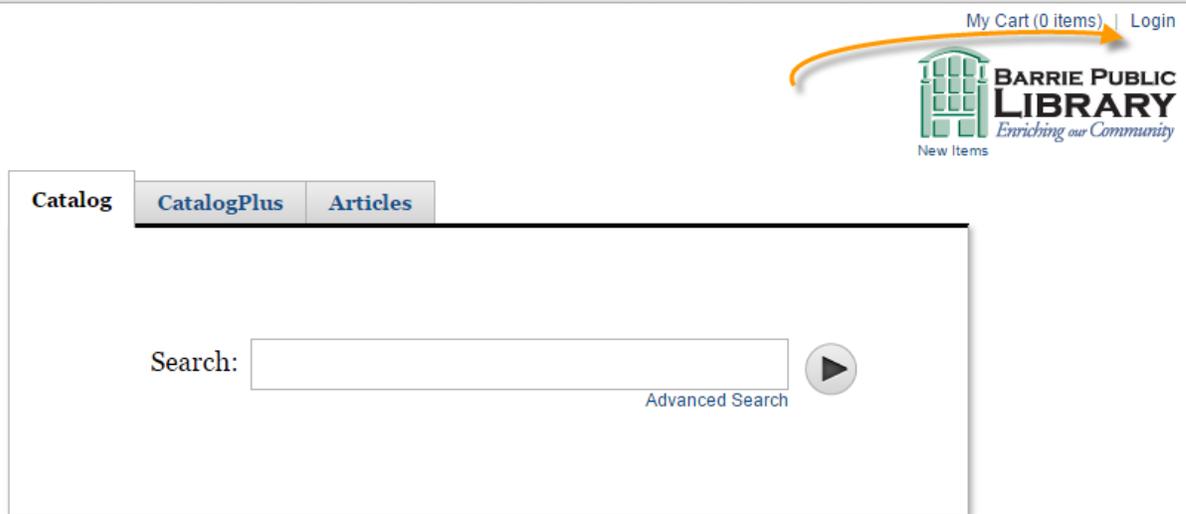


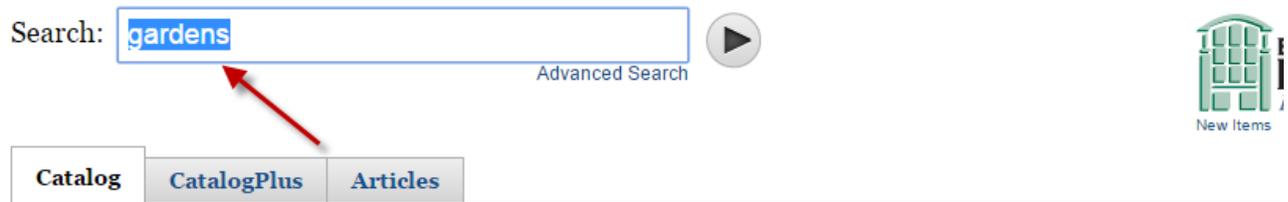
# Creating Lists

To create a List under our new Catalogue, Encore, first login.

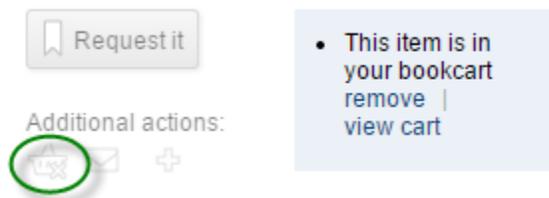
To login, go to Login on the top left (orange arrow) You will be prompted to enter your library card and PIN.



Then use the search box to do a search for material.  
For example, I will do a search for Gardens. Here are my search results.



The green arrow indicates the shopping cart. It looks like a basket. Once you have clicked on this for an item, it shows it with a small x like this



You will also see the message beside it that indicated that it is now in your cart. There is also a text indicator that you can choose to remove it from your cart.

You will also see the cart indicator at the top left of the screen beside your name.

It shows the total number of items in your cart.



**\*Note that the cart contents only last for the current session. If you log out, or the system times you out, then you will lose any items that are in your cart \***

Click on the My Cart at the top left of your screen, and you will see this screen:

The screenshot shows a web interface for a library's cart. At the top, there is a navigation bar with a back arrow and the text "Back to previous page". Below this is a row of icons for actions: "Request it", "Remove from cart", "Add tag", "Email", and "Save to list". A red arrow points to the "Save to list" icon. Below the icons is a "Select All None" link. The main content area lists three books, each with a checked tick box on the left. A green double-headed arrow points to these tick boxes. Each book entry includes a cover image, title, author, and availability information. To the right of each book is a "Request it" button and a list of "Additional actions" (shopping cart, email, plus). A black arrow points from the "Request it" button to a callout box that says "This item is in your bookcart remove".

At the top of the screen you will see a row of icons with descriptions. The last one is "Save to List" (red arrow)

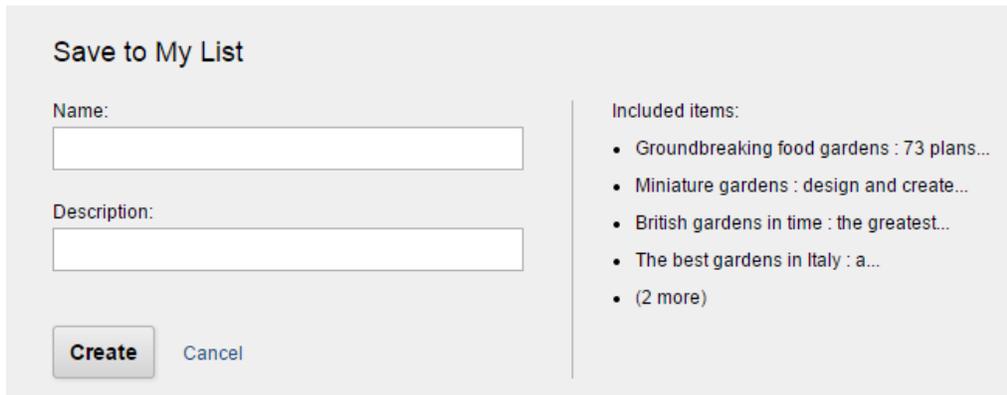
You will also notice on the left side tick boxes beside each item. (green arrow) They will all be ticked

when you first come to the screen. At the top of that column you can see the words **Select All None**.

Clicking on **None** will remove all the tick boxes. Clicking on **All** will tick all the boxes. You can also remove or add ticks to boxes individually. This is useful if you want to add some items to one list and some to another.

On the right side you can see the information that the items are in your bookcart, and text to click on to remove them. (black arrow).

If you click on **Save to List** you will get a popup box. If this is your first list, the box will look like this:



The screenshot shows a 'Save to My List' dialog box. On the left, there are two text input fields: 'Name:' and 'Description:'. Below the 'Name' field is a 'Create' button and a 'Cancel' button. On the right side, under the heading 'Included items:', there is a list of items: 'Groundbreaking food gardens : 73 plans...', 'Miniature gardens : design and create...', 'British gardens in time : the greatest...', 'The best gardens in Italy : a...', and '(2 more)'.

You would fill in the boxes for the name of the list and the description. The description box is optional.

If you have already created lists, the box will look like this:

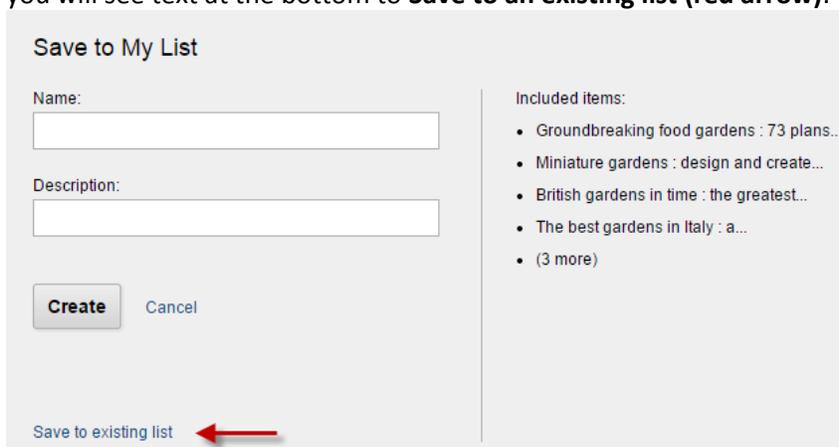


The screenshot shows a 'Save to My List' dialog box. At the top left, there is a dropdown menu with 'Audiobooks' selected, indicated by a red arrow. Below it is an 'Add' button and a 'Cancel' button. At the bottom left, there is a link 'Save to new list' with a green arrow pointing to it. On the right side, under the heading 'Included items:', there is a list of items: 'Groundbreaking food gardens : 73 plans...', 'Miniature gardens : design and create...', 'British gardens in time : the greatest...', 'The best gardens in Italy : a...', and '(3 more)'.

The red arrow shows where there is a drop-down menu for lists you have already created, allowing you to choose one and add items to that list.

Clicking on **Save to new list** (green arrow) will bring up a window.

This new window is very similar to the one you get for your first list, see below. The difference is that you will see text at the bottom to **Save to an existing list (red arrow)**.



The screenshot shows a 'Save to My List' dialog box. On the left, there are two text input fields: 'Name:' and 'Description:'. Below the 'Name' field is a 'Create' button and a 'Cancel' button. On the right side, under the heading 'Included items:', there is a list of items: 'Groundbreaking food gardens : 73 plans...', 'Miniature gardens : design and create...', 'British gardens in time : the greatest...', 'The best gardens in Italy : a...', and '(3 more)'. At the bottom left, there is a link 'Save to existing list' with a red arrow pointing to it.

You would fill in the boxes for the name of the list and the description. The description box is optional.

**Save to My List**

Name:

Description:

Once you entered the name for your list and the optional description, if you want one, click on **Create**, then you will get a confirmation screen. If it is your first list, it will look like the one on the left, if an additional list, the right

Created new list named Gardens with 6 records

**Save to My List**

✓ Created new list named Gardens of the world with 7 records

Clicking on **OK** takes you back to your cart.

You can use the tick boxes to remove items that you have moved to a list from the cart, since you are now finished with them, and then deal with the remaining items. Tick the boxes beside the items you don't need in the cart anymore and click on **Remove from cart**, along the top

Request it  **Remove from cart**  Add tag  Email  Save to list

Select All None

If you want to clear all the items out of your cart, you can use the Clear my Cart at the top of the screen beside your name, or click on the **All** to mark all boxes, and then **Remove from cart**.

[Clear my cart](#) |  |