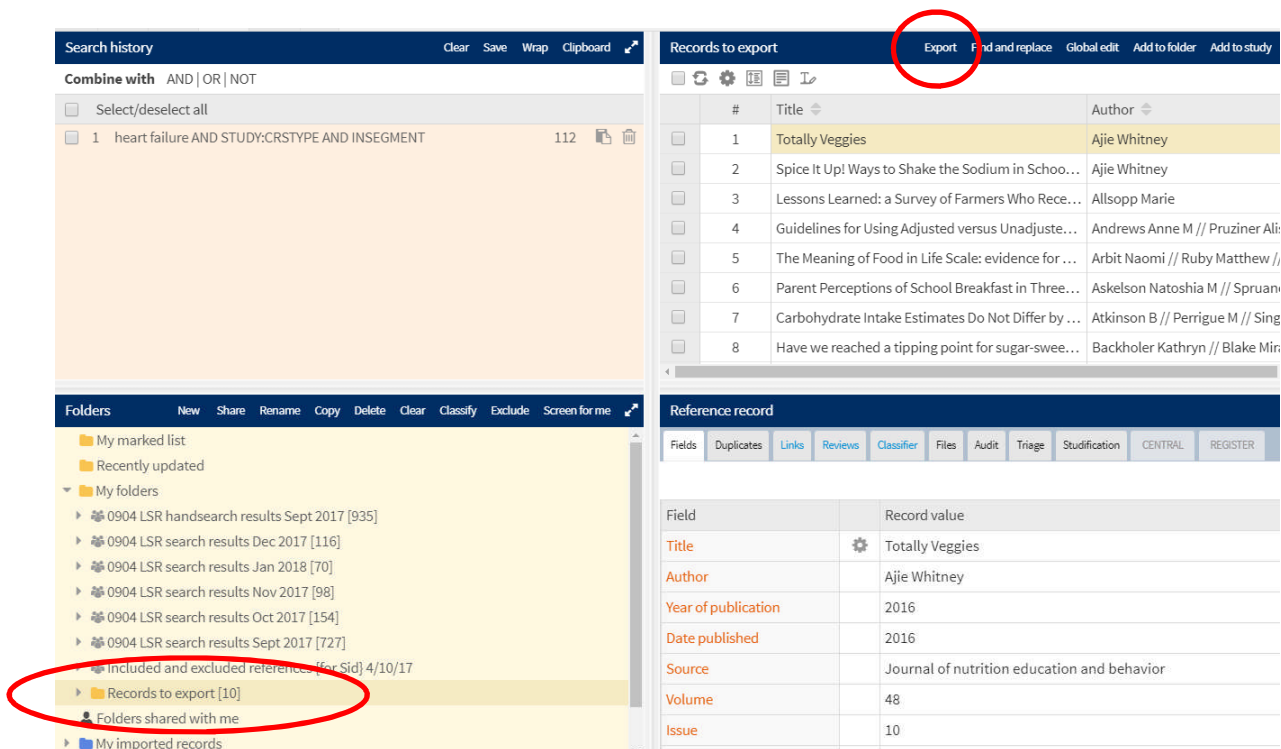


You can export a set of search results or a folder containing a set of records from CRS Web, in several formats. The current limit is 5000 records at a time.

To export records, either select the search results line from the Search history panel or select the folder you want to export.

In this example, we will export records from a folder called records to export. You will see that the folder has been selected and the records are displayed in the results panel (top, right).

Then just click on Export.



The screenshot displays the Cochrane Register of Studies interface. On the left, the 'Search history' panel shows a search for 'heart failure AND STUDY:CRSTYPE AND INSEGMENT' with 112 results. Below it, the 'Folders' panel lists various folders, with 'Records to export [10]' highlighted and circled in red. On the right, the 'Records to export' panel shows a list of records with columns for #, Title, and Author. The 'Export' button in the top right of this panel is circled in red. Below the list, the 'Reference record' panel shows details for the selected record, 'Totally Veggies' by Ajie Whitney, published in 2016 in the 'Journal of nutrition education and behavior'.

| # | Title | Author |
|---|---|----------------------------------|
| 1 | Totally Veggies | Ajie Whitney |
| 2 | Spice It Up! Ways to Shake the Sodium in Schoo... | Ajie Whitney |
| 3 | Lessons Learned: a Survey of Farmers Who Rece... | Allsopp Marie |
| 4 | Guidelines for Using Adjusted versus Unadjuste... | Andrews Anne M // Pruziner Ali |
| 5 | The Meaning of Food in Life Scale: evidence for ... | Arbit Naomi // Ruby Matthew // |
| 6 | Parent Perceptions of School Breakfast in Three... | Askelson Natoshia M // Spruan |
| 7 | Carbohydrate Intake Estimates Do Not Differ by ... | Atkinson B // Perrigue M // Sing |
| 8 | Have we reached a tipping point for sugar-swee... | Backholer Kathryn // Blake Mir |

| Field | Record value |
|---------------------|---|
| Title | Totally Veggies |
| Author | Ajie Whitney |
| Year of publication | 2016 |
| Date published | 2016 |
| Source | Journal of nutrition education and behavior |
| Volume | 48 |
| Issue | 10 |

An export panel will be displayed. You can click on the Export file format to display a drop down list of different formats, click on your preferred format.

Enter a name for the file that will be downloaded.

You have the choice to include attachments or not and to export all fields or a limited number of fields.

Finally, select an output, by clicking on the drop down list. The options are; Single file, separate files or email a link (can send to multiple email addresses).

Once you have made your choices, click on the Export now button.

Export ? X

Select the export format from the list. Use Options to include more items in the export. Choose the output type and click 'Export now' to begin exporting.

Export file format

RIS ▼

Enter a download file name

Options

Include attachments

Export all fields

Select an output

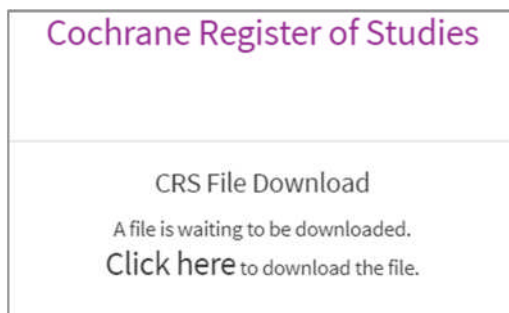
Single file ▼

Export now

If you are exporting a single file or separate files, once they have finished exporting you can choose where to save the file on your computer.

If you chose to email a link, you will see a confirmation message that the email will be sent.

The recipient of the email will be given a link which will take them to this screen, where they can download the file.



If you have any questions about exporting records, contact cis-support@cochrane.org.