


How do I save my search results in a contact list?

1. If you want to save the entire search results, go to step 2. If you want to save part of the results, choose one of the following options to mark the entries first:

- ◆ If you are saving a small number of entries, click to display a tick in the check box to the left of each entry that you wish to *retain* (Figure 1).

Media Title	Contact Name
<input type="checkbox"/> Assembly Automation	Dr Clive L
<input type="checkbox"/> Biometric Technology Today	Mr Mark L
<input checked="" type="checkbox"/> The Computer Bulletin	Mr John K
<input type="checkbox"/> Diagnostic Engineering	Mr Ron E
<input checked="" type="checkbox"/> DMAC News	Ms Melan
<input type="checkbox"/> Supply Chain Europe	Mr Stephe
<input checked="" type="checkbox"/> Industrial Automation Insider	Mr Andrev
<input type="checkbox"/> Industrial Networking and Open Control	Mr Geoff L

Figure 1

- ◆ If you are saving a large number of entries, click to display a tick in the check box to the left of each entry that you want to *discard*.
2. Choose one of the following options to display the **Save As** window:
 - ◆ Choose **File, Save** from the menu bar
 - ◆ Click the **Save Search** button on the tool bar 
 3. Locate the folder into which you wish to save the list using the drop-down arrow button to the right of the **Save in** input box (remember PR Planner automatically adds the file extension of 'pln' to lists).
 4. Once you have located the folder, type the name of your list into the **File Name** input box, and click the **Save** button. The following window will be displayed (Figure 2).

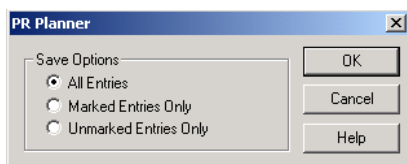


Figure 2

5. Click the relevant radio button depending on whether you wish to save **All** of the entries in the list, those that are **Marked** (ticked), or those that are **Unmarked**.



The number of entries that you have selected can be checked by referring to the figures in the lower left-hand corner of the list window. The first figure represents the total entries in the list and the bracketed figure denotes the number of entries that are ticked. For example, 22(6) represents a list with a total of 22 entries of which 6 are selected.

6. Click the **OK** button.