

SAVE A SEARCH

Perform a Search & Get a Search Result	Keyword/Subject/Theme/Timeline
Save Your Search	Click Save Search button
Name Your Search	Search name is automatically named with your search keywords/category selected, plus the current date. To change the name, replace the existing information with a name that you would prefer and save it.
Edit a Result	Edit the title, description, and website address (URL) for each result in your Saved Search . To edit a link, click "Edit."
Delete a Result	Delete a result from your Saved Search . Select those results you would like to delete by placing a checkmark in the small box next to them, and then click, "Delete" found at the bottom of the page.
Add a Custom Link	Feel free to add links to your Saved Search by clicking "Add a Website." On the page that is displayed, fill in your chosen link information: title, URL (website address), and brief description.
Email Your Search Result	Send your personalized Saved Search to a friend, a student, or even yourself. Simply click "Email to a friend," and on the page that is displayed, fill in the required information: your email, the recipient's email address, etc.

RETRIEVE A SEARCH

Access Your Saved Searches	Click "Saved Searches" from the My Tools toolbox at the right side of the page.
Select Your Search from the List	Select your search from the list provided. To keep the list manageable, remember to delete those searches you no longer need.

MANAGING SAVED SEARCHES

Delete a Saved Search	From the main Saved Search page (click "Saved Searches" from My Tools), select those searches you would like to delete by placing a checkmark in the small box next to them, and then click "Delete", found at the bottom of the page.
Create a Personalized Saved Search Folder	From the main Saved Search page (click "Saved Searches" from My Tools), click "Create a New Folder", found at the top of the page. Title your new folder, and click "Submit". Your new folder will now be displayed on the main Saved Search page.
Move Searches Between Folders	Select searches you would like to move by placing a checkmark in the small box located to the left of each Search Result . Then select your destination folder from the drop-down menu and click "Move".
Move Folders Between Folders	Nested Folders are personalized Saved Search folders within other personalized Saved Search folders. With them, you can create Saved Search folders for several topics, then collect them into a single folder. Select folders you would like to move by placing a checkmark in the small box located to the left of each folder. Then select your destination folder from the drop-down menu and click "Move". You may nest as many levels of folders as you'd like.

SHARE A SAVED SEARCH

Share Your Folder	Click [Share], located to the right of each folder you have created. The blank folder icon will be immediately replaced with a folder icon with a star. The star indicates that the folder is now in a shared state, and is viewable by all netTrekker d.i. users from your school.
Edit and "Unshare" Your Folder	You may edit or unshare your folders from the Your Saved Searches page. Simply click [Edit] to rename your folder, or [Unshare] to take your folder out of Shared Search status. You can also add or delete searches in your Shared Search Folders the same way you add or delete any Saved Search .
Viewing Your Shared Folder	You will always edit, share, and delete your own folders from the main Saved Search page. To view how others see your Shared Search Folders , and to check out other Shared Search Folders created by other users from your school, click the first link on the page, titled " Shared Search Folders ."

MANAGING SHARED SEARCHES

Create a Shared Search Folder Hierarchy	You may create many Saved Searches , move them to folders and create many folders within folders to organize those Saved Searches and Shared Search Folders .
Create a Personalized Saved Search Folder	From the main Saved Search page (click "Saved Searches" from My Tools), click "Create a New Folder", found at the top of the page. Title your new folder, and click "Submit". Your new folder will now be displayed on the main Saved Search page.
Move Searches Between Folders	Select searches you would like to move by placing a checkmark in the small box located to the left of each Search Result . Then select your destination folder from the drop-down menu and click "Move". Create folders within folders by clicking "Create a New Folder", found at the top of the page. Title your new folder, and click "Submit". Your new folder will now be displayed within the existing folder.

Move Folders Between Folders

Nested Folders are personalized **Saved Search** folders within other personalized **Saved Search** folders. With them, you can create **Saved Search** folders for several topics, then collect them into a single folder.

Select folders you would like to move by placing a checkmark in the small box located to the left of each folder. Then select your destination folder from the drop-down menu and click "Move". You may nest as many levels of folders as you'd like.

When you are completely finished with your folder structure you can turn the entire nested folder into a **Shared Search Folder**. Click [Share], located to the right of the folder structure you have created. The blank folder icon will be immediately replaced with a folder icon with a star. The star indicates that the folder is now in a shared state, and is viewable by all netTrekker d.i. users from your school.