To print/export your search history:

1. From the Search History Screen, click **Print Search History**.

2. This will open the search screen up into an internet browser. If you want to print your search history from this screen, you can right click on the mouse and choose print.

3. If you would like to export your search history into a Word document you need to highlight all of your search history (you can click on Control and A to select all the search terms) and then copy them (you can click on Control and C to copy)
4. Then you can paste (control and V) the search history into a Word document.

5. Depending on which internet browser you are using, there might be a bit of formatting needed to get it looking right:

   **A. Google Chrome**

   If you click anywhere in the table, you should see a Table Tools > Layout section appear in the top toolbar in Word.

   ![Google Chrome Table Tools](image)

   Then select ‘Auto Fit Contents’ to ensure all the columns display properly on the page.

   ![Auto Fit Contents](image)
If you would like your table to have visible grid lines, click on the Design Tab in Word and then choose the option you would prefer from the Borders drop down menu.

Please note, the date does not display automatically when printing your search history in Google Chrome.

B. Internet Explorer

If you click anywhere in the table, you should see a Table Tools > Layout section appear in the top toolbar in Word.
Then select **Auto Fit Contents** to ensure all the columns display properly on the page.

If you need to edit the font for the whole table, click on the little square icon at the top of the table to highlight all of the text in the table. You can then select the font you would like from the **Home** tab in Word.

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**Accessiblity Information and Tips** Revised Date: 07/2015

**Print Search History**

Thursday, June 21, 2018 11:32:15 AM

<table>
<thead>
<tr>
<th>#</th>
<th>Query</th>
<th>Limiters/Expanders</th>
<th>Last Run Via</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>53</td>
<td>SGH AND SGX AND SGY</td>
<td>Search modes - Boolean/Phrase</td>
<td>Interface - EBSCOhost - Research</td>
<td>222</td>
</tr>
<tr>
<td>53</td>
<td>SGX OR SGY OR SGZ OR SGF</td>
<td>Search modes - Boolean/Phrase</td>
<td>Interface - EBSCOhost - Advanced Search Database - CNIL/LL Complete</td>
<td>34,584</td>
</tr>
<tr>
<td>63</td>
<td>Blood glucose levels</td>
<td>Search modes - Boolean/Phrase</td>
<td>Interface - EBSCOhost - Research Database Search Screen - Advanced Search Database - CNIL/LL Complete</td>
<td>4,639</td>
</tr>
<tr>
<td>63</td>
<td>Glycemic</td>
<td>Search modes - Boolean/Phrase</td>
<td>Interface - EBSCOhost - Research Database Search Screen - Advanced Search Database - CNIL/LL Complete</td>
<td>22,410</td>
</tr>
</tbody>
</table>

**Please note**, the date does display automatically when printing your search history in Google Chrome.
C. Firefox

Firefox automatically fits the contents to the page. It also displays the date automatically. You may want to adjust the font, which you can do by clicking on the little square icon at the top of the table to highlight all of the text in the table. You can then select the font you would like from the Home tab in Word.