

Preferred Searches

Creating Preferred Searches

If you have a favorite author or subject for which you often search, or you are running a complicated Advanced Search you anticipate running again in the future, save your search terms and limits as a *Preferred Search*.

Preferred searches make searching for the same thing faster next time.

1. Log in to your Library account.
2. From the left-side menu, click **Advanced Search**.
3. Run your search.
4. On the search results page, next to the search bar, click **Save as preferred search**. Your search will be saved.

Note: If you do not see the *Save as preferred search* button, make sure you are running an Advanced Search (you cannot save Basic Searches). If you do not see the *Save as preferred search* button from the Advanced Search result list, check to make sure you are logged in.

To run your preferred searches:

1. Log in to your Library account.
2. Click **Preferred Searches**.
3. To the right of the Preferred Search you would like to run, click **Search**.