How to export your search history from CINAHL into Word (when using a PC or laptop).

Sometimes you need to include a CINAHL search in the Appendix of your assignment.

Your search history shows:
- Where you have searched.
- What keywords you have used.
- How you have combined your keywords.
- What advanced search techniques you have used.
- How many results you have found.

You can export all of the information from CINAHL into Word, in just a few steps.

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. (Note: you can also directly export your search into Word using Internet Explorer from this screen – go to section C for details).

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[Image of the Search History/Alerts screen and the Export Search History button highlighted.]

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[Image of the exported search history in Word format.]

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3. If you would like to copy and paste 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** section appear in the top toolbar in Word. Click on the tab called **Layout**.

![Table Tools](image)

Then click on the drop down arrow below **Auto Fit** and select **Auto Fit Contents**. This will ensure all the columns fit properly on the page.

![Auto Fit Options](image)

If you need to edit the table, to change the font or to add visible borders, click on the little square icon at the top of the table. This will highlight the whole table.

![Highlighting Table](image)

You can select the font you would like from the **Home** tab.
You can choose table borders from the **Design** tab:
B. Microsoft Edge

If you click anywhere in the table, you should see a Table Tools section appear in the top toolbar in Word. Click on the tab called **Layout**.

![Table Tools](image)

Then click on the drop down arrow below **Auto Fit** and select **Auto Fit Contents**. This will ensure all the columns fit properly on the page.

![Auto Fit Contents](image)

If you need to edit the table, to change the font or to add visible borders, click on the little square icon at the top of the table. This will highlight the whole table.

![Highlight Table](image)

You can select the font you would like from the **Home** tab.
You can choose table borders from the **Design** tab.
C. Internet Explorer

There are 2 ways to get the search from CINAHL into Word using Internet Explorer.

1. You can directly export it into Word from the Print Search History page.

Right click on the cog icon on the right hand side of the screen. Make sure the menu bar is ticked:

Then click on **File** and **Edit with Word 2016**.
You might get a security message, click on **Allow**.

Word will open and the search history will display. You may need to click on **Enable Editing** to edit the document.

If you want to edit the text in the table, you can highlight the whole table by clicking on Control and **A**. You can then edit the font in the **Home** tab.
2. Alternatively you can cut and paste your search history from the Print Search History page, as with the other browsers (see the first page for instructions). Then, click anywhere in the table and you should see a **Table Tools** section appear in the top toolbar in Word. Click on the tab called **Layout**.

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.
D. Firefox

Firefox automatically fits the contents to the page. 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.