Saving Searches in Leisure CQ Electronic Library

1. Access **CQ Electronic Library** by from the **Select a Database** link on the Libraries web site.

2. Click on **Create Account** on the left side of the page (under the words **Your Profile**). If you already have an account, log in to your account. Enter your e-mail address and a password for the CQ system. The system will also let you enter a clue for your password. Once you have set up an account, you will be able to perform searches, mark and save important documents related to your research topic and save searches.

3. Click on the **CQ Electronic Library** header at the top of the page. The basic search page will appear. Enter terms describing your topic of interest in the search box. (It is also possible to browse or search one of the individual publications in *CQ Electronic Library*.) Once a search topic is entered, the system will perform the search and return citations to articles and publications on the topic of interest. Select the items that you wish to save and click **Save to Favorites**.

4. To save a search, click on the words **Save Search** above the list of search results. The system will ask you for a name of the search. Enter a description of the topics searched.

Performing a Saved Search in Leisure Recreation & Tourism Abstracts

1. To repeat a saved search at a later date, access **CQ Electronic Library** by from the **Select a Database** link on the Libraries web site.

2. Log into your account. Once logged in you will see three options: **Document History** (a list of recently viewed documents), **Favorite Documents** (items that were saved from a previous search) and **Saved Searches** (previous searches that were performed and saved). Click on **Saved Searches**.

3. To repeat a saved search click on the search, click on the name of the search that was saved (in the **Saved Name** column). The system will perform the saved search. The results will include the documents from the original search results and any new citations available on that topic.