

How-To Series: Saving, Retrieving and Editing searches

Welcome to another in the continuing series of LexisNexis TotalPatent task-based “how to” tutorials. This cheat sheet is the written accompaniment to the tutorial covering how to Save, Retrieve and Edit searches.

Saving a search:

Searches can be saved either before or after the search is executed. To save the search before it is run use the Advanced Search Form. After entering your search syntax scroll to the bottom of the Form and you will see a box where you can create or select a folder to save the search into, as well as a line to name the saved search:

To save a search after it is executed click on the **Save Search** link in the upper right when viewing the results:

You will be taken to a screen where you can create or select a folder to save the search into, as well as a line to name the saved search:

When you save a search you are only saving the search syntax, not the set of results. To save the documents retrieved from a search you would use the Work Folders feature, consult the training library for a video and cheat sheet on Work Folders.

Retrieving a search:

To retrieve a search that has been saved go to the **History & Alerts** tab and the Saved Search sub tab, choose the appropriate folder and retrieve the search:

Editing a search:

A search can be edited in 2 ways – either by choosing the **Edit Search** link or by entering terms in the **Narrow Search** box:

The difference between the two is that Edit Search allows you to input or delete search terms and re-run the search against the entire database, whereas Narrow Search allows the user to input additional terms which will be used to narrow the search results from the original search as opposed to re-running it against the entire database.

Thank you for reading this cheat sheet. We hope it was helpful. Please visit our library for a wide range of tutorials on LexisNexis PatentOptimizer and LexisNexis TotalPatent at <http://www.lexisnexis.com/ip-training-resources/>.