How to build a “Marked List” in Web of Science

1. Navigate to Web of Science:
   
   http://moffitt.idm.oclc.org/login?url=http://www.webofknowledge.com. This link will work on or off the network. You will be prompted to login with your Moffitt credentials.

2. If you have a Web of Science account, use the Sign In option at the top right-hand corner. If you do not have an account, register for one using the Register button at the top-right hand corner. Be sure to sign up for an account with your Moffitt email address, so that you will be covered by the institutional subscription.

3. Once you’re signed in, conduct a search using the database; you can search by specific author name or article titles, if you are building a publication list for a specific faculty member/author.
4. Once you have refined your results appropriately, you can start adding publications to a “Marked List.” You will need to be on a results page to start a new list; you do not have the option to create/name a list until you've done a search.

5. If you check-marked publications on a results page, the “Add to Marked List” button will have a little downward arrow that will expand into multiple options:
   a. You can create a new list to add the publications to
   b. You can add them to an unfiled “generic” marked list and then file them into other lists later
   c. Or you can add them to named “Marked Lists” that you have previously created
   d. The above options will only be presented if you’re logged in

6. If you do not check-mark any publications in a list of results and merely add all the results to marked list using the “Add To Marked List” button, the publications will automatically be added to an “Unfiled” list. You can then add them to other previously created lists, if necessary.

7. To get to a list of your marked lists, click on the Marked List tab at the top of webpage.
8. Once you click on that option, you will be taken to a page that loads any publications that were in your “unfiled” list and then on the left-hand side will be a list of all your previously created lists with the number of publications in each list.

9. You can click on any of your previously made lists to get to the citations in those lists. From there, you can export the citations to EndNote, create Citation Reports, analyze the results, move the publications to other marked lists, and much more.