Discover how to add a bibliographic record to a new or existing export list in WorldShare Record Manager. Before you can use one of these procedures, you must set up your user preferences for exporting records. Your export lists are only viewable by you and not by other users in your institution.

**Add a MARC 21 WorldCat bibliographic record to a new export list**

1. From the MARC 21 editor, click Record > Send to > Export List....
2. Click New List.
3. Enter the name of your new export list in the Name field.
4. Optional. Select Make Default if you want the new list to be the default export list that appears at the top of the Export Lists list.
5. Click Create and Add to List. A confirmation message appears which states that the system added your record to the export list.
6. (Optional). To view your record on the export list, see View export lists.

**Add a MARC 21 WorldCat bibliographic record to an existing export list**

1. From the MARC 21 editor, click Record > Send to > Export List....
2. Select the name of an export list from the Exports List list and then click Add. A confirmation message appears which states that the system added your record to the export list.
3. (Optional). To view your record on the export list, see View export lists.