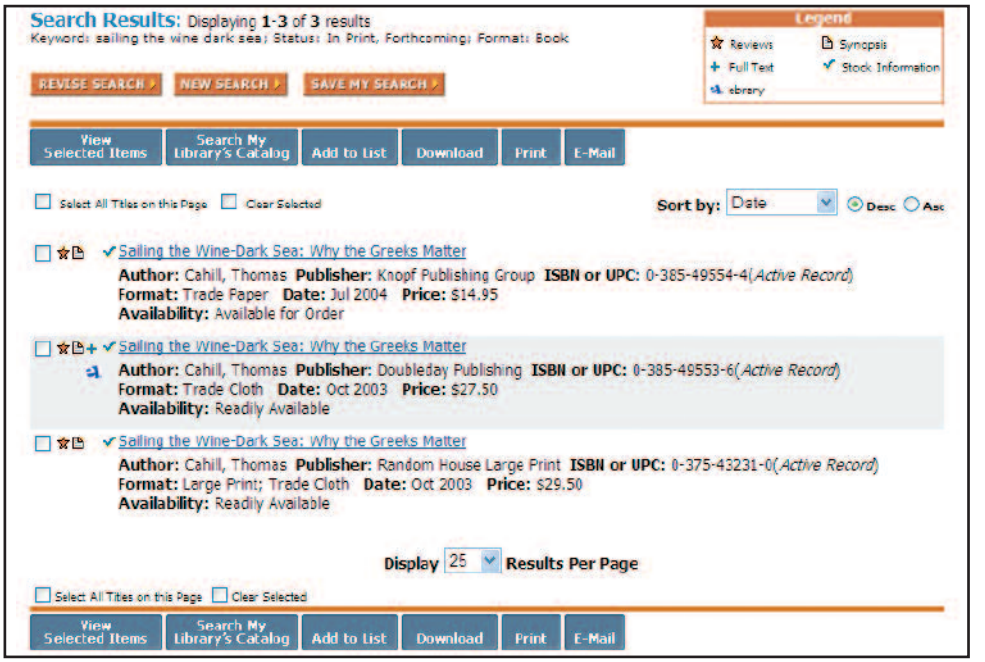

SORTING YOUR RESULTS

Sort your search results in Ascending or Descending order according to your most important attribute: Date, Relevance (to your search criteria) Title, Author, Publisher, ISBN/UPC, Format, or Price. Items with that particular field missing* or N/A (such as an on-demand title not having a retail price) will come to the top if Ascending order is selected.

Sorting by **Title** will enable you to see various editions of one title at a glance. Sorting by **Author** will group works by a favorite author, and, since publication date is also in the search results listing, enable you to identify release dates of the author's works as well.

USING THE LEGEND

Your sorted list of Search Results will show symbols by the selection box for each title. Use the legend to determine if the titles: are **Reviewed**, have a **Synopsis**, **Full Text Preview** availability, **Stock information**, or are available to preview with **ebrary**. Subscribers to ebrary may read the full electronic text, as well as searching across ebrary's databases, linking to other materials, such as maps, bookmarking, highlighting, copying and printing full text.

Use these symbols to select which titles will be most helpful for you to view in greater detail.

FUNCTIONS FOR YOUR SEARCH RESULTS

Check the box next to items you wish to select individually. Or check the Select All Titles on this Page Box. Use the Clear Selected check box to clear any selected titles on the page. Once items are selected you may do any or all of the following:

View Selected Records will bring you directly to the **Full Description** of the selected titles (page 7).

Search My Library's Catalog enables you to see if your library, a member library, or OCLC's WorldCat has the title on the shelf, and at what location.

Add to List creates a new list or adds the selected titles to a list you have already saved. See page 10 to learn more.

Download enables you to save title details in one of many formats. Choose between an **Order Download** (title details in a vendor-specific format for import into your Library Automation or POS system) or a **Standard Download** (title details in an ASCII-text, CSV or MARC format). We work with most major systems, but would be happy to work with your POS or Automation vendor if you find you need a different format. Please contact Bowker Technical Support at: 800-323-3288.

Print creates an easy-to-read print-out of the title details you wish to use: select Brief Record or Full Record, plus you may select from the following valuable additional information: Synopsis, Reviews, Full Publisher Info, Author Bio, and Stock Availability. You are brought to a print preview where you may view the information as it will appear. You may then print using the print this screen link.

E-mail enables a similar selection of levels of title detail, a window for one or many e-mail addresses, a subject which you may edit, and a comments field.

Functions are brought up in a pop-up window, keeping you in the Search Results page. Close the function window by clicking the Close Window link.

*Database information is updated daily. If you are a publisher and wish to correct—or add—title information, please go to the Full Details of the title and use the "Submit Corrections" tab to update title information easily.