

## Horizon Library Systems- Tips & Tricks

### Procedure to Email Search Results using iPac:

1. Open iPac from University Home Page:

Enter the Search Phrase:



The screenshot displays the University of Bahrain Library's search interface. At the top, there are navigation tabs: QUICK, GENERAL, EXPANDED, BROWSE, and HELP. Below these, a welcome message reads "Welcome to University of Bahrain Library" and "The Quick search page is for fast and easy keyword searching." A search bar is present with the text "Enter Search Phrase:" and a dropdown menu set to "Title Keyword". The search input field contains the word "internet", and a "go" button is to its right. Below the search bar, a brief explanation of search types is provided: "Expanded Search will pinpoint specific information, such as titles or ISSN's. Browse List allows you to scroll through the lists of authors, subjects and titles. General search gives you the ability to do proximity and adjacency searching." At the bottom of the page, there are links for "Quick", "General", "Expanded", "Browse", and "Help". A section titled "The Horizon system was donated by" features the logo of the National Bank of Bahrain and its name in Arabic: "بنك البحرين الوطني". Contact information is provided: "Visit: Email [madan@admin.uob.bh](mailto:madan@admin.uob.bh) for suggestions or call: 449273" and "الواجهة العربية".

2. On the Search Results Page, click on add item against the required item, to add them to Bookbag. Bookbag can contain upto 200 items

University of Bahrain had 74 hits for

Title Keyword

[Jump to search options](#)

...next 15 hits Jump To:   Display  items per screen

**Search Results**

1. [الف سؤال وجواب عن الكمبيوتر والانترنت / عبدالفتاح مراد](#) (term(s) matched 3 times)  
مراد، عبدالفتاح  
[?-19]  
QA76 M931

2. [Net curriculum : an educator's guide to using the Internet / by Linda C. Joseph](#) (term(s) matched 3 times)  
Joseph, Linda C., 1949-  
c1999.  
LB1044.87 .J67 1999

3. [Internet based learning: an introduction and framework for higher education and business / edited by Deanie French...\[et al.\]](#) (term(s) matched 3 times)  
French, Deanie.  
1999.  
LB1044.87 .I56 1999

**Bookbag**  
The Bookbag is a list of items you can create and e-mail. To update items in the [Bookbag](#) click the add item button next to the item you wish to add.  
 Total : 4 Max : 200  
[Open Bookbag](#)

3. After finishing adding all the required items, click on open Bookbag. You can select the All Brief , to view records as shown below. You can individually select the view option against each record also.

[Return](#)  
 The Bookbag is a list of items created by the user that can be emailed. To remove items uncheck the **Keep in bookbag** check box, and click the **Update Bookbag** button.

**Bookbag**

**Database:** *University of Bahrain*

1.  Keep in Bookbag  Brief Form  Full Form

Net curriculum : an educator's guide to using the Internet / by Linda C. Joseph.  
 Joseph, Linda C., 1949-  
 c1999.  
 LB1044.87 .J67 1999  
**Location:** Sakhir library **Collection:** Book **Call #:** LB1044.87.J671999 **Status:** Checked In

**Database:** *University of Bahrain*

2.  Keep in Bookbag  Brief Form  Full Form

Internet based learning: an introduction and framework for higher education and business / edited by  
 Deanie French...[et al.]  
 French, Deanie.  
 1999.  
 LB1044.87 .I56 1999  
**Location:** Sakhir library **Collection:** Book **Call #:** LB1044.87.I561999 **Status:** Checked In

4. ..or you can select **All Full** to see records as seen in the following screen shot.

[Return](#)  
 The Bookbag is a list of items created by the user that can be emailed. To remove items uncheck the **Keep in bookbag** check box, and click the **Update Bookbag** button.

**Bookbag**

**Database:** *University of Bahrain*

1.  Keep in Bookbag  Brief Form  Full Form

**Author :-** Joseph, Linda C., 1949-  
**Title :-** Net curriculum : an educator's guide to using the Internet / by Linda C. Joseph.  
**Imprint :-** Medford, N.J. : CyberAge Books, c1999.  
**Contents :-** Includes indexes.  
**Descr. :-** xvi, 193 p. : ill. ; 24 cm.  
**Subjects :-** Teaching -- Computer network resources.  
 Education -- Computer network resources.  
 Internet in education.  
**ISBN :-** 0910965307 (pbk.)  
**Location:** Sakhir library **Collection:** Book **Call #:** LB1044.87.J671999 **Status:** Checked In

**Database:** *University of Bahrain*

2.  Keep in Bookbag  Brief Form  Full Form

**Author :-** French, Deanie

5. Scroll down to see the following part of the screen, and enter the email address of the person to whom you want this information is to be forwarded.

**Title :-** Internet and electronic commerce law in the European Union / John Dickie.  
**Imprint :-** Oxford [England] ; Portland, Or. : Hart Pub., 1999.  
**Descr. :-** xxii, 154 p. ; 24 cm.  
**Subjects :-** Electronic commerce -- Law and legislation -- European Union countries.  
Internet -- Law and legislation -- European Union countries.  
**ISBN :-** 1841130311 (paperback : acid-free paper)  
**Location:** Sakhir library **Collection:** Book **Call #:** KJE2045.D531999 **Status:** Checked In

Update Bookbag Clear All All Brief All Full


Email to: EmptyText xyz@sci.uob.bh

Bookbag  Delimited Bookbag

Email Bookbag

[Quick](#) | [General](#) | [Expanded](#) | [Browse](#) | [Help](#)

The Horizon system was donated by

National Bank of Bahrain  بنك البحرين الوطني

Visit:  
Email [madan@admin.uob.bh](mailto:madan@admin.uob.bh) for suggestions or call: 449273  
[الواجهة العربية](#)

6. and then click Email Bookbag.

• [Return](#)  
*Email sent to xyz@sci.uob.bh.*

*The Bookbag is a list of items created by the user that can be emailed. To remove items uncheck the **Keep in bookbag** check box, and click the **Update Bookbag** button.*

**Bookbag**  
**Database:** *University of Bahrain*

1.  Keep in Bookbag  Brief Form  Full Form  
**Author :-** Joseph, Linda C., 1949-  
**Title :-** Net curriculum : an educator's guide to using the Internet / by Linda C. Joseph.  
**Imprint :-** Medford, N.J. : CyberAge Books, c1999.  
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**Location:** Sakhir library **Collection:** Book **Call #:** LB1044.87.J671999 **Status:** Checked In  
**Database:** *University of Bahrain*

2.  Keep in Bookbag  Brief Form  Full Form

7. On the resulting screen you will get the confirmation saying that the email has been sent to the mentioned email address.
8. An email will be received by the person like the one shown below.

From: madan@admin.uob.bh  
To: madan@admin.uob.bh  
Cc:  
Subject: Mail from iPac.

Sent: Sun 11/3/2002 9:13 AM

University of BahrainBookbag

1. Author :- Joseph, Linda C., 1949-  
Title :- Net curriculum : an educator's guide to using the Internet / by Linda C. Joseph.  
Imprint :- Medford, N.J. : CyberAge Books, c1999.  
Contents :- Includes indexes.  
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Internet in education.  
ISBN :- 0910965307 (pbk.)  
Location: Sakhir library  
Collection: Book  
Call #: LB1044.87.J671999  
Status: Checked In
2. Author :- French, Deanie.  
Title :- Internet based learning: an introduction and framework for higher education and business / edited by Deanie French...[et al.]  
Imprint :- London: Kogan Page, 1999.  
Contents :- Includes bibliographical references and index.  
Descr. :- x, 214 p. : ill. ; 3 cm.  
Subjects :- Internet (Computer network) in education.  
Location: Sakhir library  
Collection: Book