Horizon Library Systems – Tips & Tricks

Procedure to Save Search results from PAC:

1. Open PAC and Choose a Search method from the indexes listed. Type the Phrase to be searched and then click *Search*

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File Bookmarks New Additions Request Window Help		
Choose Search	×	
Indexes:	Advanced	
General Index Title Keyword Author Keyword Subject Keyword	Prev. Search	
Title Alphabetical Author Alphabetical	Other Resource	
Selected index contains: Words included in title text	Entry Aid	
	Restrict Title Multi Index	
Search for: Internet	Borrower Info	

2. If any additional restrictions are to be enforced, please select them first clicking *Advanced Features* and then *Restrict Title*

Restrict Titles	×		
Choose one:	Choose zero, one or more:		
No Restriction (matches all titles)	Centre for German Studies		
References Restriction	Centre for International Studies		
Books Restriction	Centre for Japanese Studies		
Periodical Restriction	Centre for Transport & Road Studies		
Reserve Books Restriction	English Language Centre		
Only titles matching the "restriction" will	be displayed.		
NOTE- to select more than one location:	press control (ctl) while selecting.		
Restriction: References Restriction at I	satown library		
OK Cancel Clear	Reset Disable		

3. Select the appropriate titles from the list and then click on *Bookmarks* and then *Add Bookmark Entry*

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4. Once all the bookmark selections are made, click on *Bookmarks*, *View Marked Titles*.

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Sa' Add Bookmark Entry		2	4	
View Marked Titles View Marked Items k Displ	ay Use "Close	e List" to return to search		
Author/Title/Pub Name	Pub date ISBN	bib#Pub Place		
 1. Ellsworth, Jill H., 1949- Marketing on the Interno John Wiley & Sons, 2. Crumlish, Christian. 	et / Jill H. Ellsworth, Matt c1997. 0471165042	thew V. New York : 2 5204	-	
The Internet for busy pe Osborne/McGraw-Hill,	ople / Christian Crumlish c1998. 0078825261	n. Berkeley : 1 8920		
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4. The ABC's of Microsoft Inte	ernet Explorer 4 / John R Boss P. I. (Peter	loss. John)		
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5. Now, to save the records, Click on *File*, *Save As* and then *Save Brief Title As* or *Save Full Title As* depending on your requirement.

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6. Enter a file name with '.txt' as extension, e.g. titles.txt for File <u>name</u>, and then double click <u>Folders</u> and C:1, Docume~1, and AllUse~1 and then Desktop or a floppy disk (If there are many records, floppy may not be sufficient) and then click OK.

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Save file as type: All Files (*.*)	Drives:	•	

7. Double click on the saved file to open. It should look like the one shown below, if you had chosen Save Full Title As..

🗖 🖬 🖼 🖸 🗹 🖻 🗳 🔕 🔝 📄 🗖 🗙 📕 TITLES - Notepad <u>File E</u>dit F<u>o</u>rmat <u>V</u>iew <u>H</u>elp b Checked In HF6146.I58E441997 Author :-Ellsworth, Jill H., 1949-Ellsworth, Matthew V. Title :Marketing on the Internet / Jill H. Ellsworth, Matthew V. Ellsworth. Imprint :-New York : John Wiley & Sons, c1997. Contents :-Includes index. Descr. :-xxxi, 428 p. : ill. ; 24 cm. Subjects :-Internet advertising. Internet marketing. ISBN :- 0471165042 (pbk. : alk. paper) Edition :-2nd ed. b Checked In тк5105.875.157.С7941998 Author :-Crumlish, Christian. Title :The Internet for busy people / Christian Crumlish. Imprint :-Berkeley : Osborne/McGraw-Hill, c1998. Contents :-Includes index. Descr. :-xxxiii, 349 p. : col. ill. ; 24 cm. Subjects :-Internet (Computer network) -- Handbooks, manuals, etc.

This could be forwarded to the user as an email attachment.