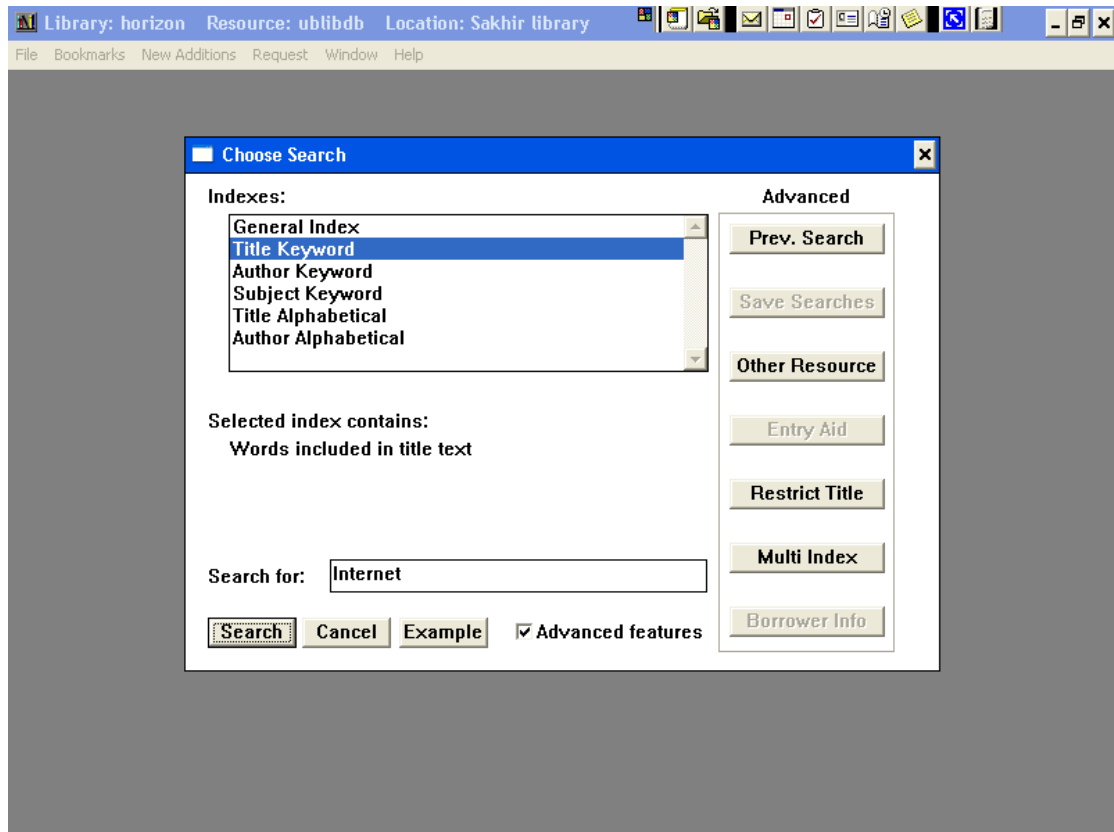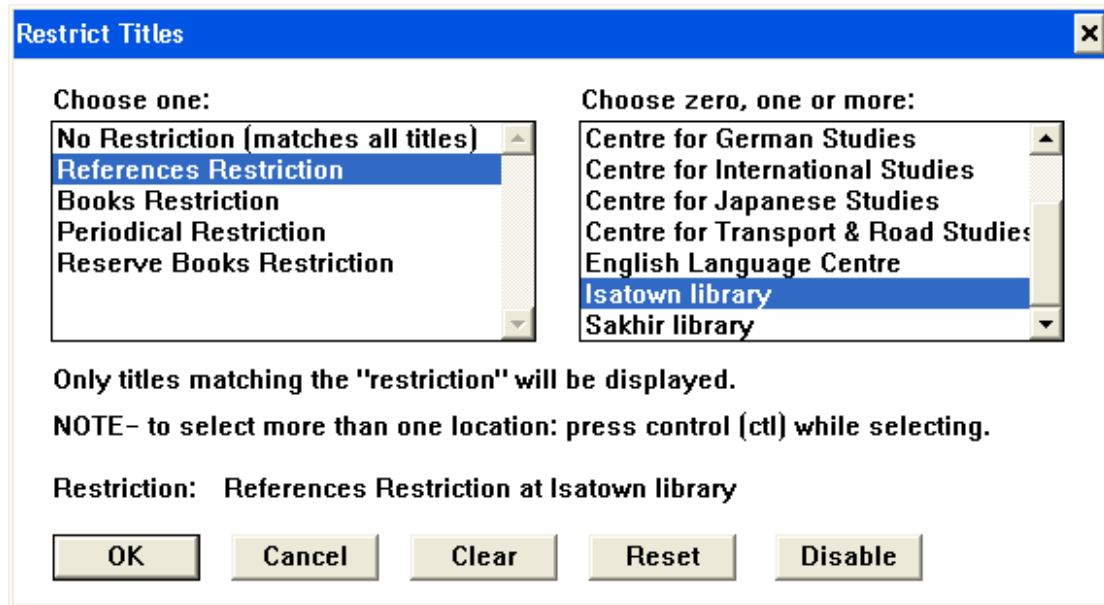*Horizon Library Systems – Tips & Tricks*

Procedure to Save Search results from PAC:

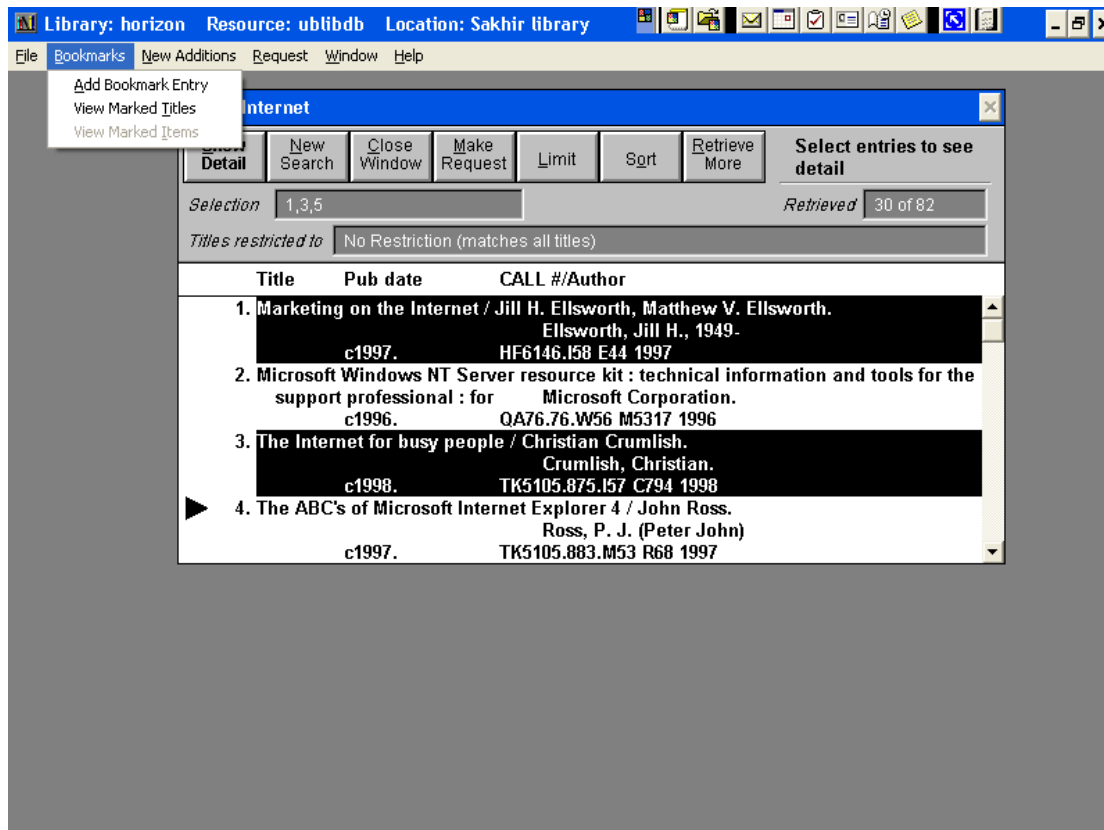1. Open PAC and Choose a Search method from the indexes listed. Type the Phrase to be searched and then click **Search**
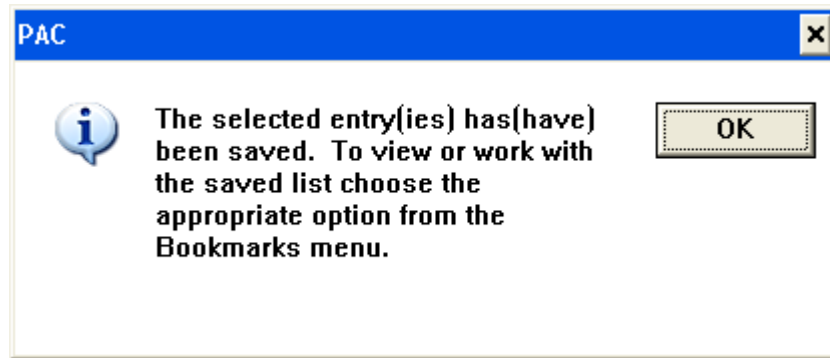

2. If any additional restrictions are to be enforced, please select them first clicking **Advanced Features** and then **Restrict Title**
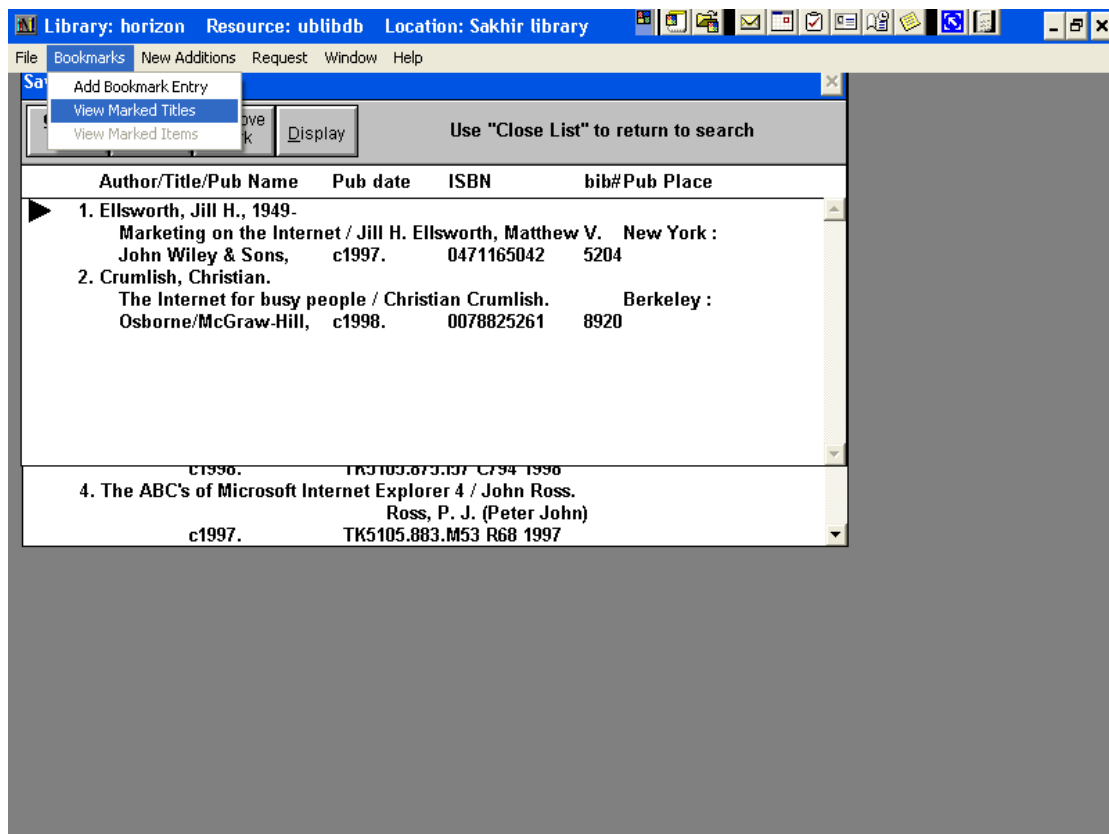
Restrict Titles

Choose one:

No Restriction (matches all titles)
References Restriction
Books Restriction
Periodical Restriction
Reserve Books Restriction

Choose zero, one or more:

Centre for German Studies
Centre for International Studies
Centre for Japanese Studies
Centre for Transport & Road Studies
English Language Centre
Isatown library
Sakhir library

Only titles matching the "restriction" will be displayed.

NOTE– to select more than one location: press control (ctl) while selecting.

Restriction: References Restriction at Isatown library

| OK | Cancel | Clear | Reset | Disable |

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

Library: horizon   Resource: ublibdb   Location: Sakhir library

File   Bookmarks   New Additions   Request   Window   Help

Add Bookmark Entry
View Marked Titles
View Marked Items

Internet

| Show Detail | New Search | Close Window | Make Request | Limit | Sort | Retrieve More | Select entries to see detail |

Selection   1,3,5   Retrieved   30 of 82

Titles restricted to   No Restriction (matches all titles)

| Title | Pub date | CALL #/Author |

1. Marketing on the Internet / Jill H. Ellsworth, Matthew V. Ellsworth.
        Ellsworth, Jill H., 1949-
    c1997.   HF6146.I58 E44 1997
2. Microsoft Windows NT Server resource kit : technical information and tools for the
    support professional : for   Microsoft Corporation.
    c1996.   QA76.76.W56 M5317 1996
3. The Internet for busy people / Christian Crumlish.
        Crumlish, Christian.
    c1998.   TK5105.875.I57 C794 1998
▶ 4. The ABC's of Microsoft Internet Explorer 4 / John Ross.
        Ross, P. J. (Peter John)
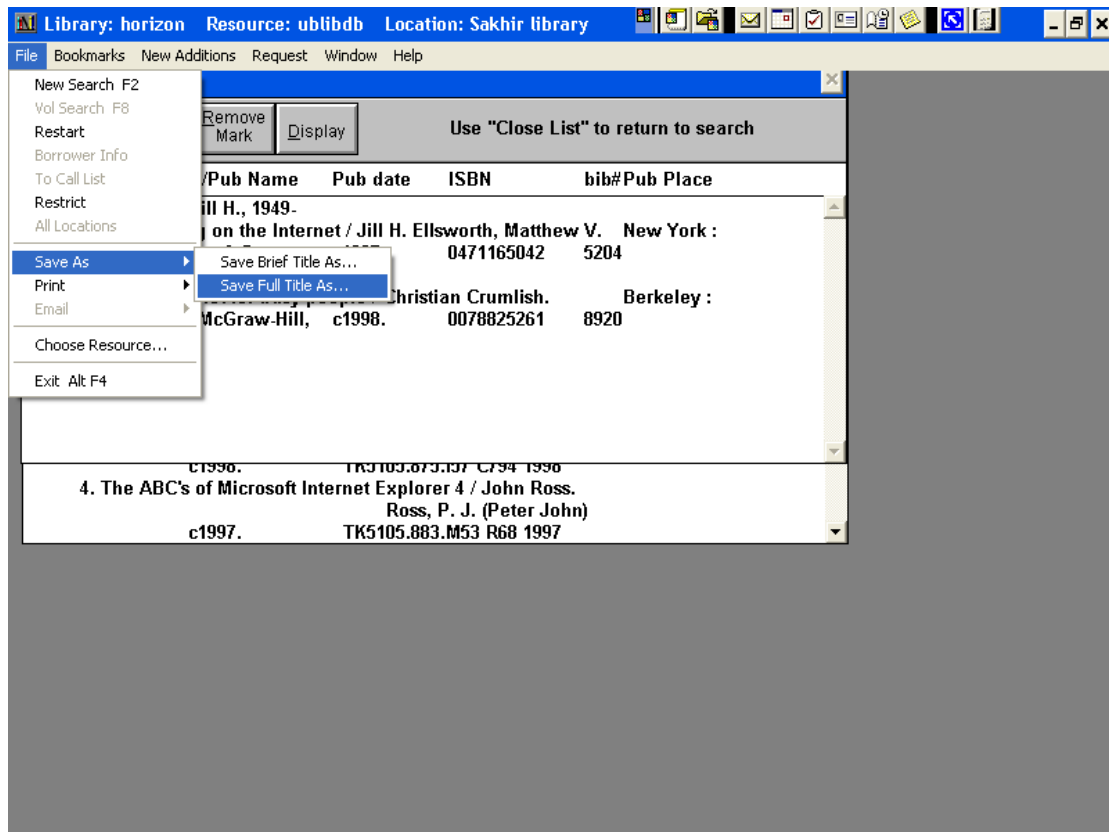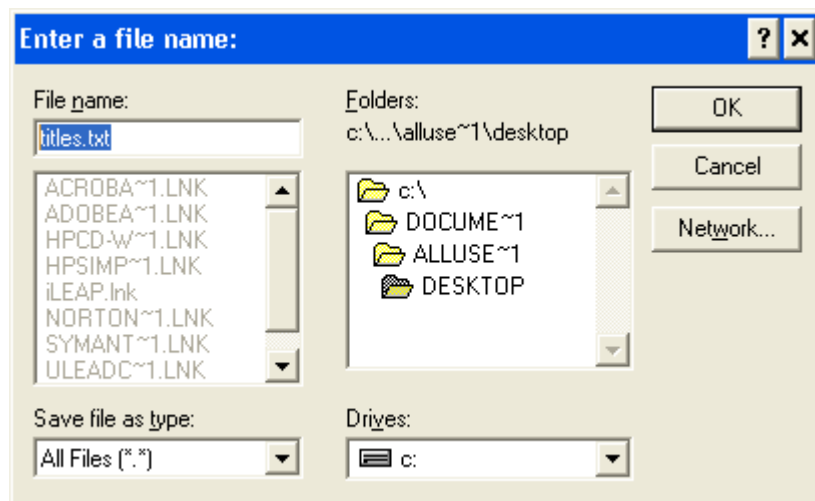   c1997.   TK5105.883.M53 R68 1997

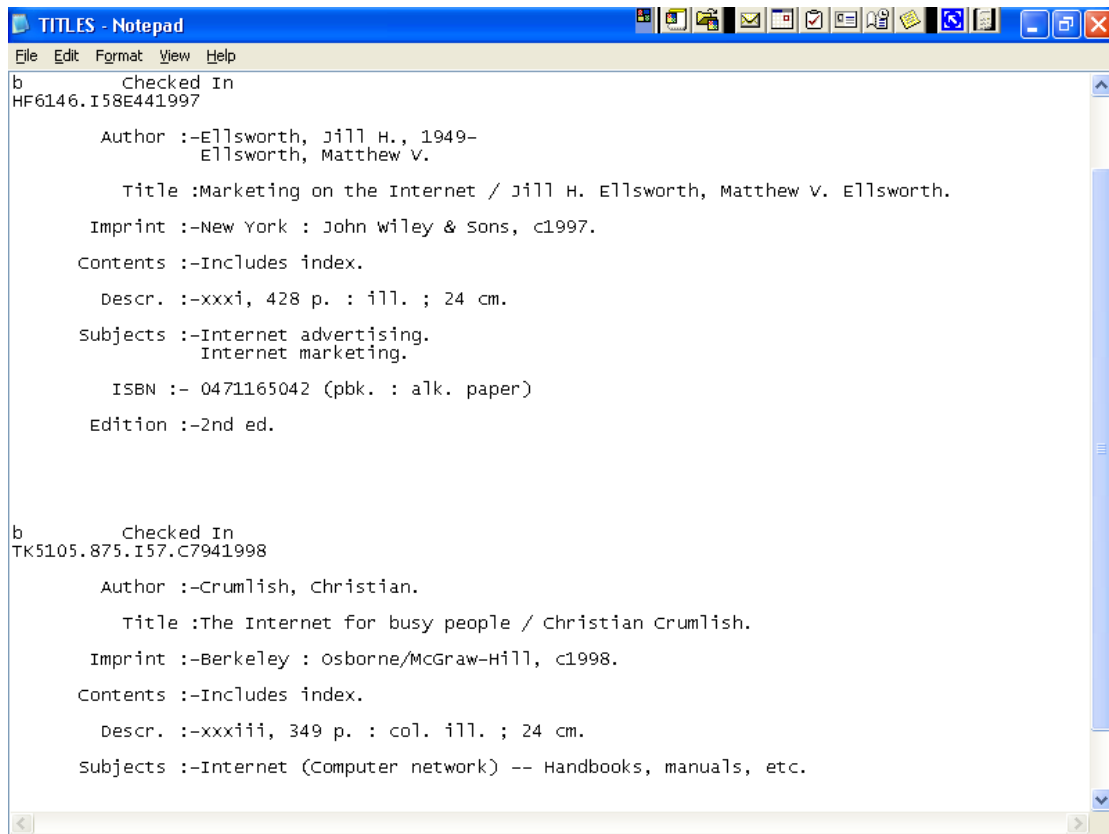4. Once all the bookmark selections are made, click on **Bookmarks**, **View Marked Titles**.

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.

File   Bookmarks   New Additions   Request   Window   Help

New Search F2
Vol Search F8
Restart
Borrower Info
To Call List
Restrict
All Locations
Save As   ▶   Save Brief Title As…
Print   ▶   Save Full Title As…
Email   ▶
Choose Resource…
Exit Alt F4

Remove Mark   Display   Use "Close List" to return to search

/Pub Name   Pub date   ISBN   bib# Pub Place
ill H., 1949-
on the Internet / Jill H. Ellsworth, Matthew V.   New York :
                              0471165042   5204
                     hristian Crumlish.   Berkeley :
McGraw-Hill,   c1998.   0078825261   8920

c1998.   TK5105.875.I57 C794 1998
4. The ABC's of Microsoft Internet Explorer 4 / John Ross.
                     Ross, P. J. (Peter John)
        c1997.   TK5105.883.M53 R68 1997

6. Enter a file name with '.txt' as extension, e.g. *titles.txt* for **File name**, and then double click **Folders** and **C:**, **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.

Enter a file name: ? ✕

File name: Folders: OK
titles.txt   c:\...\alluse~1\desktop
                                                       Cancel
ACROBA~1.LNK   📂 c:\
ADOBEA~1.LNK   📂 DOCUME~1   Network...
HPCD-W~1.LNK   📂 ALLUSE~1
HPSIMP~1.LNK   📂 DESKTOP
iLEAP.lnk
NORTON~1.LNK
SYMANT~1.LNK
ULEADC~1.LNK

Save file as type: Drives:
All Files (*.*)   ▼   💾 c: ▼

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

File  Edit  Format  View  Help

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
TK5105.875.I57.C7941998

        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.