

Preferences

1. Click **Preference, Desktop, and Desktop Setup**
2. Check **Multiple windows mode** and click **OK**.
3. Click **Preference, Desktop, Font Settings**
4. Font should be set to **Arial Unicode MS**

Editing Toolbars

1. To change toolbars, click **Preference, Desktop, Current Toolbar, and Local Toolbar Management**
2. Right-click **Local Toolbar Files**.
3. Click **Add toolbar**
4. Name your toolbar, give it a description, and click **Save**.
5. Under **Delivery Toolbar Files**, right-click the wizards you would like to include in your customized toolbar. Click **copy**.
6. Right-click your customized toolbar, and click **paste**.

Creating a Brief record

1. Right click on **ADD TITLE**, click on **PROPERTIES**
2. Under **BEHAVIOR**, check the items needed
3. Under **DEFAULTS**, select the items needed. “Shadow Title” should only be used under very specific circumstances.
4. Under **HELPERS**, select the items needed
5. Click **OK** at bottom of screen, then **CLOSE**

Properties remain until changed.

To create a brief record, left click on **ADD TITLE**, and begin typing. When complete, click on **SAVE**, then **CALL NUMBER/ITEM** tab and edit Call number and Item screens as necessary, click **SAVE** when done, then **CLOSE**.

Adding/Deleting Copy, Volume, and Library

1. Click **Call Number and Item Maintenance**
2. Click **Add Call Number** to add a library or volume
3. Click **Delete** to remove library or volume
4. Click **Add Item** to add a copy*
5. Click **Delete** to remove copy

*Or, use the **Add item** or **Edit item** wizards.

Browsing by Call Number

1. Click **Item Search and Display**
2. Click current record link
3. When record appears, click **Return to Search**
4. Change library and click the **Browse** radio button, and then **Search**
5. **Detailed Display** brings full record into view at the bottom of the screen

Deleting Titles

1. Click **Delete Title, Call Number, or Items**
2. Check the box corresponding to the title, call number, or item you would like to delete and click **Delete**

Diacritics

1. In order to view diacritics, font must be set to **Arial Unicode MS**
2. Click **Tools**, and **Symbol Table**.
3. Click the diacritic you need. Please note that the letter will be supplied along with the diacritic. Click **Close**.

Transfers

1. Click **Transfers**
2. Find first title, highlight it, and click **Add to tree**
3. Find second title, highlight it, and click **Add to tree**
4. Highlight the title you want to transfer, and click **Retain for transfer**
5. Highlight the title you want to keep, and click **Transfer**
6. Click **Yes** and **Ok**
7. If necessary, delete the extra call number and/or copy. The order from that call number will remain.

Printing

1. Right click on **Item Search and Display**, then click on **properties**.
2. Within the properties window, click on **HELPERS**, then **display bibliographic description** and click on **CONFIGURE**. You will then see ENTRIES and click on the arrow and will see the options ALL, BRIEF, FULL.

ALL – displays in MARC format, with tags (and descriptive labels if desired)

FULL – displays in MARC format, limited information (author, title, publisher, subject headings, call no.)

BRIEF – displays in MARC format, very limited information (title, publisher, 856, call no.)

3. After your selection, click **OK** at the bottom of the screen.
4. To print, click on **PRINT** in the toolbar, or **FILE, PRINT**. You may also do a “screen dump” by clicking **FILE, PRINT SCREEN**.