

Tips for Using

Choice Reviews Online

Connecting to Choice Reviews Online ~

From the library's Webpage

- Pull down the “Quick Links” menu in the upper right
- Choose “Databases A-Z
- Look for the right hand column of “Other Sources”
- Click on “Choice Reviews” in the list

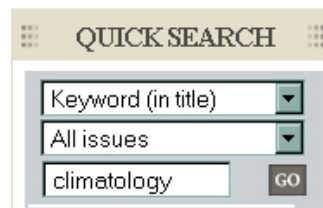
From the library Catalog

- In the Library Catalog, do a title search for Choice
- Click on it in the list
- Scroll down to the hot link for the e resource, and click on it

Quick Searches ~

Keyword Searches

- Find the search box on the upper left of the main page
- Leave the search type as “Keyword in Title” or change to “Keyword in Review”
- Type in a keyword
- Click Search



QUICK SEARCH

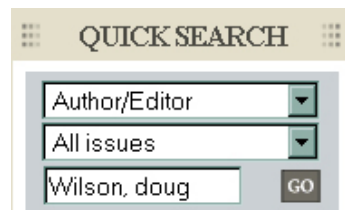
Keyword (in title) [v]

All issues [v]

climatology [input] GO

Author Searches

- Find the search box on the upper left of the main page
- Change the search type to “Author/Editor”
- Type in an author's last name , first name
- Example : Wilson, Doug
- Click Search



QUICK SEARCH

Author/Editor [v]

All issues [v]

Wilson, doug [input] GO

Advanced Searches

Click on the “Advanced Search” link under the quick search box in the upper left column of the page.



Choose what fields you want to “Search On” from the drop down boxes ~

Search On:	Search For:	
Keyword (in title) ▼		And ▼
Keyword (in title)		And ▼
Keyword (in review)		And ▼
Keyword in LC Subject		And ▼
Keyword (all)		And ▼
Author/Editor		
ISBN		
LC#		
Publisher		
Choice Review #		
Reviewer name		
Reviewer affiliation		

Enter your keyword or words—use “ “ for phrases

Search On:	Search For:	
Keyword (in review) ▼	"arthurian romance"	And ▼
Keyword (in review) ▼	france	And ▼
Keyword (in title) ▼		And ▼

Scroll down to the “Choice Issues” section and choose :

“All” or

Select a particular issue or

Use the ctrl key to select multiple issues

Choice Issue:

All	▲
Oct 2008	■
Sep 2008	■
Aug 2008	▼

Click on the Search Now button.



Creating an Account/ Profile ~ To Save Searches or to Receive Monthly Alerts

Find the “Register Here” link in the right column, just below the login screen, and click on it.

[REGISTER here to create
your profile.](#)

Fill out the Registration Form

- If you just want to be able to save searches and search results, then only fill out the top portion.
- If you want to receive monthly alert emails when books in subject areas you are interested in are reviewed, then fill out the second half that begins with the following :

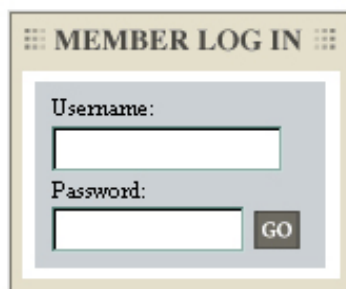
Format for Monthly E-mail Bulletin: html plain text

SUBJECT AREAS

- Select All
- Reference
- General
- Humanities
- Science & Technology
- Social & Behavioral Sciences
- Humanities

- Choose the subject areas you are interested in, and the other parameters for your alerts.
- You can go in at any time and change your alert parameters or stop the alerts.

Once you’ve registered—jut log in from the main page when you return



MEMBER LOG IN

Username:

Password:

Saving Searches

- Perform a search from the Advanced Search Screen
- When looking at the results, click on the “Save Search” link towards the upper right just above the search results.
- Choose “Create a New Saved Search”
- Provide a name (and description if you want)
- Save

SAVE SEARCH

Choose An Existing Search

or

Create A New Saved Search

Search Name:

Description:
(optional)

Retrieving a Saved Search

- Go to the Main Choice Reviews Homepage
- Look for the quick search entry box on the left
- Look below it for the “Saved Search Strategies” link and click on that

QUICK SEARCH

Keyword (in title)

All issues

[Advanced Search >>](#)

[Saved Search Strategies>>](#)

- Choose the saved search you want to run

Saving Results ~ Creating Lists

You can also save lists of Citations and Reviews by subject or other criteria

- Log in to your CRO account
- Click on “My Lists” in the upper menu bar, towards the right

MY LISTS

CREATE NEW LIST DELETE LIST MERGE LISTS

- Give the list a name—For example “Educ110” or “LibraryAcq”
- You can also provide a brief description if you want something to remind you of the purpose of the list, but this is optional
- Click on the Continue button

🕒 Create a New List

List Name:

Description:
(250 word max)

CONTINUE

- Go back to the advanced search screen
- Perform a Search
- Select the results you want to move to your list—you can also click on “Select All Titles”
- Click on the “Add to List” link
- Choose the list you want to add them to from the box
- Click Continue
- These items are now in your list.

✓ SELECT ALL TITLES ✓ SELECT ALL TITLES ON THIS PAGE ✓ CLEAR SELECTED

VIEW SELECTED ITEMS

+ ADD TO LIST 📄 DOWNLOAD 🖨️ PRINT ✉️ EMAIL
_____ 1000 Titles Max _____




Sending Orders to the Library or Circulating lists to your Colleagues

Method #1— Email directly from CRO

- Perform a new search, select a saved search, or retrieve a list
- Select the items you want to email—choose Select All Titles if you want to email all the search results or the entire list
- Click on “Email”

✓ SELECT ALL TITLES ✓ SELECT ALL TITLES ON THIS PAGE ✓ CLEAR SELECTED

[VIEW SELECTED ITEMS](#)

+ ADD TO LIST  DOWNLOAD  PRINT  EMAIL
————— 1000 Titles Max —————

- Enter the email address you want to send it to, and any message you want to include.
 - If you want to email it as an order—send it to liborders@knox.edu and put in the message that it is an order for X Dept. also indicate if Rush or needed for a particular term
 - If you want to email it to colleagues, you can enter multiple addresses separated by a semicolon
 - You can also email it to yourself and then combine several or cut and past from later

Method#2 — Print Lists

Follow the same instructions as above, but choose Print instead of email. You can then send the printout to the library with ordering instructions or circulate it among your colleagues with a check off list of names.

Method #3 — Cut and paste into a word document

Follow the instructions for printing, but don't click the final print link in the reformatted page when it comes up. Then just cut and paste the info into Word. You can then print or attach the document to an email.

Method #4 — Download to an Excel File

Follow the instructions for emailing, except choose “Download” instead. Follow the on screen instructions. You can then print or attach the spreadsheet to an email