Top Tips for Using Choice Reviews Online

Register

Please **Register** to obtain a user name and password, which you will need to sign up for personalized e-mail Alerts, save lists to the site, and use other personalized features. Registering is quick and easy: click on the **Register** link in the right-hand menu. Enter your e-mail address; click on **Begin New Registration**; and complete the registration form to obtain a user name and password.

Set Up Alerts

Anyone can sign up for Alerts for new issue notification or to receive an e-mail containing the table of contents. To do so, click on the Alerts link at the top of the page.

Subscribers can sign up for multiple Alerts using the same e-mail address. Alerts can be customized by numerous criteria (e.g., Choice subject heading, keyword, readership level, recommendation level). To set up or view personalized Alerts:

Log-in with your user name/password. (Register to obtain user name and password).

Click on the **CiteTrack Personal Alerts** link in the purple colored bar at the top of the page.

Select the Alerts you would like to receive: **eTOC**, an e-mail of the table of contents (TOC) when a new issue is published; **Subject/Keyword/Author Alerts;** or **Citation Alert**.

To view/edit the Alerts you created or to create new ones, click on the **CiteTrack Personal Alerts** link in the purple colored bar at the top of the page.

View Reviews and Articles

To browse reviews and articles from the current issue, click on the **Current Issue** tab at the top of the page. Scroll down to select the subject area you wish to browse. To view content from past issues, click on the **Past Issues** tab at the top of the page. To view content from the entire database, subscribers can search in two ways: **Keywords** search and **Advanced Search**.

The default display is 25 citations per page in bib citation format. You can change the number of records per page using the **Display** menu under **Modify Results** in the middle column; then click the **Go** button.

To view the **full text** of all reviews (subscription required) on a page, change the **Display** in the middle column to **Full Text** and click the **Go** button. To navigate pages, click the **Next/Previous** links in the middle column. Reviews display in HTML format, non-review articles may be viewed in HTML or PDF from links below the article citation.

When you move your cursor over a citation, an **Extract** version will appear in a pop-up box. You can also click on the **Extract** and the **Full Text** links below citations to view individual records.

When *browsing* reviews in a particular issue, citations appear within subject sections alphabetically by main entry. When *searching* the database, the default display is Choice Issue (primary) and Title (secondary). However, there are many options for displaying records using the **Modify Results** menu in the middle column.

*Whenever you reset the Modify Results menu, be sure to click on **Go** to complete the action.*

Working with Citations

There are two options for viewing or saving citations. You can manage citations on an individual page by marking them (using checkboxes or the **Mark All/Unmark All** buttons) and then clicking **Print, Download, E-mail**, or **Save to my lists**.

To select citations over multiple pages or multiple searches, use the **Add Marked Citations** feature.

Adding Marked Citations