

## **Using JerseyCat's Bibliography Feature**

### **To add records to your bibliography:**

1. Access the brief title list on the results page from which you want to choose records.
2. Use the checkboxes on the left-hand side of each list to select the records you wish to add to your bibliography.
3. Click the Add to Bibliography link above the "brief browse" list to add the selected records to your bibliography.
4. Repeat steps 2 and 3 to add additional records from other pages of the current "brief browse" list to your bibliography.
5. Perform additional searches, as desired, to add additional records to your bibliography.

### **To display your bibliography:**

View the contents of your Bibliography using either of the following methods:

- Click the View Bibliography link above the "brief browse" list.
- Click the View Bibliography button in the Toolbar on any Full Record display.

The bibliography displays in an additional browser window.

### **To remove a single record from the bibliography:**

- Click the wastebasket icon to the left of the record you wish to remove from the Bibliography.
- The Bibliography will refresh with the selected record removed from the list.

### **To print your bibliography:**

1. Open the bibliography
2. Click the Print link. The screen refreshes to display a formatted version of the bibliography.
3. Click the Print link. A standard Print dialog displays.
4. Make the appropriate selection on the Print dialog, then click the OK or Print button, as applicable. Click the CANCEL button to cancel the print request.
5. Click the Close link to close the bibliography.

### **To save your bibliography:**

1. Have the bibliography open on your screen.
2. Click the Download button.
3. Select the format in which you wish to save the bibliography by selecting the Text File, Tab-Delimited File, or Save as RIS Format file radio button.
4. Click the Save button on the File Format dialog.
5. Select the Save button, then click the OK button.
6. Enter a file name for the bibliography in the text box.
7. Select the location in which you want to save the bibliography.
8. Click the Save button to save the records.

