Filter Options
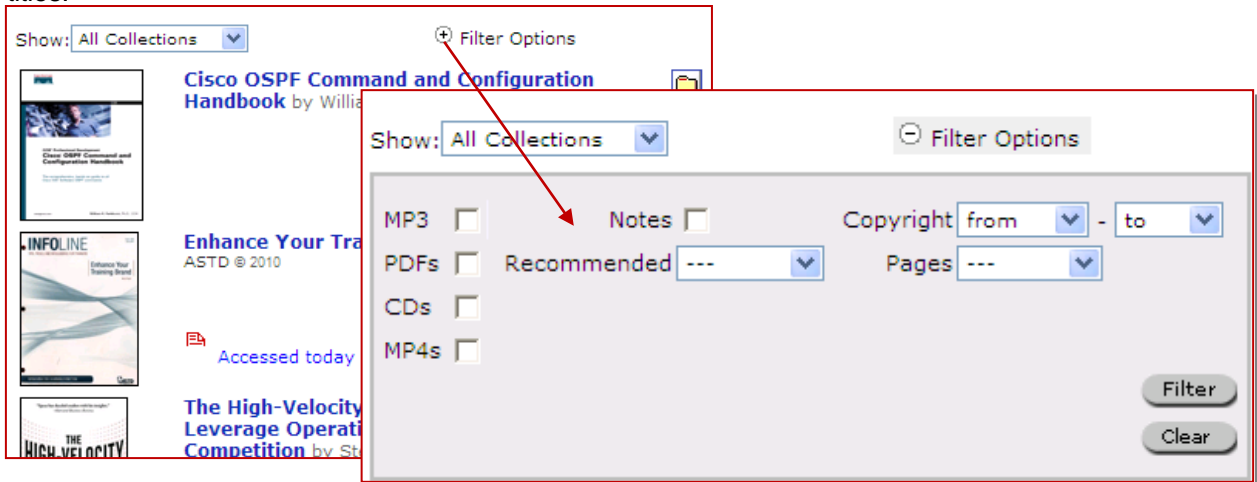
A quick guide to using the Filter Options feature

Filter Options is a feature enabling patrons to refine any list of titles -- whether in a personal folder, system folder, topic tree category or list of search results -- for MP3 audio files, companion CD files, PDF downloads, MP4 files, number of pages, notes, recommended status and copyright range.

To filter a list of titles using the Filter Options feature:

A. Expand the plus toggle button ⊕ beside "Filter Options" to open the "Filter Options" box for any list of titles.

B. Make a selection in the Filter Options box and click [Filter] to refine your list of titles. Multiple selections can be made. **Note that the Filter Options tool is sticky and your filters will remain active until you click the [Clear] button to disable the filter.**

1. **MP3:** Check [MP3 ☐] to find all titles in the list with downloadable MP3 audio files.
2. **CDs:** Check [CDs ☐] to find all titles in the list with downloadable Companion CD files.
3. **PDFs:** Check [PDFs ☐] to find all titles providing chapter or title-level PDF downloads.
4. **Notes:** Check [Notes ☐] to find all titles in the list containing bookmarks and notes you have made.
5. **MP4s:** Check [MP4s ☐] to find all titles in the list with downloadable MP4 video files.
6. **Pages:** Filter for titles containing a certain number of pages by selecting a page range.
7. **Recommended:** Filter for titles that have been recommended by the overall community, those at your library or my personal recommendations.
8. **Copyright:** Filter for titles falling within a specified copyright range. The resulting list of titles will remain in relevancy ranked order.