Filter Options

A quick guide to using the Filter Options feature

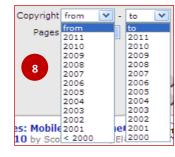
Filter Options is a feature enabling patrons to refine any list of titles -- whether in a personal folder, system folder, topic tree category or list of search results -- for MP3 audio files, companion CD files, PDF downloads, MP4 files, number of pages, notes, recommended status and copyright range.

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.

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- 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 C to find all titles in the list with downloadable MP3 audio files.
 - 2. **CDs:** Check CDs C to find all titles in the list with downloadable Companion CD files.
 - 3. **PDFs:** Check PDFs I 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} \square 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.





Overall

Books24x7

Personal

Recommended



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