

## Choice Reviews Online – CRO3: Frequently Asked Questions/Top Tips

Welcome to Choice Reviews Online (CRO). To get the most out of CRO, please read the Top Tips below, which cover the essential features of the database. Other links on the site will guide you to more specific information. Unable to locate the information you are seeking? Please contact Choice Customer Service [customerservice@ala-choice.org](mailto:customerservice@ala-choice.org).

Subscribers have full-text access to all content on the site as well as all personalization features. Visitors may browse tables of contents, sign up for Alerts, view and e-mail brief citations (extracts), and save lists on the site. To keep up with new content on CRO, we advise you to Register and set up Alerts.

### 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

The Add Marked Citations feature allows you to collect citations over multiple pages as well as multiple searches. Select citations from an individual page; then click the Add Marked Citations button. The marked citations from this page will be temporarily stored and the **My Marked Citations** counter will show the number of citations you have collected. You can then go on to another page or another search, marking citations and clicking **Add Marked Citations** to add to your collection; the counter will increase as you add more citations. (Click the **Clear Marked Citations** button to reset the counter to zero.) To view/save all the citations you have collected in **My Marked Citations**, select the desired action.

## E-mail, Print, and Save to Lists

Selected citations can easily be e-mailed, printed, downloaded (to Excel), or saved on the site (you must be logged in to save lists on the site). Options for selecting and managing citations appear at the top and bottom of each list of records. Reviews can be e-mailed in brief citation or full text (subscription required).

## My Lists

Any lists you save on the site using the **Save to my lists** can be accessed from the **My Lists** link at the top of the page. *Note that citations can be e-mailed or printed from only a single page of results at a time.* If working with a large number of citations, it is best to set the display to 150 records per page. You can also change the order in which citations display using the Primary and Secondary Sort menus in the middle column.

## My Saved Searches

Create a saved search strategy by clicking on the **Save this search** link that appears in the middle column when viewing a search results page. To access your saved searches click on the **My Saved Searches** link at the top of any page.

## Search the Database

Subscribers can search the database in two ways: **Keywords** search and **Advanced Search**.

Use the **Keywords** search box on the top right of each page when searching for very specific information (e.g., an unusual term, an ISBN, etc.). The Keywords search searches the full text of all content (reviews and articles). Search results sort by “relevancy” (citations that contain the greatest number of the search terms will be listed first); you may change the order of citations using the Primary and Secondary sort menus in **Modify Results** in the middle column.

**Advanced Search** (located under the **Keywords** search box) allows subscribers to narrow their search to specific field/s or limit a search (e.g., by Choice subject, interdisciplinary category, recommendation, format) to obtain a more targeted set of relevant citations. The default setting is to search only reviews; to search across all content select the **Search All Content** button, or to limit a search to non-review feature content select the **Search Only Features** button. After entering search parameters, click on **Submit** to execute a search.

**Navigate the Site:** Use your browser’s back button to go to a previous page.

**Share via Social Media:** Subscribers have many options for sharing content via social media. These options appear in the middle column when viewing a single citation. The shared message will contain a link to the item on CRO3.

**Add Comments :** Subscribers can view or add comments from the single citation by clicking on the **Comments** link in the middle column. Comments are moderated by Choice staff.

**Browse the Book :** Reviews for books in the Publisher's Choice Online program display a “Browse the Book” link when viewing the review of a single full-text citation (subscription required). This link, which appears in the middle column under Services, permits you to view the full content of the book.