Choice Reviews Online Basics: Printing a List of Books Reviewed in the Last Year in Your Academic Discipline

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Accessing Choice Reviews Online

- Choice Reviews Online can be accessed from the Helmke Library homepage (http://www.library.ipfw.edu/).

  - Homepage → DATABASES A-Z → C → Choice Reviews Online
Registering for an Account

- If you do not already have a Choice Reviews Online account, first select “Log In.” Having an account will allow you access such advanced features as saving lists and setting up alerts.

- You will next be given the option to create an account.
Obtaining a List of All Titles Reviewed by Choice in the Last Year Relating to Your Academic Discipline

- To obtain a list of all titles reviewed by Choice in the last year relating to your academic discipline, first mouse over the “Reviews” tab. Then select your particular discipline.

- You will be taken to a list of all Choice reviews in your particular discipline.
- Scroll down until you see a list of possible date ranges in the column on the left side of the screen. Choose “Last 1 year.” Your result list will automatically narrow to the last year.

- Next, scroll down until you see Readership Level. Select your appropriate target audience. You may want to consult your Chair about departmental collection development policies.
Next, scroll down to **Recommendation Level**. It is best to stick to “Essential” and “Highly recommended,” although you may want to also choose “Recommended” if the first two do not produce a satisfactory number of results.

Lastly, choose “Books Only” under Format if you do not want to also receive reviews for websites and other media.
Creating and Downloading a List

- Click on the checkboxes next to books which appear useful or relevant.
- By default, Choice will only show 25 results at a time. Thus, if you click on the checkbox next to “Select All,” you will only be selecting the 25 results currently displayed on the page.
- Clicking on the checkbox next to “Expand All” will display reviews along with book titles in your list.

Once you have chosen books, the icons in the top right will provide four options.

- Click on the following symbol to add your books to a new list.
- Click on this symbol to add your books to an existing list.
- Click on the magnifying glass symbol to save your search criteria for convenience in future searches.
- Click on the printer symbol to print your list.
• To access a list you have created, mouse over “Lists” from the options at the top of the screen and click on “Lists” from the options below.

![Image of CHOICE interface with Lists option highlighted]

• From your “My Lists” page, click on the title of the list you wish to view or download.

<table>
<thead>
<tr>
<th>LIST NAME</th>
<th># OF TITLES</th>
<th>DATE CREATED</th>
<th>LAST UPDATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. TEST LIST 1</td>
<td>25</td>
<td>10/18/2016</td>
<td>10/18/2016</td>
</tr>
</tbody>
</table>

*Owner: David Dunham

• To download your list as an Excel document, click on the gear icon and choose “Download List.”

![Image of gear icon with Download List option highlighted]

• Your Excel sheet will include such useful information as titles, authors, publishers, and ISBNs.

*Created October 18, 2016 by David Dunham, Information Services & Instruction Librarian. For more information or help with Choice Reviews Online, please email dunhamd@ipfw.edu or call (260) 481-6512.