

## Collection Information



### View a Title List

To view title lists, follow these steps:

- 1 Make sure you are on the **Collection Information, Title List** page:
  - Click the **Collection Information** tab, and make sure the **Title List** tab is selected.
  - Or, select **View/download ProQuest title lists** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Select the desired database(s) from which you want to retrieve titles.  
To select multiple databases, Windows users should hold down the Ctrl key while clicking on databases. Macintosh users should hold down the Apple/Command key while clicking on databases.
- 4 Check **Full text titles only** if you want to limit the results to publications available in full text format.
- 5 Select the information you want to view for each publication. You can use the **Select/Clear all fields** links to quickly select or clear all fields.
- 6 Select the **Delivery Format** you want.
- 7 Click **Create Title List**.  
The Title List will display in a new window.

### Make a Title List available to patrons

To make your title list available to your patrons, follow these steps:

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- 5 Select the information you want to view for each publication. You can use the **Select/Clear all fields** links to quickly select or clear all fields.
- 6 In the **Delivery Format** section, click **URL**.
- 7 Click **Create Title List**.  
A new window will open, displaying the summary information for the current Title List, and a URL to the Title List.
- 8 Copy the URL (in the yellow area) and paste it into the Address bar of your Browser window.
- 9 Then, either save the link or drag the address bar contents to your desktop to create a shortcut to the title list.