## **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

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**.

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**Adding Marked Citations**