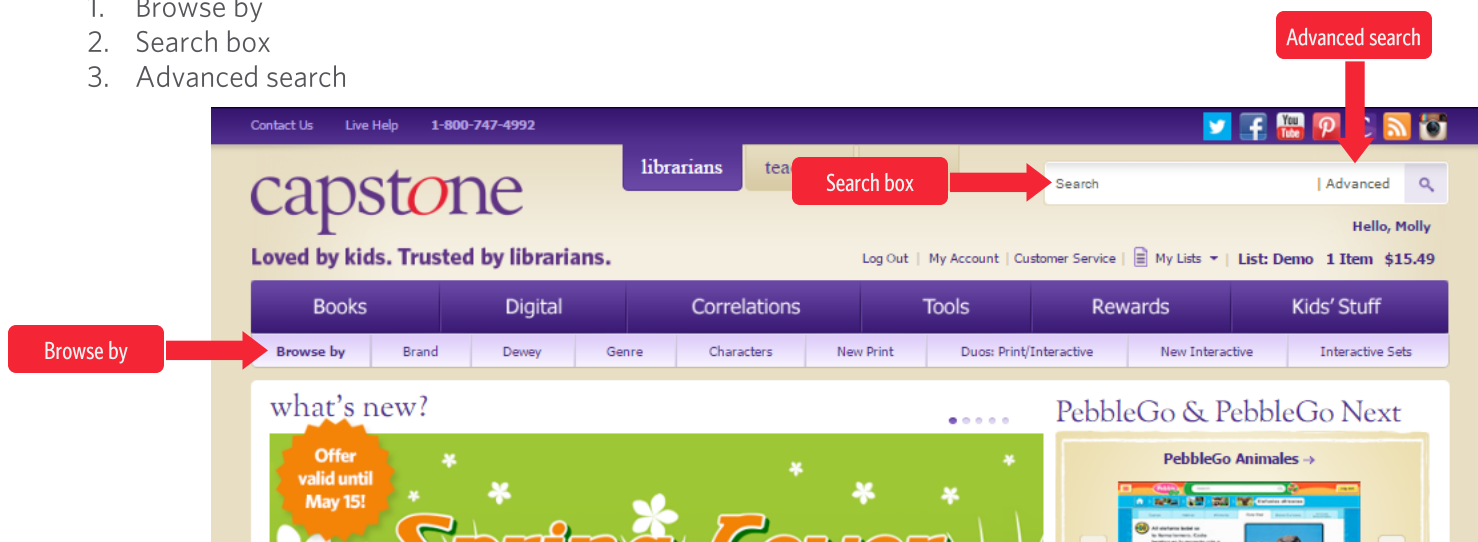


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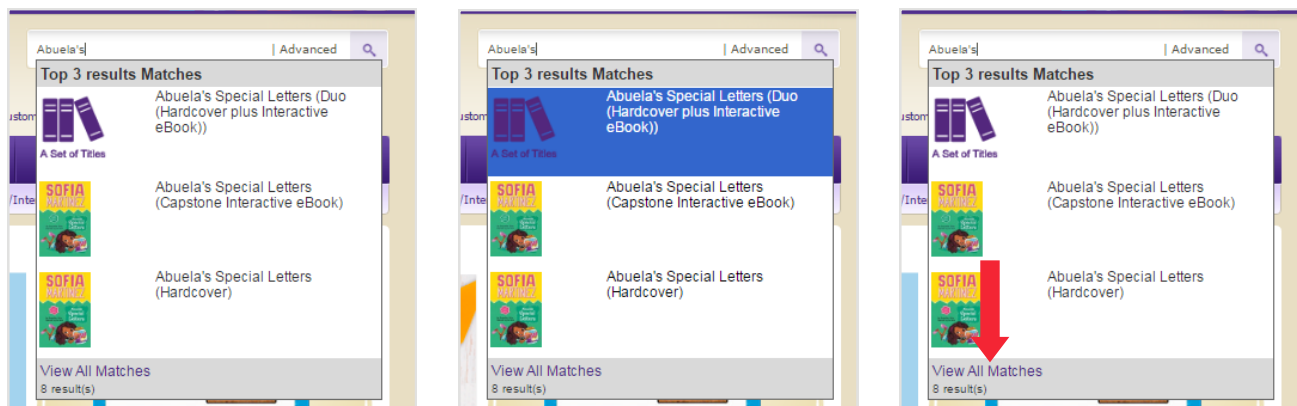
Searching on CapstonePub.com

1. Browse by
2. Search box
3. Advanced search



Search box

- Type in your search word
- Select your title
- If your title or series does not display, click View All Matches



Advanced search

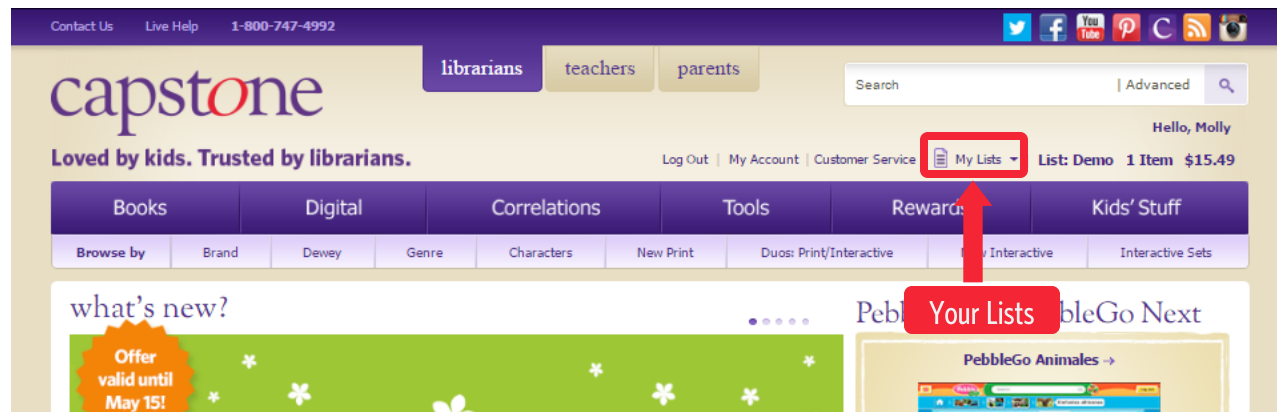
- Click Advanced next to the Search box
- Select your search criteria
- Click Search



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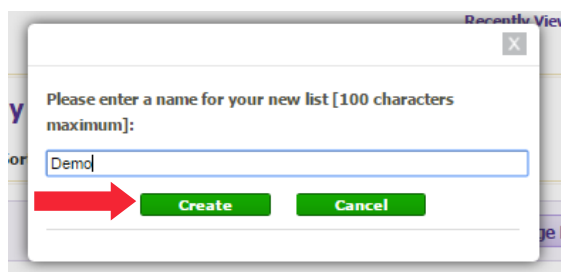
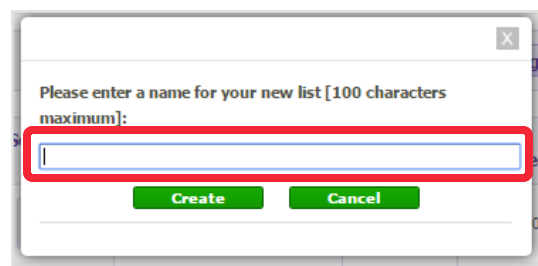
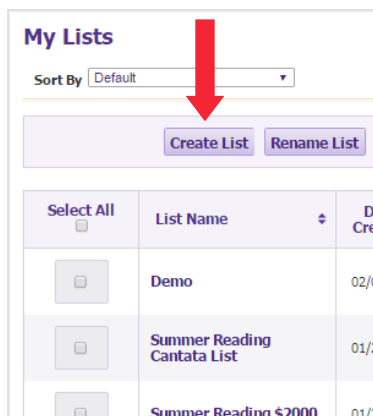
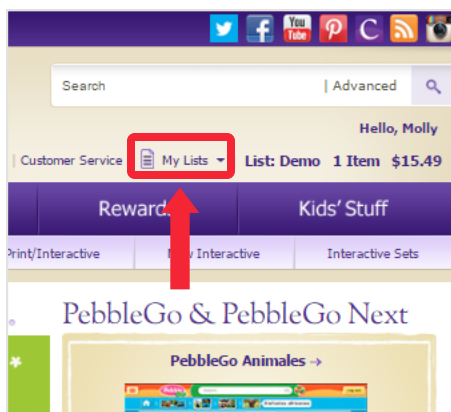
Lists on CapstonePub.com

1. Creating a List
2. Saving things to a List
3. Renaming a List
4. Exporting a List



Creating a List

- Click My Lists
- Select Create List
- Type in your List's name
- Click Create

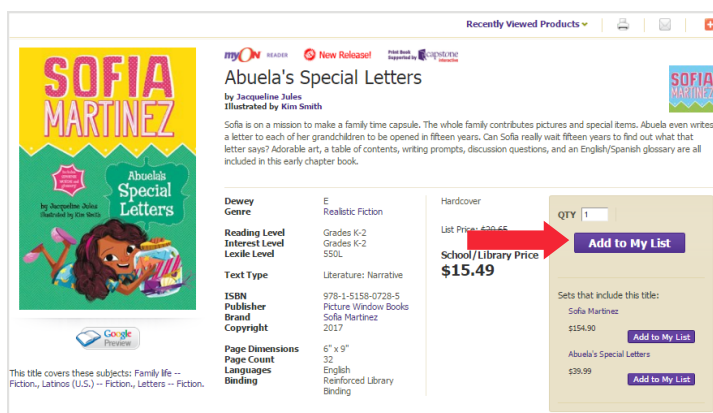
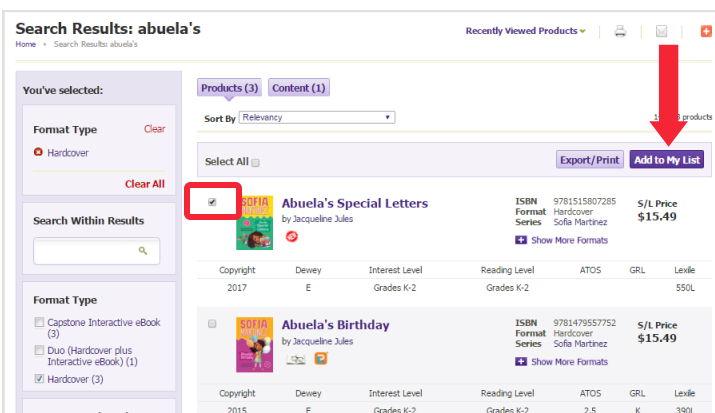
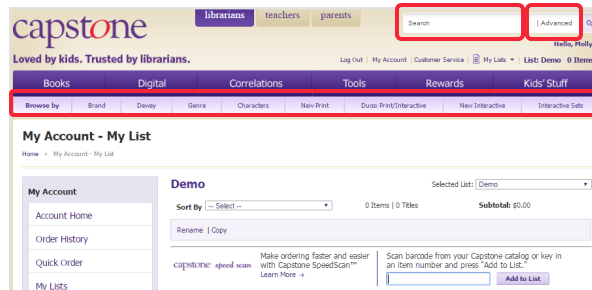
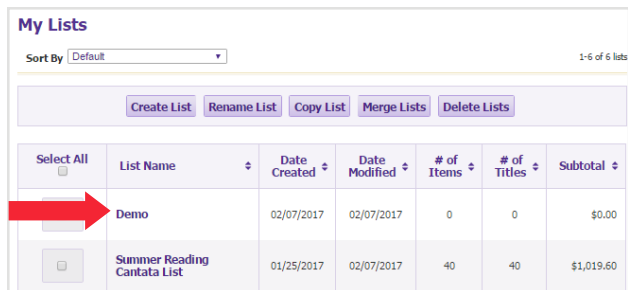


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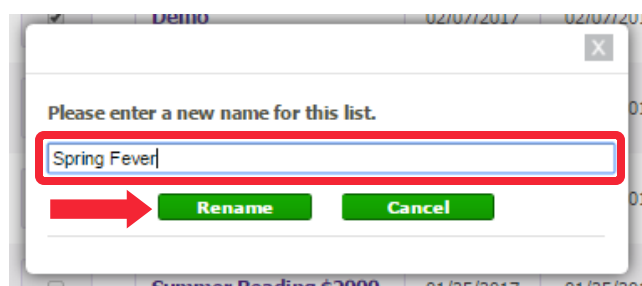
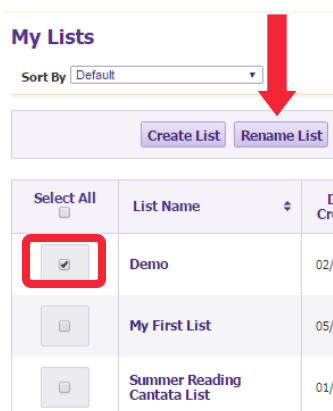
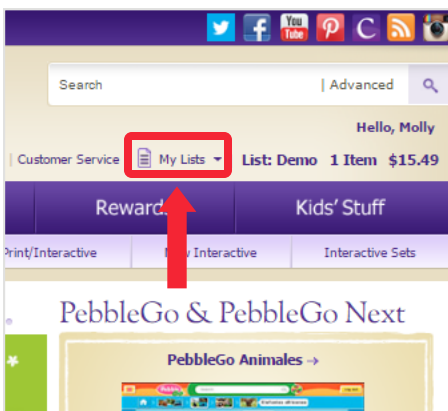
Saving things to a List

- Select the list you want to build by clicking on the List name
- Search for titles/series you want to add to your List (either by Browse by, Search box, or Advanced search)
- Main search page: select small white box and click Add to My List
- Item detail page: click Add to My List



Renaming a List

- Click My Lists
- Select List you'd like to rename (click the small white box)
- Click Rename List
- Type your List's new name
- Click Rename



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Exporting a List

- Click your List Name in the top right-hand corner (below the Search box)
- Click Export/Print
- Select your Yes or No for the following options:
 - Expand sets?
 - Use library processing?
 - Use promo code?
- Select your file type
 - Excel
 - Print*
 - Lawson*
- If you choose Excel, select the product information you'd like to include
- Click Export to Excel

*Print and Lawson options are a pop-up and automatic download.

