






## TitleWave: Group Related Formats

**Grouping Related Formats** will simplify your TitleWave search results by allowing you to see all available formats for a title (both print and digital) listed under a single title instead of separately. See an example of un-grouped vs. grouped formats for the same title below:

### TitleWave - Formats un-grouped:

	<b>Rip Van Winkle : the man who slept through change</b> by Griffiths, Katie (#1543MD4) Hardcover (library binding) — Cavendish Square, 2017 Price: <b>\$20.00</b> Dewey: -E-; Int Lvl: 3-6; Rd Lvl: 3.3 <a href="#">Add a note ...</a>
	<b>Rip Van Winkle : the man who slept through change</b> by Griffiths, Katie (#1550LD3) FollettBound Glued — Cavendish Square, 2017 Price: <b>\$16.14</b> Dewey: -E-; Int Lvl: 3-6; Rd Lvl: 3.3 <a href="#">Add a note ...</a>
	<b>Rip Van Winkle : the man who slept through change</b> by Griffiths, Katie (#1541RD8) Paperback — Cavendish Square, 2017 Price: <b>\$9.04</b> Dewey: -E-; Int Lvl: 3-6; Rd Lvl: 3.3 <a href="#">Add a note ...</a>
	<b>Rip Van Winkle : the man who slept through change</b> by Griffiths, Katie (#525UWS8) Follett eBook (multi-user access) — Cavendish Square, 2017 Price: <b>\$42.75</b> Unlimited users per copy. Buy one copy per school for unlimited, simultaneous access to this Follett eBook.

### TitleWave - Formats grouped:

	<b>Rip Van Winkle : the man who slept through change</b> by Griffiths, Katie (#1550LD3) FollettBound Glued — Cavendish Square, 2017 Price: <b>\$16.14</b> Other available formats
	Hardcover (library binding) — Cavendish Square, 2017 <b>\$20.00</b>
	Paperback — Cavendish Square, 2017 <b>\$9.04</b>
	Follett eBook (multi-user access) — Cavendish Square, 2017 <b>\$42.75</b>
	Follett eBook (single-user access) — Cavendish Square, 2017 <b>\$28.50</b>
	Dewey: -E-; Int Lvl: 3-6; Rd Lvl: 3.3 <a href="#">Add a note ...</a>

## Set TitleWave to Group Related Formats:

- Log into TitleWave from Destiny > Catalog tab > TitleWave on left sidebar, or at [www.titlewave.com](http://www.titlewave.com) — Username: bcps#### (4-digit school number) Password: 3126.
- Pull down the **Your Account** menu to **Account Profile**.
- Under **Grouped Related Formats**, select the first option: **Group related formats, and display the most durable format first** – Follett Bound or Hardcover – when available.
- Click **Update**. You only need to do this once, and the setting will remain in place.

### Grouped Related Formats

**Update**

When searching, Titlewave allows you to group related formats together as a single line item. This is helpful when you are quickly scanning a variety of titles. Or, you may choose to display each format as a separate line item. This makes adding multiple formats of the same title to your list much easier.

- Group related formats, and display the **most durable** format first — FollettBound or Hardcover — when available.
- Group related formats, and display the **paperback** first when available.
- Group related formats, and display the **digital** format first — eBook or Interactive Book — when available.

Tip: If you're interested in a specific format, you can always use the filters to the left of your search to find exactly what you're looking for.

- Do not group related formats, and display each format as a separate line item.