


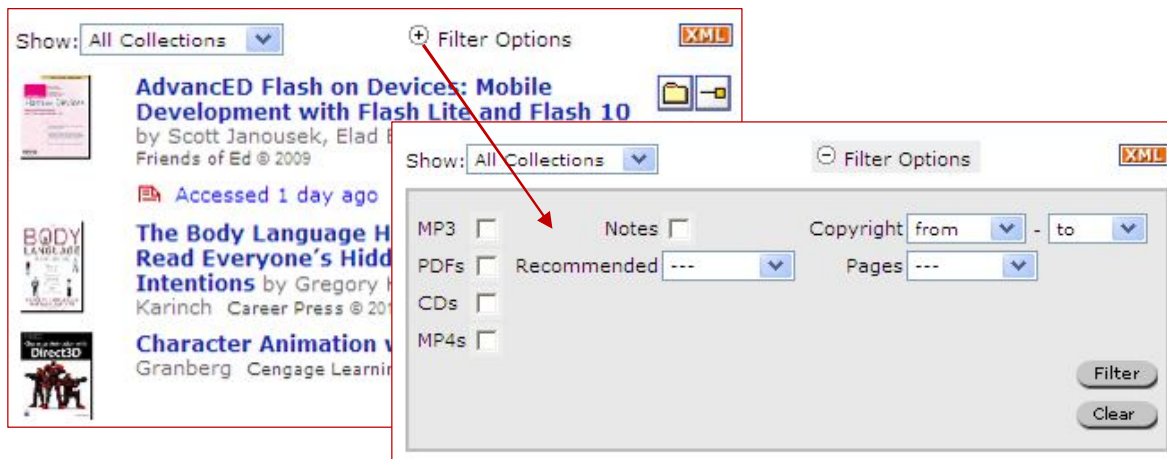
Filter Options

A quick guide to using the Filter Options feature






Filter Options is a feature enabling users to refine any list of titles -- whether in a personal folder, a system folder, a topic tree category, or list of search results -- for MP3 audio files, companion CD files, PDF downloads, MP4 files, number of pages, notes, recommended status and copyright range.

To filter a list of titles using the Filter Options feature:

- A. Expand the plus toggle button  beside "Filter Options" to open the "Filter Options" box for any list of titles.



- B. Make a selection in the Filter Options box and click  to refine your list of titles. Multiple selections can be made. **Note that the Filter Options tool is sticky and your filters will remain active until you click the  button to disable the filter.**

1. **MP3:** Check  to find all titles in the list with downloadable MP3 audio files.
2. **CDs:** Check  to find all titles in the list with downloadable Companion CD files.
3. **PDFs:** Check  to find all titles providing chapter or title-level PDF downloads.
4. **Notes:** Check  to find all titles in the list containing bookmarks and notes you have made.
5. **MP4s:** Check  to find all titles in the list with downloadable MP4 video files.
6. **Pages:** Filter for titles containing a certain number of pages by selecting a page range.
7. **Recommended:** Filter for titles that have been recommended by the overall community, those at my company, or my personal recommendations.
8. **Copyright:** Filter for titles falling within a specified copyright range. The resulting list of titles will remain in relevancy ranked order.

