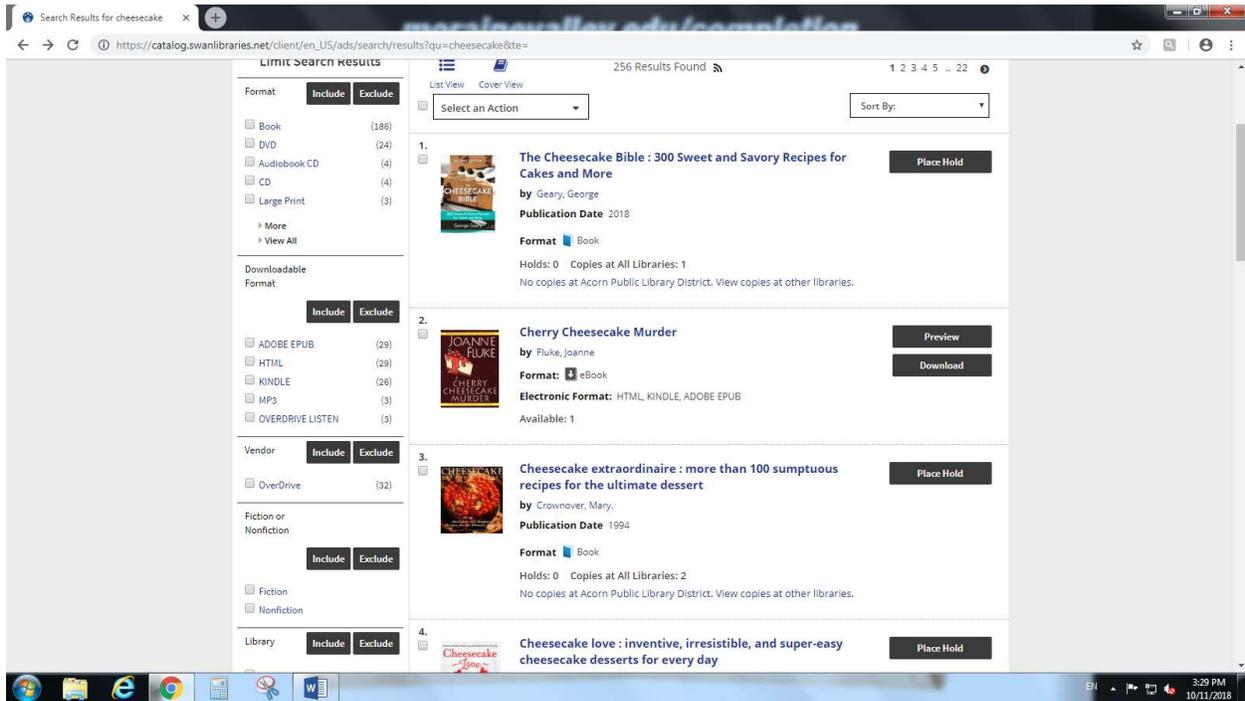


How to Print a Paper Copy of an Item's Record

Acorn Public Library

Catalog Tutorial Series

In the library catalog, it is possible to print a paper copy of an item's record. It takes a few steps to accomplish, but it can be done!



I did a basic search for “cheesecake.” The picture above shows the search results for that search.



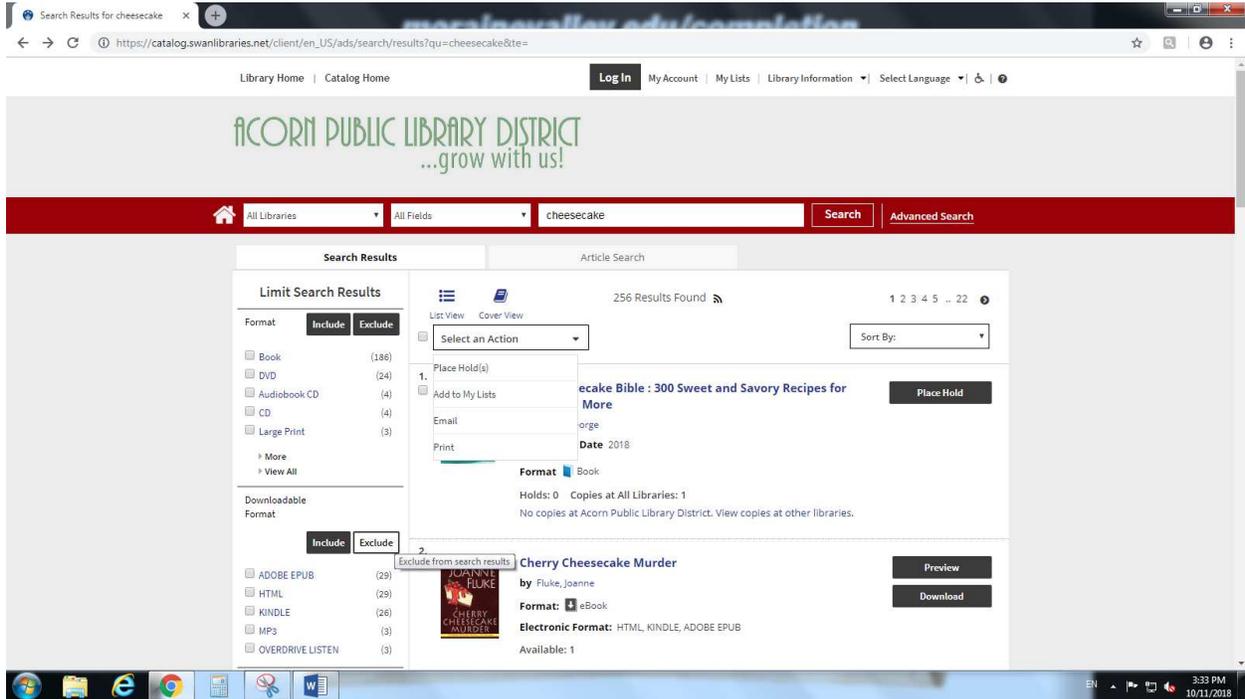
Here's a close up of one record. Say you really like this item here, and you'd like to print a paper copy of it. That way, you'll have a copy of the item's basic information (author, full title, call number, etc.).

How to Print a Paper Copy of an Item's Record

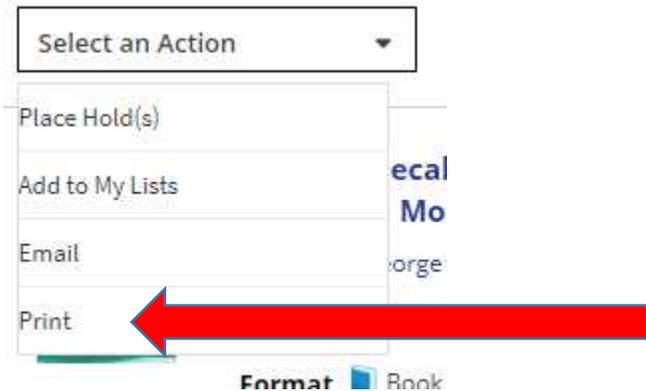
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To get started, left click in the white box that's to the left of the item's cover. When you do that, a checkmark will appear in the box. In the picture above, a red checkmark is in the box.



Then, go up to the top of the screen and left click on “Select an Action.”

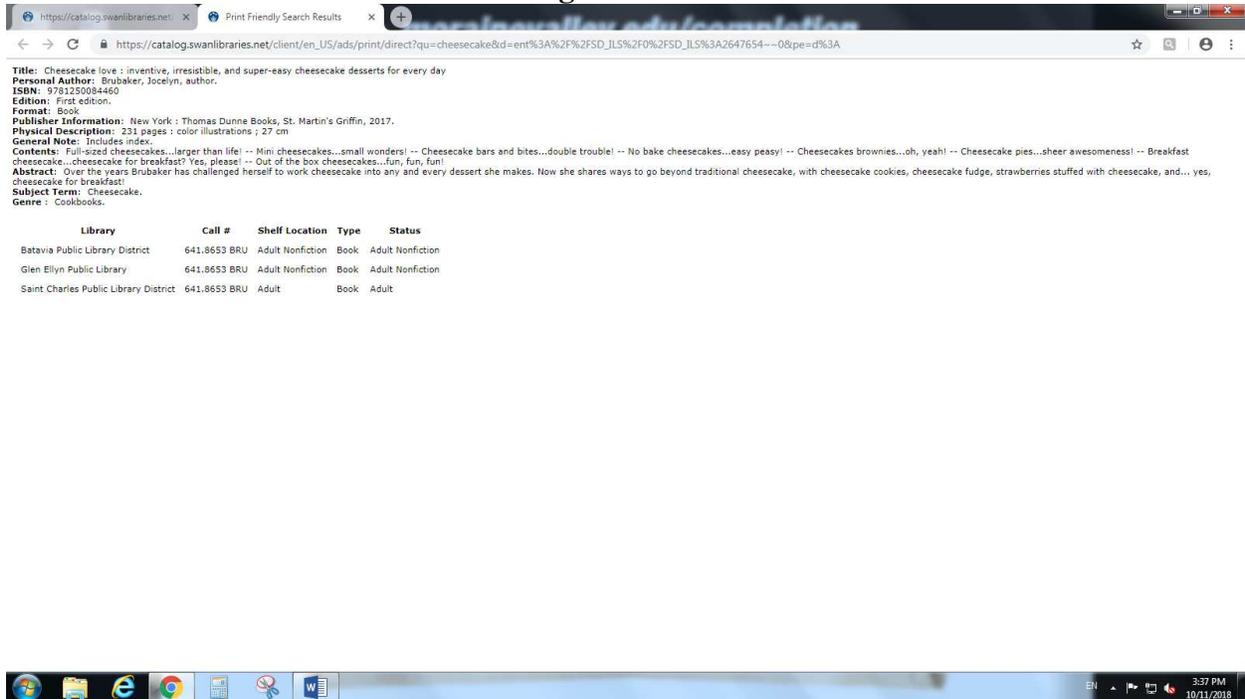


Here's a close up of that menu. Left click on the last choice, which is “Print.” In the above picture, the red arrow is pointing at “Print.”

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A new tab will automatically appear in your internet browser. The information that you see in this tab is the information that can be printed about the item.

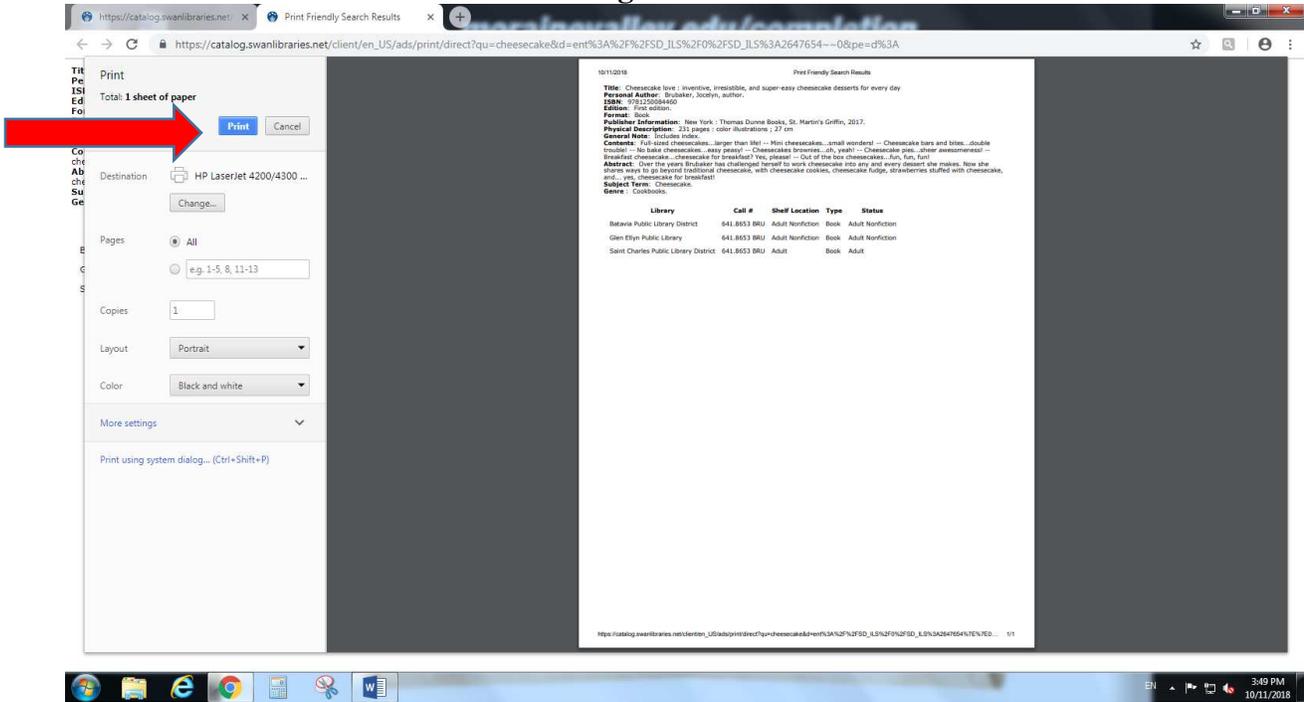
From here forward, your screen may or may not match the pictures in this handout. This is because you may be using a different internet browser to see the internet, and different browsers look different. For this handout here, I am using Google Chrome. Regardless of what browser you are using, you should be able to print your record (so long as your computer is hooked up to a printer, of course!). Here are a few different ways that you should be able to print:

- 1) Hold down the “CTRL” control key on your keyboard, and then with your other hand, press the letter “P” key to print.
- 2) Hover your mouse over the record and right click. A small menu will pop up. Drag your mouse over to where it says “Print,” and left click.
- 3) Find the main menu or basic menu in your browser’s toolbar. Left click on it. The menu will pop down, and “Print” should be in it someplace.

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When you click on “Print,” it is likely that a preview will appear. This will show you what your record will actually look like when it gets printed on paper. If everything looks ok, find where it says “Print” and left click on it. In the picture above, the red arrow is pointing to “Print.”