



# USING THE BASKET

## StyleCat Tip Sheet:

The BASKET is an easy, convenient way to collect and save a list of the items you find as you search through StyleCat. If you've ever done any online shopping, you're already familiar with the procedure. Follow these simple steps to see how it's done:

**FIT Fashion Institute of Technology** | StyleCat Gladys Marcus Library  
 Preferences | Clear History | Help | **SUNYCat**

Basic Search | Advanced Search | Results List | Previous Searches | View Basket

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### Basic Keyword Search

**1. Search for your topic**

Type word or phrase:

Field to search:

Words next to each other?  No  Yes

### Basic Browse Search

Creates an alphabetical list beginning with the word or phrase typed.

Type word or phrase:

Select index to browse:

## View the results of your search

Selected records:

Whole set:

**3. Add checked Items to Basket**

Results for Word= clip art databases: Sorted by: Year (descending)/Author  
Sort options: Author/Year(d) • Year(d)/Author • Author/Title • Title/Year(d) • Year(d)/Title

Records 1 - 10 of 35 (maximum display and sort is 10000 records)

#	Author	Title	Year	Collection/Call #	Other Copie
1	<input type="checkbox"/> Luscombe, David.	Freewave : a scrapbook of freeware for the cut and paste generation /	2004	5th fl. -- Circulation Desk Computer disc NC1000.5 .L87 2004	<a href="#">Is it here?</a>
2	<input type="checkbox"/> Cabarga, Leslie.	Advertising cuts of the 20's and 30's CD-ROM and book.	2003	5th fl. -- Circulation Desk -- Reserves HF5813 .U6 A67 2003	<a href="#">Is it here?</a>
3	<input type="checkbox"/> Gaber, Susan.	Decorative flower designs CD-ROM and book /	2003	5th fl. -- Circulation Desk -- Reserves SB407 .G33 2003	<a href="#">Is it here?</a>
4	<input checked="" type="checkbox"/> Sandbeck, Ellen			55 .S353	<a href="#">Is it here?</a>
5	<input checked="" type="checkbox"/> Noble, Marty.			disc	<a href="#">Is it here?</a>
6	<input type="checkbox"/> Noble, Marty.	Full-color art nouveau designs and motifs, CD-ROM and book /	2002	5th fl. -- Circulation Desk NK1380 .N62 2002 Disc	<a href="#">Is it here?</a>
7	<input checked="" type="checkbox"/> Pearce, Mallory.	Seashore life illustrations : CD-ROM and book.	2002	5th fl. -- Circulation Desk NK1555 .S39 2002 Disc	<a href="#">Is it here?</a>
8	<input checked="" type="checkbox"/>	Geometric designs, CD-ROM and book.	2002	5th fl. -- Circulation Desk Computer Disc NK1570 .G46 2002 Disc c.1	<a href="#">Is it here?</a>

**2. Select Items by Checking the Boxes next to them**

**Tip – Click on “Select All” to choose ALL of the items in your search results at once, even if they extend to several screens**

You can keep going, do other searches, add more items to the basket. When you are finished, proceed to step 4.

**4. Click “View Basket” to review your selections**

Delete any items that you don’t want in your final list

**Documents in Basket** Save / Mail | Delete-all

**5. Click on “Save / Mail”**

Action	Note	Library	Author	Title	Year	Call No
Full view Delete		FIT01	Sandbeck, Ellen.	Animal silhouettes CD-ROM and book / Ellen Sandbeck.	2003	5th fl. -- Circulation Desk NK1555 .S35 2003 Computer Disc
Full view Delete		FIT01	Noble, Marty, 1948-	Full-color Celtic designs, CD-ROM and book / Marty Noble.	2002	5th fl. -- Circulation Desk NK1264 .N62 Disc
Full view Delete		FIT01		Seashore life illustrations : CD-ROM and book.	2002	5th fl. -- Circulation Desk NK1555 .S39 Disc
Full view Delete		FIT01		Geometric designs, CD-ROM and book.	2002	5th fl. -- Circulation Desk NK1570 .G46 Disc c.1 Computer Disc
Full view Delete		FIT01		Chinese folk designs : CD-ROM and book.	2002	5th fl. -- Circulation Desk NK1483.A1 C 2002 Disc Computer Disc

**Save / Mail Basket**

**6. E-Mail your list OR Save it as a File**

Items in basket can be sent by mail or saved locally on your computer.

Enter E-mail address for mail option only; leave blank for save option.

Record format: Citation

**Subject** Put a Subject line. Like: CLIP ART STUFF

**Name**

**E-mail Address** Yourname@your.email.address

**Text (optional)** A note to say why you are sending yourself this list. Like: Check out these CDs in the FIT Libra

**This is optional**

**Tip – Your email address doesn’t have to be your FIT email**

Mail the list to yourself (or to anyone else)

**Tip – The “Citation” format gives you author, title, place of publication, publisher, date – exactly the info you would need for a bibliography**