

## Virtual Card Catalog Quick Guide (updated for release 3)

Release 3 of the Virtual Card Catalog now contains the complete digitized collection of the Copyright Card Catalog. The complete collection is available for browsing; while only the latest indexes are available for limited search based upon the card content.

### **Quick Start Tips**

### **FOR INDEXES THAT ARE BROWSE ONLY** (or selecting all indexes)

Note: Step 3: Filter by Card Text is not available for these indexes.

- 1. Filter RESULTS to a single drawer.
  - Step 1: Select Indexes choose a single index, click SAVE AND FILTER.
  - Step 2: Filter Drawers using the STARTS WITH Character, Drawer Label CONTAINS, and SHOW ONLY SELECTED DRAWERS narrows the drawer results.
- 2. Browse cards in the selected drawer by clicking on the CARDS tab or by selecting a card image and browsing cards in the drawer using the Card Viewer.

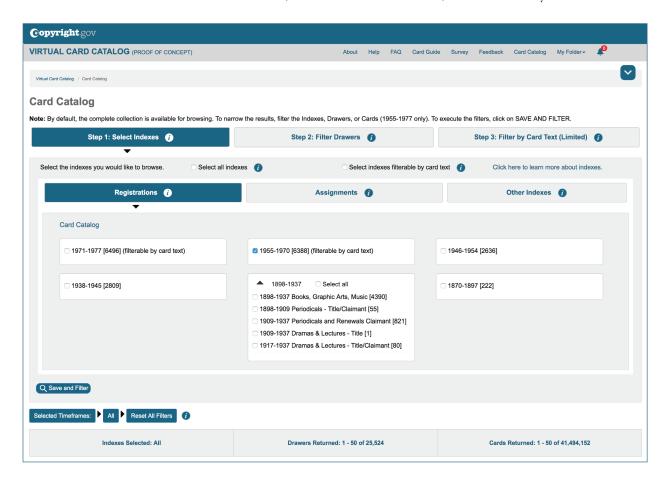
### FOR INDEXES THAT ARE FILTERABLE BY CARD TEXT (1955-1970 & 1971-1977 registration indexes only)

- 1. Step 1: Select Indexes: choose one of the two card filterable indexes (1955-1970; 1971-1977) or click on SELECT INDEXES FILTERABLE BY CARD TEXT. SAVE AND FILTER to execute.
- 2. Step 3: Filter by Card Text: enter a simple or advance query, SAVE AND FILTER to execute.
- 3. Step 2: Filter Drawers: If there are too many results, narrow the drawer results.

### **Locating Digitized Cards Using Browse**

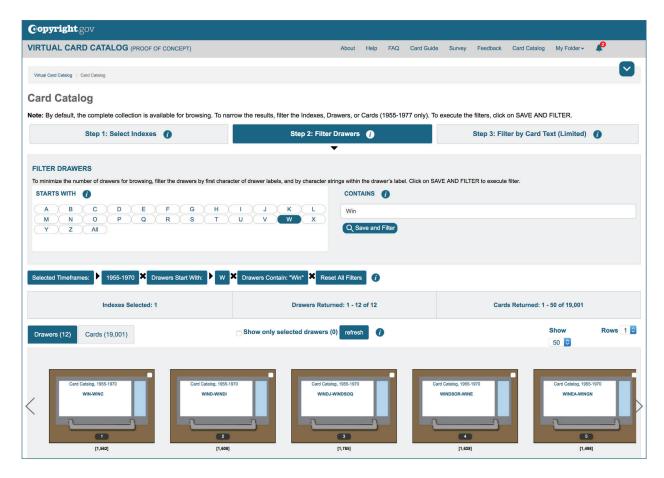
# STEP 1: CHOOSE THE INDEX OR TIME PERIOD MOST LIKELY TO CONTAIN THE CARD YOU ARE SEEKING. CLICK ON SAVE AND FILTER TO EXECUTE FILTER.

Example: The 1955-1970 Registration Index has been selected. For other indexes, click on the Registrations tab for additional time periods; click on the Assignments tab for recorded documents card images, and the Other Indexes Tab for Notice of Use, Commercial Prints & Labels, and reference only indexes.



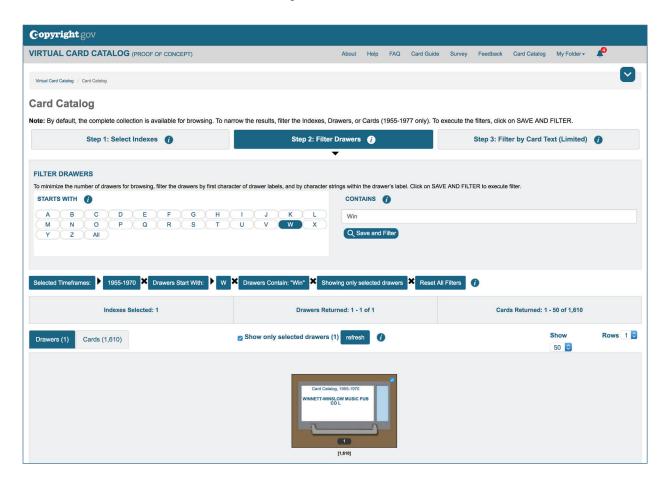
# STEP 2: CHOOSE THE DRAWER MOST LIKELY TO CONTAIN THE CARD YOU ARE SEEKING. CLICK ON SAVE AND FILTER TO EXECUTE FILTER

By default, all of the drawers are available for browsing. To narrow the results to a few drawers: (1) Select a Starting With character (e.g., W for Winnie the Pooh) and (2) a few characters "contained" within the drawer label (e.g., Win). Click on SAVE AND FILTER to execute Filter



Notice the total number of drawers has been reduced to 12, with the number of cards reduced as well. The Search Crumbs show the active filters.

Next, select the drawer to browse by clicking on the drawer most likely to contain the card you are seeking. Click on the SHOW ONLY SELECTED DRAWERS option to limit the drawers and cards to the selected drawer.



Notice the drawer and card results are limited to the selected drawer and its cards. Click on the CARDS tab to browse the cards within the selected drawer.

Select the first card in the drawer that matches your criteria (e.g., Winnie the Pooh)



Click on the image for further viewing and browsing.



Browse cards in the drawer through the Card Viewer.

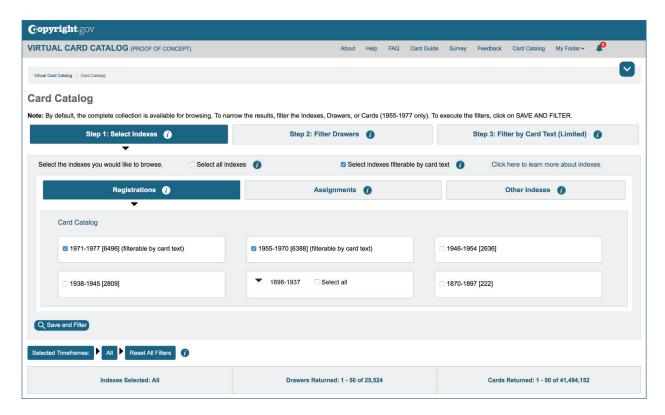


Card Found. From here, you can add the card to the My Cards folder, print the card, or Copy/Save (right click on image).

### Locating Digitized Cards Using Card Filters (1955-1970 & 1971-1977 registration indexes only)

### FIRST: SELECT INDEX(ES)

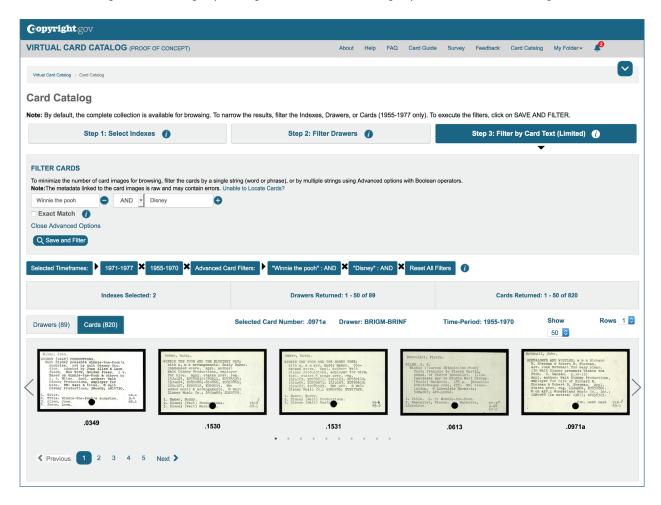
Click on the "Select indexes filterable by card text" option or choose one of the two available indexes (1955-1970 or 1971-1977). Click on SAVE AND FILTER to execute filter and move to Step 3. Note: Step 3 is not available until the filter is executed.



If any non-card-filterable indexes are selected, Step 3 will become unavailable again.

### SECOND: ENTER CARD FILTER CRITERIA

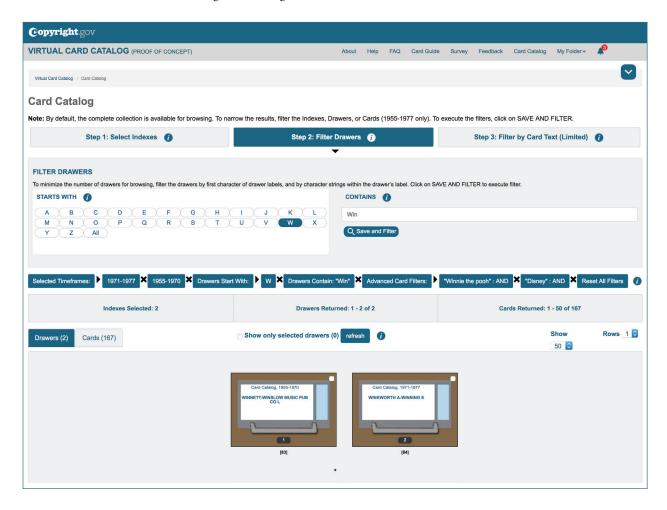
Provide a simple or advance query. (Sample shown is an advance query with an AND Boolean operator.



Note the reduction in number of drawers and cards.

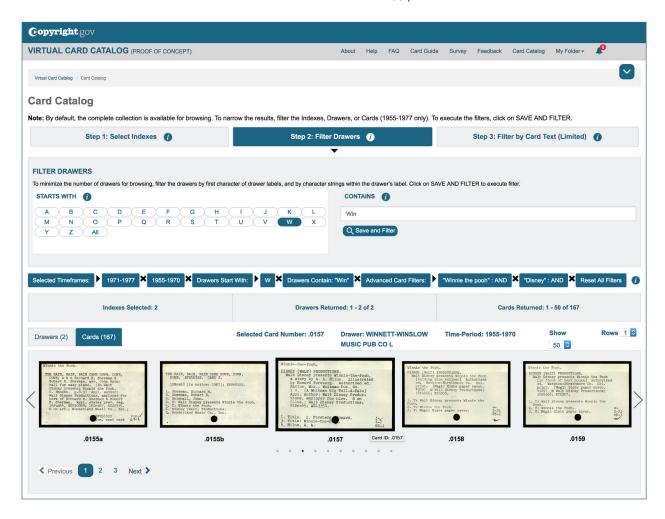
### THIRD: FILTER DRAWERS

Use the drawer filters to minimize the number of drawers and cards. Since we are looking for the title "Winnie the Pooh," we want to filter according to a starting with character of "W", and a drawer label contains "Win."



Notice the drawers are now limited to just two. One for each index.

Select the drawer that has the card you are looking for and click the box "Show only selected drawers". Click on the CARDS Tab to browse the filtered cards in the drawer(s) you select.



Card Found. Click on Card to bring up the card viewer.



From here, you can save the card to the My Cards Folder, Print, Copy/Save (right click on image); and view other galleries with same card (e.g., My Folder, Card Results (default), or cards from same drawer.