

INSTRUCTIONS FOR SORTING

Sorting means specifying the order of the bibliographic elements in which you want records to be printed: for example, personal author first, title second. To sort records you have to use the codes shown in the following illustrations. We have provided a few sorting templates to allow you to print records in differentiated sorting order.

From the **Database** pull-down menu, select the option **Print** and click on the **Sorting Tab**. You will open a screen with blanks and some default values (that you need to modify)

The screenshot shows the 'Print Setup - SMLCAT' dialog box with the 'Sorting' tab selected. The dialog has four tabs: 'General', 'Presentation', 'Margins', 'Layout', and 'Sorting'. The 'Sorting' tab contains the following settings:

- N. of Headings:** 1 (spin button)
- Stopword file:** (empty text field)
- Heading format:** (empty text field)
- First Key Length:** 15 (spin button)
- Heading Processor Indicator:** 0 (spin button)
- FST:** (empty text field)
- Second Key Length:** 15 (spin button)
- Heading Processor Indicator:** 0 (spin button)
- FST:** (empty text field)
- Third Key Length:** (disabled spin button)
- Heading Processor Indicator:** (disabled spin button)
- FST:** (empty text field)
- Fourth Key Length:** (disabled spin button)
- Heading Processor Indicator:** (disabled spin button)
- FST:** (empty text field)

In order to sort by personal author and title, replace or add the codes as shown below.

Codes for sorting by Personal Author and Title:

The screenshot shows the 'Print Setup - SMLCAT' dialog box with the 'Sorting' tab selected. The settings are as follows:

Field	Value
N. of Headings	0
Stopword file	
Heading format	
First Key Length	20
Heading Processor Indicator	0
FST	1 0 (v100/)
Second Key Length	70
Heading Processor Indicator	0
FST	2 0 v 245
Third Key Length	
Heading Processor Indicator	
FST	
Fourth Key Length	
Heading Processor Indicator	
FST	

You can vary the number of characters to be displayed in the printout by increasing or decreasing the numeral in the “Key length” box: in the example above, records will be sorted on the first 20 characters of the Personal Author field and the first 70 characters of the title field.

Codes for sorting by Personal Author, Corporate Author, and Title:

Print Setup - SMLCAT

General Presentation Margins Layout **Sorting**

N. of Headings: 0 Stopword file:

Heading format:

First Key Length: 20 Heading Processor Indicator: 0

FST: 1 0 (v100/)

Second Key Length: 70 Heading Processor Indicator: 0

FST: 2 0 (v110/)

Third Key Length: Heading Processor Indicator:

FST: 3 0 v245

Fourth Key Length: Heading Processor Indicator:

FST:

Codes for sorting by Title, Personal Author and Corporate Author:

Print Setup - SMLCAT

General Presentation Margins Layout **Sorting**

N. of Headings: 0 Stopword file:

Heading format:

First Key Length: 80 Heading Processor Indicator: 0

FST: 1 0 v245

Second Key Length: 20 Heading Processor Indicator: 0

FST: 2 0 (v100/)

Third Key Length: Heading Processor Indicator:

FST: 3 0 (v110/)

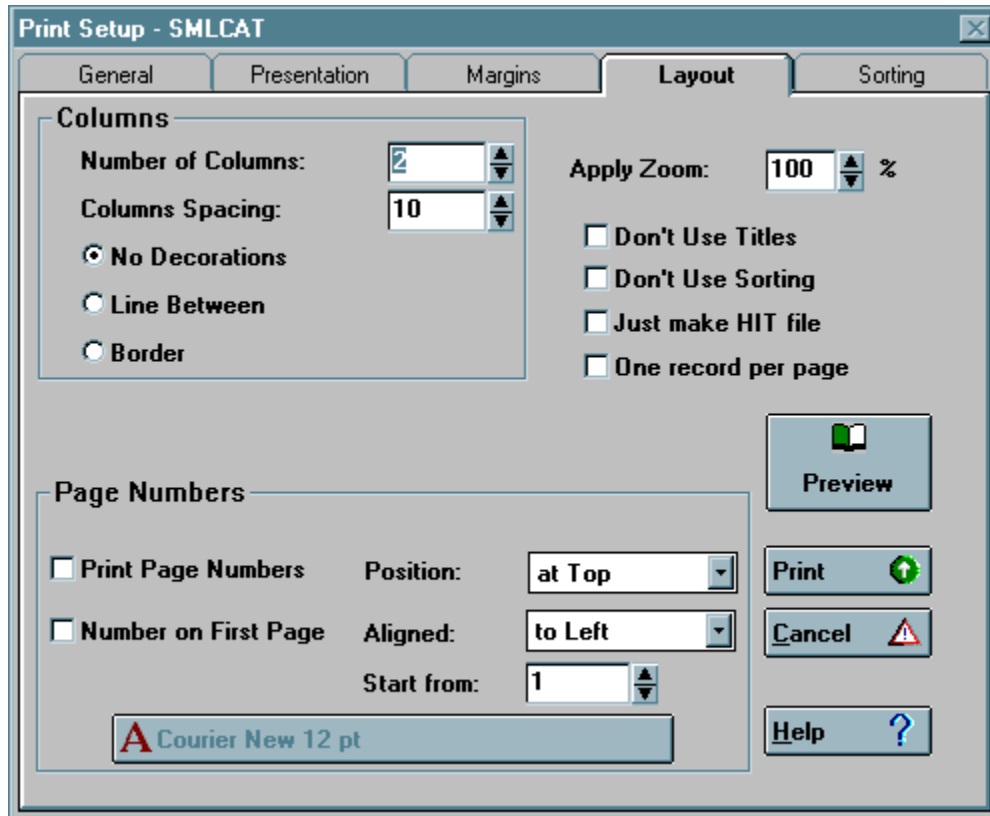
Fourth Key Length: Heading Processor Indicator:

FST:

N.B.: Since this is still the Beta version of WinIsis, the system sometimes freezes. If this happens, please exit and re-open the SMLCAT database.

PRINT RECORDS IN COLUMNS

To print records in columns, after having set the parameters explained and illustrated in the previous section of this guide, click on the Layout Tab and specify the number of columns you want. Feel free to change the other layout values (column spacing, etc.) according to need. The options are similar to those available in any word processing program.



SELECT FORMATS

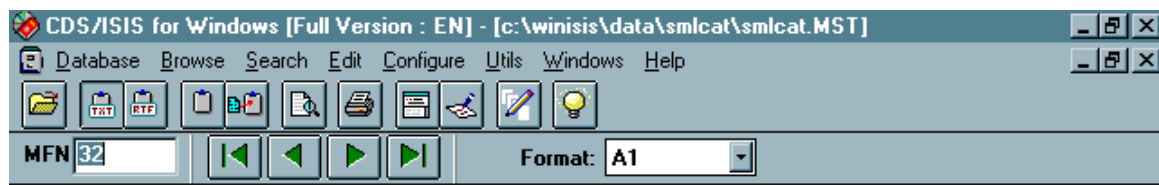
When finished setting the parameters, click on the **General Tab** and select a format from the pull-down list. See illustration on p. 14-15 of the WinIgis Users's Guide. In addition to the default SMLCAT format, a few customized formats have been added.

The A1 format includes many bibliographic elements: MFN number, UNDoc Symbol, Call number, personal and corporate authors, title and variant title, if any, imprint, physical description, notes and subjects.

The A2 and A4 formats are variants of A1. In the A2 format the MFN number and the subjects are suppressed, while in the A4 format Call numbers and UNDoc Symbols are located at the bottom of the bibliographic description.

The A3 (Author as a main entry) and T3 (Title as a main entry) formats are highly graphic but not necessary suitable for printing. We recommend selecting one of the other "A" formats for better print quality.

Format A1:

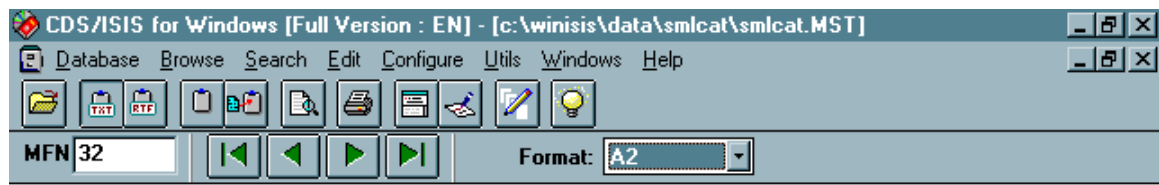


The screenshot shows the CDS/ISIS for Windows interface. The title bar reads "CDS/ISIS for Windows [Full Version : EN] - [c:\winisis\data\smlcat\smlcat.MST]". The menu bar includes Database, Browse, Search, Edit, Configure, Utils, Windows, and Help. The toolbar contains icons for file operations and search. The status bar shows "MFN 32" and "Format: A1".

MFN:0032
Call Number: 949.71 H724
Holbrooke, Richard C.
To end a war. New York : Random House, 1998. xx, 408 p. - Bibliography: p. 386-388. Includes index.

SUBJECTS: General Framework Agreement for Peace in Bosnia and Herzegovina (1995).
POLITICAL HISTORY. ETHNIC CONFLICT. ARMED CONFLICTS. FORMER YUGOSLAVIA SITUATION. BOSNIA AND HERZEGOVINA SITUATION .

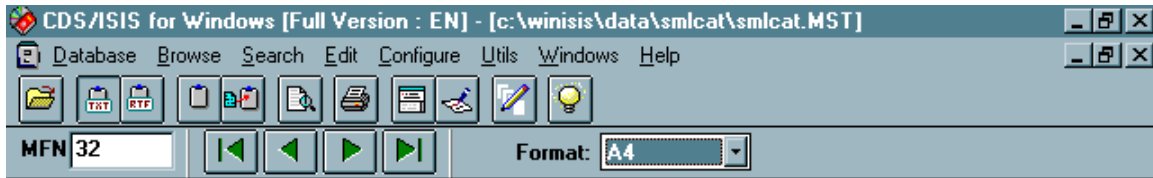
Format A2:



The screenshot shows the CDS/ISIS for Windows interface. The title bar reads "CDS/ISIS for Windows [Full Version : EN] - [c:\winisis\data\smlcat\smlcat.MST]". The menu bar includes Database, Browse, Search, Edit, Configure, Utils, Windows, and Help. The toolbar contains icons for file operations and search. The status bar shows "MFN 32" and "Format: A2".

Call Number: 949.71 H724
Holbrooke, Richard C.
To end a war. New York : Random House, 1998. xx, 408 p. - Bibliography: p. 386-388. Includes index.

Format A4:



Holbrooke, Richard C.

To end a war. New York : Random House, 1998. xx, 408 p. - Bibliography: p. 386-388.
Includes index.

Call Number: 949.71 H724.

Format A3:



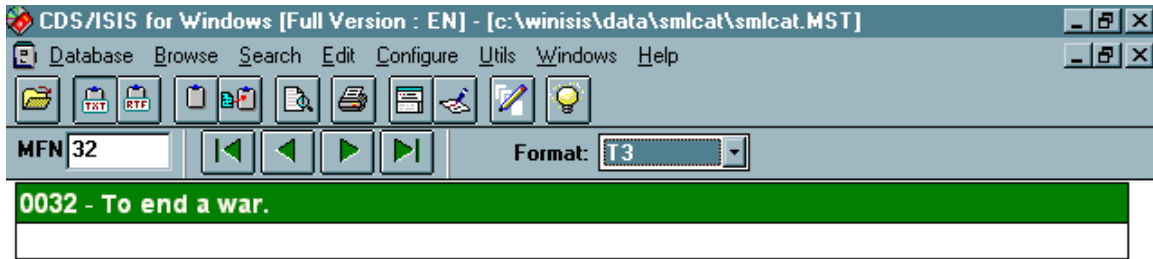
0032 - Holbrooke, Richard C.

To end a war. - New York : Random House, 1998. - xx, 408 p. Bibliography: p. 386-388.
Includes index.

Call Number: 949.71 H724.
ISBN: 037550057X

*SUBJECTS: General Framework Agreement for Peace in Bosnia and Herzegovina (1995).
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YUGOSLAVIA SITUATION. BOSNIA AND HERZEGOVINA SITUATION*

Format T3:



Call Number: 949.71 H724.
Personal Authors: Holbrooke, Richard C.
Imprint: New York : Random House, 1998.
Physical Description: xx, 408 p.
Notes: Bibliography: p. 386-388. Includes index.
ISBN: 037550057X

*SUBJECTS: General Framework Agreement for Peace in Bosnia and Herzegovina (1995).
POLITICAL HISTORY. ETHNIC CONFLICT. ARMED CONFLICTS. FORMER
YUGOSLAVIA SITUATION. BOSNIA AND HERZEGOVINA SITUATION*

Annex I

Sample list of records sorted by Personal Author, Corporate Author and Title and printed in Format A2

Call Number: X P97

Adamolekun, Ladipo; Kulemeka, Noel; Laleye, Mouftaou
Political transition, economic liberalization and civil service reform in Malawi / Ladipo Adamolekun, Noel Kulemeka, Mouftaou Laleye. - Bibliography: p. 220. - Public administration and development. 17(2) May 1997 : 209-222.

Call Number: 341.67 V5161

Altmann, Jürgen. Peace Research Institute Frankfurt (PRIF).
Verification at Vienna : monitoring reductions of conventional armed forces. Philadelphia, Pa.: Gordon and Breach Science Publ., 1992. xi, 396 p.: ill. - Contains papers presented at the Second Workshop on Verification of Arms Reductions, held Sept. 3-5, 1990, in Vienna. Includes bibliographical references and index.

Call Number: 341.271 A613

Annan, Kofi.
Secretary-General Kofi Annan's address to UN staff, 9.1.97 [videorecording / Kofi Annan. [S.l. s.n.], 1997. 1 videocassette: sd., col. - Title from cassette. VHS.

UN Doc Symbol: UNRISD/DP/1 10/99/11

Barkin, David. UN Research Institute for Social Development.
The greening of business in Mexico. Geneva: UN Research Institute for Social Development, Sept. 1999. ix, 28 p. tables. (Discussion paper (UN Research Institute for Social Development); no. 110). - Bibliography: p. 20-24.

Call Number: IMF(063.5)/1312/97/107/ENG

IMF.

Malawi : recent economic developments / prepared by a staff mission consisting of J.Fajgenbaum [et al.]. Washington, D.C.: International Monetary Fund, 1997. 47 p. (IMF staff country report no. 97/107). - At head of title: International Monetary Fund. - Includes bibliographical references.

Call Number: 968.0(05) 78 no.59

Landau, Luis. IBRD. Operations Evaluation Department.
Rebuilding the Mozambique economy: assessment of a development partnership: country assistance review / Luis Landau. (Rebuilding the Mozambique economy: country assistance review). Washington, D.C. World Bank, 1998. xviii, 89 p.: ill. (OED study series). - On cover: Rebuilding the Mozambique economy: country assistance review. - At head of title: World Bank Operations Evaluation Department, OED.

Call Number: 338.1(660.1) M741

Mondot-Bernard, Jacqueline; Labonne, Michel. OECD. Development Centre.
Satisfaction des besoins alimentaires; le cas du Mali en l'an 2000. Paris: Centre de développement de l'Organisation de coopération et de développement économiques, 1982. 213 p.: ill., maps. (Etudes du Centre de développement). - Library also has ed. in English: 338.1(660.1) M742.