

Using Contents Notes

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Patrons often ask Miss Honey where to find a specific poem or short story which isn't published as its own title. The patron would need to search a much broader topic first, and *then* think to search the index or the table of contents for the specific work they were looking for. We have an easier solution—adding **Contents Notes**!

Contents Notes allow you to add in additional information about a title's contents, which then simplifies the [Smart Search](#) process for your patrons. For example, **Contents Notes** for an anthology may list the works included within the anthology, so if they search for a specific part of the anthology, the title that contains it will come up in their search.

So how do you add **Contents Notes**?

1. Locate the Item record in [Items Management](#) using the **Find** command (< ctrl + f > on a PC or < cmd + f > on a Macintosh).
2. Unlock the record.
3. Click on the **Notes** tab, then click **Add** at the bottom right to select **505 - Formatted Contents Notes**.
4. Enter the desired information.
5. Click **OK** at the bottom-right, then **Save** in the upper-right corner of the **Items Management** window.



If it is a list of songs on a CD or a list of the short stories in a book of short stories, just list the various titles or short stories in the **Content Notes** field with a <space> - - <space> between them and a period (.) at the end, and they will be searchable (see the screenshot for an example of what this looks like).

Take a look at the **Notes** tab of the [Items Tabs](#) page for more information.



Still on version 6? [Learn about switching to Alexandria 7!](#)



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