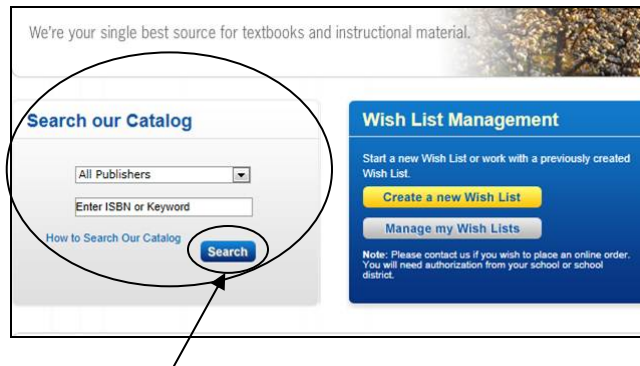


1. General Searches – p.1
2. Comprehensive Searches – pp. 1 – 3
3. Creating/Managing Wish Lists – pp. 4 – 5
4. Shipping/Requisition Management – pp. 5 – 6
5. Quick ISBN Entry – p. 6

## ► GENERAL SEARCHES

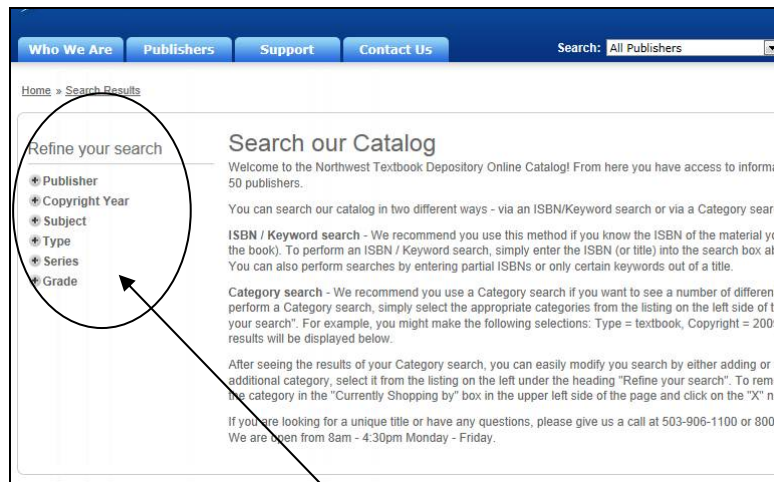
After you have created an account, you can “**Search our Catalog**” by entering a 13 digit ISBN or entering the Publisher or Keyword. ISBN’s are located on the back of your books. The ISBN is the easiest way to find your titles and to make sure you are getting the correct book.



You can also click the blue search button and find what you are looking for through a more comprehensive search (see example below).

## ► COMPREHENSIVE SEARCHES

### SEARCH RESULTS / REFINE YOUR SEARCH/ RELATED TITLES



Not exactly sure what you are looking for? Refine your search by using what you know – the publisher’s name, the copyright year, the subject area...you may use these categories to pinpoint what you need to find.

Home » Search Results

Currently Shopping by:

- ☒ Publisher: Holt McDougal
- ☒ Subject: Science: Secondary
- ☒ Type: Textbook

[Clear All](#)

Refine your search

- ☐ Copyright Year
- ☐ Series
- ☐ Grade

### Search Results (1-50 of 50)

Click on any item to view its detail and related items.

Title	Publisher Number / ISBN13	Grade	Year	Type	Net School Price	Contract Price
<input type="checkbox"/> Holt Environmental Science	0030031338 9780030031335	10-12	1996	Textbook	\$66.25	\$66.25
<input type="checkbox"/> Holt Environmental Science	0030520193 9780030520198	10-12	2000	Textbook	\$108.30	\$108.30
<input type="checkbox"/> Holt Environmental Science	0030390737 9780030390739	10-12	2006	Textbook	\$100.10	\$100.10
<input type="checkbox"/> Holt Enviro Sci w/Onln/Live Ink 6Yr OLA	0030431395 9780030431395	10-12	2006	Textbook	\$108.30	\$108.30
<input type="checkbox"/> Holt Environmental Science	0030661749 9780030661747	10-12	2004	Textbook	\$101.45	\$101.45
<input type="checkbox"/> Holt Environmental Science	0030781361 9780030781360	10-12	2008	Textbook	\$83.30	\$83.30
<input type="checkbox"/> Biology Visualizing Life	003016723X 9780030167232	7-12	1998	Textbook	\$116.95	\$116.95
<input type="checkbox"/> Biology Principles/Exploration	0030514339 9780030514333	9-12	1998	Textbook	\$107.95	\$107.95
<input type="checkbox"/> Biology Principles and Explorations	0030519993 9780030519994	9-12	2001	Textbook	\$103.45	\$103.45
<input type="checkbox"/> HRW Biology Principles/Exploration	0030724570 9780030724572	9-12	1996	Textbook	\$66.95	\$66.95
<input type="checkbox"/> Holt Enviro Sci SE/OLA Live Ink 6yr	0030931177 9780030931178	10-12	2008	Textbook	\$88.95	\$88.95

[Clear Selections](#) [Add selected items to Wish List](#) [Start New Search](#)

The example shows the search results for the following criteria: Publisher: Holt McDougal - Subject: Science, Secondary – Type: Textbook. In other words, you can take a few things you know and use it to pinpoint exactly what you are looking for...the results will allow you to cross-reference what you know with what you need. This process is easy, fast, and reliable! In our example, I have circled the title we need – Holt Environmental Science 2008 textbook – and once you click on that title you are taken to the screen below.

Home » Holt Environmental Science

### Holt Environmental Science

Series: Environmental Science Publisher: Holt McDougal

[Back to Search Results](#) [Start New Search](#)

Title	Grade	Type	Publisher Number/ISBN	Year	Net School Price	Contract Price
Holt Environmental Science	10-12	Textbook	0030781361 9780030781360	2008	\$83.30	\$83.30

[Add This Item To Wish List](#)

**Related Items** [Show Related Items](#)

The title, Holt Environmental Science 2008 textbook, has now been selected and you can find the related items - including textbooks, teacher materials, workbooks, and more, by clicking on the "Show Related Items" text.



Holt Environmental Science

Series: Environmental Science Publisher: Holt McDougal

[Back to Search Results](#) [Start New Search](#)

Title	Grade	Type	Publisher Number/ISBN	Year	Net School Price	Contract Price
Holt Environmental Science	10-12	Textbook	0030781361 9780030781360	2008	\$83.30	\$83.30

[Add This Item To Wish List](#)

Related Items [Hide Related Items](#)

Filter results: All Grades All Years All Types

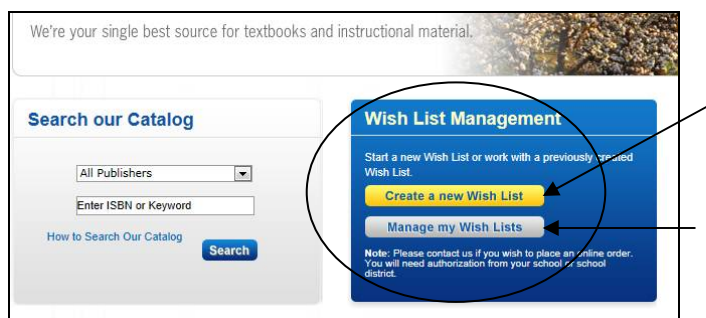
☒ Add Selected

Title	Publisher Number / ISBN13	Grade	Year	Type	Net School Price	Contract Price
<input type="checkbox"/> Holt Environmental Science Chapt 20 Res	0030660824 9780030660823	9-12	2006	Miscellaneous	\$14.40	\$14.40
<input type="checkbox"/> Holt Environmental Science Chapt 21 Res	0030660832 9780030660830	9-12	2006	Miscellaneous	\$14.40	\$14.40
<input type="checkbox"/> Holt Environmental Sci Program Resource	00306609279 9780030660927	10-12	2006	Teacher's Material	\$14.40	\$14.40
<input type="checkbox"/> Holt Environmental Sci Text on CDRM SI25	9990030400170	10-12	2006	Computer Software	\$448.75	\$448.75
<input type="checkbox"/> Nova Video Package	0030742730 9780030742736	6-8	2004	Audio / Video	\$61.65	\$61.65
<input checked="" type="checkbox"/> Holt Environmental Science	0030781361 9780030781360	10-12	2008	Textbook	\$83.30	\$83.30
<input type="checkbox"/> Holt Environmental Science TE	003078137X 9780030781377	10-12	2008	Teacher's Edition	\$106.05	\$106.05
<input type="checkbox"/> Holt Enviro Sci Teaching Transparencies	0030931002 9780030931000	10-12	2008	Visual Aids	\$122.90	\$122.90
<input type="checkbox"/> Holt Enviro Sci Active Reading WB	0030931010 9780030931010	10-12	2008	Workbook	\$11.50	\$11.50

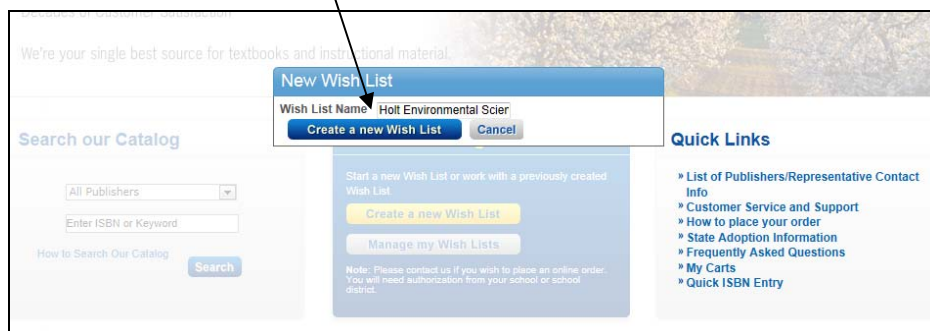
The screen above shows all of the related items for Holt Environmental Science 2008 textbook. You can use the drop down menus to filter by grade, copyright year, or by the type of material you need - textbooks, teacher's material, workbooks, etc. In the example above, we are trying to find the Teacher's Edition for the 2008 Holt Environmental Science Textbook. Once the filtered results are listed you can find the Teacher's Edition (circled on the left side) for the 2008 copyright and simply put a check in the box to the left of the material to select that item and add to your Wish List (we will discuss building Wish Lists next).

## ► CREATING/MANAGING WISH LISTS

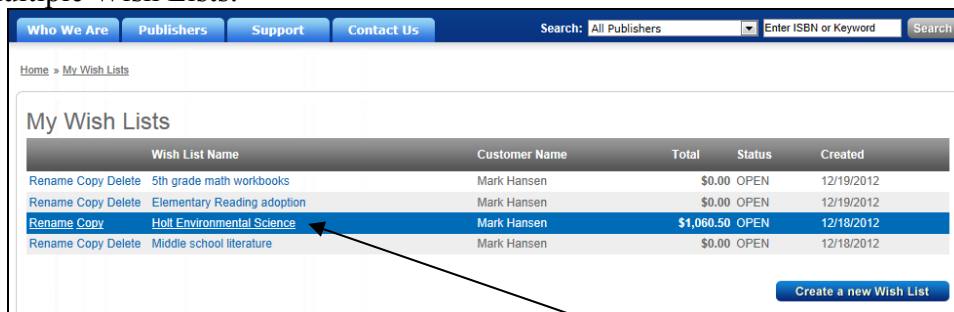
Creating a “**Wish List**” allows you to select instructional resources that reflect your needs at the classroom, building, or district level. You can create and manage multiple Wish Lists and refer to them as needed throughout the course of the school year. The Wish Lists let you quickly understand the cost of materials so that you can budget and plan accordingly.



If you want to create a new wish list select **Create a new Wish List**. We suggest using your requisition number, purchase order number, date, product title, or some other name that will make it easy for you to locate it again. In the example below we are creating a new wish list and have named it “Holt Environmental Science.”



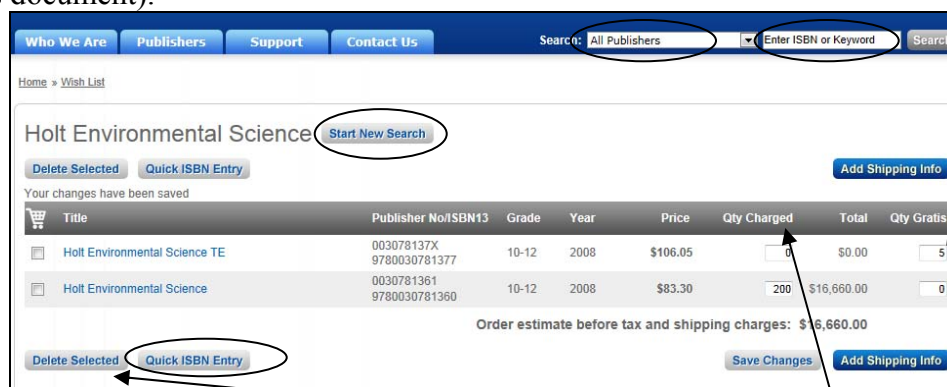
If you have one or more existing wish lists, select **Manage my Wish Lists**. Our example below includes multiple Wish Lists.



Once you select the Wish List you would like to revise, “Holt Environmental Science,” you can view your Wish List and make necessary changes.

There are several ways to add items to your wish list:

- **Search by ISBN 13** (enter 13 digit ISBN and click search button)
- **Search by Publisher or Key Word** (select publisher from drop down menu or enter a key word and click search button)
- Click **Start New Search** button (this directs you to our catalog as explained on pages 1-3 of this document).
- Click **Quick ISBN Entry** button (add several 13 digit ISBN as explained on page 6 of this document).



Who We Are Publishers Support Contact Us Search: All Publishers Enter ISBN or Keyword Search

Home > Wish List

Holt Environmental Science [Start New Search](#)

[Delete Selected](#) [Quick ISBN Entry](#) [Add Shipping Info](#)

Your changes have been saved

Title	Publisher No/ISBN13	Grade	Year	Price	Qty Charged	Total	Qty Gratis
<input type="checkbox"/> Holt Environmental Science TE	003078137X 9780030781377	10-12	2008	\$106.05	0	\$0.00	5
<input type="checkbox"/> Holt Environmental Science	0030781361 9780030781360	10-12	2008	\$83.30	200	\$16,660.00	0

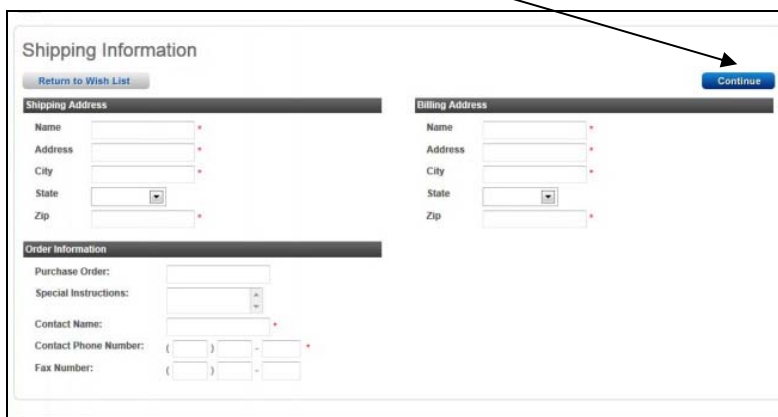
Order estimate before tax and shipping charges: \$16,660.00

[Delete Selected](#) [Quick ISBN Entry](#) [Save Changes](#) [Add Shipping Info](#)

Once your Wish List has all the necessary titles you can enter Quantity Charged and/or Gratis, (gratis needs approval from the publisher's representative) as well as Delete Selected titles. When your Wish List is complete simply **Save Changes and Add Shipping Info** (see section below).

## ► SHIPPING/REQUISITION MANAGEMENT

When you have finished adding items to your Wish List, you will need to fill in your **"Shipping Information,"** especially all areas with a **red** asterisk. Once you are finished filling in the necessary information you can click the blue Continue button.



Shipping Information

[Return to Wish List](#) [Continue](#)

**Shipping Address**

Name \*

Address \*

City \*

State \*

Zip \*

**Billing Address**

Name \*

Address \*

City \*

State \*

Zip \*

**Order Information**

Purchase Order: \*

Special Instructions: \*

Contact Name: \*

Contact Phone Number: ( ) - \* \*

Fax Number: ( ) - \*

Review the details on the “**Requisition Summary**” screen. If corrections are needed select the “Return to Wish List” button to go back and modify your Wish List. If you need to modify your shipping information click the “Return to Shipping Info” button. The total for your order does not include tax and shipping. Please contact Northwest Textbook at 503.906.1100 or 800.676.6630 about your shipping rate, or if you have further questions. Once you are satisfied that everything is correct, Print this screen to submit to your purchasing department or to add to your signed purchase order.

**Requisition Summary** Your Requisition has not been submitted

[Return to Shipping Info](#) [Return to Wish List](#)

Shipping Information		Billing Information		Order Information	
Ship To: Mark Hansen 28800 SW 40th Drive West Linn, OR 97541		Bill To: Mark Hansen 28800 SW 40th Drive West Linn, OR 97541		Contact Name: Julie Hansen Contact Telephone: (503) 867-5309 Contact Fax: Purchase Order: TBD Special Instructions: Attn: Julie - Admin Asst.	

Title	Publisher No/ISBN13	Grade	Year	Price	Qty Charged	Qty Gratis	Total
Holt Environmental Science TE	003078137X 9780030781377	10-12	2008	<del>\$406.05</del>	0	5	\$0.00
Holt Environmental Science	0030781361 9780030781360	10-12	2008	<del>\$83.30</del>	200	0	\$16,660.00

**Order Estimate before Tax and Shipping Charges: \$16,660.00**

Your Requisition has not been submitted.  
To place your order, print your requisition and fax, mail, or e-mail it to us along with a purchase order.

[Print](#)

## ► QUICK ISBN ENTRY

If you already know the 13 digit ISBN for the titles you are working with you can use the “Quick ISBN Entry” button on every Wish List screen as highlighted by the arrow in the screen shot below left. Pressing that button will take you to the screen shot on the right where you can enter the 13 digit ISBN into the box provided. If you only have the 10 digit ISBN you can use the “**online ISBN converter**” which takes you to a site which will allow you to convert the 10 digit ISBN to a 13 digit ISBN. Once you have the 13 digit ISBN you can cut the ISBN’s from that screen and paste them into the Quick ISBN Entry box and subsequently into your wish list.

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Home » Wish List

Reading Books [Start New Search](#)

[Delete Selected](#) [Quick ISBN Entry](#)

Title	Publisher No/ISBN13	Grade
Journeys 1 CC TE Unit 6	0547609914 9780547609911	1
Journeys CC 1 TE	0547609935 9780547609934	1
Journeys 1 CC OL Student Resources 1Yr	0547631898 9780547631899	1

Order est

[Delete Selected](#) [Quick ISBN Entry](#)

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Search: All Publishers [Add ISBN or Keyword](#) [Search](#)

Home » ISBN Quick Entry

Add Multiple ISBNs to Workbooks for new school year

To add, please enter multiple ISBN 13 numbers separated by line breaks. All items that are found will be added to your active Wish List. A confirmation message will be displayed to indicate which items were found and what errors occurred. You will be able to modify or remove items from your Wish List after the import is complete.

NOTE: If you have ISBN 10 numbers, they will need to be converted to ISBN 13 before importing. You can use an [online ISBN converter](#) to do this conversion.

[Add Items to Wish List](#) [Cancel](#)