
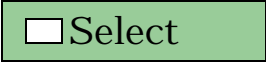


How To Use *WebMax III* In 6 Easy Steps

<http://webmax.stier.org/webmax/start.html>

STEP	ACTION	WHERE TO "CLICK" ON SCREEN
Log on:	Enter your 3-part user number and the password media . <i>You must include the "dots" between the numbers</i>	 <i>Right side of box</i>
Search:	Enter a keyword to search the catalog, or use the <u>advanced search</u> to be more specific. Select one or more media types and grade levels	→ Search ▶ <i>to the right of the search box</i>
Select:	 the boxes next to titles you wish to order from your "hit" list.	→ Order form ▶ <i>Text at the top or bottom of the screen</i>
Order:	Adjust dates to get shipment for the appropriate dates.	→ Next ▶ <i>Blue text above or below the form</i>
Confirm:	Submit order for processing.	→ Finish ▶ <i>Blue text above or below form</i>
Log off:	Exit WebMAX	Close <i>Located on the left side of the screen</i>