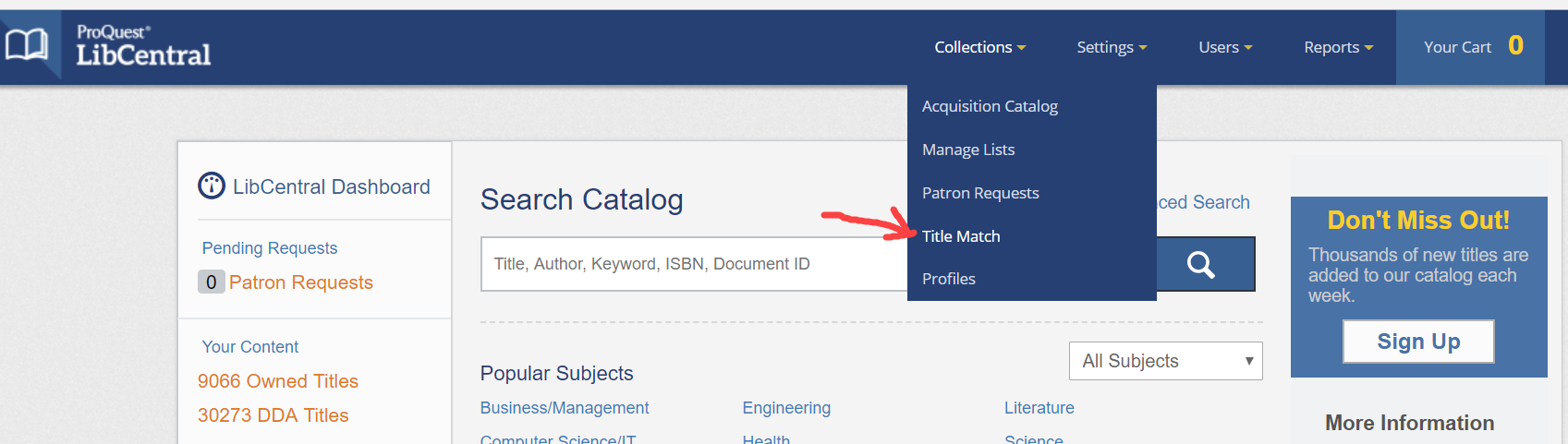
## ProQuest DDA Ebooks -- Suppressing Visibility from PQ LibCentral in Batch

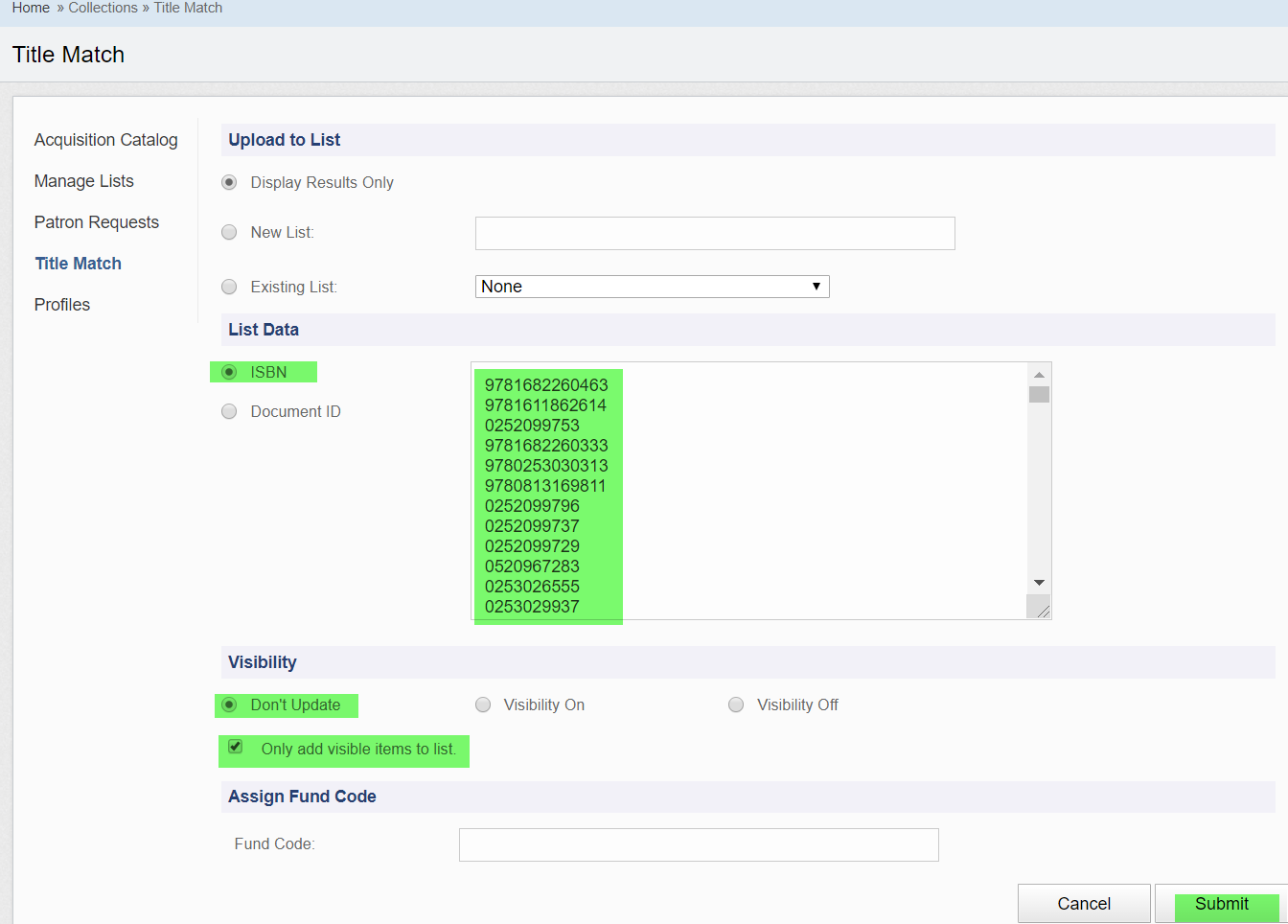
8/22/2018

1. Copy column of ISBNs
2. Log on to ProQuest LibCentral
3. Select “Title Match”

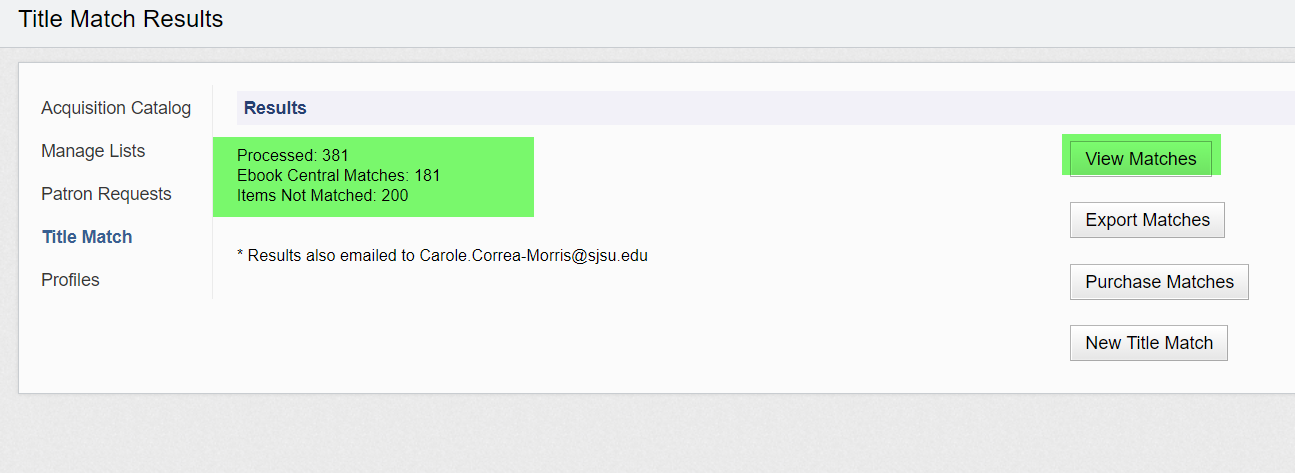


1. In Title Match search,

* Under “List Data” paste the list of ISBNs as text only
* Under “Visibility” choose Don’t Update AND Only Add Visible Items
* Click Submit

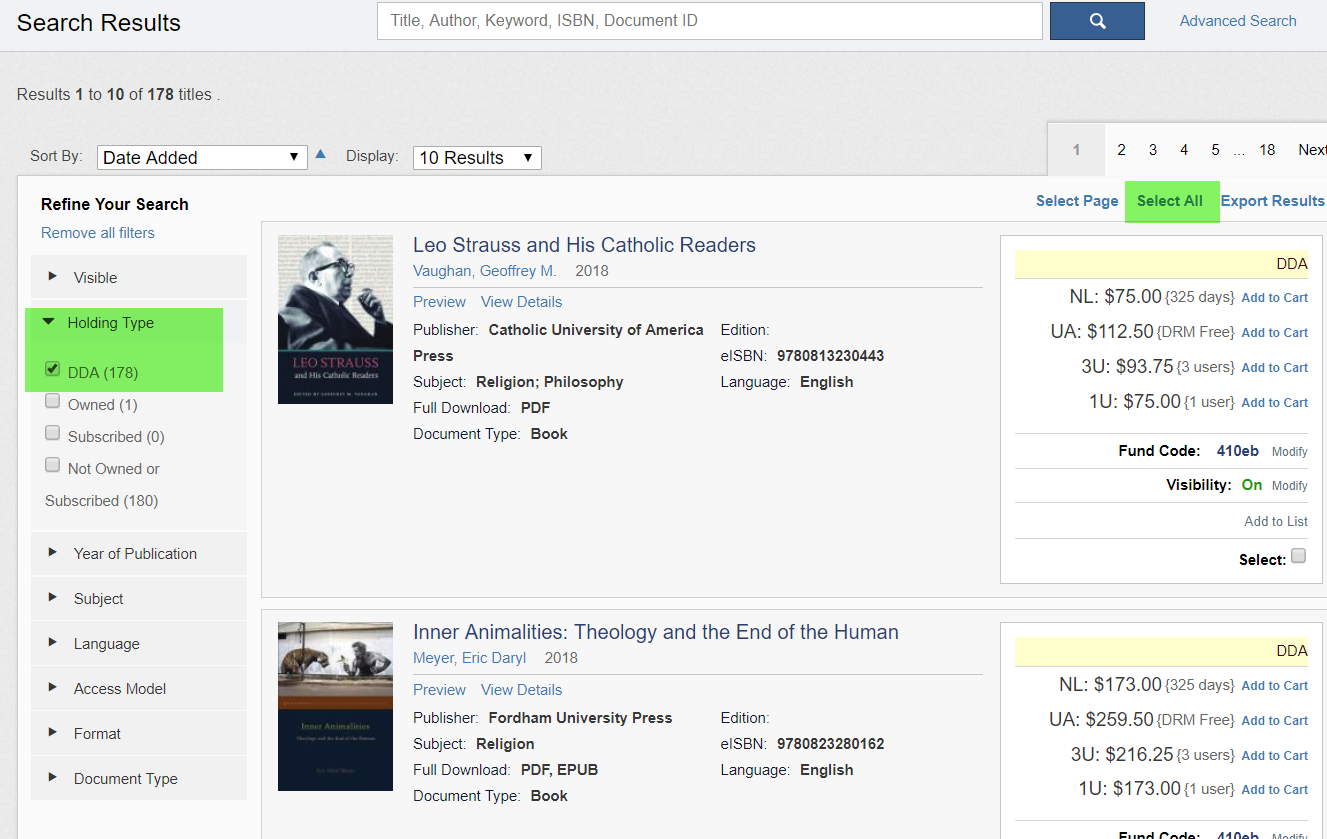


1. Select “View Matches” for list of results

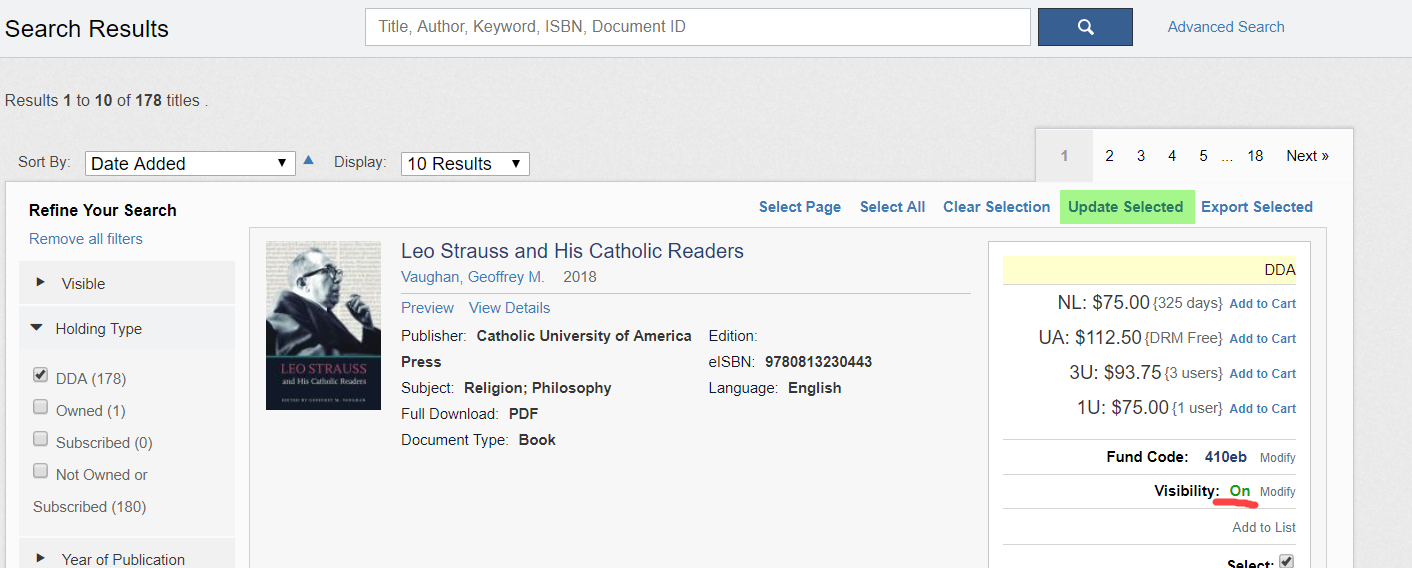
At

1. At results page:

* Under “Holding Type”, check “DDA” titles. (to avoid suppressing any owned or subscribed titles.)
* Once filtered to DDA only, click to “Select All.”

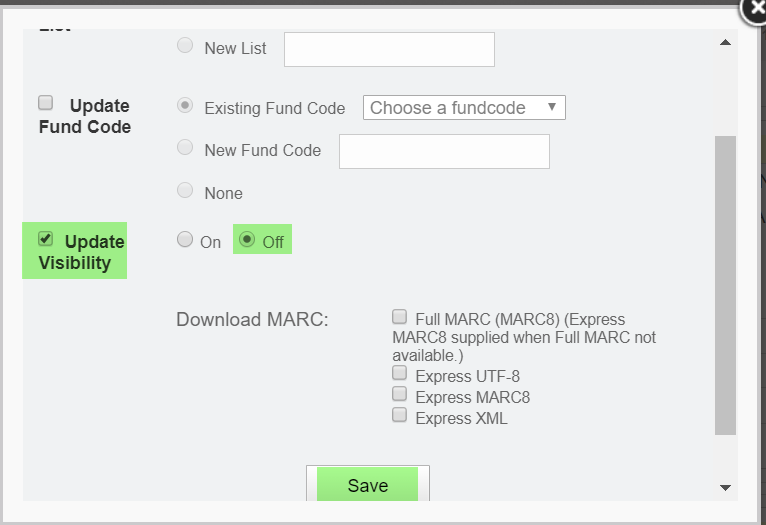


1. Choose “Update Selected.” (Note: visibility is shown as “On.”)

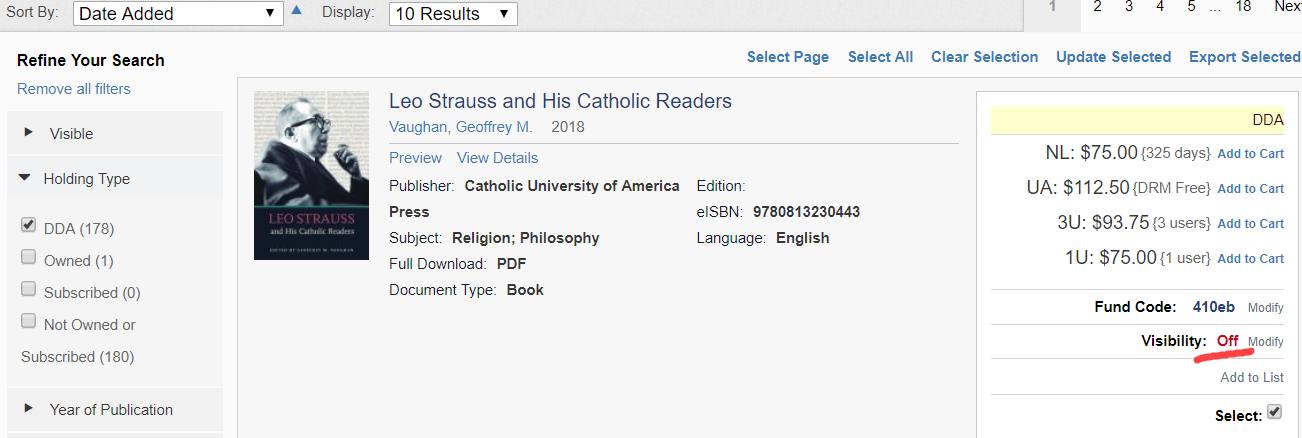


1. At pop-up window:

* Check “Update Visibility” and the “Off” button
* Scroll down and click “Save”



1. Visibility now displays as “Off.”



Done.