

## COBISS3 Basic Guidelines Version V6.8-00, September 2016

### List of changes No. 16, September 2016

| <i>Title of manual part</i> | <i>Page with change</i> | <i>Type of change</i> |
|-----------------------------|-------------------------|-----------------------|
| Title page                  | Title page/1–2          | updated               |
| CONTENTS                    | CONTENTS/1–4            | updated               |
| 4.3 Searching               | 4.3/7–12                | updated               |
| 4.8 Editing jobs            | 4.8/1–2                 | updated               |

**Notes:**

With regards to publishing changes in the manuals, the following rules apply: in the part, listed in the "Title of manual part" column, a new date must be entered in the footer on all the pages. The vertical lines next to the previous changes must be deleted. New vertical lines must be added next to the new changes. Text that was moved further down on the page or onto the next page due to changes made on the previous page must not be marked with a vertical line.

Listed under "Page with change" are all pages on which the content was changed compared to the previous printed version of the manual, i.e. new changes included in the text, deleted chapters, added chapters or moved text. For the purposes of updating double-sided printed manuals, the pages (odd and even) are listed, where the contents have not changed, but the only change made was the entry of a new date in the footer.

To update the printed version of the manual, print the "Set for printed version" file and replace the pages in the binder. The "Set for printed version" contains all the pages listed in the "Page with change" column. If you wish that the contents of the binder are the same as the "Complete manual" file, then you have to print out the complete parts listed in the "Title of manual part" column.