

IEEE Proceedings Order Plans (POP) Titles List Excel User Tips

Here are some useful tips and recommendations that should assist you in making full use of this spreadsheet tool.

- Search for the “most recently shipped” conference proceedings.
 - To search all conferences:
 - Press Ctrl-A or select top left cell to select entire spreadsheet.
 - Select “Data” then “Sort” from top toolbar. Verify on bottom of pop-up menu that the list has a header row.
 - Sort by “Ship Code”, then by “Ship Date”, both in **descending order**.
 - Data is now sorted by most recently shipped proceedings.
 - To search by order plan:
 - Press Ctrl-A or select top left cell to select entire spreadsheet.
 - Select “Data” then “Sort” from top toolbar. Verify on bottom of pop-up menu that the list has a header row.
 - Sort by the intended order plan, then by “Ship Code”, then by “Ship Date”, all in **descending order**.
 - Data is now sorted by most recently shipped proceedings in the selected order plan.
- Find conference proceedings that have been added to IEEE Xplore®:
 - This section notes whether or not a conference proceedings has been added to IEEE Xplore®. For more information regarding when a proceedings was added to IEEE Xplore®, please use the “New This Week” link on the IEEE Xplore® home page, available at <http://ieeexplore.ieee.org/xpl/weekinfo.jsp>. This feature includes a four-week rolling list of recent content updates as well as an archive of previous updates.
- Sort by conference name:
 - The spreadsheet opens with the data sorted by conference name. If you have performed another sort and need to return to this view:
 - Press Ctrl-A or select top left cell to select entire spreadsheet.
 - Select “Data” then “Sort” from top toolbar. Verify on bottom of pop-up menu that the list has a header row.
 - Sort by “Conference Name (sort)”, then by “Mtg Year”, then by “Mtg Start Date”, all in **ascending order**.
 - Data is once again sorted by conference name.
- Search Proceedings Catalog information:
 - Searching for specific information on the spreadsheet is as easy as pressing Ctrl-F, or selecting “Edit” then “Find” from the top toolbar to bring up the “Find” function. Here you can enter full or partial ISBN's, ISSN's, Catalog Numbers, etc. to quicken your search.