Basic search finds records using keywords located anywhere in a record, or only in specific fields.

1. Type search term(s) you want to find in the Search: field.
2. Select a Search by: from the drop-down list to narrow or widen the scope of your search.
   - Keyword searches allow using quotes to search a phrase, + to mark an essential term, * to mark an important term, or ? to truncate a word.
   - Heading searches use a specific library categories.
   - Command searches allow adding Boolean operators to keyword searches.
3. Select from the Limit To: list to optionally limit your search by the available criteria.
4. Click the Search button to begin your search.

Advanced search finds records using keywords located anywhere in a record, or only in specific fields.

1. Type in the search term(s) you want to find in the Search field. (Punctuation, case, and word order are ignored.)
2. Select any of these, all of these, or as a phrase from the dropdown list to identify how multiple words entered in the search are to be combined.
3. Select a different index from the next drop-down list to narrow or widen the scope of your search.
4. You may continue adding to your search by selecting a Boolean operator (AND, OR, or NOT) and adding more terms.
5. Select from the remaining fields to optionally limit your search by the available criteria.
6. Click the Search button to begin your search.
**Author Search** finds materials that match the name entered to a personal or corporate author. For a corporate (business name, organization, government) name, use only the last name field. Enter as much of the name as you know.

**Subject Search** finds materials that match the search terms entered in library defined categories.

**Title list** summarizes your search results.

To display the record details associated with a title, click on the underlined title to jump to the details. You can page through your results by using the navigation bar.

If you want to save or print information about specific records,

1. Mark the record(s) you are interested in by clicking the checkbox on the left side of the screen.
2. Click an option button at the top or bottom of the list.
3. Follow the instructions on the page that follows.

Clicking the **Select Page or All** checkbox will allow you to select all results on the page or from the search for printing or exporting.