

Cataloger's Desktop

3. Basic and Browse Search At-a-Glance



Search Features

If you have set your preferences to open with **My resources**, you will see this choice immediately after login. You can change this by using the search dropdown to select **Core resources** or **All resources**.



1. Entering two or more terms will perform an automatic **AND** search. You may also use standard **OR** or **NOT** Boolean operators. You do not need to capitalize the Boolean operators. You may also use Desktop special characters as indicated below.
2. Enclose search strings in quotation marks to perform search phrases.

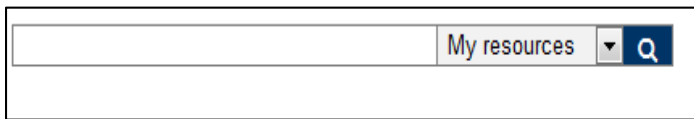
Table of Desktop Search Arguments¹

Operator	Example	Result
And	one two one & two one and two	Finds documents with both 'one' and 'two'.
Or	me you me or you	Finds documents with either 'me' or 'you'.
Not	^him not him	Finds documents that don't contain 'him'.
Phrase	"to be or not"	Finds documents with the exact phrase 'to be or not'.
Single character wildcard	wom?n th??	Finds documents with 'woman', 'women', etc., or 'this', 'that', 'them', etc.
Multiple character wildcard	a*n work*	Finds documents with 'an', 'addition', 'assign', etc., or 'work', 'works', 'working', etc.

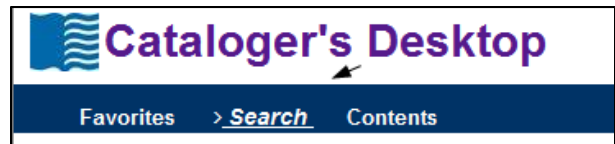
¹ The single character wildcard **?** and the multiple character wildcard ***** are unavailable as of 2014 Issue 3 (September 2014)

Basic Search


A basic search can be conducted either after initial login in the search box or after a previous search by clicking the **Search** Link.

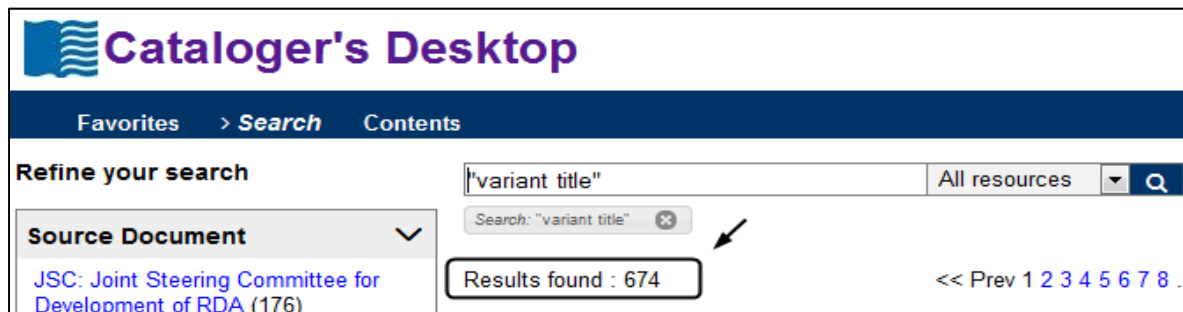


A search box with a dropdown menu set to "My resources" and a search icon (magnifying glass) to the right.

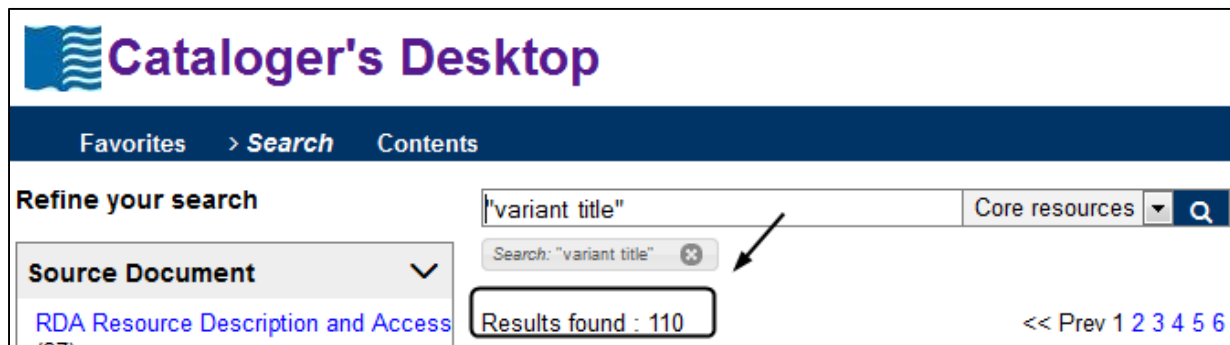


Sample searches:

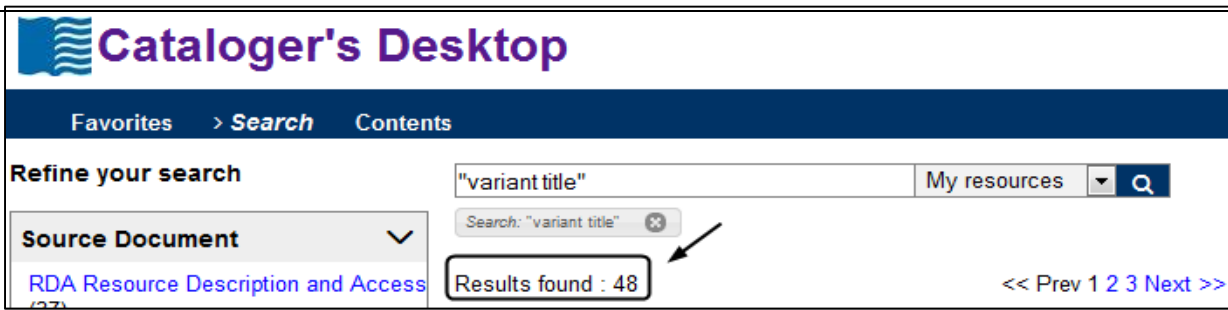
1. Enter the term **"variant title"** and select **All resources**.
2. Press <enter> or click the search icon. 
3. You will retrieve hundreds of hits.



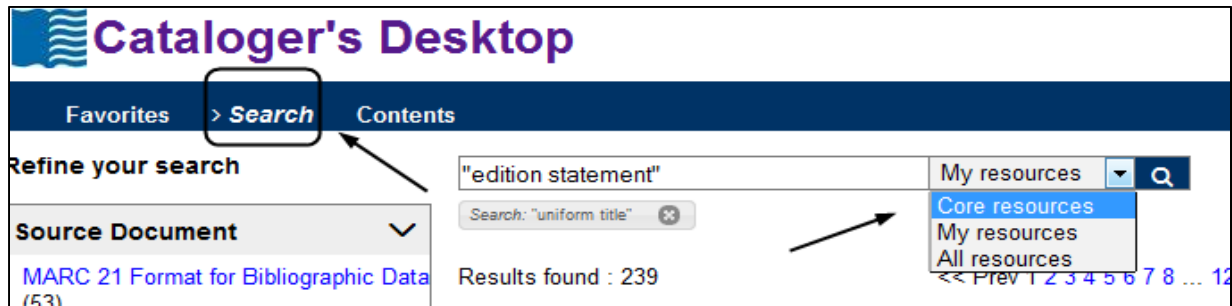
4. Use the search dropdown to choose **"Core resources"** and then click the search icon. (Core resources are the 25 most used tools.) You will now retrieve just over a hundred hits.



5. If you run the search again using **My resources**, you may reduce the hits even further, depending on what you selected in **Preferences**. You could list only a few of your most heavily used resources to keep your hits lower and use the **Core resources** when only those resources are needed.



- You can run additional searches by entering different terms and choosing the resource facet you need. Alternatively, you can click **Search** on the ribbon to return to the clean search box.



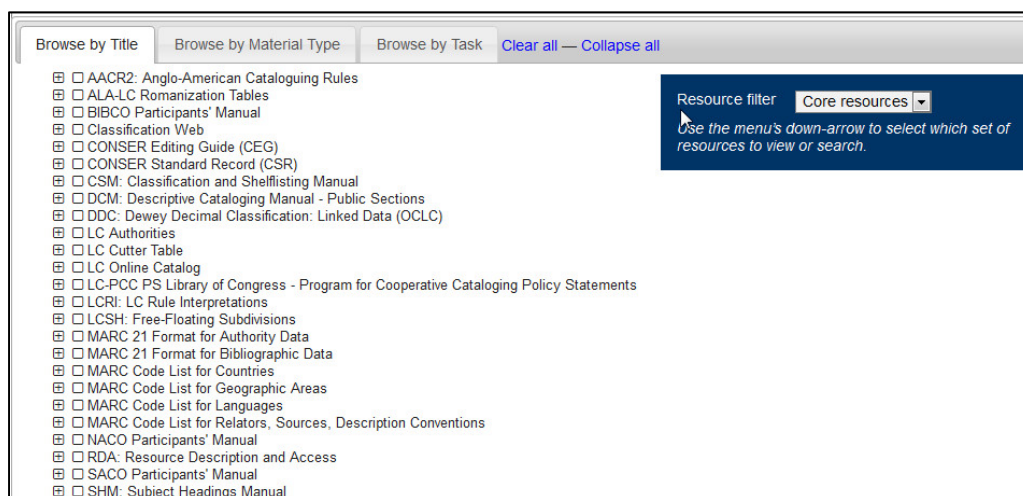
Note: The “Refining and Interpreting Search Results” at-a-glance document covers working with search results.

Browse Search

Many like to browse a resource’s contents and then search just in a specific section to locate the information they need.

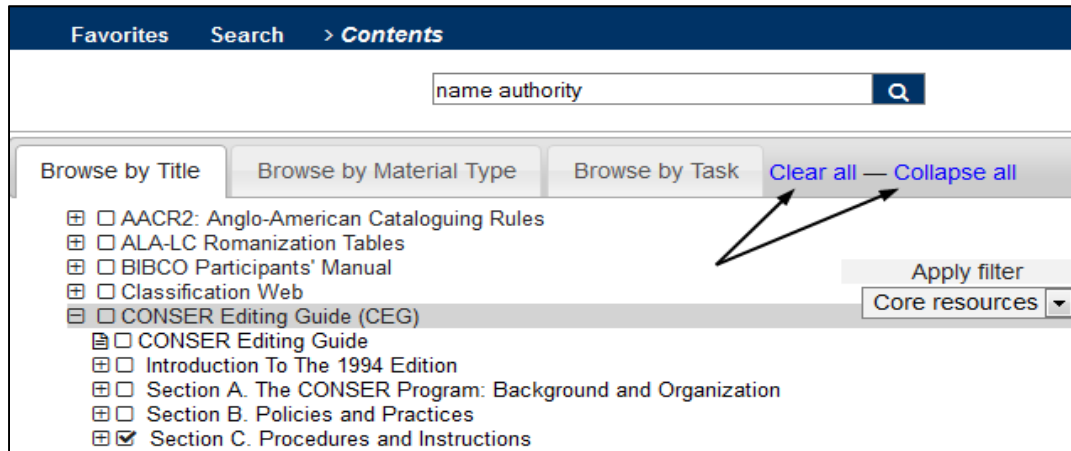
Steps:

- Click **Contents** on the ribbon.
- You will see three contents view tabs, each providing a different way of browsing *Desktop’s* resources. You can easily change the filter to the resource type you need when you **Browse by Title**.

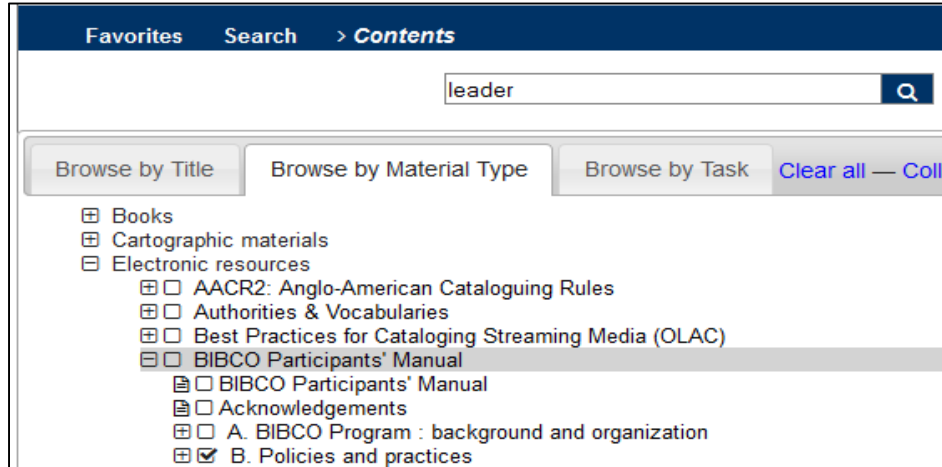


- After you open the resource, you can check the box to the left of one or more the section titles to search just in that section(s). When you are finished, you can click the links at the top to **Clear all** check marks and/or **Collapse all** to close the tree hierarchy. (Some resources are external web pages and are not indexed.)

Sample Search Browse by Title: Enter name authority in the **CONSER Editing Guide, Section C. Procedures and Instructions**. Use the **Core resources** filter.



Sample Search Browse by Material Type: Select the **Browse by Material Type** tab and in the **BIBCO Participants' Manual, B. Policies and practices** type: leader.



Sample Search Browse by Task: Select the **Browse by Task** tab and open Authority Control. Click the link to Authorities & Vocabularies to view the web page.

