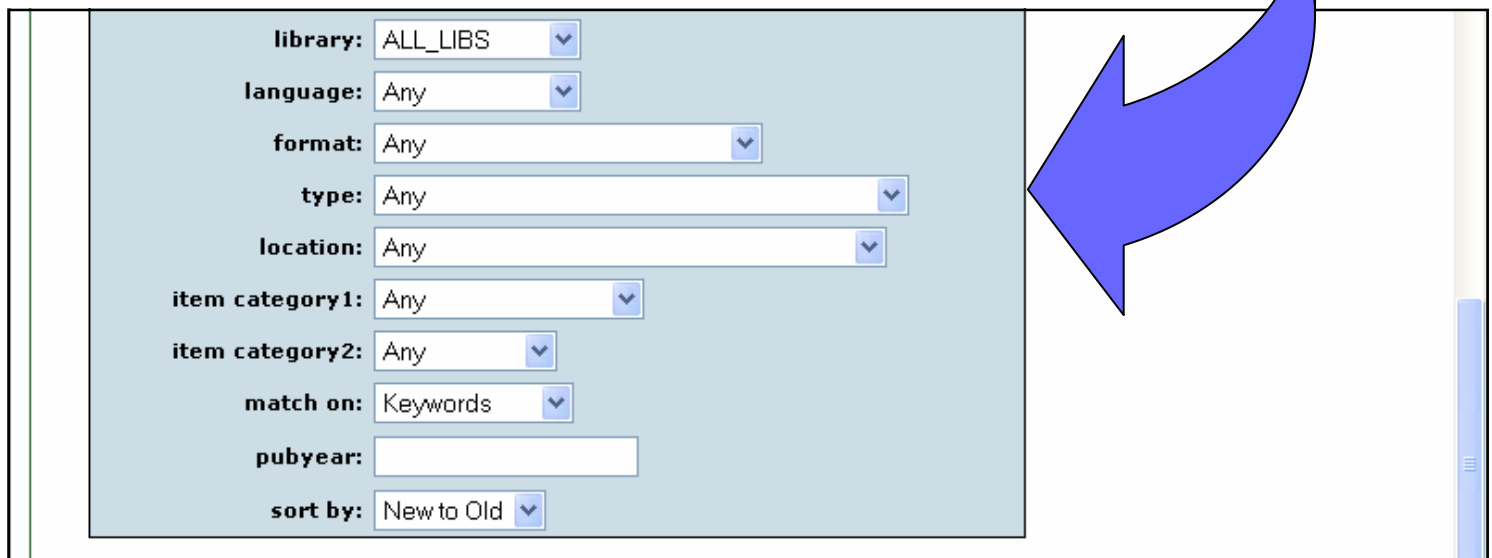
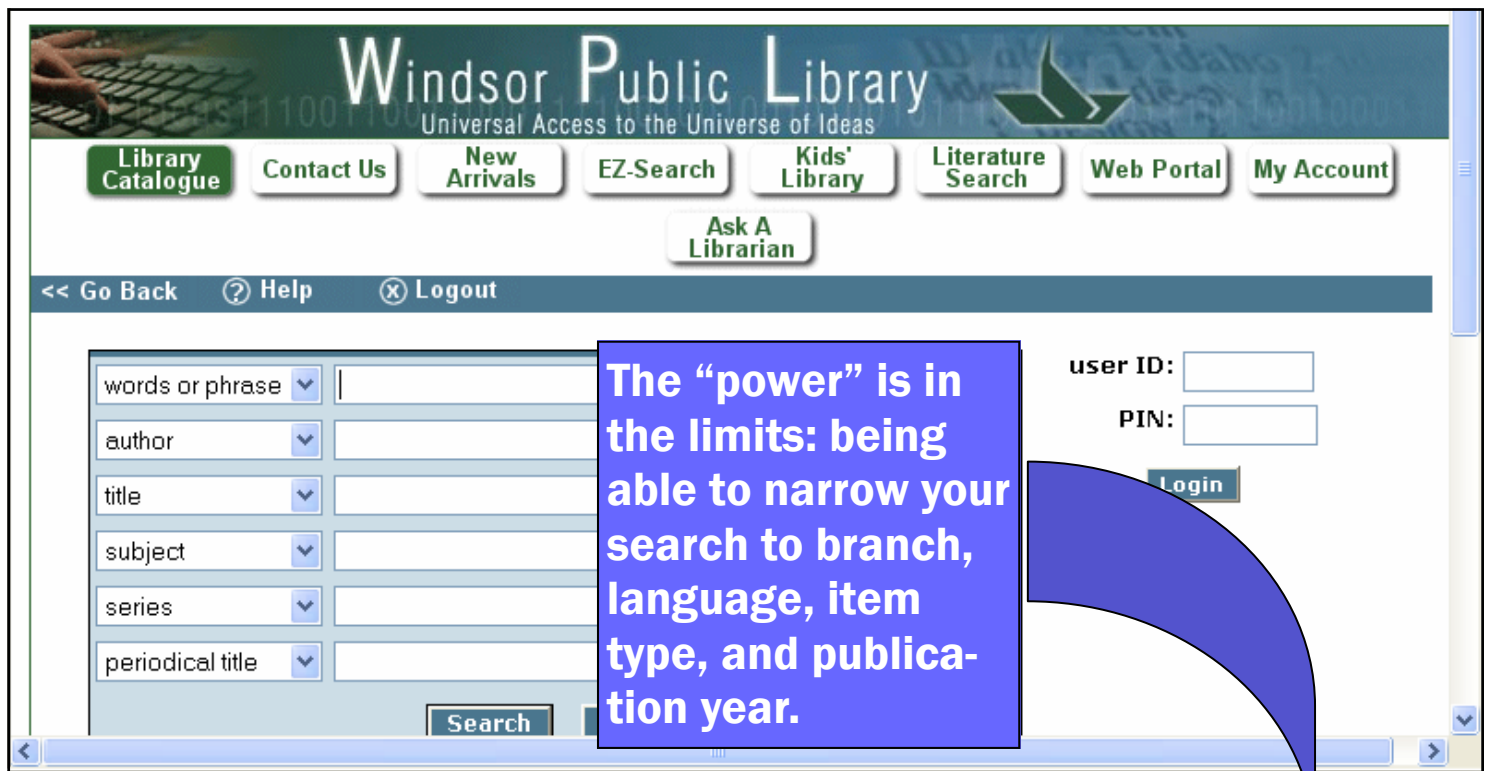
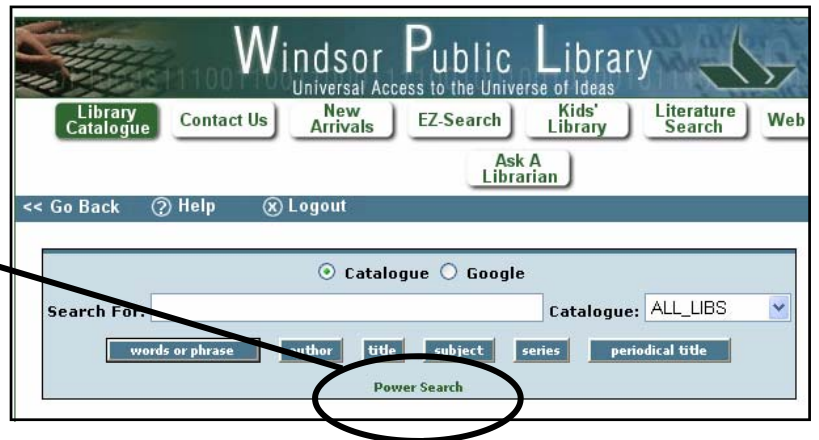


# Power Searching

1 Begin by clicking on “Power Search.” Be sure to scroll down to see all the search features.



# 2

There are many ways to narrow your search. Some of the more important ones are shown. Click on the arrows to see drop-down menus.

Click here to search a single library's collection.

See the next page for help with these.

Click here to find books in a particular language.

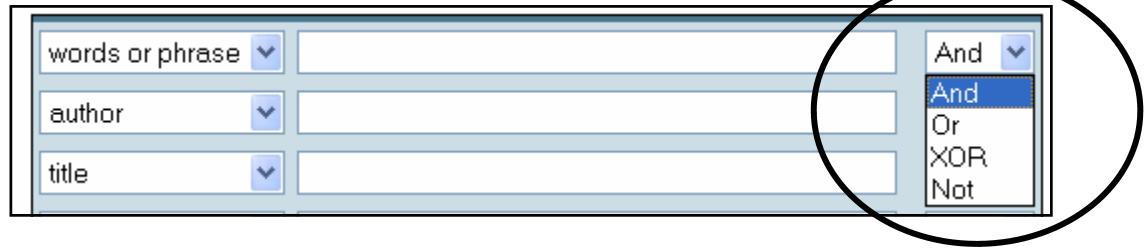
Click here to limit your search to, for example, DVD or Largeprint or CD.

Type in a year (e.g., 2005) or range of years (2005-2006) to limit by date of publication.

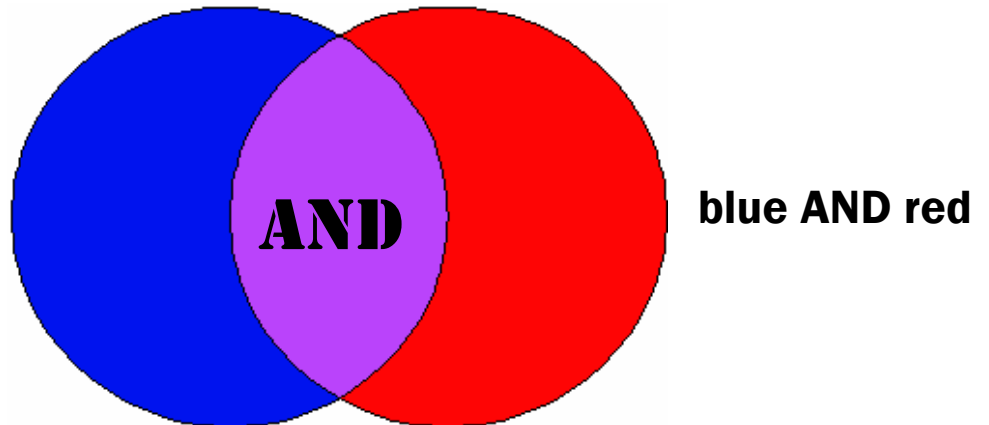
The image shows a search interface with several sections. At the top, there are five rows of search criteria, each with a dropdown menu on the left and an 'And' button on the right. The criteria are: 'words or phrase', 'author', 'title', and two empty rows. Below this is a 'Search' button and a 'Reset' button. Underneath are several filter fields, each with a dropdown menu: 'library:' (set to 'ALL\_LIBS'), 'language:' (set to 'Any'), 'format:' (set to 'Any'), 'type:' (set to 'Any'), 'location:' (set to 'Any'), 'item category1:' (set to 'Any'), 'item category2:' (set to 'Any'), 'match on:' (set to 'Keywords'), 'pubyear:' (empty text box), and 'sort by:' (set to 'New to Old').

# 3

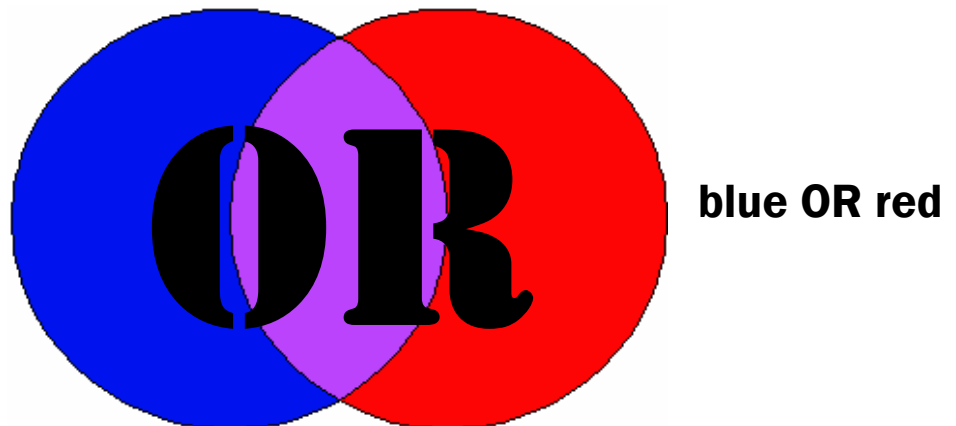
The “ands,” “ors,” “xors,” and “nots” you get by clicking on the little arrows to the right of the search box are called **Boolean operators**, words that are used to tell a computer how you want to combine your keywords.



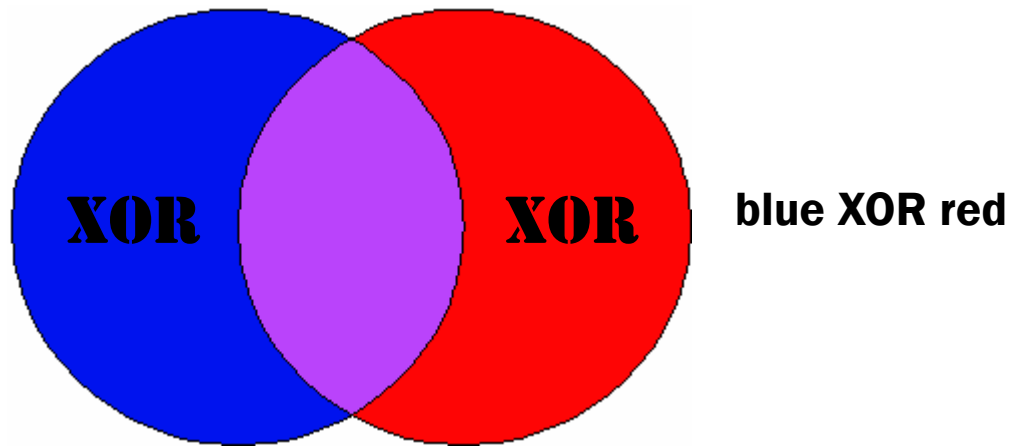
Boolean logic can be illustrated by the following diagrams:



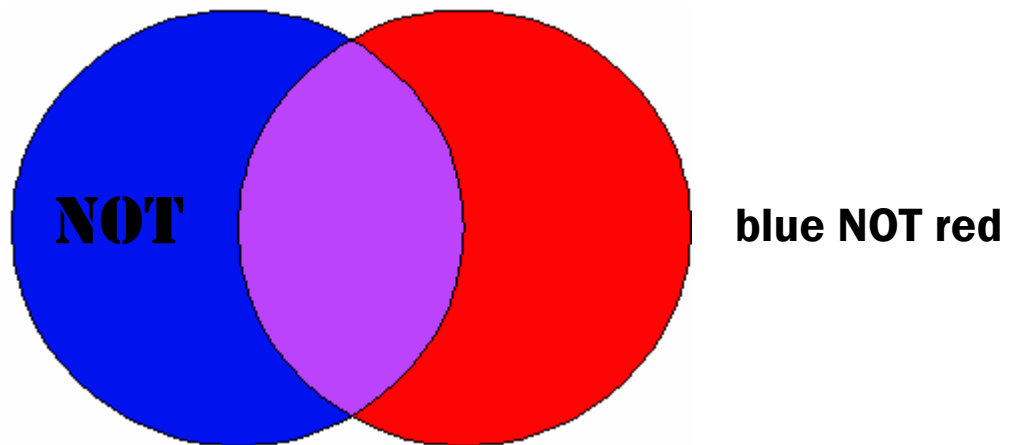
A search using “And” will retrieve results containing both blue and red information; the results will not include those documents containing only blue or only red. In the diagram, the documents retrieved by using “And” are contained with the violet area.



A search using “Or” will retrieve results containing blue information, red information, or blue and red (i.e., violet) information together. In the diagram, the documents retrieved by using “Or” are contained within all the colour areas.



**A search using “XOR” will retrieve results with either blue information or red information, but not results containing both blue and red (i.e., violet). Using this operator, you are eliminating “mixed” results; one or the other term is present, but not both.**



**A search using “NOT” (e.g., “blue not red”) will retrieve results with only blue information. No records are retrieved with the word “red” appears, even if the word blue appears with it.**

**Want to know more about using Boolean operators?**

**Try: <http://library.albany.edu/internet/boolean.html>**

# 4

Here are some examples of how you might use Power Search. Use it to find large print books:

A screenshot of a library's Power Search interface. The search criteria are: 'author' is 'nora.roberts', 'format' is 'Any', and 'type' is 'Large Print Material'. The 'Search' and 'Reset' buttons are visible. The 'type' dropdown is highlighted with a blue selection bar.

Use it to find DVDs (in this instance, French ones):

A screenshot of a library's Power Search interface. The search criteria are: 'language' is 'French' and 'type' is 'DVD'. The 'Search' and 'Reset' buttons are visible. Both the 'language' and 'type' dropdowns are highlighted with blue selection bars.

Use it to find videocassettes (here, a video in a series):

A screenshot of a library's Power Search interface. The search criteria are: 'series' is 'Encyclopedia of psychoactive drugs' and 'type' is 'Video Cassette'. The 'Search' and 'Reset' buttons are visible. Both the 'series' and 'type' dropdowns are highlighted with blue selection bars.

And use it to find music on cd:

A screenshot of a library's Power Search interface. The search criteria are: 'subject' is 'hawaii' and 'type' is 'Sound Recording on CD'. The 'Search' and 'Reset' buttons are visible. Both the 'subject' and 'type' dropdowns are highlighted with blue selection bars.



Problems? Need help? Ask a librarian at 255-6770!