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SEARCHING

1. Click **Power Search** at the top of the screen. Type a word or phrase in the **Search By** box. Use quotation marks around phrases.
2. Optional - Select **netLibrary Public Collection** at the bottom of screen. The Public Collection consists of an additional 3800 free eBooks.
3. Optional - Select options at the bottom of the screen to determine how your search results will be displayed.
4. Click **Search**.

COMBINING SEARCH TERMS

1. **Or** returns results that include either search term. **Or** broadens your search. Example: environment **Or** ecology.
2. **And** returns results that include both search terms. **And** narrows your search. Example: environment **And** justice
3. **Not** returns results that include the first search term and not the second. Example: nursing **Not** home.

TRUNCATING SEARCH TERMS

1. **Single Asterisk** * may be used for wild carding. Example: cook* searches for cooks, cooking, cookery, cookbooks, etc.

PROXIMITY SEARCHING

1. Use quotation marks around phrases. Example: "civil rights"

AUTHOR SEARCHING

1. Click in the **Author** box and type the last name and the first name (in either order).
Example: "Drucker Peter"
2. Click **Search**.

SUBJECT SEARCHING

1. Click in the subject box and type a word or a phrase
2. Click **Search**. Example: a subject search performed on April 10, 2001 using the term "business" retrieved 126 results.

TIP: Performing a quick *subject* and/or *keyword* search will not only determine whether or not the database you are searching includes any material about a given topic, but also the level of coverage. Be thorough, though, and attempt more than one search, using more than one search term and/or phrase.

DISPLAYING SEARCH RESULTS

1. Use the scroll bar on the right hand side of the interface to move through the records.
2. Select the red arrow following your search results in order to display more records.
3. Click on a title to view a description of a book (Note: to return to the list of titles click on your web browser's **Back** at the top of the screen.).
4. To view a book click **Browse the eBook Online**. You will have 15 minutes to preview a book (Note: to return to the list of titles click on **Back** above the red arrows in the upper right corner of the screen).
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4. Click on the **TOC** tab in the left window to view the books table of contents. Click on the **TOC** entry to go to that section of the book.
5. Click on search in the left window to jump to a word or phrase within the fulltext of the ebook. Type a word or phrase in the **Search This eBook** box. Select display options. Click **(GO!**

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2. To print page from an ebook you must be viewing the page. Printing a range of pages at one time is not available:
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1. To exit click LOGOUT. By logging out you close your user account.
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