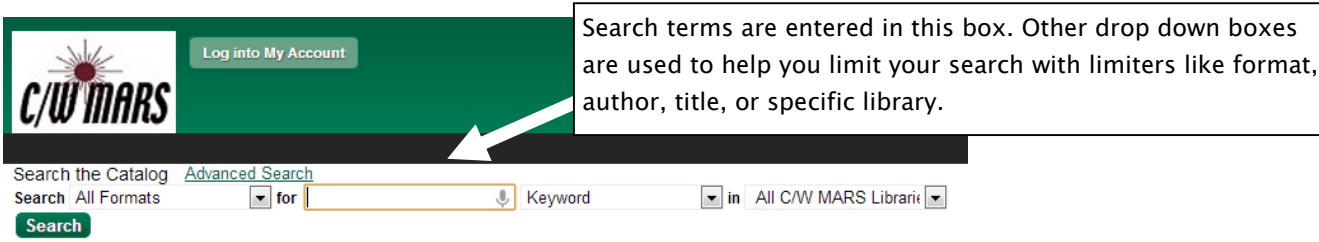


C/W MARS Evergreen: Basic Search Tips

This document offers useful tips for successful searches in the Evergreen Online Catalog. For a more detailed explanation of the Basic Search functions, please refer to Evergreen documentation on the C/W MARS web site at <http://www.cwmars.org>

The web address for the C/W MARS Evergreen catalog is <http://bark.cwmars.org>.



1. In general, the **SIMPLER** you can make your search the better.
2. **SEARCH** with as **FEW SEARCH TERMS** as you can. When the catalog does a search for you, it will try to find records that contain every single word that you put in the search box. The **CATALOG IS VERY LITERAL** when it searches. *pillows earth* will not return the book "Pillars of the Earth"; *pillars earth* will. The catalog will not suggest that the search might have meant something else. A search for *toolkit* will return different results than a search for *tool kit*.
3. If a search fails when you use multiple search limiters, **RETRY** the search **WITH FEWER LIMITERS**.
4. Search **TERMS** can be entered **IN ANY ORDER**. *with wind the gone* will get the same results as *gone with the wind*. Author names can be entered in any order. *mark twain* will get the same results as *twain mark*. No comma is necessary in an author name. **APOSTROPHES**, though, are **IMPORTANT**. The term *don't* will return different results than the term *dont*.
5. Enclosing words in **QUOTATION MARKS** will cause the catalog to search on a phrase. This may help you get a result sometimes but try the search without the quotation marks if the results aren't what you wanted.
6. **CAPITALIZATION** is **IGNORED**. *Little Miss Marker* will get the same results as *little miss marker*.
7. Words like **AND** and **OR** have **NO SPECIAL MEANING** for Basic Search. They are treated like any other word.
8. To **EXCLUDE A TERM** from a search, put a **MINUS SIGN** in front of it. *gone with the -wind* will get results that have *gone with the* but not *gone with the wind*. This can be helpful when narrowing a search. For instance, a search for *Indian food* will include both American Indian food and food from India. To narrow the search, enter *Indian food -American*. This will reduce the results quite a bit but you may still find something on Cherokee cooking. Further narrow the search by entering *Indian food -American -Cherokee*.
9. Some search **TERMS** will be **EXPANDED** in your search results. This is why a search for *dog* will get results that include *dogs*. A search for *amish quilt* will include results for *amish quilts* and *amish quilting*.
10. If you're not looking for a specific item but want to see what might be available on a topic, **ENTER ANY SHORT, SIMPLE PHRASE** in the search text box. For example, *spain hotels* will return materials about lodging in Spain; *china travel* will return materials on traveling in China; *spy thriller* will return spy thrillers.
11. Sometimes, after you've done a search, the **SUBJECT LISTINGS** on the left hand side of the search screen can be helpful in narrowing or extending a search. For instance, someone searching for *Saturn* will see *Saturn probes* listed there.