

WebCat Search Tips

- The default in using **Quick Search** when you hit **enter** instead of selecting a field, is to search via **Keyword** in all fields (**Search Everything**) which is the broadest possible search
- When you search by **Browse** and hit **enter** instead of selecting a field, then it defaults to doing a **browse** search in the **Subject** field.
- In general, select a search field (Search Everything, title, subject) instead of hitting ENTER key.
- In general, do NOT use the Exact search
- To combine search terms, use **KEYWORD** and **Search Everything** options or the PowerSearch option.
Example: Author/title search Hemingway/ Farewell
Example: Two different subjects: schools and prayer
- Use **Search Everything** only with the **KEYWORD** search, NOT with a Browse search.
- In using the **Search Everything** option, when you search for more than one word in the search box, WebCat will only find records where **all** of the search terms appear in the same part of the record (title, author, subject, etc.)
- To find records containing all of the search terms, regardless of whether they occur in the same part of the record or not, separate the search terms with the AND operator.
EXAMPLE: children and teenage and pregnancy

- To search for synonyms, different spellings, abbreviation, or related terms use the OR operator.
Examples: ADHD OR 'Attention deficit hyperactivity disorder'
Gay or homosexual
Theater or theatre

- When doing an **Author search**, Enter personal names last name first, and then first name (no punctuation is needed
EXAMPLE Oconnor flannery OR o'connor flannery
- Enter other names directly (Companies, organizations)
EXAMPLE: United States Bureau of Labor Statistics American Red Cross

- Use the **Title search** option to find any title (including subtitles, series titles, periodical titles) for any format (books, periodicals, videos, etc.)

- Omit articles (a, an, the) when they appear at the beginning of a title but include articles in the middle of a title
- May search by either Keyword or Browse (if you are sure of the first major word of the title)
- May search titles which may only appear in a **contents note** by using Keyword and Search Everything options
- When doing a **SUBJECT search**, Type in a main subject heading alone or with one or more subdivisions
- Do not use punctuation marks, including the dashes between main headings and subdivisions
EXAMPLE: United States History Civil War
- The SUBJECT search option assumes that all subject search terms appear in the same subject heading. To combine search terms that may appear in more than one subject heading, use the Keyword and Subject options with the AND operator between search terms EXAMPLE: reading AND teaching AND elementary
- When searching in the **Power search screen**, When more than one word is typed into a single search box, Webcat will find only those records where **all the words appear in the same part of the record (author, title, subject)**
- To find all of the search terms in all fields, type individual words or phrases in single quotes (' ') in separate search blocks with the default AND Boolean operators
EXAMPLE: 'church and state' AND separation AND Christian\$
 - **SEARCH LIMITS** – may limit searches by library, publication year(s), language, format, or location
EXAMPLES: color (subject) and limit to location Juvenile Ecology (subject) Year >=1995 Add location: Gen-Coll

Search protocol symbols

Truncation \$ example: theolog\$

Wildcard ? example: wom?n

Phrase search ' ' example: 'church and state'

To search stopwords or Boolean operator terms: " " examples: "at" "near" "is"

Stopwords: a,an,as,at,be,but,by,do,for,if,in,is,it,of,on,the,to.

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