

Click “**Advanced**”  
from the top toolbar



Click “Advanced”

**Search by:**

General Keyword(s)	<input type="text"/>
Author Keyword(s)	<input type="text"/>
Title Keyword(s)	<input type="text"/>
Subject Keyword(s)	<input type="text"/>

Here you can combine a number of different types of searches, limit your results to specific holdings and locations, and sort your results.

## Booleans

Selecting “AND,” “OR,” “NOT,” or “XOR” lets you combine search terms from different boxes

A screenshot of a search interface. It shows three search boxes: 'General Keyword(s) box 1', 'General Keyword(s) box 2', and 'Title Keyword(s)'. To the right of these boxes is a dropdown menu for boolean operators. The dropdown is open, showing options: 'AND', 'OR', 'NOT', and 'XOR'. A red box highlights the search boxes, and a red arrow points from the text above to the dropdown menu.

**AND** - You can force several keywords to appear in the results.

*Example:* terms from *both* box 1 *and* box 2 will appear in the results

**OR** - finds all articles with either term.

*Example:* terms from *either* box 1 *or* box 2 will appear in the results

**NOT** - excludes any result with the term in the following box.

*Example:* terms from *only* box 1 *and not* box 2 will appear in the results

**XOR** – “eXclusive OR” – terms from either box will appear, but *not both* in the same result.

*Example:* terms from only box 1 will appear, or terms from only box 2 will appear


# Search Tips Advanced



Access the catalog at  
<http://www.nioga.org/nioga/pac.htm>

# Advanced drop down options

Search by:

General Keyword(s) 

Click for more search options

- General Keyword(s)
- Subject Keyword(s)
- Juvenile Keyword(s)
- Name Keyword(s)
- Series Keyword(s)

Scroll to the bottom of the page to *limit* your results to particular collections and *sort* your results by author, etc.

**Limits**  
Limit results by selecting on browser's Refresh or Reload

- LARGE PRINT
- ADULT AUDIO & VIDEO
- JUVENILE AUDIO & VIDEO
- NEW MATERIALS

**Sorting**  
Sort your results by s

- Select...
- Select...
- None
- Authors
- Media
- Publication date

# Advanced - example

Searching by just author can return many results.

Search by:

Author Keyword(s) Salvatore AND GO

Author Keyword(s) AND

By itself, this search returns 39 results. We can make it more manageable by sorting the results by date.

**Sorting**  
Sort your results by s

- Publication date
- Select...
- None
- Authors
- Media
- Publication date
- Title

Now the results will be sorted from the most recent works to the oldest works.

# Combining Searches

Use different options from the drop down menus with terms in different boxes for a powerful search.

Search by:

Author Keyword(s) Salvatore AND GO

Series Keyword(s) Forgotten Realms AND

Searching by an author “AND” a series keyword and sorting by date returns the books in a series ordered by their release dates.