Welcome to the Evergreen Indiana Online Catalog!

Advanced Searching Guidelines

1. From the *Basic Search* screen that the computer defaults to, click on *Advanced Search* at the bottom left; you will see the screen illustrated above.

2. In the upper right corner of the screen, you can change the size of the text from *Regular* to *Large*.

3. Using the *Search Input* fields, type in as many fields of text as you desire and select what type of information you want for each field from the drop-down menus. [choices include Keyword; Title; Author; Subject; or Series and the Google-like operators [contain; does not contain; or matches exactly]

4. Click the *Add Search Row* to add more fields.

5. Using the *Search Filters* along the right side, you may narrow your search [Item Form; Item Type; Literary Form; Language; Audience; and Shelving Location].

6. The more *Search Filters* you use, the fewer results you will get; also, the more filters you use, the greater the chance that you will get zero results!

7. You may use the *Sort Criteria* drop-down menu to sort your results.

8. Click *Submit Search* when you are ready to search*.

9. Then, follow Steps 5 through 8 on the *Basic Search* Guidelines.

10. Ask a librarian for help!

For Basic Searching Guidelines, see opposite side!