

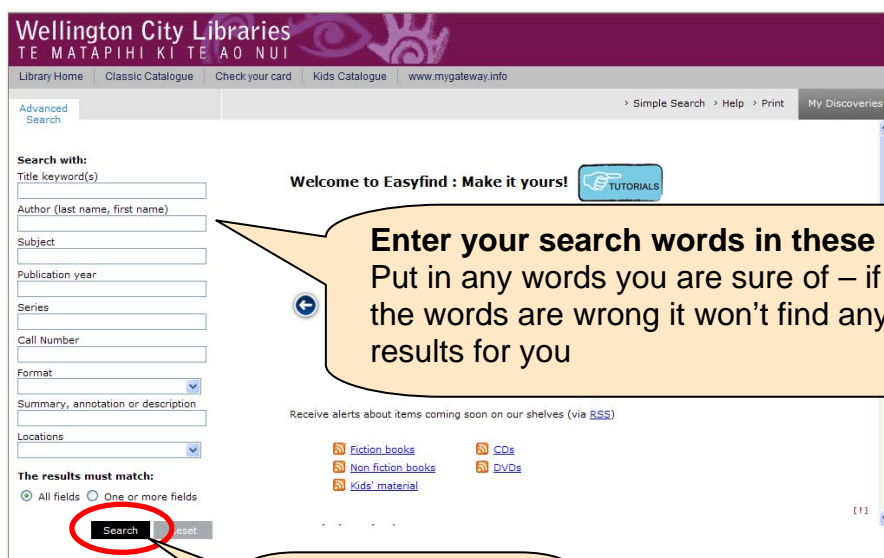
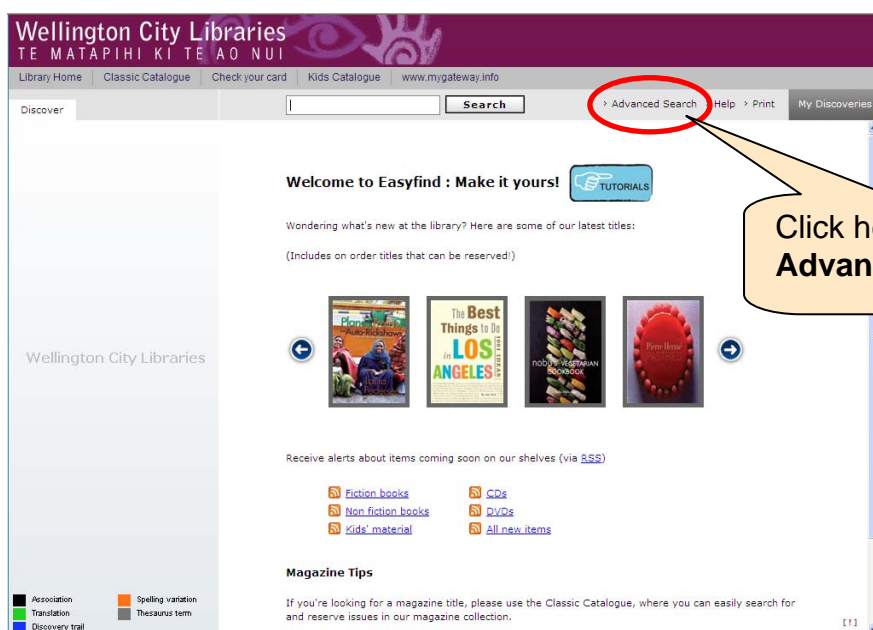
# Getting started with an advanced search in the Easyfind catalogue

## Use the Easyfind Advanced Search if:

- You want to search in one particular category (eg author, title etc)
- You want to search more than one category at the same time – eg you can remember one word in the title and part of the author's name, or if you want to look for items held at a particular location (such as a branch site) on a particular topic

**But watch out!** The advanced search is very fussy on spelling and can't handle any mistakes! See over the page for hints that can help.

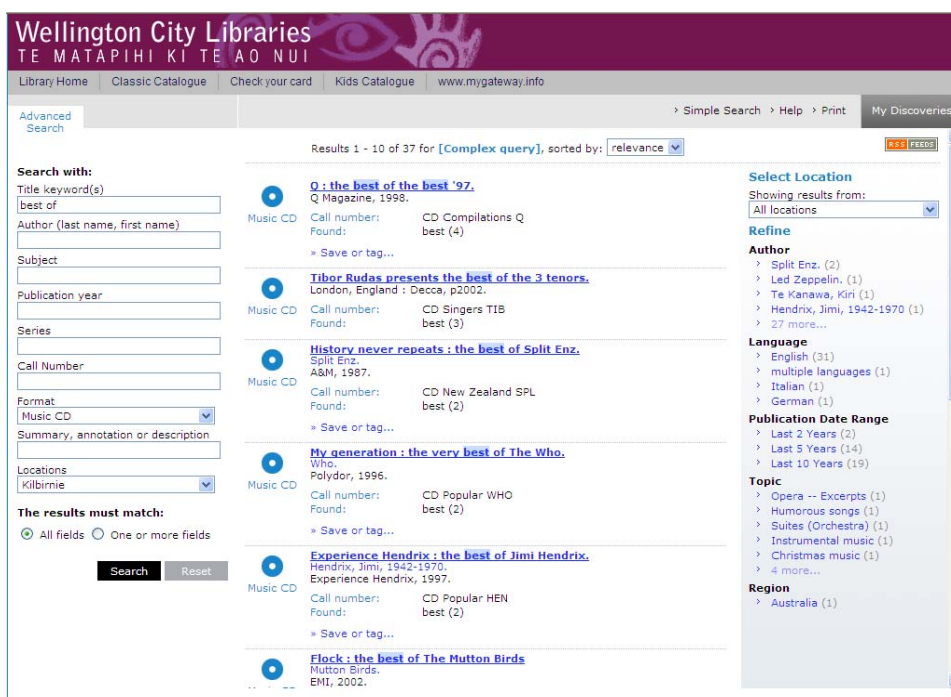
Start at [www.wcl.govt.nz/easyfind](http://www.wcl.govt.nz/easyfind)



**Hint for getting started:**  
'click' means one click on the left mouse button

Click **Search** here when you're ready

For example – I saw a ‘best of’ CD at Kilbirnie library recently, but I can’t remember who it was by...entering ‘best of’ in the **title** search box, ‘Music CD’ for the **format** type, and ‘Kilbirnie’ for the **location** helps me narrow down my search to 37 items quickly and easily:



## Handy tools to help with your search words:

### Truncation

Use an asterisk \* to take the place of *parts of words* you’re not sure about. For example:

**organ\*** will find words beginning with ‘organ’ and finish it off for you, finding words such ‘organisation’, ‘organised’, ‘organism’, ‘organics’ and so on.

**\*berry** will find words that end with ‘berry’, such as ‘strawberry’, ‘plumberry’, ‘hockenberry’, ‘queensberry’, and so on.

**dec\*n** asks the catalogue to find any words that begin with ‘dec’ and end with ‘n’ – because the \* allows the search to use as many letters as it needs to match the letters you have entered it can come up with a very wide variety of words, eg ‘decoration’, ‘deception’, ‘deccan’, ‘decision’, ‘declaration’, and so on.

### Wildcard

Use a question mark ? to take the place of *individual letters* you’re not sure about. For example:

**organi?ation** will find results for both ‘organisation’ and ‘organization’ in the same search.

**organ?** will find ‘organs’, ‘organa’, ‘organi’, ‘organo’, and ‘organz’

**?r?a?** will find ‘arias’, ‘croat’, ‘bread’, ‘urban’, ‘organ’ and so on

The wildcard ? can also be a handy search tool if you’re in need of a helping hand with the crossword!

**Extra tip:** Remember to clear all boxes if you’re changing or starting a new search – it’s very easy to leave in previous search words which will mess up your next search!