Quick Help for Basic Search

To begin, enter your search term in the Find box. Then choose a search button…

- **My Searches** keeps a history of your searches.
- **Keyword** searches titles, authors, subjects, series, and notes.
- **Title** looks at all of the titles in the catalog.
- **Author** looks at all of the author and illustrator information.
- **Series** looks at all of the series information in your catalog.
- **Subject** looks at all of the subjects in the catalog.

If available, **One Search** looks in a variety of information sources at one time, including your catalog, on-line databases, and the Internet.

If available, this option lets you look for items outside of your site. If your district has a separate media center, you can also search it.

Literary and state award winners can be found by choosing an option from the Search Award Winners list.

Your Results appear next, on Search and Browse tabs…

Choose a sort option and click **Sort By**. To reverse the sort order, click **Sort By** again. **Add Page** adds every title on the page to your Resource List.

The Search tab lists all the titles that match your search term.

Too many or too few titles found? Click **Refine your search** to try again.

These icons show you what each title is: a book, a video, an audiotape, etc. (Descriptions for all of the icons can be found in the Help.)

Click the title or **Details** for more information. Page through the list, or click **Show All** to see all of the titles.

**Note:** When searching by Keyword, if your search term doesn't return any matches, Destiny will try to provide you with a better term with a “Did you mean...” suggestion.
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The **Browse** tab lists all your Titles, Authors, Subjects, or Series—depending on the type of search you chose. (Keyword searches browse Subjects.)

A number after the entry shows you how many titles the entry has. Click the entry to see them.

Entries followed by take you to a list of Internet sites about that entry.

Click or to scroll backward or forward through the list. Click on See entries to jump to the preferred search term. Click on See also entries to jump to related terms.

The **Title Details** page has additional information about the selected title...

The call number will help you find the item on the shelves.

If this link says Show More , click it to see all of the title's information.

**Explore!** provides a list of related topics. Click any link to see the titles in your catalog with the same subject, author, or that are in the same series.

opens the next or previous title in your results list.

**Note:** Searching by Keyword highlights your search terms.