



1. **Search Within** limits a search to within selected titles. To select more than one title, just hold down the **Ctrl** button and click. The default search range is the entire code.

2. **Saved Searches** allows you to save search results for future use. Click **Save Search** in the search result window to add the current search term to the saved searches dropdown menu. Saved searches will be unique to each computer. To remove saved searches, either select one search term and click **delete this search**, or click **delete all searches** to remove all terms from the list.

3. Searching with **all of the words**, **any of the words**, or **the exact phrase** will broaden or narrow your search results. The default search type is **all of the words**. Selecting **the exact phrase** will yield fewer results. **Any of the words** will yield the most results.

4. A **boolean** search request consists of a group of words or phrases linked by connectors such as “and” and “or” that indicate the relationship between them. An example would be **dog w/5 cat**. This search looks for the word **dog** occurring within five words of **cat**. Click **Help** for a pop-up list of boolean search functions.

5. **Stemming** extends a search to cover grammatical variations on a word. For example, a search for **fish** would also find **fishing**. A search for **applied** would also find **applying**, **applies**, and **apply**.

6. **Fuzzy searching** will find a word even if it is misspelled. For example, a fuzzy search for **nusance** will find **nuisance**. Select a fuzziness level from the drop-down menu to set how many characters off a word can be from your search term and still count as a hit.

7. **Synonym searching** looks for words that have the same meaning as the word you entered. For example, a synonym search for **eleventh** will also find **11th**. There are two options in this dropdown menu to determine how search results are displayed. Select **Hits** to sort search results by total number of hits within a chapter. Use **Sections** to sort search results in code order (i.e., by chapter number).

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