

# Online Catalog Help

## Search Instructions with Examples:

- Searching by Title
- Searching by Author
- Searching by Report Number

## Searching by TITLE

Use this field to search for words or phrases in the titles of documents.

From the **Basic** search screen, simply enter words in the box and then click the "Search" button. You will retrieve items that have all of these words in their titles, although they will not necessarily appear as a phrase or in any particular order.

From the **Advanced** search screen, enter words to search for in the text box labeled "Title," then choose one of the options from the drop-down menu to the right of the box. You can specify that the title of the document must equal all of the words that you entered, starts with any of the words that you entered, is not equal to, contains all the words entered, or ends with the words you entered. Click the "Search" button. To clear a search at any time, simply click the "reset" button. You can also go back to the basic search by clicking on the "basic search" button. Once your results are received, you have an option to print, return to basic search, or reset the search.

Entering these words:	With this search option:	Will retrieve documents with title words:
remedial action work plan	Starts with	anywhere remedial action work plan begins the title
remedial action work plan	Equals	no results
remedial action work plan	Does not equal	all documents excluding remedial action work plan
remedial action work plan	Contains	remedial action work plan anywhere in the title
remedial action work plan	Ends with	anywhere remedial action work plan is at the end of title

## Searching by AUTHOR

Use this field to search for works by a particular author.

From the **Basic** search screen, enter the author's name in the text box. Enter the full name, just the last name, or the last name followed by a comma and first initial. You can also put both initials if available. Click on the "Search" button.

From the **Advanced** search screen, enter the author's name in the text box, and then choose one of the searching options from the drop-down menu to the right of the box.

You can specify that the author must equal all of the words that you entered, starts with any of the words that you entered, is not equal to, contains all the words entered, or ends with the words you entered. Click the "Search" button. To clear a search at any time, simply click the "reset" button. You can also go back to the basic search by clicking on the "basic search" button. Once your results are received, you have an option to print, return to basic search, or reset the search.

The following are all valid entries: Karl Z. Morgan

Morgan, K.Z. will retrieve all entries in anywhere in the document.

**Example:** Search in the AUTHOR field for:

Author Contains Morgan, K. – returns all results with Morgan, K.  
anywhere in the document

### **Searching by the DocumentNum Field (Report Number on document)**

Use this field to search for publications by DOE, BJC, and other government agencies. The DOE numbers are usually in this format DOE/XX/XX-XXXX&XX, and BJC Numbers are usually BJC/XX-XXX. (Please note, however, that the punctuation must be EXACT. You cannot search this field without punctuation.

For example, DocumentNum Equals DOE/OR/01-1917&D3, will return the exact match and this document only.

### **Searching by Date (Publication Date of Reports or Correspondence)**

Enter a four-digit year into the text box and then choose one of the search options from the box to the right. You can choose that the year of publication be equal to, not equal to, greater than, less than, greater than or equal to, or less than or equal to, the year that you enter.

You can specify that the date must equal all of the words that you entered, starts with any of the words that you entered, is not equal to, contains all the words entered, or ends with the words you entered. Click the "Search" button. To clear a search at any time, simply click the "reset" button. You can also go back to the basic search by clicking on the "basic search" button. Once your results are received, you have an option to print, return to basic search, or reset the search.

**Examples:** In the Date field, if you select Date contains 2006 - the search will return all documents for this year.

If you select Date starts with March, the search will return all documents published in March regardless of the year.