Searching with CAT

1. **Click** on the CAT 2.0 link.
2. **Quick Search** screen displays.
3. **Toolbar** – displays options.
4. **Help** - provides directions for the displayed screen.
5. **Log Out** – returns to opening page.
6. **Special Searches** (click **Reading Level Search** to find **Reading Program** and **Lexile** searches)
7. **INFOhio Resources**
8. **Review My Account** - Some schools may allow you to view your library record. Ask your librarian if this is available for your school.
9. **Suggestion Box** – Please provide suggestions to continue refining this search tool.
10. **Library** – “HERE” is library you are logged in to.
11. **Sort By** – allows you to sort your results as shown.
12. **Discovery Portal** – direct link to the Discovery Portal.
13. **What Others are Reading** – includes Hottest Titles, Authors, and Subject from your library. Click on More Items to locate additional items.

14. **Recommended Reading** – provides recommended reading lists.

15. **Best Sellers** – Best Seller lists from major reviewers.
There are eight basic search options:

1. **QUICK SEARCH** - allows simple searches for items, defaults to your library.
2. **ADVANCED SEARCH** - search for items in any library in your school district and allows more search options.
3. **VISUAL SEARCH 4 KIDS** – search by topic using pictures.
4. **OTHER RESOURCES** – Includes links to area media center, the INFOhio electronic resources, other electronic resources, public libraries and access to Ohio Statewide resource sharing.
5. **BROWSE CALL NUMBERS** – A Browse search is like walking through the “shelves” in the library. It lets you see items that are next to each other on the shelf.
6. **BROWSE HEADINGS** – groups subject headings to give you additional searching terms.
7. **READING LEVEL SEARCH (special searches link)** – search by Reading Program (Accelerated Reader, Reading Counts), Reading Level, or Points in the Reading Program.
8. **LEXILE SCORE SEARCH (special searches link)** – search by lexile range.

Quick Search:

1. **Select** search type by clicking the appropriate radio button.
2. **Enter** your search term.
3. **Select** item group, if desired, to filter by item group.
4. **Sort by**, author, subject, title, relevance, old to new, or new to old, or leave default for none.
5. **Click** on the search type. Press [enter] if the search type you want is already selected (by default “all fields” is selected).
6. **Previous Searches** allows you to review or launch a previous query.
7. **Back** takes you back to your last screen.
8. **Help** will open online help information.
9. **Logout** will end your search session.
Search Results screen displays.

1. **Click** on the Title or Show Details button to select desired title.

2. **Click** the options you wish to display, available from Search results, Details, or Show Me screen.
   - a. Author Biography
   - b. Summary
   - c. Review
   - d. Table of Contents
   - e. CLCD Review

3. **Click** the Next and Back buttons to move through search results.
4. **Or Click** the appropriate tab to view Brief Description, A Look Inside, or Full Description.
Advanced Search:

Further define your search based on criteria configured by your library. You may select as many or as few options as you wish to narrow your search.

1. For a combined search, **Enter** the search topic in the appropriate search type boxes and select the appropriate Boolean operators.

2. **Select** a library or all libraries in your school district to search.

3. Limit the search, if you wish, by language, item group, material type, funding source or pub year. You may select one criterion in each area.

4. **Select** the sort by option, using the drop down menu.
Tips and Tricks

**Entering a search**

1. **Author** – author can be entered with either *first* or *last name*.
2. **Title** - You do not need all the words - leave out "a," "and," "the," etc.
3. **Combination Searching** – Some combination searches to use: Author, Subject, Title

   Connect them with the Boolean operators AND, OR, and NOT.

   *Author* `twain` **AND** *subject* `Mississippi` = books by Mark Twain that are about the Mississippi.
   *Author* `twain` **OR** *subject* `Mississippi` = all items written by Mark Twain and all items about the Mississippi.
   *Author* `twain` **NOT** *subject* `Mississippi` = items written by Mark Twain but not about the Mississippi.

4. **Limiting a search** - click on the arrow and highlight your preferences - pick a language, an item group, material type, funding source, match on (keyword, left to right, exact content), pubyear (ex. >1990, <2007 or =2005) and/or a sort order. This would be a good way to limit your results to recent videos, old maps, or anything from the 50's.

**Visual Search 4 Kids:**

Allows a topical search of items in your school's libraries.

<table>
<thead>
<tr>
<th>Quick Search</th>
<th>Advanced Search</th>
<th>Visual Search 4 Kids</th>
<th>Other Resources</th>
<th>Review My Account</th>
<th>Suggestion Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go Back</td>
<td>Help</td>
<td>Logout</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[A to Z] [Animals] [Cooking] [Fun Stuff] [Handicrafts] [Holidays]

[Jokes & Riddles] [Kids' Concerns] [Plays] [Poems] [Science] [Spooky Things]

[Sports] [Stories] [United States]
Other Resources:
Includes links to area media center, the INFOhio electronic resources, other electronic resources, public libraries and access to Ohio Statewide resource sharing.

- Search Area Media Centers – links to the INFOhio web site and the available Media Center Collections.
- INFOhio Electronic Resources – links to the INFOhio web site Core collections of Electronic Resources.
- Other Electronic Resources – is a link to other INFOhio Electronic Resources.
- Find Area Public Libraries – is a list of links to public libraries.
- Ohio Statewide Resource Sharing – is a link to MORE libraries.

Reading Level Search:

1. Special Searches (located on top/right of Quick Search screen) – **Click** Reading Level Search.
2. **Select** Reading Program Search by highlighting the appropriate radio button.
3. **Select** Accelerated Reader or Reading Counts program.
4. **Select** “check for tests”, (if enabled).
5. **Select** the reading level range.
6. **Select** the reading points range.
7. **Enter** a search term, if desired.
8. **Choose** library.
Lexile Score Search:

1. Special Searches (located on top/right of Quick Search screen) – Click Reading Level Search.

2. Select Lexile Score Search by highlighting the appropriate radio button...

3. Enter the lexile score range.

4. Enter a search term if desired.

5. Choose library.
Spell Checker

1. **Search term** is misspelled:

2. Browse list displays, with suggestions for other possible spellings (drop-down list):
The Results

1. The brief record list will display title, author, and shelf number.

2. You may sort the items in your brief record list by author, subject, title, relevance, old to new, or new to old.

3. To see the Full Record, click on the title or the Show Details button and then choose the Full Description tab.

4. Full description may contain hypertext links to related subjects and titles by the author.

5. When the Full Record displays, click Back on the menu bar. This will return you to the Search Results page.

Results Features

1. Back takes you back to previous screen.

2. Help is online and delivered by SirsiDynix.

3. Limit Search pops you to bottom of current page where you can “revise” your search and resubmit.

4. New Search will return you to quick search.

5. Next allows you to display the next record in the results list.

6. XRef allows you to view cross references from Search Results.

7. Kept navigates to the kept list

8. Logout logs out the session.
9. Find more by this author allows you to locate other titles.

10. Find more on these topics allows you to locate similar items.

11. Nearby items on shelf allows you to “browse” the shelf as if in a library.

12. Try these too allows you to view cross-references.

13. Search also under provides additional subject term references.

14. You Found Titles in Categories provides areas of interest and can help refine results.

**Using the Keep Feature**

*Click* the Keep button to select titles from your brief results list or on the brief description view of the item. Once you click the Keep button, the button changes to Kept.

1. You can search for titles from your own library or other libraries.

2. You can add all items from a results list at once by selecting Keep All on this Page at the top of the page.

3. You can Place a Hold from OPAC, if library policy allows.
View your Kept List:

1. **Click** the Kept feature from the menu bar to see your selected items.
2. **Sort** your list using the Sort by: drop down menu, you may choose to sort titles by author, title, or call number.
3. **Click** Type of List to choose Full or Brief display.
4. **Click** Remove Checked Titles to delete unwanted titles,
5. **Click** Remove all titles to clear your Kept list.

6. **Click** View/Print to display the bibliographic information.

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--- Please wait... 

GENERATING KEPT LIST

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7. Email Citation List

Some schools have chosen to allow students to email these lists. Check with your librarian to see if this option is turned on for your school.

My Account features – must be enabled in library policies, check with Librarian. (For details, see Section 2.2T – tip sheet – "How to Use My Account").
Using the Discovery Portal

When you are in CAT, you can easily get to INFOhio’s electronic resources and valuable websites through the Discovery Portal. The button to link to it is in the upper right corner of the screen.

**NOTE:** If you’re not in school, you will be prompted for the INFOhio user name and password when you connect to the Discovery Portal. You can get this from your school library.

Getting to the Discovery Portal

There are 2 ways to get into the Discovery Portal.

1. On the basic search screen, leave the search box empty and click the Discovery Portal button. This will take you to the landing page of the High School or Middle School Portal.

   If you want a different School Portal, simply click on those buttons.
2. The other method is to complete a search for your topic in CAT. While you’re on the results screen, click the Discovery Portal button. This will launch the search in the Discovery Portal and display the results screen for your search term.
Searching in the Discovery Portal

1. On any page, enter your search term in the search box at the top of the screen.

2. You can search all the resources (Everything) or limit your search to a single resource.

   NOTE: The resources you see in the drop down menu will vary depending on the room you are in.

The Search Results Screen

You may have 2 sets of results.

1. **Content and DVC results** – this is what you see displayed first. It will list results in other rooms of the portal and also videos from the Digital Video Collection.
   
   a. Rooms content shows the “bread crumb trail” and a brief excerpt about the article.

   b. Icons indicate rooms content or digital videos.

   c. You can narrow your search results by clicking on any of the options – format, date, etc.

   d. You can set up an RSS feed through Google Reader or your Google homepage. You will be notified if any new information related to your search has been added to the Discovery Portal.
2. **Web site and Electronic Resource results** - You can click this option to see related web sites and link to resources in the INFOhio collection.

   a. Best of the Web contains high quality websites related to your search.

   b. INFOhio’s electronic resources will be listed in separate sections.

   c. One result will display from each resource. Click to see the full list.

   d. Click on the title to link directly to the article.

   ![Image of a website search result with options for Best of Web and Email/Print]

   e. **Email / Print Options** Each resource has its own Email / Print option.

      Email:
      - Check the record(s) you want or click the Select All button.
      - Enter your email address.
      - Click Send Email.
      - You will receive a list of links to the articles in your email.

      Print
      - There is an option to print multiple articles at once, however, you will get better results if you display each article you want and then print it from within the resource.
Exploring in the rooms:

1. In the left column select a topic, such as Earth Science. The center screen, How Do I..., Cool Links, and Fun & Games will all be related to that general area.

2. Narrow your topic by selecting another, more specific area from the menu.

3. Continue narrowing your topic. Notice the “bread crumb” trail across the top of the screen. All of those terms are links so you can quickly retrace your steps if you wish.
4. When you have drilled all the way down, your results will display related web sites.

Thunderstorms
- Types of Thunderstorms
- Thunderstorms
- What Happens in a Thunderstorm?

Tornadoes
- Weather Systems