

# MacSPIRS 4.0 Quick Reference Card

## Finding and Showing Records

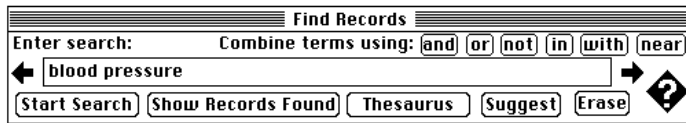
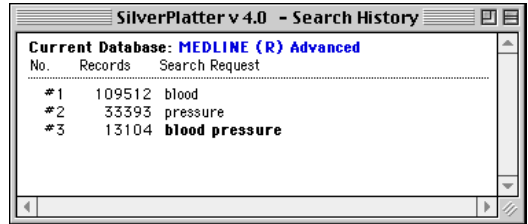
The following example illustrates the basic flow of the MacSPIRS search process, and shows you how to find and show records using key program features. The methods and features you use for more complex searches may vary depending on the database you are searching and your MacSPIRS configuration.

1

Type a search term or phrase in the Find Records dialog box and click **Start Search**.

2

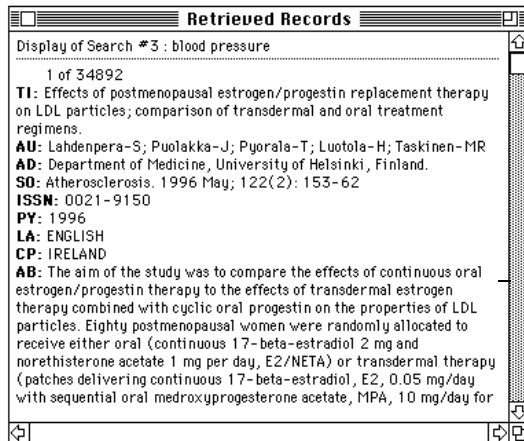
MacSPIRS displays your search request, and any previous requests, in the Search History



3

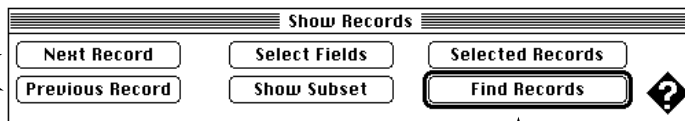
MacSPIRS displays your search results in the Retrieved Records window.

Click on any record number to select records for showing, printing, or saving.



4

Click **Next Record** and **Previous Record**, or use the scroll bar in the Retrieved Records window, to view the retrieved records.



5

Click **Find Records** to look up another term.

## Using the Index

The Index lists all of the searchable terms in a database, and indicates the number of records that contain each term. In addition to the Free Text Index, some databases have separate Indices for certain fields such as Title or Author. As shown in the following example, the Index is especially useful for looking up hyphenated phrases.

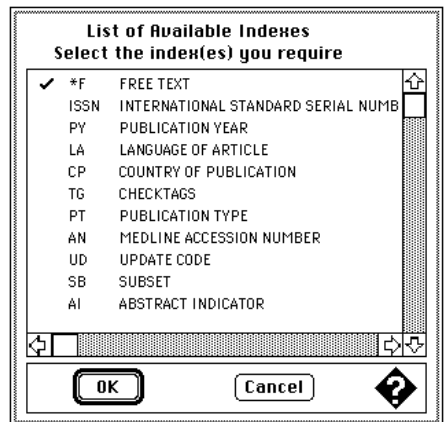
1

Select **Browse Index** from the Search menu. →



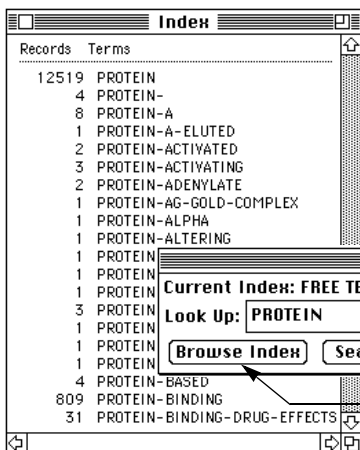
2

If the database you are searching has more than one Index, MacSPIRS displays the List of Available Indices window. Click on the short name of each index you want to select and click **OK**.



3

MacSPIRS displays the Index window and the Browse Index dialog box.



4

Type a term or phrase at the Look Up: prompt and click **Browse Index**.

### MacSPIRS™ Quick Reference Card

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