

Searching in Encore for Author, Title, or Subject

Default search is by keyword, which includes author, title and subject as some of the fields that it searches.

To search specifically by title, subject or author, choose advanced search (link just under the search box as you can see in the shot below)

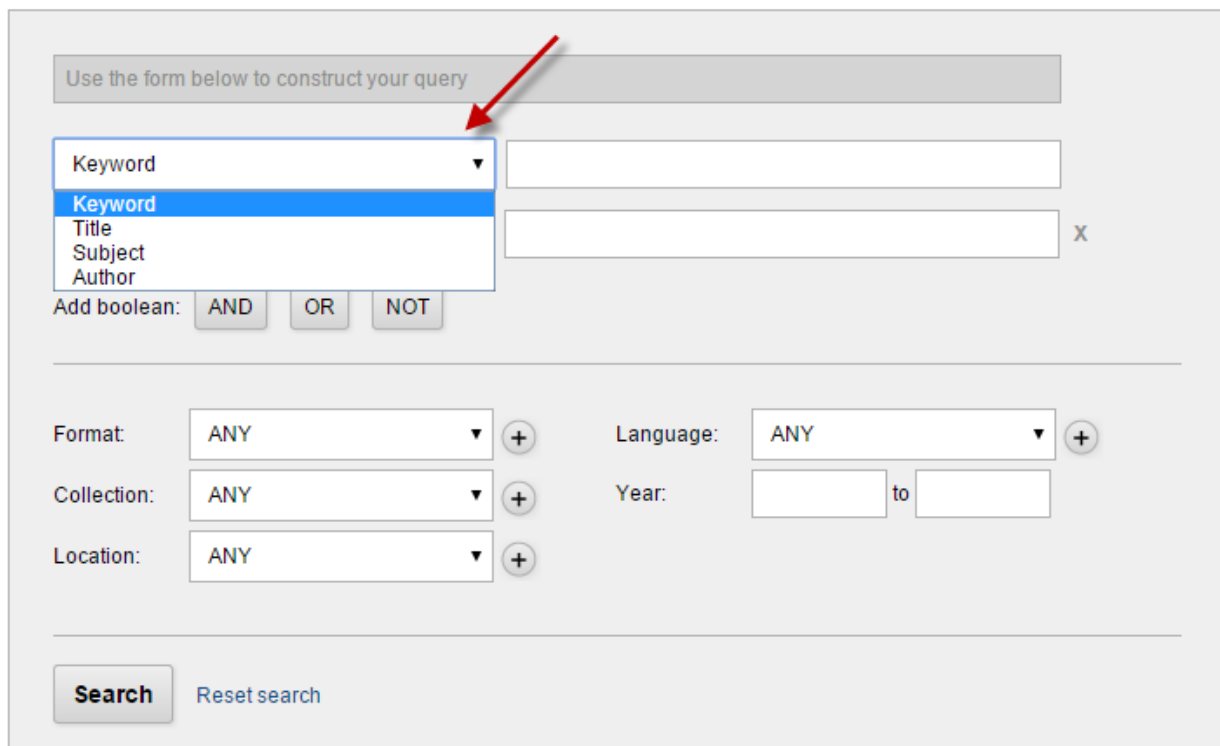
[New Items](#)



The screenshot shows a search interface with three tabs: 'Catalog', 'CatalogPlus', and 'Articles'. Below the tabs is a search box with the label 'Search:' and a play button icon. A red arrow points to the text 'Advanced Search' located below the search box.

You will then get a more complex search screen, which will allow you to pick from searching Keyword, Title, Author, and Subject. Choose the one you want to search by from the pull-down menu. You may search for the author's name in any order.

Advanced Search [Basic Search](#)



The screenshot shows the 'Advanced Search' screen. At the top, there is a grey box with the text 'Use the form below to construct your query'. Below this is a dropdown menu with 'Keyword' selected, and a red arrow points to it. The dropdown menu lists 'Keyword', 'Title', 'Subject', and 'Author'. To the right of the dropdown are two empty search boxes, with an 'X' icon next to the second one. Below the search boxes are three buttons: 'AND', 'OR', and 'NOT'. Further down, there are several filter options: 'Format: ANY', 'Language: ANY', 'Collection: ANY', and 'Location: ANY', each with a '+' button. At the bottom, there is a 'Year:' field with two input boxes and a 'to' label. At the very bottom, there is a 'Search' button and a 'Reset search' link.