



When you perform a keyword search, you are telling the computer to find all catalog records that have your search term(s) somewhere in those records. Keyword searches may be especially helpful if you are looking for a particular subject or item, but do not know the exact title or an author's name. Keyword searching is also good for creating a complex search strategy, combining or excluding search words or phrases.

The PITTCat Keyword Searching screen helps you form your keyword searches by offering several searching options in easy to use drop-down menus. You can limit your search by using the Search Limits screen (see next page for instructions), available by clicking on the **Limit Your Search** button at the bottom of the Keyword search screen

## Keyword Searching in PittCat

1. Type your keyword(s) in the **Search for:** text box.
2. Select how the keyword will be searched – searching for all the terms (implies **and**), any of the terms (**or**), or as a phrase -- from the second menu.
3. You can look for your keyword anywhere in a record, or focus the search for that term to a specific area (within the Title, in the Author area, etc.) in a record by choosing a qualifier in the **Search by:** menu.
4. If you're combining this keyword with another, click on the button beside the operator you want to use, and then repeat these steps for the new term.

## Searching Tips

When keyword searching, you can use linking words or operators to combine more than one search term or concept to either broaden or narrow your search. You can also use the truncation symbol ? to broaden your search. Here are a few examples:

Operator	Search Example	Finds Catalog Records Containing
<b>and</b>	<b>cloning and ethics</b>	Finds records containing both the terms <i>cloning</i> and <i>ethics</i> . Using <b>and</b> will narrow or focus your search.
<b>or</b>	<b>drugs or narcotics</b>	Finds records containing either the term <i>drugs</i> , the term <i>narcotics</i> , or both terms. Using <b>or</b> will broaden or expand your search.
<b>not</b>	<b>art not modern</b>	Finds records containing the term <i>art</i> but not the term <i>modern</i> . Use carefully because <b>not</b> eliminates records that contain the term after <b>not</b> .
<b>?</b>	<b>child?</b>	Use a question mark "?" at the end of a root word to search for variant terms. <b>child?</b> will retrieve child, children, childhood, etc.

## Limit Your Search (Set Search Limits)

You can focus or narrow your search by limiting the search results using the Search Limits screen.

**Note: Search Limits do not apply in Author, Call number, or Subject searches.**

To limit by Language, Item Type, Medium, Location, Publication Status, and Place of Publication, select the limiting criteria from the appropriate scrolling list. To select more than one limit in a list, hold down the control key as you select limits.

Set Search Limits	Search Limits
Date:	<input type="text"/> = <input type="radio"/> > (Greater Than) <input type="radio"/> < (Less Than) <input type="radio"/> Range <input type="text"/>
Language:	English English, Middle (1100-1500) English, Old (ca. 450-1100)
Item Type:	Book Serial Archive/Manuscript
Medium:	Map Computer File Globe
Location:	#Bradford Campus Library #Greensburg Campus Library #Health Sciences Library System

To limit your search by a year, type the full year in the **Date:** text box, then click the appropriate button for the date range you want. For example, to find all texts published before 1850, type 1850 in the text box and then click the button before to the (<) Less Than symbol. When you've made your choices, click on the **Set Search Limits** button at the bottom of the page. To erase or change your limits, simply click on the **Clear Search Limits** button.

## Boolean Searching

Boolean searching allows users to create their own complex keyword searches without the restrictions of the Keyword searching screen.

Search	Keyword	Course Reserves
<p><b>Search for:</b> (internet or web) and censor?</p> <p><b>Limit to (optional):</b></p> <ul style="list-style-type: none"> <li>None</li> <li>Bradford Campus Library</li> <li>Greensburg Campus Library</li> <li>Health Sciences Library System</li> <li>Johnstown Campus Library</li> <li>Law Library</li> <li>Titusville Campus Library</li> <li>ULS: Pittsburgh Campus</li> <li>Electronic - Web Accessible</li> <li>DVDs/Videos</li> </ul>		
<p><b>Search by:</b></p> <ul style="list-style-type: none"> <li>Title begins with (don't type initial articles: a, an, the, la...)</li> <li>Author (type last name first)</li> <li>Journal Title begins with (don't type initial articles)</li> <li>Subject Heading</li> <li>Composer/Prolific Author (author sorted by title)</li> <li>Keyword (Quick Search)</li> <li>Call Number</li> <li><b>Boolean Search</b></li> </ul>		
<p>50 Records per page</p> <p>Search Reset Limit Your Search</p>		

The Boolean Searching option is located in the **Search by:** menu of the general Search screen. You can also limit your results to a specific campus, library or format by using the **Limit to:** menu. When using Boolean searching you can use the keyword searching techniques above, plus the following special searching techniques:

- **Phrase/Adjacency** -- Search for phrases or adjacent terms by placing those terms within quotation marks.  
Example: **"road rage"**
- **Nesting** -- Use parenthesis to keep concepts together when creating complex searches.  
Example: **(internet or web) and (writing or publishing)**
- **Field Codes** -- Field codes allow you to limit your search to a specific field of the item record. The field code must precede the search term, with a space between the field code and the search term.

Field Code	Limits Search to	Search Example
tkey	Limits search to Title Field	tkey dragon
skey	Limits search to Subject Field	skey genetics
nkey	Limits search to Author Field -- lastname firstname placed in quotation marks	nkey "shakespeare william"
seri	Limits search to Series Field	seri education
isbn	Limits search to ISBN (do not use hyphens)	isbn 0618116362
260A	Limits search to Place of Publication	260A cambridge
260B	Limits search to Name of Publisher	260B gale