

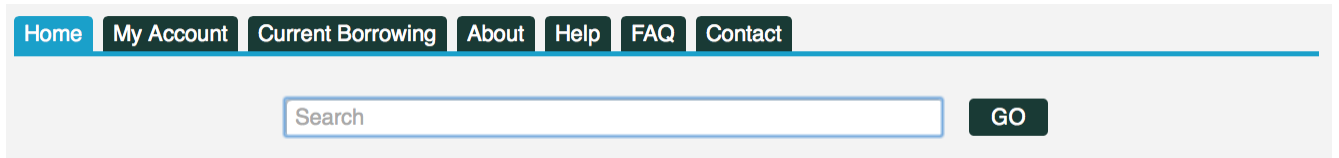


Search Tutorial

How to search for and request interlibrary loan items

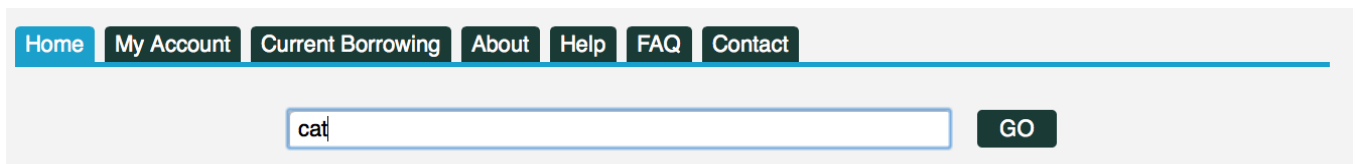
Step 1 – Where to complete a search

Complete a search from any one of the tabs in the fILL website.

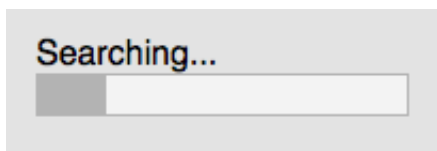


Step 2 – How to complete a search

Enter your search terms in to the search bar at the top of the screen, and click “Go”.

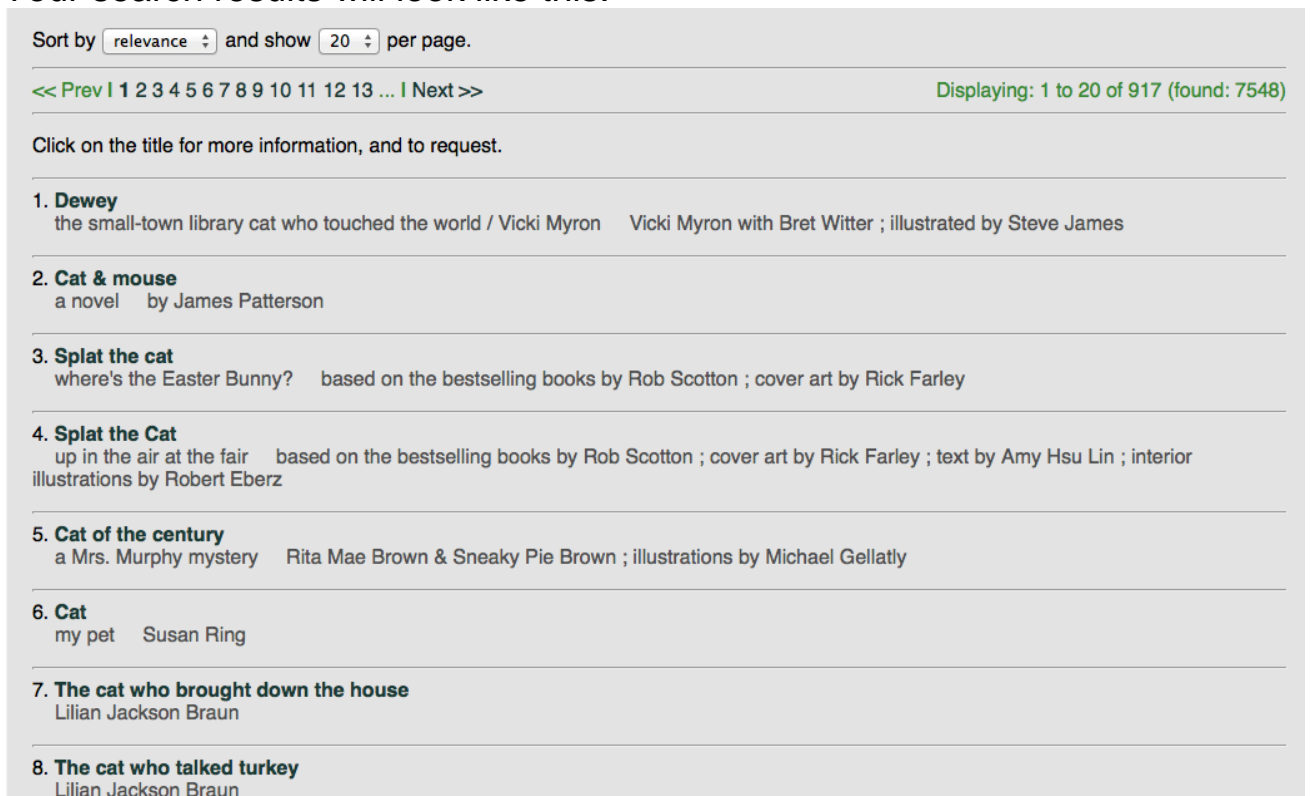


Step 3 – When is my search complete



The search will begin, and your page will start updating. Wait for the “Searching...” progress bar in the upper left to finish loading (it's very fast!).

Your search results will look like this:




Step 4 – Click on the title you are interested in.

Sort by **relevance** and show **20** per page.

<< Prev | 1 2 3 4 5 6 7 8 9 10 11 12 13 ... | Next >> Displaying: 1 to 20 of 1796 (found: 13379)

Click on the title for more information, and to request.

1. Cat
written by Juliet Clutton-Brock ; [special photography, Dave King]



Click To Request

Title	: Cat written by Juliet Clutton-Brock ; [special photography, Dave King]
Date	: 1991-2004
Author	: Clutton-Brock, Juliet
Format	: book
Locations	: 6

[Show location details...](#)


If this is the book you'd like to request, click on the “Request” button.

Sort by **relevance** and show **20** per page.

<< Prev | 1 2 3 4 5 6 7 8 9 10 11 12 13 ... | Next >> Displaying: 1 to 20 of 1796 (found: 13379)

Click on the title for more information, and to request.

1. Cat
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Click To Request

Title	: Cat written by Juliet Clutton-Brock ; [special photography, Dave King]
Date	: 1991-2004
Author	: Clutton-Brock, Juliet
Format	: book
Locations	: 6

[Show location details...](#)


2. Cat & mouse
a novel a novel by James Patterson

If this isn't the right book, click on the title again to hide the details, and try another title.

You're done!

If you decide you don't want this item after all, you can cancel your request right away.

1. Cat
written by Juliet Clutton-Brock ; [special photography, Dave King]



Click To Cancel This Request.

Your Request Has Been Placed

Requesting user	: 1
Title	: Cat
Author	: Clutton-Brock, Juliet
Medium	: book

Your librarian will see if another Manitoba public library is able to lend this title to Jake Epp Library at this time.

[Show location details...](#)

Becoming a Power-user!

Refining your search

In your search results page, along the left-hand side, there is a list of all of the subjects and authors that were found in all of the records your search returned.

The number in parenthesis counts how many of your results have that particular subject or author.

Clicking on a subject or author will refine your search terms by adding that specific information. The system will re-do the search with your new terms.

You can continue to refine your results as often as you need.

Or you can enter a completely new search into the search bar at the top of the screen.

Refine your search by:

:::Subjects
Cats (376)
Mystery fiction (74)
Qwilleran, Jim (Fictitious character) (47)
Journalists (38)
Stories in rhyme (36)
Cat owners (35)
Detective and mystery stories (35)
Animals (28)
Women cat owners (28)
Siamese cat (24)

:::Authors
Braun, Lilian Jackson (71)
Brown, Rita Mae (11)
Myron, Vicki (10)
Trondheim, Lewis (9)
Douglas, Carole Nelson (7)
Litwin, Eric (7)
Davis, Jim (6)
Grimes, Martha (6)
Murphy, Shirley Rousseau (6)
Seuss (6)

Sorting the results, and moving from page to page



The screenshot shows a search results interface. At the top, there is a sorting menu with options: 'relevance' (selected), 'title', 'newest', and 'oldest'. To the right of the menu, it says 'and show 20 per page.' Below the menu, there are navigation links: '<< Prev', '7 8 9 10 11 12 13 ... | Next >>', and 'Displaying: 1 to 20 of 1796 (found: 13379)'. Below the navigation links, there is a instruction: 'Click on the title for more information, and to request.' At the bottom, the first result is listed: '1. Cat' written by Juliet Clutton-Brock ; [special photography, Dave King]

Search results are sorted by **relevance** by default. This will place the books that most closely match your search terms at the top of the list.

You can choose to sort by title or by publication date, by clicking the “Sort by” button at the top of the results list.

You can page through your results by clicking on the “<< Prev” and “Next >>” links, or by choosing a page number to jump to.