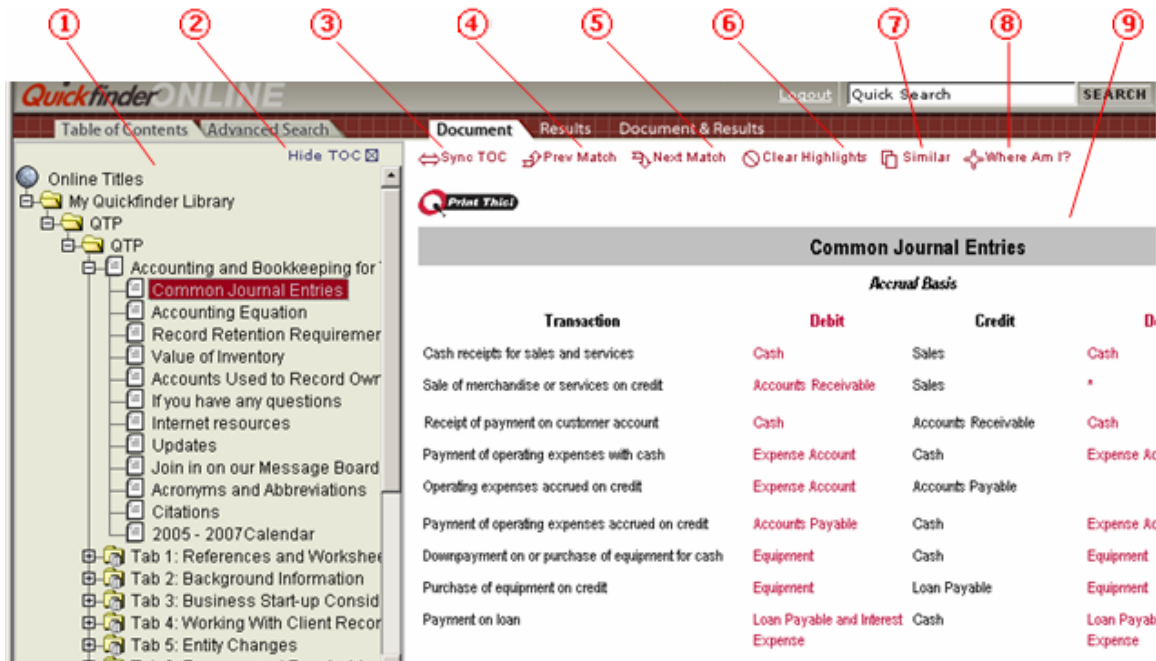


# Quickfinder Online Quick-Tips

## Navigating in Quickfinder Online

Details for navigating through Quickfinder Online content are detailed below.



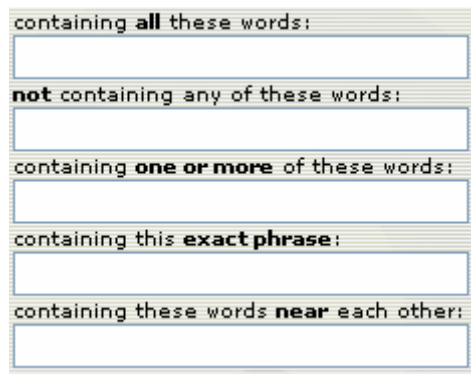
1. Tables of Contents pane – Use to navigate through your Quickfinder books
2. Hide TOC button - Hides the Table of Contents from view
3. Sync TOC - Synchronizes the TOC with the contents of the document pane
4. Prev Match – Navigates to the previous match in a Search
5. Next Match – Navigates to the next match in a Search
6. Clear Highlights – After performing a Search, clears any highlights on searched words
7. Similar –Refine your search results based on similar content
8. Where Am I? – Small popup window showing the path to the open document
9. Document pane – Where documents and Search results are displayed

# Searching in Quickfinder Online

Perform a search using keywords, a phrase, or by proximity.

To search in your Quickfinder Online titles:

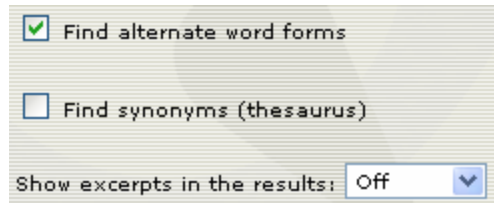
1. Click on the Advanced Search tab above the Table of Contents.
2. Enter search criteria in one or more of the search fields.



A screenshot of a search interface showing five input fields with labels:

- containing **all** these words:
- not** containing any of these words:
- containing **one or more** of these words:
- containing this **exact phrase**:
- containing these words **near** each other:

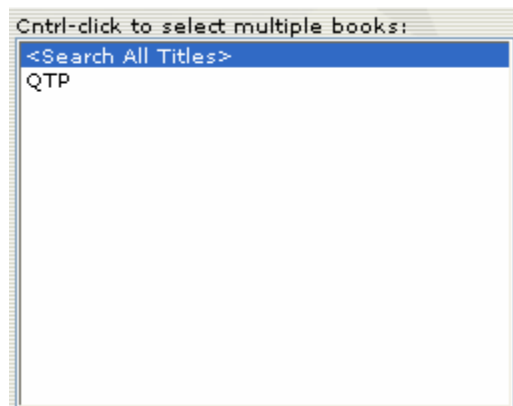
3. Choose any additional search options if desired.



A screenshot of search options with the following elements:

- Find alternate word forms
- Find synonyms (thesaurus)
- Show excerpts in the results: Off (dropdown menu)





4. Select the titles you wish to search in.



A screenshot of a list of titles for selection, with the following text:

Cntrl-click to select multiple books:


- <Search All Titles>
- QTP

5. Press the Search button: 
6. Click on a title in the document view pane to view the results in that title.
7. Navigate through the results by using the Next Match and Previous Match buttons   on the toolbar.
8. Use the Clear Highlights button on the toolbar  to remove highlights from searched words.

## Using Similar Search

**After performing a search, use the Similar search option to find related results.**

**To find Similar results after performing a search:**

1. After performing a search, check the boxes next to titles to include or omit the title from the similar search.
  - Find similar results
  - Find results that are not similar
2. Click the  button