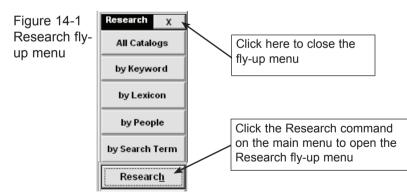
14

RESEARCH

Research is where all the hard work of cataloging pays off. Research allows you to develop insights and draw conclusions about your collections. The computer can sort and organize your data in new and unexpected ways. If your catalog records have been entered carefully and consistently, you will enjoy performing searches of the collections.

Research has five methods of searching, which are commands on the main menu Research fly-up menu. They include searching **All Catalogs**, **by Keyword**, **by Lexicon**, **by People**, and **by Search Term**. The sixth research method is to use the **Query** command which appears at the top of each of the four catalog screens.



Once a catalog record or group of records is located via a search, you can view the Catalog screens for each object, or print a summary or detailed list of the selected objects.

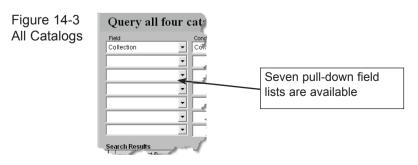
RESEARCH ALL CATALOGS

This search allows you to search all four catalogs at once. The Objects, Archives, Photo, and Library catalogs contain fields that are common to all. These fields are available through the All Catalogs search.

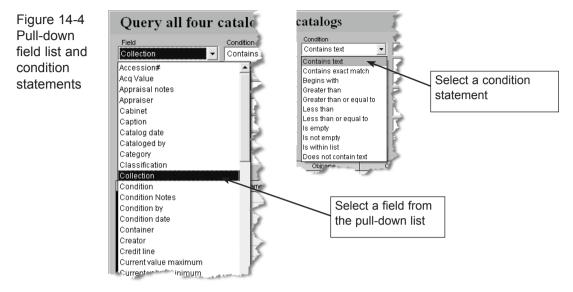
To begin a search, press **Research** on the main menu and then the **All Catalogs** command button on the fly-up menu. The following screen will appear:

Figure 14-2	Query					X
Research All	Query all fo	our catalogs	S	earch: 🔽 Objects 🔽 Phote	os 🔽 Archives 🔽 Library	Exit 🔂
Catalogs	Field	Condition	v∿hat			
Catalogs	Collection	 Contains text 	 Rocky P 	ine Ranch Collection		🔘 and 🖲 or 📃 Match case
		•	-			B9
						Search now
			<u> </u>			search now
		•	-			Save Query
		-				Retrieve Query
						Retrieve Guery
		<u> </u>	<u> </u>			New Search
		•	•			
	<u> </u>				View Selected	Catalog Records Clear Results
	Search Results Record Object ID	rds searched=94 found=14 Objname	Creator	Title	Description	Collection
	A 1995.1.4	Tape, Magnetic	Creator		1 hour audio tape containing the voices of Erne ^F	
	P 1999.1.1	Print, Photographic		A Hiton Wedding	Earl L. Hilton and Ernestine McMillan Hilton stan	Rocky Pine Ranch Collection
	P 1999.1.2	Print, Photographic		Our Family	Earl L. Hilton and Ernestine McMillan Hilton stan	Rocky Pine Ranch Collection
	P 1999.1.3	Print, Photographic		Granny's Turkeys	Lura Cox Hilton (Granny) feeding her turkeys in	Rocky Pine Ranch Collection
	P 1999.1.4	Print, Photographic		Rocky Pine Ranch Barn	Color photograph of the barn at Rocky Pine Rar	
	P 1999.1.5	Print, Photographic		The barn		Rocky Pine Ranch Collection
	P 1999.1.8	Print, Photographic		Putting Up Hay	Earl Hilton driving the horse-drawn mower. Th	Rocky Pine Ranch Collection
	P 1999.1.9	Print, Photographic		Mowing Hay	Earl Hilton Cutting hay with the new mower pur	Rocky Pine Ranch Collection
	P 1999.1.10	Print, Photographic		Hay Truck	Three children pose on the front bumper of a ful	Rocky Pine Ranch Collection
	0 1999.1.11	Funnel		Granddad's Funnel	White enamelware funnel with blue rim. Item h	
	0 1999.1.12	Sifter, Flour Candlestick		Flour Sifter	Tin flour sifter with painted green exterior and I Cast bronze figural candlestick in the form of a	
	0 1999.1.13	Guit	McMillan, Lucinda	Stag Candlestick Lucinda Quilt	Hand sewn patchwork quilt made by Lucinda N	
	A 1999.1.15	Album, Autograph			Folded leather cover with 32 leaves. This auto	
	A 1333.1.10	Album, Autograph		Autograph Album of Erre	Folded learner cover with 32 leaves. This auto-	
						×
	Click here to mark res Remove marked	1	Pr	eview List Print List	V with Image Print Detail, Catalo	ig Cards/Labels

Searches can be performed on any field that is common to all four catalogs. There are seven pull-down field lists enabling you to search multiple fields at once using the "and" or "or" operator to either narrow or expand the search.



Each of the seven pull-down field lists is arranged alphabetically. Click on the field of your choice.



Next select a condition statement in the box to the right. Condition statements include: Contains text, Contains exact match, Begins with, Equals, Greater than, Greater than or equal to, Less than, Less than or equal to, Is empty, Is not empty, Is within list, and Does not contain text.

Then in the next box to the right labeled "What" enter the word or words you want to find; capitalization is not important unless you check the Match Case box at the top right of the screen.

Figure 14-5	Query				$\overline{\mathbf{X}}$
Enter words to	Query all fou	r catalogs	Search: 🔽 Objects 🔽	Photos 🔽 Archives 🔽 Library	Exit 🕵
find in "What" box	Field Collection	Condition Contains text • • • • • • • • • • • • • • • •	What Rocky Pine Ranch Collection	Connect multiple conditions with either "and" or "or".	Crand Or Match case

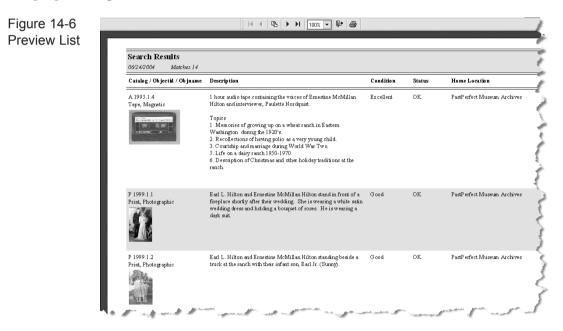
To start the search, click on the **Search Now** command button.

In the example shown we searched the common field Collection for records that contain text "Rocky Pine Ranch." The results were eight photographs, four objects, and two archival records.

If matching records are located, a list is displayed as in Figure 14-2 and a number of options are then available as described below.

View Selected Catalog Records - Use this command button to view the catalog screens for each record located. All functions are available, including displaying source information and images.

Preview List - View the report for the search results before you print it. Check the "with Image" box if you want associated images to display on the list. Note that imaging is an optional feature.



Print List - Prints a list of all records that were located in the search.

Print Detail, Catalog Cards/Labels - Prints the full catalog record of each record located, one record per page. It also allows you to print catalog cards, catalog record labels, exhibit labels, and barcode labels.

Remove Marked Records - Before you view or print the resulting records list, you can manually remove selected records from the results by clicking in the box to the left of the record to mark it. Then press **Remove marked records**.

Save Query - This command allows you to save queries for future use. The condition statements are saved and not the actual results. You will be asked to give the query a name by which it will appear on the list of all catalog queries.

Retrieve Query - Use this command to select from a list of previously saved queries. Once a query has been retrieved you may run it as is or modify it and then run it.

Figure 14-7 Saved	Retrieve save query			x
Queries	Query name	Date saved	Rec's found	*
List	Collection - Rocky Pine Ranch	06/24/2004 05:31 PM	14	
	the second state of the second state of the second state			J

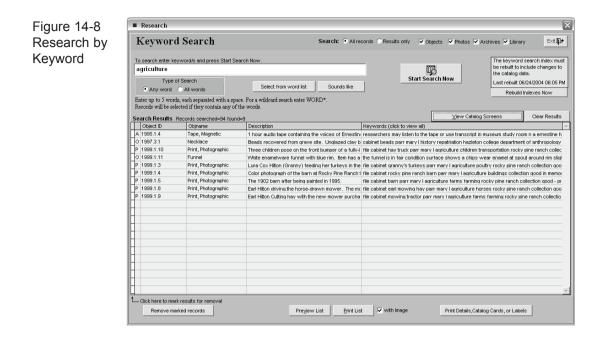
Clear Results - Clears the search result list so you can start a new search.

New Search - Clears the search results list and any entries in the "What" fields.

RESEARCH BY KEYWORD

To access this search method, click on the **by Keyword** command on the Research fly-up menu to reveal the screen in Figure 14-8.

The Keyword search is an indexed search, meaning PastPerfect creates a word list from the entries in the Archives, Library, Objects, and Photo catalogs. If you have made a lot of changes to the catalogs and have not rebuilt the word list recently, you should click **Rebuild Indexes Now** to rebuild the index. This will ensure that the word list reflects recent changes to the catalog data. The last date on which the word list was rebuilt will appear in the yellow box at the top right of the screen. Please note, rebuilding may take several minutes, for this reason, the rebuild can also be included as part of the Reindex process.



KEYWORD SEARCH MANAGEMENT

To increase the speed of searches and the time it takes to rebuild the index, you can choose to include only words that are in selected catalog fields. You can also create a list of common words like "and" and "the" that will be ignored. To make these changes, open the Setup fly-up menu on the main menu and select **Keyword Search** to open Keyword Search Management screen show in Figure 14-9.

The left side of the screen has four tabs that list the possible search fields in the Photos, Objects, Archives, and Library catalogs. Place a check mark next to the fields that you want to include in the search. The fewer fields you include, the faster the rebuild process and the faster the searches.

On the right side of the screen is a box listing valid characters that, in addition to the letters A to Z, you want to include in the keyword index. Characters other than the letters A to Z and those listed here will be ignored.

There is also a box where you can list common words that should be excluded from the index. Words such as "and," "she," and "his" are so prevalent that

including them would be meaningless. You may want to add common words specific to your organization, such as your organization's name.

Figure 14-9	Keyword Search Management	X
Keyword Search	Keyword fields Place a check mark next to the fields that you want to include in the keyword search. Then rebuild the indexes.	Last rebuild time was 1 min. 06/24/2004 06:05 PM
Management	New York starter Archives Library Image: Comparison of the starter Archives Library Image: Comparison of the starter Image: Comparison of the starter Image: Comparison of the starter Appraisal notes Image: Comparison of the starter Image: Comparison of the starter Image: Comparison of the starter Appraisal notes Image: Comparison of the starter Image: Comparison of the starter Image: Comparison of the starter Appraisan text Image: Comparison of the starter Image: Comparison of the starter Image: Comparison of the starter Appraisant Image: Comparison of the starter Image: Comparison of the starter Image: Comparison of the starter Appraisant Image: Comparison of the starter Image: Comparison of the starter Image: Comparison of the starter Chemical Comp Image: Comparison of the starter Image: Comparison of the starter Image: Comparison of the starter Chemical Comp Image: Comparison of the starter Image: Comparison of the starter Image: Comparison of the starter Chemical Comp Image: Comparison of the starter Image: Comparison of the starter Image: Comparison of the starter Chemical Comp Image: Comp = the starter Image: Comparison of the starter <td>Valid characters to include in keywords in addition to a-z -' Reset to defaults Do not include these words in keyword list. all,and,for,had,has,her,his,from,into,one,our,she,that,than,their,them,there ,then,these,they,this,two,was,were,when,with</td>	Valid characters to include in keywords in addition to a-z -' Reset to defaults Do not include these words in keyword list. all,and,for,had,has,her,his,from,into,one,our,she,that,than,their,them,there ,then,these,they,this,two,was,were,when,with
	Collection V	Reset to defaults
	Clear all check marks	View Word List

After making the desired settings, click **Rebuild Indexes Now**. If you have a large number of catalog records, this function may take several minutes. While the rebuild is in progress, other users on the network will not be able to perform keyword searches.

STARTING A KEYWORD SEARCH

To start a new search, type up to five words in the box on the upper left-hand side of the Keyword Search screen. To select a word from the word list, click on the **Select from word list** command button. The word list will appear.

Next click the **Start Search Now** command button. The search will begin running and the results will appear on the bottom of the screen.

When the search is complete, the number of records searched and found will display. The commands described earlier in this chapter are now available: View Selected Catalog Records, Preview List, Print List, Print Detail, Catalog Cards/ Labels, Remove Marked Records, and Clear Results.

FIND BY LEXICON

Click on the **by Lexicon** command button on the Research fly-up menu to search by lexicon category or term.

A Lexicon search is designed to allow you to search for catalog records by main category or sub-category. Select the Lexicon category by clicking on the down arrow next to the category field. You may then select the sub-category or object name you want to search for. You may want to first select a main category or subcategory to narrow the selection list. To start the search, click on the **Search Now** command button. The Lexicon search has access to all four catalogs: Archives, Objects, Photos, and Library.

For example, you can search for all catalog items in the main category Communication Artifacts, or you can further narrow the search by choosing the sub-category, Documentary Artifact.

exicon	Main Category	Sub-Category 0	bject Names	\$
	8: Communication Artifact 1: Structures		<u> </u>	Start Search Now
	2: Building Furnishings 3: Personal Artifacts	escription	View Catalog Sc Main Category	Clear Results Sub-Category
	1. Tât E For Materials 5. Tât E For Science & Technology 5. Tât E For Communication 7. Distribution & Transportation Artifact 8. Communication 9. Recreational Artifacts 10. Unclassifiable Artifacts 11. Natural History			

PastPerfect will search for all items in your catalogs that match the criteria category Communication Artifacts, sub-category Documentary Artifact.

Further narrow the search by choosing an object name. In this example, Postcard is the object name. PastPerfect will search all catalogs to locate any items with the

Figure 14-11 Lexicon Search by	Research Search b	y Lexicon To start :	search, select main category, sub-category, or o	object name. Search: 🗹 Objects 🖵 Pho.
sub-category	8: Communicat	Main Category ion Artifact	Sub-Category	Object Names
	Search Results	Records searched=94 found=9 Objname I	Advertising Medium Art Ceremonial Artifact Documentary Atlifact Exchange Medium Personal Symbol	View Main Category

main category Communication Artifacts, sub-category Documentary Artifact, and the object name Postcard. The results appear on the list.

Figure 14-12	Research					\mathbf{X}
Lexicon	Search b	y Lexicon To st	art search, select main category, sub-category, or ob	oject name. Searc	ih: 🔽 Objects 🔽 Photos 🛛	Archives 🗹 Library 🛛 Exit 🔃
search results	•	Aain Category	Sub-Category	Obje	ect llames	
	8: Communicati	on Artifact	Documentary Artifact F	Postcard	-	
	Search Results	Records searched=94 found	-0		View Catal	og Screens Clear Results
	Object ID	Objname	Description		Main Category	Sub-Category
	P 2000.2.6	Postcard	Outdoor photograph of woman sitting on chair with little of	girl resting on the arm	8: Communication Artifact	Documentary Artifact
	P 2000.2.9	Postcard	Photo postcard of a young girl. The card has an illustration	on of a bunch of lilac	8: Communication Artifact	Documentary Artifact
	P 2000.3.3	Postcard	Group portrait of 8 young women. They are the 1909 gra	aduating class of the	8: Communication Artifact	Documentary Artifact
	A 2000.2.7	Postcard	This is a VWM era postcard. This postcard was manufac	ctured by the Illustrat	8: Communication Artifact	Documentary Artifact
	A 2000.2.1	Postcard	Christmas greeting postcard illustrated with a window su	urrounded by a wrea	8: Communication Artifact	Documentary Artifact
	A 2000.2.2	Postcard	New Year postcard illustrated with golden horseshoe an	nd a scroll that reads	8: Communication Artifact	Documentary Artifact
	A 2000.2.3	Postcard	Christmas greeting postcard. Illustration of snow covere	d meadow with pine	8: Communication Artifact	Documentary Artifact
	A 2000.2.4	Postcard	Christmas greeting postcard. Illustration of fireplace man	tle hung with two lar	8: Communication Artifact	Documentary Artifact
	A 2000.2.5	Postcard	Christmas postcard. Illustration of pointsettia flowers on	cream background.	8: Communication Artifact	Documentary Artifact
	معرجا الا	and a stranger	الارتهى بلاستني الالالمين والألاطين المعك	للغ بما هي ا	ليورينج الجورارية	Here and a second of the

A Lexicon search can be as general or as specific as you like. If matching records are located, a list is displayed and the command buttons **Preview List**, **Print List**, **View Catalog Records**, and **Print Detail**, **Catalog Cards/Labels** are enabled.

RESEARCH BY PEOPLE

The People field appears in all four catalogs and is used to identify people who appear in photographs or are associated with archival materials, objects or library books. When entering peoples' names in the catalog records, they should be entered last name, first name. If each name is separated with a carriage return, then PastPerfect will add the names to the People authority file. The Research by People screen will display the People authority file. With each appearance of a name, the columns to the right will indicate the number of times the name appears in each of the four catalogs.

Figure 14-13	Research																	X
Research by	Find People	Double-Click	on name to se	earch				В	Biography	Infor	mation	V			s I	New Searc	h	Exit 🚺 🕈
People screen	A B C D	E F	G H I	IJ	K L	M	N	0	P	Q	R	s	т	U V	W	X	r z	?
	Name										Арре	arance	s in:		Objec	ts Archiv	_	rary
	Hanley, Clair Norton Hanley, Helen Torgeso Hanley, Warren T. Hargity, Juneau Hargity, Robert B. Hearn, Bert Hitton, Earl L. Jr. Hitton, Earl L. Jr. Hitton, Earl L. Jr. Hitton, Jerold L. Hitton, Jerold L. Hitton, Narchy L. Hitton, Narchy L. Hitton, Narchy L.													1 0 0 1 2 2 0 1 1 1 1 0	1 1 0 0 1 0 1 0 3 0 1 0	0 4 1 0 2 0 1 0 0 1 0 0 1		
	Click here to mark result	1			Pre <u>v</u> jew I	list	<u>P</u> rint L	list	🛛 🔽 wit	th Ima	ge		Print D	etails,Catalo	g Cards	, or Labels		

To view the catalog records associated with any of the names on the list, doubleclick on the name.

Figure 14-14		Research		
Search by	Han Hilte	ne on, Earl L.		Appearances in: Photos Objects Archives Library 4 0 0 View Catalog Screens New Search Ext De
People results		Object ID	Objname	Description People
	P	1999.1.1	Print, Photographic	Earl L. Hiton and Ernestine McMillan Hiton stand in front of a fireplace shortly Hiton, Earl L.
	P	1999.1.8	Print, Photographic	Earl Hilton driving the horse-drawn mower. The mower wagon is hitched to 1 Hilton, Earl L.
	P	1999.1.2	Print, Photographic	Earl L. Hilton and Ernestine McMillan Hilton standing beside a truck at the ranc Hilton, Earl L.
	P	1999.1.9	Print, Photographic	Earl Hitton Cutting hay with the new mower purchased in 1977. Hitton, Earl L.
	PH I	Arth in case	and the same manufactures	الشري محمد محمد بالبران العراقين العرب بالمعرب الخطي المسيد فرافحه فحمد والعالي بمعرد والألب

When the search is complete, the four command buttons at the bottom of the screen are enabled.

The command button **Preview List** allows you to view the summary report for the search results before you print it. The following is an example of how Preview List looks.



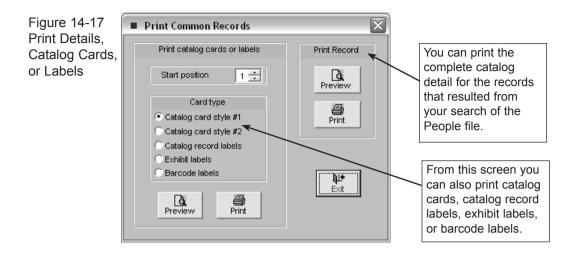
Search results for: Hilton, Earl L. 06/24/2004 Matches 5 Catalog / Ob jectid / Ob jname Description Condition Status Home Location P 1999.1.1 Earl L. Hilton and Ernestine McMillan Hilton stand in front of a Good ОΚ PastPerfect Museum Archive: fireplace shortly after their wedding. She is wearing a white satin Print, Photographic wedding dress and holding a bouquet of roses. He is wearing a dark suit. PastPerfect Museum Archive P 1999 1 8 Earl Hilton driving the horse-drawn mower. The mower wagon is Good hitched to two horses. The horses were named Fanny and Katie. ОК Print, Photographic Fanny had been a cavalry horse and was purchased from the army at Fort George Wright in Spokane. Earl L. Hilton and Ernestine McMillan Hilton standing beside a Good P 1999 1 2 ок PastPerfect Museum Archives Print, Photographic truck at the ranch with their infant son, Earl Jr. (Sunny). the descent second of James . 1000 . معدس A

The Print List command button prints the above report.

View Catalog Screens takes you to the catalogs, giving you a mini-database containing only the records that resulted from your search.

Figure 14-16	Search I	Results														?×
View Catalog	€ rior	Next Browse Delete	認 Edit	atc Spell	8 Prinț	№ Exit					Phot	o				4
Screens	Description Earl L. Hilton	Rocky Pine Ranch Col 1999.1.1 Hilton, Ernestine In memory of the pione PastPerfect Museum A and Ernestine McMillan ng a white satin wedding	C Sub-c ers of Spo rchives:Ri Hilton sta	ategory (ategory A okane Co oom 202: and in fror	unty File Cabi nt of a fire	Gift 03/05/1 place sho	Artifact 999 wer 3:Folde	ir wedding	+	Cataloged by Status date Status by Status Print Size Silde#	03/05/199 / Parr, Mary	9 L. 1 9anie die links	1942	Image Manage Dimension Details	nent (1 of 2)	
									-	Frame#		,		,		
	Photos									Legal Rela	ted Location	Condition	Appraisa	al People, Classification Subjects, Search Terr		Custom
1	Title	A Hilton Wedding								Provenance						
5	Photographer Studio Place	Washington/Spokane C	ounty/Che	ney					8							<u> </u>
		1943 Hilton Wedding Photographic Paper/Ph	itographic	: Emulsic	n				es	Copyrights						V
(Frame Orig/Copy Neg Loc Processing Method	Сору	Ψ													-
ŕ	Record 1	of S Dublin Core	AAT onlin	ne						Updated 0	6/12/2004 04:	31 PM U	pdated by	Unkno	wn Update	History

The **Print Details, Catalog Cards, or Labels** command reveals the following screen:



Research by People allows you to enter or display biographical information. To display or print biographical information from the Research by People screen, first select a name from the People list, then click on the **Biography** command to display, enter, or print genealogical and biographical data. When there is information entered in the Biography screen, the command button will be green. If no information is in the Biography screen, the Biography command button will be grey.

Figure 14-18	Authority 1	file											X
Biography	People Bi	ography											
screen	Name	Hilton, Earl L.					Role			7		6	
	Other names				*		lationality	US Rancher			7	20)	
	Born	08/09/1922	r∿here	Washtucna, Washington		sp	upation, ohere of activity	Rancher		<u>_</u>		0	
	Died		Where				activity				1	10.1	
	Mother Father	Lura Cox Hilton Clarence Lester	Hilton							-	Image	Management	
		Ernestine Isador		lan		Pub	lications						<u>^</u>
	Children	Earl Laverne Jr. Nancy Louise 19 Richard Lester 1	946 948						servedi	in the armoure	ed tank division	in WWII in	*
	Places and/or geographical areas of residence	Washtucna, WA. Molson, WA Seattle, WA	·•		A]		Europe.					-
	Titles and honors				<u></u>		Related car Object II	talog records D	Objname	9	Title		-
					-		1999.1.1			otographic otographic	A Hilton Wed		_
	Relationships				*		1999.1.2		Print, Pho	otographic otographic	Our Family	,	_
					-		1999.1.9	,	PTIL, PTI	otograpnic	Mowing Hay		
	Education				A	1							-
					~								
								Prev	iew 🐧	Print 🗃	Edit	Close	Ŀ.

RESEARCH BY SEARCH TERMS

The Research by Search Terms method is designed to provide an access point into your catalog records that is based on terms created by and for your particular institution. For example, if your institution is a local historical society, your search terms may be family names or local places of importance. PastPerfect automatically creates the Search Terms authority file based on the entries in the catalog's Search Terms field.

The Search Terms authority file will be displayed on the screen.

Figure 14-19 Research by	Research Search by Search Term Double-Click on search term to search.					Exit 🚺	X
Search Term	Search Term	Appearances in:	Photos	Objects	Archives	Library	
	Carter Family	Appearances in	9	1	0	0	
	Clayton Family		2	O	õ	õ	
	Hanley Family		8	0	5	0	
	Hilton Family		6	0	0	1	
	Hopalong Cassidy		0	1	0	1	
	McMillan Family		1	2	2	0	
	McWilliams Family Repatriation		6	0	1 0	0	
	Rocky Pine Ranch		6	1	2	0	
	Washington Family		3	0	0 0	ò	
	World War I		ŏ	ů.	0	0	
	World War II		6	1	4	0	
	WW/II		6	1	4	0	
	Click Harelo mark results for Hamoyal			. 1			T
	Remove marked records Preview List Print List Print List Print List	int Details,Catalog C	ards, or Lak	iels			

The search terms are listed on the left half of the screen and the number of appearances in each catalog is listed on the right. To begin a search, double-click on an entry on the list.

The search results will display on the screen as shown in Figure 14-20.

Figure 14-20 Research by Search Term results	Research						
	5	Search by Search Term Double-Click on search term to search.					
		Object ID	Objname	Description		Search Term	^
	P	1999.1.3	Print, Photographic	Lura Cox Hilton (Granny) feeding her turkeys in the yard at Rocky Pine	e Rancł	Rocky Pine Ranch	
	ПР	1999.1.8	Print, Photographic	Earl Hilton driving the horse-drawn mower. The mower wagon is hitc	ched to 1	Rocky Pine Ranch	
	Р	1999.1.5	Print, Photographic	The 1902 barn after being painted in 1995.		Rocky Pine Ranch	
	ПР	1999.1.10	Print, Photographic	Three children pose on the front bumper of a fully-loaded hay truck.		Hilton Family	
	ПР	1999.1.2	Print, Photographic	Earl L. Hilton and Ernestine McMillan Hilton standing beside a truck at th	he ranc	Hilton Family	
	Р	1999.1.4	Print, Photographic	Color photograph of the barn at Rocky Pine Ranch taken after a snow	/fall 197	Rocky Pine Ranch	
	Пс	1999.1.11	Funnel	White enamelware funnel with blue rim. Item has a place of origin star	mped or	Rocky Pine Ranch	
	Пс	1999.1.12	Sifter, Flour	Tin flour sifter with painted green exterior and black wooden knob on	crank h	McMillan Family	
	C	1999.1.13	Candlestick	Cast bronze figural candlestick in the form of a stag. It is approximatel	iy 12 inc	Rocky Pine Ranch	
	A	1999.1.15	Album, Autograph	Folded leather cover with 32 leaves. This autograph album contains p	poems a	McMillan Family	
	A	1995.1.4	Tape, Magnetic	1 hour audio tape containing the voices of Ernestine McMillan Hilton a	nd inter	Rocky Pine Ranch	
	L	L2000.1.4	Book	Hopalong Cassidy Lends a Helping Hand is a cardboard bound childre	en's boo	Hilton Family	
	IH						
	IH.						
	IH						
	IH						
	IH						
	IH.						
	IH.						
	IH.						
	IH.						
	IH.						
	IH.						
	IH.						
	IIH I						
	ШĽ						~
	Click here to mark results for removal Click here to mark results for removal Preview List Print List Image Print Details, Catalog Cards, or Labels						

When your search results appear, the **Preview List**, **Print List**, **View Catalog Screens**, and **Print Details-Catalog Cards or Labels** command buttons are activated.

INDIVIDUAL CATALOG SEARCHES

You can also search each catalog separately. These searches can be done within the catalog screen by pressing the **Query** command. These single catalog queries are identical to the All Catalog queries described above except that all fields are available for searching, not just the fields common to the four catalogs.