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### **Quick Search:**

This is a quick and convenient method of searching our catalogue. To do a **Quick Search** simply type ALL or PART of the TITLE, AUTHOR, STOCK ID, or EAN into the **Quick Search** field and press enter or return on your keyboard. A list of full and partial matches will be displayed. This method of searching is best if you know exactly what you are looking for and want to find it quickly.

### **Detailed Search:**

This is a more precise method of searching and is much better if you are browsing for a selection of items on a particular topic or theme. **Detailed Search** allows you to search our catalogue of distributed titles by TITLE, AUTHOR, STOCK ID, or EAN.

However, you can also search our entire catalogue for KEYWORDS in the description or synopsis of an item. This makes it much easier to search for books by content, or to find books on specialist topics. Simply type your search terms into the search field, choose ALL under the drop down menu beside the search field, and click FIND to generate a list of items.

For instance, if you want to find references to Byron type this into the search field, choose ALL from the drop down menu, and then click FIND. You would also find references to Byron if you simply typed 'Byr' but typing in 'ron' and then searching using ALL will bring up references to many other things that include 'ron' — 'irony', 'moron', 'patronage', etc

### **Browsing By Topic:**

Under **Detailed Search** you also have the option to browse our catalogue by **TOPIC**. Simply select a topic from the lower drop down list — this will generate a list of the books we currently have on that topic.

### **Stock record Display:**

Click on any title to show a single record from the list of search items generated. This single page displays our inventory record and a book image. This screen also lists the topics associated with the stock record and you can browse through them at will.

If you can't find the item you are looking for then please contact us and we will do our best to locate it for you.