**Item Search and Display Wizard**

1. Click the **Item Search and Display** wizard.
2. In the **Search For** box, type your search term(s).
3. Select the type of search you want to perform. You have three options: Keyword, Browse, or Exact. For searching by Item Barcode, you can only choose Exact.

   If a Current record exists for the item, click the Current information link to access the last record displayed, modified, or added.

   *NOTE*: Current record information will no longer carry over from patron checkout records, discharging, checkout, or any other function you may have been used to with the C-client.

4. In the **Index** box, select the search type you want from the drop-down list.
5. In the **Library** box, select a from the drop-down list library if you wish to limit your search to an individual library.
6. Click **Search**.

7. Unless you have a single match (i.e. by barcode or call number), a list of matching records. When a title from the list is highlighted, the selected title will display in the lower portion of the window with two tabs, Description and Call Number/Item. If there are multiple records for a single title, there will also be a records tab in the lower portion of the window where you can select the title you wish to view.

8. To display complete information about the item, including tabs that display detailed bibliographic description information and information about circulation data, click **Detailed Display**. Several tabs may display, depending on the selected Item Search and Display Wizard properties. The title/author of the currently displayed record appears above these tabs.

### TITLE / AUTHOR LINE

<table>
<thead>
<tr>
<th>Control</th>
<th>Bibliographic</th>
<th>MARC Holdings</th>
<th>Call Number/Item</th>
<th>Bound-with</th>
<th>Bookings</th>
<th>Orders</th>
<th>Serials Ctrl</th>
</tr>
</thead>
</table>

9. You can print item information by selecting the **Print** command from the File menu, or by clicking the **Print wizard** in Common Tasks.

10. To perform another search or to choose another item from the list, click **Return to Search**, or click **Close** to quit the wizard.

### Information Display Options

- To show (display) or hide the Search pane, click the **Show/Hide Search Pane** helper.
- To show or hide the Viewer pane, click the **Show/Hide Viewer Pane** helper.
- To show or hide the Circulation Information area, click the **Show/Hide Circulation Information** helper.
- To return to the previous or next search results, click the **Search for** list, and then select a previous search. Or, click the Previous Search or Next Search helpers. Only the most recent 20 searches are retained.
- To resize the Viewer, move the cursor on the horizontal border that divides the Hit List and Viewer areas (the cursor becomes a double-headed arrow), and then drag the border up or down. On the Call Number/Item tab, you can also resize the Call Number/Item and Circulation Information areas by positioning the insertion point on the vertical border between those two areas, then dragging the border left or right.
- If you retrieved a list of titles, you may highlight one and click **Detailed Display** to see more information about the title, such as the complete bibliographic record and any attached call numbers and items.