Find a specific Dewey user note

Learn how to search for a specific user note in WebDewey.

1. On the Dewey Services tab, under Search Options or WebDewey, click **User Notes**.

   **Keystrokes**
   The Search WebDewey User Notes screen appears.
   - Press `<Ctrl>`+`<Shift>`+`[` (left square bracket) to search WebDewey notes.

2. Construct a search to specify the user note(s) you want to retrieve.
   - Type search term(s) in the Search for box. Spaces between words are treated as and operators; you can also combine terms with or and/or exclude terms with not.
   - Select the index to search from the list to the right of the Search for box. Click the arrow to open the list; then click the index you want to use.
   - Use truncation to expand a term to include variant endings. Or use truncation when you know only part of a term. Truncation is useful when searching for a DDC number, a word, or a multi-word term.
     - **Right truncation.** Type the first characters of the word or the first part of the number (include as many letters/digits as you know); then type an asterisk (`*`). Examples: 610*, librar*, comput*, war*, catalog*
     - **Left truncation.** Type an asterisk (`*`) and then type the last part of the term. Examples: *073, *crime, *net
   - Use character masking (wildcards) to expand a term to include variant spellings or when you are unsure of the correct spelling for part of a term. Type a question mark (`?`) or a number sign (`#`) in place of the character(s) you want to mask. Use the question mark to retrieve variants of 0 or more characters. Examples: col?r retrieves color or colour; int?net retrieves internet or intranet. Use the number sign to retrieve variants of exactly 1 character. Example: wom#n retrieves both woman and women.

3. (Optional) Pre-sort search results. To specify sort criteria for retrieved user notes:
   a. Under Sort results by, select **up to 3 fields** by which to sort retrieved notes. For each field, select **Ascending** or **Descending**.
      - **Default setting:** No sort criteria. Results are sorted by DDC number; notes not associated with a DDC number appear at the end of the results list.

4. (Optional) Limit search by type of note (requires site license).
   a. Under Limit results by, select the type of note to retrieve: **Institution**, **Personal**, or **All** (default).
      - **Not available with single-user license.** If you have a single-user license for WebDewey, the Limit results by: option is not available.

5. Check the search form for errors in the terms, index selection, sort options, or the Type of Note limit.

   **Clear search**
   - To clear the Search for text box, click **Clear Search**.
   - The index list retains the last index you selected.
   - The sort options and the Type of Note limit revert to the default settings.
   - The Retain Search check box retains its setting (selected or cleared).

6. Click **Search** or press `<Enter>`. The system displays the Dewey note(s) that match the search criteria.
Retain search

◦ To preserve text in the Search for text box, as well as sort options and Type of Note limit, select the Retain Search check box.

◦ If Retain Search is not selected (the default setting), the system clears the Search for text box. The index list always retains the last index you selected.

◦ If Retain Search is not selected, the system restores default settings for sort options and the Type of Note limit.

◦ The setting for the Retain Search check box is retained until you change it.