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).
   1. 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.