

Two-Minute Tutorial: How to Search for an Item in Leap

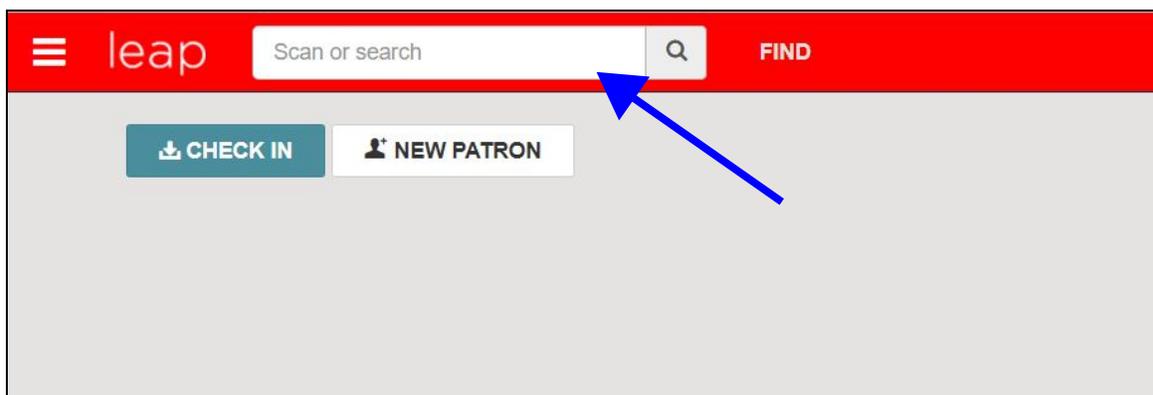
This guide is an introduction to the following topics:

- How to search for an item in Leap using the main search bar
- How to search for an item in Leap using the Find Tool
- How to change the default record lookup in the Find Tool
- How to adjust the column settings in the Find Tool

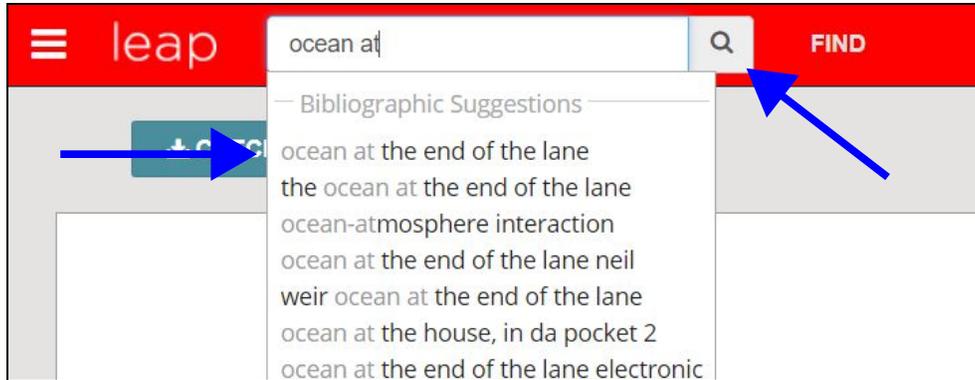


Part 1: The Main Search Bar

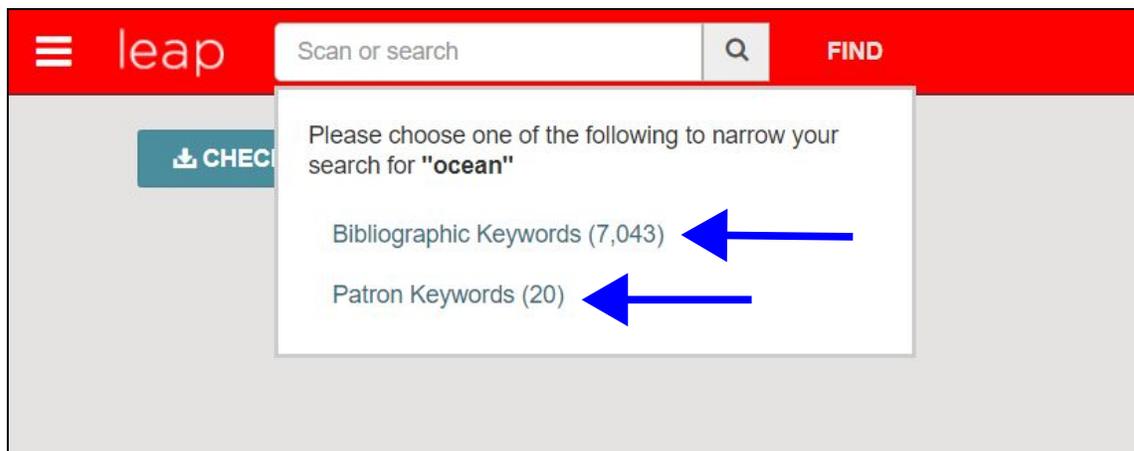
To search for an item in the main search bar, type in a title, author, or keyword.



You will see record suggestions appear as you type. At any point in your search, you can select one of the suggestions. You can also hit “Enter” on your keyboard or select the magnifying glass “Search” icon to see a list of results.

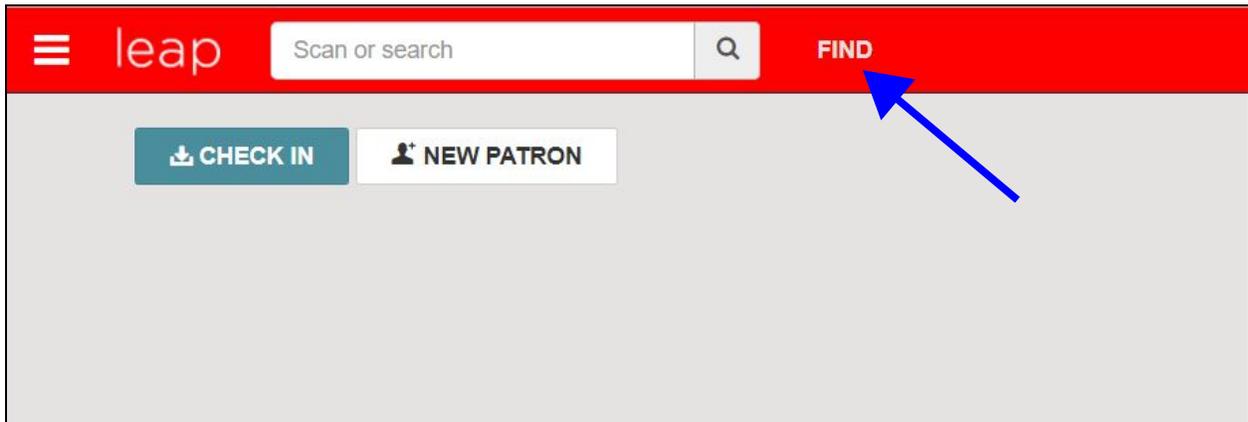


The search bar searches both patron and bibliographic records. If your search matches both types of records and you hit “Enter” on your keyboard, Leap will provide a summary of how many bibliographic and patron record matches there are for your search term or phrase. Select either Bibliographic Keywords or Patron Keywords to view a list of results.

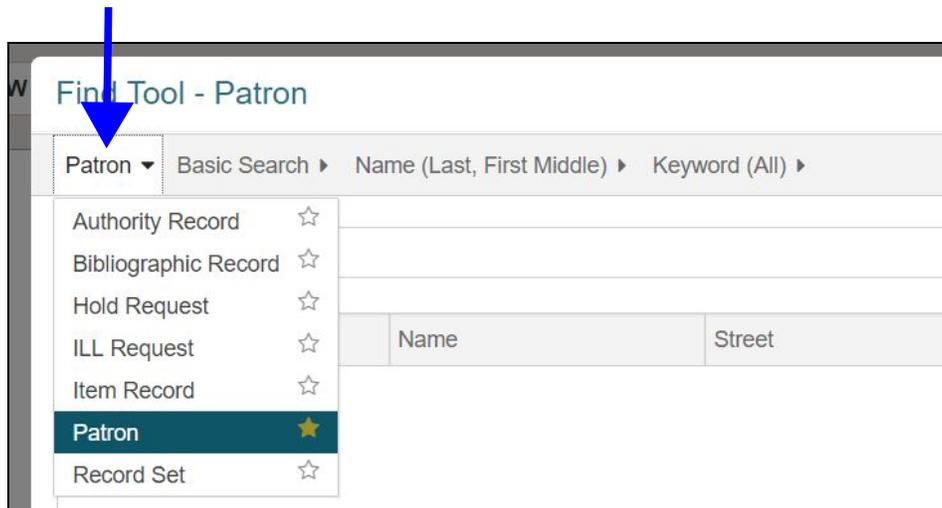


Part 2: The Find Tool

The Find Tool can be used to perform more advanced searches. Select “Find” next to the main search bar to open the Find Tool.



The options at the top of the Tool are all drop-down menus.



Tip: Star which type of record you search most frequently. The Find Tool will default to this record type whenever it is opened.



Enter your search term or phrase in the search bar. (We will explore search options and search filters more in-depth in a future training.) As you type, you will again see suggestions appear. You can either select a suggestion, hit the “Enter” button on your keyboard, or click the magnifying glass “Search” icon to see a list of results.



Double-click on a result to open the record.

Find Tool - Bibliographic Record

Bibliographic Record ▸ Basic Search ▸ Title ▸ Keyword (All) ▸

ocean at the end of the lane

* Title	Author	Format	Linked Items	Holds	Publication ...	Control Number
An anthology of Chinese literature : beginnin...		Book	4	1	1996	1823
<input checked="" type="checkbox"/> The ocean at the end of the lane	Gaiman, Neil, ...	Book	101	0	2013	874290
ADULT ZB Library Kindle ebook reader.		Three ...	3	0		878999
The ocean at the end of the lane	Gaiman, Neil.	Large ...	9	0	2013	880823
The ocean at the end of the lane [a novel]	Gaiman, Neil.	Audio ...	25	0	2013	882809
The ocean at the end of the lane	Gaiman, Neil a...	Ebook	24	0	2013	908335

Tip: Depending on what type of record you are searching for and your individual Leap settings, the columns on the results list may display differently. To adjust the column settings, expand the “Options” menu on the right side of the Find Tool and select “Column Settings.”

Find Tool - Bibliographic Record

Bibliographic Record ▸ Basic Search ▸ Title ▸ Keyword (All) ▸

Column Settings >
Search Filter >
Record Set Options >