



<http://www.hrresourcecenter.org>

### **Simple Search**

Type your keywords in the search box and then click the Search button.

### **Advanced Search Options**

**Keywords:** Type a word or phrase in the search box. Use quotation marks to search for an exact phrase.

**Find Content By Category:** To select more than one, hold the Ctrl button while clicking.

The radio buttons at the top allow you to specify how the category search works:

- *In all of the selected categories*-only resources which contain all the terms will be returned
- *In at least one of the selected categories*-resources that contain any one of the subject or geographic terms you select will be returned.
- Checking the *Include sub-categories* checkbox expands your search to all the subject or geographic terms underneath a main heading.

**Limit Fields:** Allow you to search by or limit your search for resources by specific publisher, series/journal, language, type or date.