

| Date | Title | Chapter | Page |
|------|--|---------|------|
| 6-99 | HOW TO PERFORM A FOOTNOTE TEXT WORD SEARCH | IV | 0.1 |

O. How to Perform a Footnote Text Word Search

This function may be used to search for a common word or phrase within footnote text records. Its primary use is to locate and/or update footnote text records with a common word or phrase, e.g. all records that contain the phrase "ENG 101". This search may be conducted for only one To Institution at a time.

1. Select the "Footnote Text" option from the Maintenance Menu. (Refer to "How to Use the Maintenance Menu" [Sect. A] for help.)
2. Use the "Find Which Footnote" screen to retrieve the footnote text records for the institution you want to search. (Refer to "How to Search for Footnote Text Records" [Sect. K] for help.)
3. You must be on the "Footnote Text" screen before you can begin the search. For a complete search, you should start with the first footnote text record.
4. To begin the search, press the SEARCH function key (F11) (Figure O-1)*. In the "Search Text" Message Box, type the word or phrase in the space provided and press ENTER (Figure O-2). At this point you may update the record as needed.
5. To continue the search for the next occurrence, press the CONTINUE SEARCH function key (F21)* (Figure O-3). Note: The keyboard translation for F21 may differ depending on the institution and individual computer. Refer to your "Keyboard Translations" list or use the alternate method described below to continue the search.
6. The "Text Not Found" Message Box indicates that all occurrences have been found (Figure O-4).

* An alternate method of beginning a search is to select the "Search footnote text" option from the File Menu**. The search may be continued by selecting the "Continue search" option from the File Menu (Figure O-5).

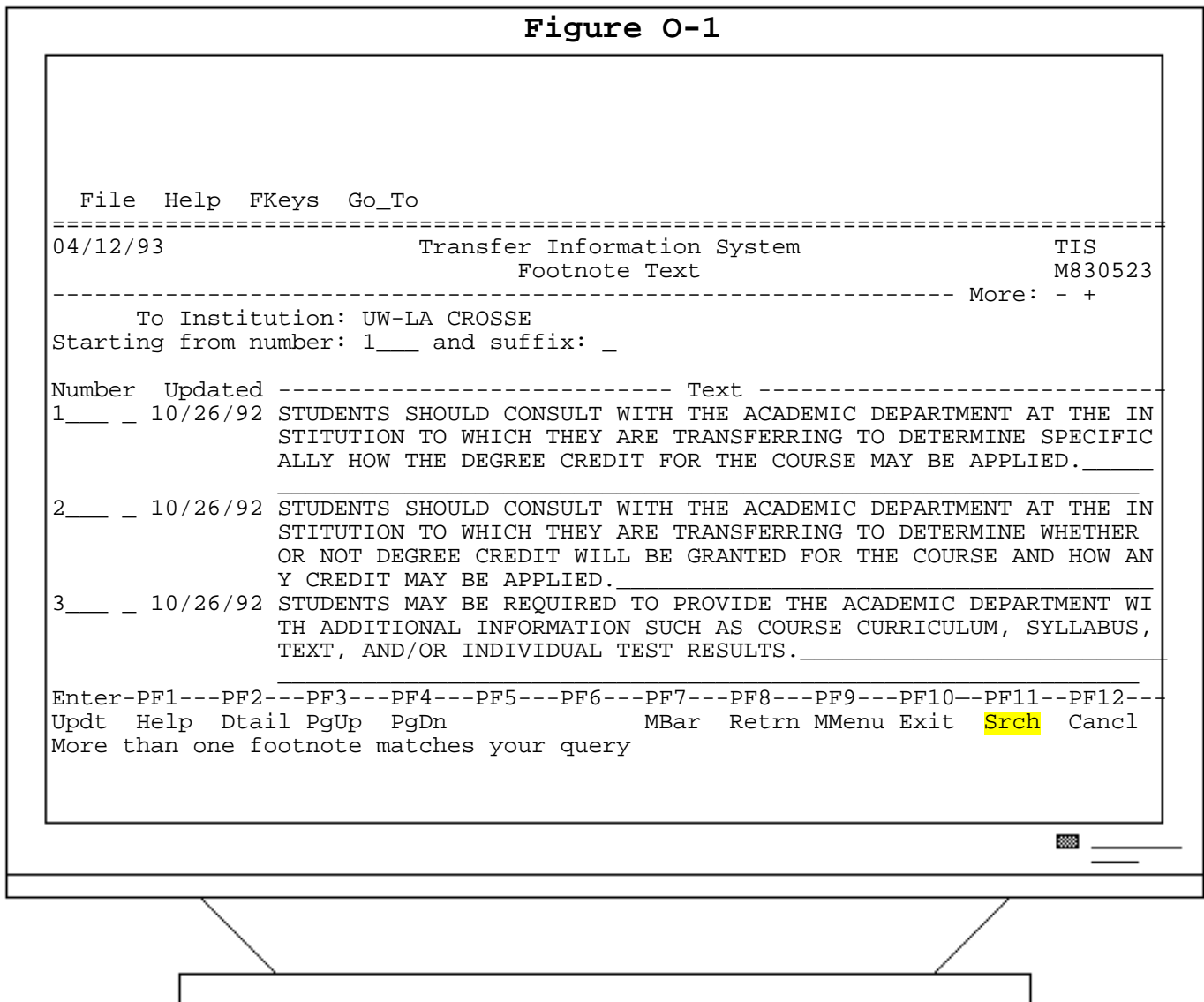
** Use the Menubar function key (F7) or the arrow keys to move the cursor to the "File" menu item at the top of the screen and press ENTER; then move the cursor to the "Search footnote text" item on the list and press ENTER again.

| Date | Title | Chapter | Page |
|------|--|---------|------|
| 6-99 | HOW TO PERFORM A FOOTNOTE TEXT WORD SEARCH | IV | 0.2 |

FIGURES O-1 THROUGH O-5 SHOW HOW TO PERFORM A FOOTNOTE TEXT SEARCH:

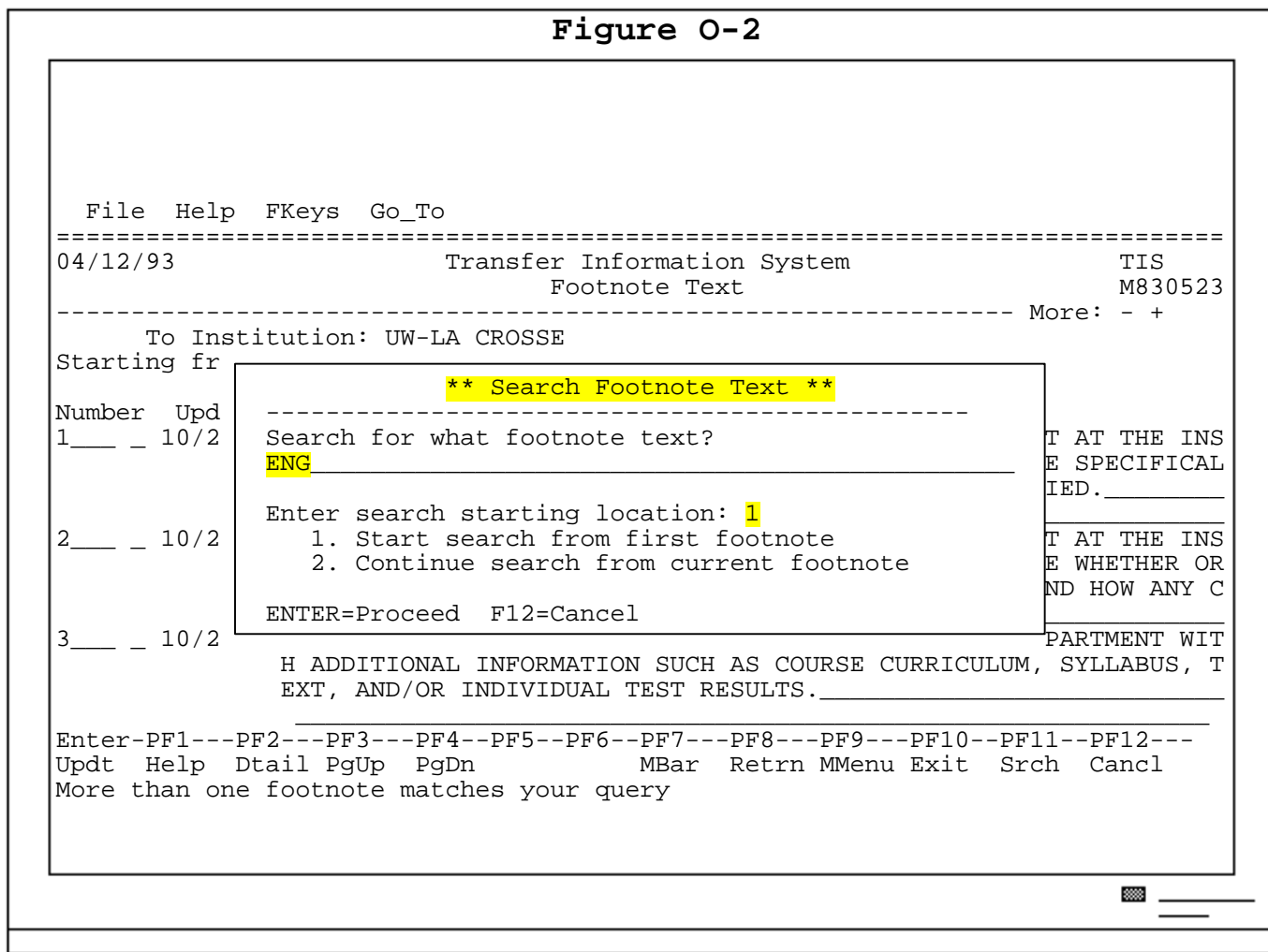
Figure O-1 shows how to begin a footnote text search using the F11 function key.

Figure O-1



| Date | Title | Chapter | Page |
|------|--|---------|------|
| 6-99 | HOW TO PERFORM A FOOTNOTE TEXT WORD SEARCH | IV | 0.3 |

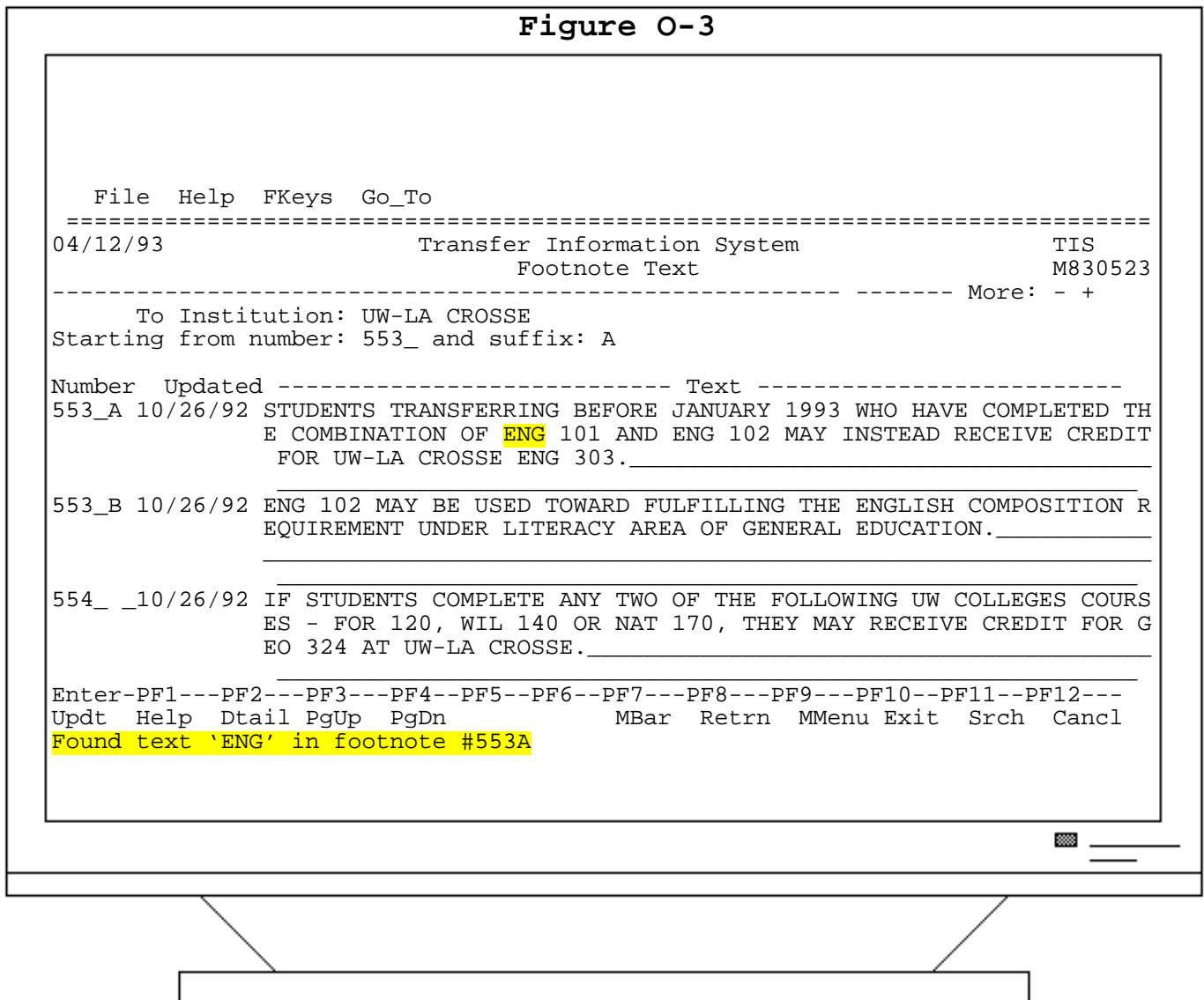
Figure O-2 shows the "Search Footnote Text" window and the correct entry for searching for footnote text records using the abbreviation "ENG" beginning with footnote #1.



| Date | Title | Chapter | Page |
|------|--|---------|------|
| 6-99 | HOW TO PERFORM A FOOTNOTE TEXT WORD SEARCH | IV | 0.4 |

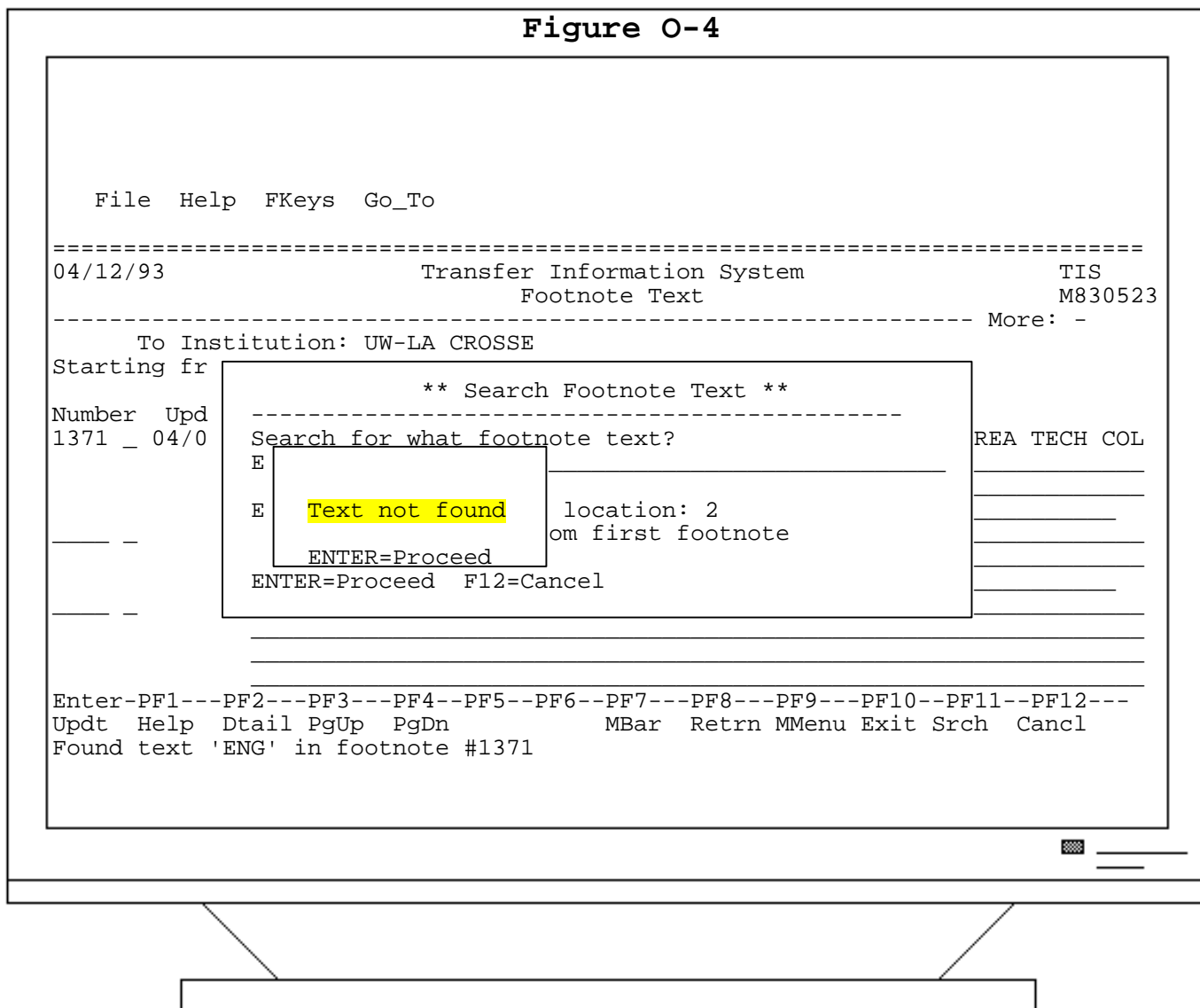
Figure O-3 shows that the next occurrence of "ENG" is found by pressing the equivalent of the F21 function key.

Figure O-3



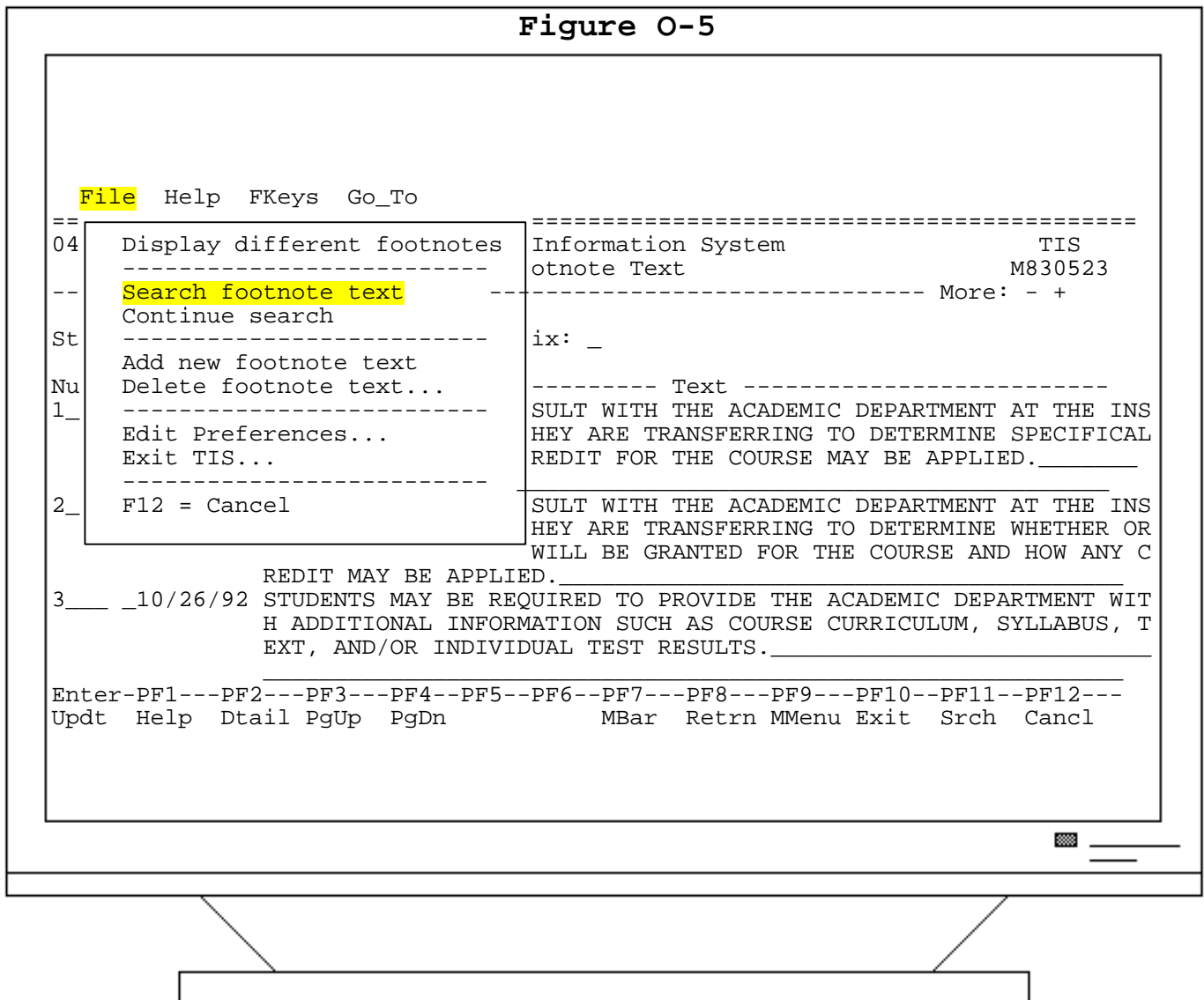
| Date | Title | Chapter | Page |
|------|--|---------|------|
| 6-99 | HOW TO PERFORM A FOOTNOTE TEXT WORD SEARCH | IV | 0.5 |

Figure O-4 shows the "Text not found" message indicating that all occurrences of "ENG" have been found.



| Date | Title | Chapter | Page |
|------|--|---------|------|
| 6-99 | HOW TO PERFORM A FOOTNOTE TEXT WORD SEARCH | IV | 0.6 |

Figure O-5 shows an alternate method of beginning and continuing a footnote text search using the File Menu.



| Date | Title | Chapter | Page |
|------|--|---------|------|
| 6-99 | HOW TO PERFORM A FOOTNOTE TEXT WORD SEARCH | IV | 0.1 |
