



## Searching in MnLINK ZPORTAL

Information you can use

- **Basic or Advanced?**
  - “Advanced Search” is preferable to “Basic Search”. Make selection on left sidebar.
  
- Searching tips:
  - Most common searches are in the top of list under “Field”
  - “**Anywhere**” is a general keyword search
  - Reportedly, numerical searches are most effective. Suggest for hard to find items – do the search initially in FirstSearch WorldCat to find ISBN, ISSN, or OCLC number
    - To search by **ISBN or ISSN** select appropriate choice from drop down list.
    - To search by **OCLC number**:
      - In “Advanced Search” select “Local Number” under “Field”
  - “**Refinement**” narrows searching options, allegedly to those available for current profile. (refinement does not function consistently and has not been too useful thus far)
  - **Minimize your search targets**. Search only those server sites that are most apt to have what you are looking for.
  
- Searching **profile**
  - Select targets under “Choose a Profile” in center of screen.
  - You may also **deselect some targets** within a profile. Scroll down the screen and uncheck some of them.
  
- **Create profile**
  - Log in with your barcode
  - Select “My Search Profiles” from left sidebar
  - Select “Create” button
  - Give your profile a name
  - Select your favorite search targets for that profile
  - You can create several profiles to satisfy various types of searches (media, academic materials, etc.)
  - Click “Submit”
  - Select either “Basic” or “Advanced” search, and the profiles you created will be at the top of the “Current Profile” drop-down list

- More help – Highly Recommended
  - MnLINK Help
    - Select “Help” from the left sidebar. A new window will open up.
    - To print MnLINK Help, highlight all the text in the help window and copy and paste it into notepad or a Word document.
  - MnLINK Gateway ZPORTAL Introduction & Searching
    - From left sidebar of search interface, select “More Info on MnLINK”
    - From left sidebar select “Webinar Info and Registration”
    - Select “Download Handouts for MnLINK Gateway ZPORTAL Training”
    - Enter password “Gateway1”
    - You may also view the Webinar archive from this location. No password or registration is necessary.