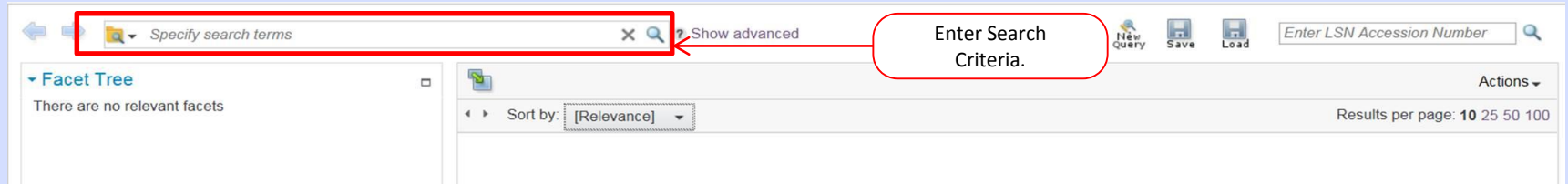


# Quick Reference Guide for ADAMS LSN Library Search

<https://adamspublic.nrc.gov/navigator>

## Home Screen



## Completed Search Screen

Click to Save the current search.

Click to open document.

Use facets to narrow down search results.

Use the Time Series chart to narrow down search results to within a certain period of time.

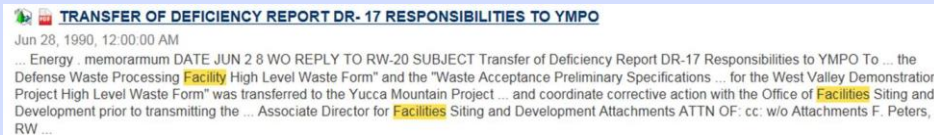
# Quick Reference Guide for ADAMS LSN Library Search

## Basic Search

1. Enter the search criteria in to the search box.



2. Click the Search button  or press Enter.
3. The search results will appear below the search bar.




## LSN Accession Number Search

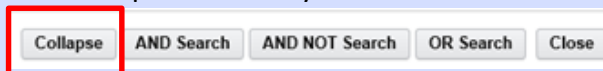
1. If you know the LSN Accession Number for the document you are searching for enter it into the search box in the upper right corner.



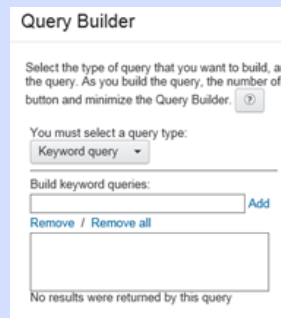
2. The search results will display below.

## Query Builder


1. If you want to create a custom query click on New Query. 
2. Select the type of query that you want to build, and then highlight the criteria you want to include in the query.
3. To run the query and explore documents, click the appropriate Search button and then collapse the Query Builder.



4. The search results will display.



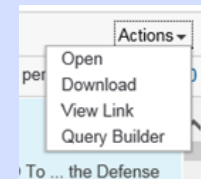
## Properties

1. Click  to display a document's LSN properties.
2. The properties will display below the document title.



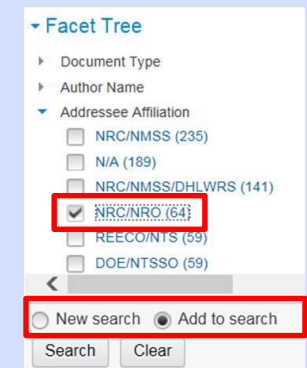
## Actions

1. Once you have selected a document click on the Actions drop down to see available options. The options include Open, Download, View Link, Query Builder.





## Facet Tree



1. Use the facet tree to refine your search results.
2. Select a facet and the available options will appear.
3. Check the box next to the options you want included.
4. Select New search or Add to search.
5. Select Search.

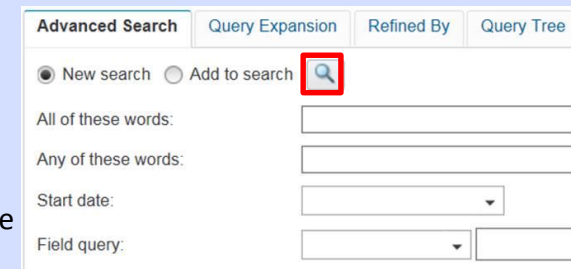


## Navigating Between Searches

1. Click   to go back and forth between search queries that you already completed and want to access again.

## Advanced Search

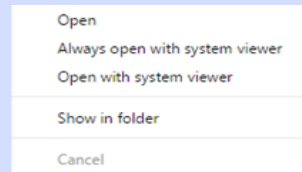
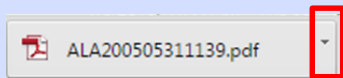
1. Click Show Advanced. 
2. Fill in the available fields and click  to complete the Search.



# Quick Reference Guide for ADAMS LSN Library Search

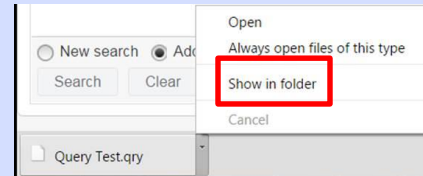
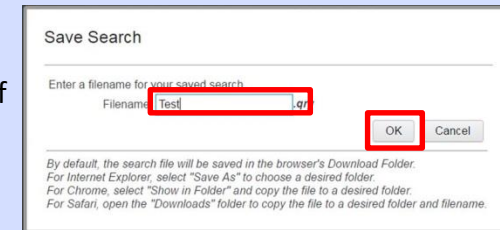
## Opening a Document in Chrome

1. After a search is performed, locate the document you would like to open.
2. Click on the document title.
3. The document will download in the downloads folder.
4. Click on the down arrow at the bottom of the screen and choose open to view the document. The document will open in a new tab



## Saving a Search in Chrome

1. To save a search click the save icon.
2. Enter a name for your search.
3. Click OK.
4. A popup will open at the bottom of the screen.

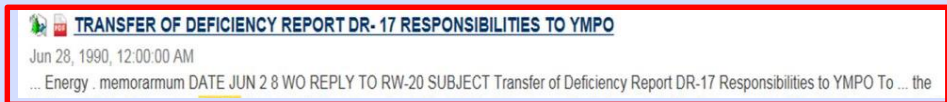


5. Select Show in Folder to save in your desired location.
6. To access a saved search click the load icon.
7. Navigate to the folder where you saved the search and select the file.
8. Click Open and the search results will display again.



## Opening a Document In Explorer

1. After a search is performed, locate the document you would like to open.
2. Click on the document title.

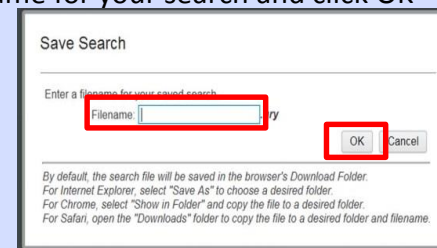


3. A popup will appear. Click Open and the document will open in a new window.



## Saving a Search In Explorer

1. To save a search click the save icon.
2. Enter a name for your search and click OK
3. Click OK.



4. A popup will open at the bottom of the screen.



5. Select Save As and select the folder where you want to save the search.
6. To access a saved search click the load icon.
7. Navigate to the folder where you saved the search and select the file.
8. Click Open and the search results will display again.



# Quick Reference Guide for ADAMS LSN Library Search



## Opening a Document In Safari

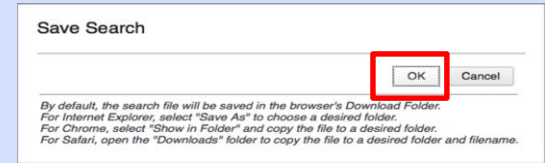
1. After a search is performed, locate the document you would like to open.
2. Click on the document title.



3. The document will open in a new window while it gets downloaded in the Downloads folder.

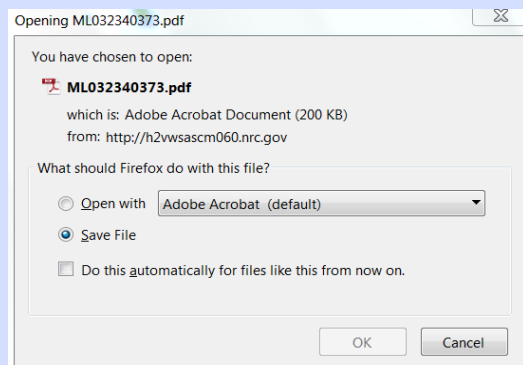
## Saving a Search In Safari

1. To save a search click the save icon. 
2. The screen below will appear instructing you to "open the downloads folder to copy the file to a desired folder and filename".
3. Click OK to close the screen.
4. Navigate to your downloads folder and move the file to the folder where you want to save the search.
5. To access a saved search click on the Load icon. 
6. Navigate to the folder where you saved the search and select the file.
7. Click Open and the search results will display again.





## Opening a Document In Firefox

1. After a search is performed, locate the document you would like to open.
2. Click the Document title.
3. A pop up will appear asking what should Firefox do with this file?



4. The pop up gives the options to 'Open with Adobe Acrobat or other' or 'Save file'.
5. Choose 'Open with Adobe Acrobat option'
6. The file opens in a new window.

## Saving a Search In Firefox:

1. To save a search click the save icon. 
2. Enter the name of the search and click OK.
3. A pop up will open asking what should Firefox do with this file.
4. The pop up gives the options to 'Open with Notepad or other' or 'Save file'
5. Choose Save file option
6. By default the search is saved in the downloads folder
7. To access a saved search click on the Load icon. 
6. Navigate to the folder where you saved the search and select the file.
7. Click Open and the search results will display again.

