



# How to ...

## ...Search the Catalogue


- Use the *Catalog Search* bar located at the top of the left-hand Navigation bar.  
To search a particular section – course, programs, hierarchy items or other content – you can search from the left-hand navigation. Note: Hierarchy items are anything associated with the Departments, Interdisciplinary Programs or the Core Program (those aspects of our College that have “ownership” of courses).
- To search the entire catalogue, click *Advanced Search*. Check all *Search Locations*. Enter the keyword or phrase. Click *Search*. The search will provide you with links to the pages on which the keyword or phrase appears
- To find the word on a particular page, press CTRL-F. Key the word that you are seeking into the window. Click *Next* and *Previous* to advance through the mentions on the page.

## ...to Print Content

- To print a page, scroll to the top or bottom of the page and click on the  *Print-Friendly Page* link. A new window will open up, which will contain just the body of the page (no navigation).
- Click the  *Print this Page* link at the top of the page and identify a printer.
- If you have problems with the catalogue print links, your web browser may not support printing from a link. To print directly from the catalogue, please follow the following instructions:  
To print on a PC, use one of the following methods:
  - Press CTRL-P on your keyboard.
  - Select the *File -> Print* menu option.
  - Right click the web page and choose the “Print” option.To print on a Macintosh, use one of the following methods:
  - Press CMD-P on your keyboard.
  - Select the *File -> Print* menu option.

# How to ...

## ...to find Course Listings


- Click on the *Course Descriptions* button on the left-hand navigation. All courses will be displayed in alphabetical order based on the Course Prefix. To page through, click on the pages at the bottom of the screen. To access the course information, click on the *course name* link. To hide the course information, click the *course name* link again. Note: To begin a new search, you must return all the dropdown menus to *Select...*
- Use the filter to narrow your search. For example, if you want to see only Business Administration courses, select the Prefix *BA* or select the Type *Business Administration* from the dropdown menu. Then click *Filter*. Of note, if you want to do another search, you will have to remove your selection by finding the word *Select* in the dropdown menu.
- Lists are printable by clicking on the  *Print-Friendly Page* link. Before printing, click *Expand All Courses* for a full list with descriptions.
- The following are useful searches:
  - For Core Courses, type *Core Course* in the Phrase bar and click on *Filter*.
  - For Writing and Research Intensive Courses, type *Research Intensive* in Phrase Bar and click on *Filter*.
  - The Areas of Understanding may be searched by keying in  
*Power of Language Core* for Power of Language  
*Mathematics Core* for Mathematics  
*CE* for Creative Expression  
*WCH* for Western Cultural Heritage  
*NCH* for Non-Western Cultural Heritage  
*NPS* for Natural and Physical Sciences  
*SSC* for Social Sciences  
*HUM* for Humanities

# How to ...

## **...to find the Department Information formerly included in the Programs and Courses chapter of the printed catalogue**

- Click on the *Departments and Programs* button on the left-hand navigation.
- Click on *Go to information for this department*.

## **...to copy text into an e-mail or Word document**

- Scroll to the top or bottom of the page and click on the  *Print-Friendly Page* link. A new window will open up, which will contain just the body of the page (no navigation).
- Highlight the text with your cursor and click CTRL-C to copy.
- Go to the e-mail or Word document and click CTRL-V to paste.

## **...to use My Portfolio**

- First, you must create an account by clicking going to the *My Portfolio* page and clicking on *Create an Account*.
- After you create an account, you may add items to your own personal Portfolio as you browse through the online catalog. The Portfolio will retain a list of courses, programs, pages, divisions and saved searches that you have found interesting and wish to save for future visits to the online catalogue.
- To add items click the *Add to Portfolio* link next to the item in which you are interested. This will open a new popup window that displays all items currently in your Portfolio.
- You may remove items from your Portfolio by selecting the checkboxes next to them and clicking the *Remove* button.