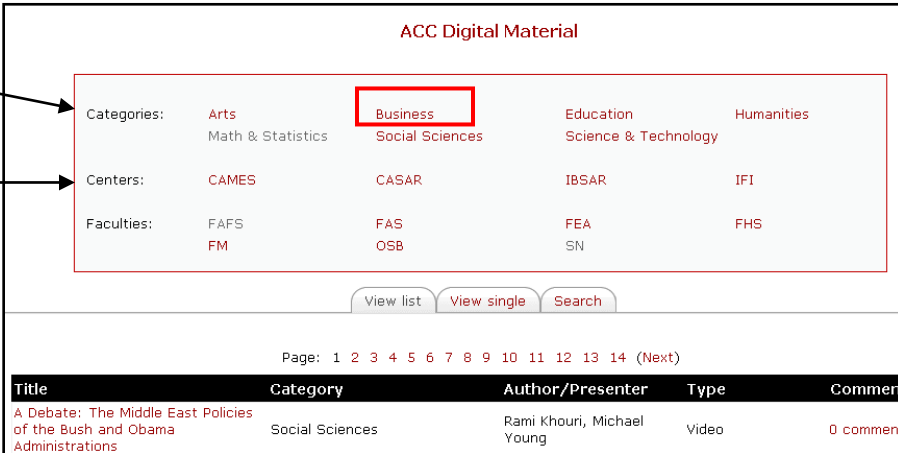


Searching the ACC Digital Repository

Make sure you are in the “ACC Digital Repository” homepage. To access this page, go to: <http://dr.aub.edu.lb/> and click on the repository name (Ex: ACC Digital Material).

Searching by Category/Center:

If the repository contains a list of **Categories** and **Centers**, you can view all items under a specific Category or Center, by clicking on its name. (eg. if you are in the ACC Digital Material, and you want to see all material under “Business”, simply click on **Business** as in the picture below.)

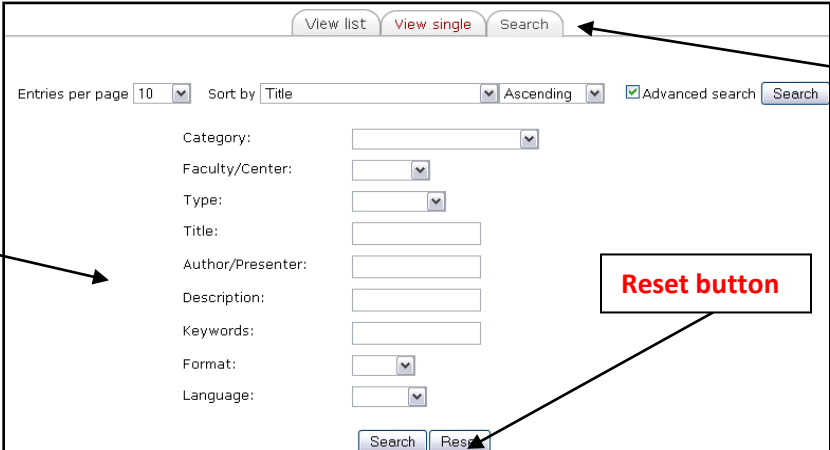


The screenshot shows the ACC Digital Material homepage. A red box highlights the 'Business' category in the 'Categories' section. A callout box labeled 'Categories' points to this section. Another callout box labeled 'Centers' points to the 'Centers' section below. Below the categories and centers, there are buttons for 'View list', 'View single', and 'Search'. A pagination bar shows 'Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 (Next)'. Below that is a table with the following data:

Title	Category	Author/Presenter	Type	Comment
A Debate: The Middle East Policies of the Bush and Obama Administrations	Social Sciences	Rami Khouri, Michael Young	Video	0 comment

Searching for a specific item:

To search for a specific item, click on the **Search tab** (see picture below). A page will open containing several search fields (**Note:** each repository has a different form with different fields to fill). Fill in at least one of the fields, (eg. You can search by **Category**, by **Title**, by **Type**, etc...).



The screenshot shows the search form. A callout box labeled 'Search tab' points to the 'Search' button at the top right. A callout box labeled 'Fields' points to the search input fields. A callout box labeled 'Reset button' points to the 'Reset' button at the bottom right. The search form includes the following fields:

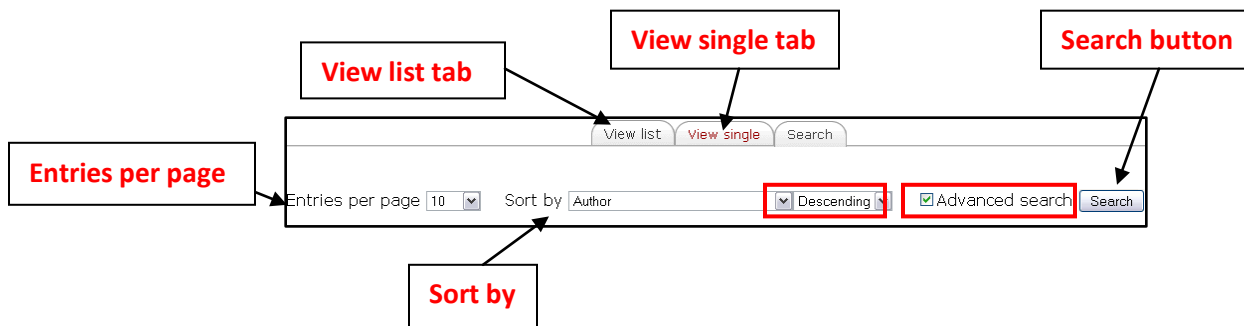
- Entries per page: 10
- Sort by: Title
- Ascending
- Advanced search:
- Search
- Category:
- Faculty/Center:
- Type:
- Title:
- Author/Presenter:
- Description:
- Keywords:
- Format:
- Language:
- Search
- Reset

Resetting the fields:

If at one point you wish to clear all the fields you filled, click on the **Reset button**.

Viewing the Repository Entries

- **Entries per page:** After you fill in the fields needed, you can decide how many entries to display per page by changing the number from the drop down menu above the fields. (See picture below).
- **Sort by:** You can sort the entries by any of the available fields. For instance, if you select “**Title**” from the “**Sort by**” drop down menu, the list will display, by title, in alphabetical order.
- You can also choose to view the entries in **Descending** or **Ascending** order. (See picture below).
- Keep the **Advanced search** selected at all times Advanced search.
- Once you are done, click on the **Search button** and you will get the results accordingly.



In addition, you can view the Repository entries in two ways:

- To view the list of entries added to the repository, click on the **View list** tab.
- To view one entry at a time, click on the **View single** tab. (See above picture)

If you have any questions, write to acc@aub.edu.lb
