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1. Enter any word or combination of words in the Search Box. If you enter more than one search term, the search will find articles that contain all of the terms you entered. Capitalization does not matter.
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3. Use the \* symbol to stand in for any part of a word: **organi\*ation** will find *organization* or *organisation*.
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5. Search results can be re-ordered by category, refined by subject, or widened. **Widening a search** means taking your search to a deeper level, retrieving more results at each level. Searches are automatically widened until *some* results are found, but you can click "Widen this search" to obtain more entries.
6. In the article view, related entries are linked. The Cross-reference button also helps you look up information about something within the article. Highlight a word or group of words, and then click **Cross-reference** to search across the whole database for that word or words.
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