Discover how to set preferences for advanced searches in WorldShare Record Manager.

Overview

This accordion allows you to set preferences for bibliographic record advanced searching.

1. In the left navigation, click **User Preferences**.
2. From the User Preferences screen, click **Searching - Advanced**.

Note: After setting advanced search preferences:

- Click **Reset Form** to restore original default settings.
- Click **Discard Page Changes** to discard the changes you made and retain your previous settings. A confirmation dialog displays to confirm the discardment. Click **Discard** to confirm and discard your changes.

Searching - Advanced accordion - Image

![Searching - Advanced accordion](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Record_Manager_user_preferences/Searching-AdvancedAccordion.png)
Set search preferences for advanced searches

1. In the left navigation, click User Preferences.
2. From the User Preferences screen, click Searching - Advanced.
3. For One Search Result Only, enable Open record for editing to bypass the results list and go directly to the record editor when a search returns one result.
4. For Language(s) of Cataloging, select the language(s) used for the description of the item.
5. For Source of Cataloging, select the code used to designate the institution that is primarily responsible for the content of the catalog record.
   - Any (default)
   - DLC (Library of Congress)
6. For Search Scope(s) for Bibliographic Records:
   a. Select which search scopes appear in the Scope drop-down list. By default, all search scopes are selected.
      - To disable a search scope, deselect it in the Display column.
   b. Select the default search scope.
      - All WorldCat (default)
      - My Library Holdings
   c. Determine the order in which the search scopes appear in the Scope drop-down list.
      - Click the up arrow to move a search scope up and the down arrow to move a search scope down in the list.
7. For the first enabled search scope, click the search scope name and then select the following:
   a. For Default Sorting Method, select how your search results are sorted.

Available default sorting methods

   - Author (Ascending)
   - Author (Descending)
   - Date (Newest First)
   - Date (Oldest First)
   - Library Count (Highest First)
   - Library Count (Lowest First)
   - Relevance (default)
   - Title (Ascending)
   - Title (Descending)

b. For Index Display Order:
   1. Select which indexes appear in the Index drop-down list. By default, all indexes are selected.
      - To disable an index, deselect it in the Display column.
   2. Select the default index by enabling the Default radio button for the index. By default, Keyword is selected.
   3. Determine the order in which the indexes appear in the Index drop-down list.
- Click the up arrow to move an index up and the down arrow to move an index down in the list.

4. Click Back to Search Scopes and repeat steps 1-3 for the remaining search scope(s).

8. Click Save.