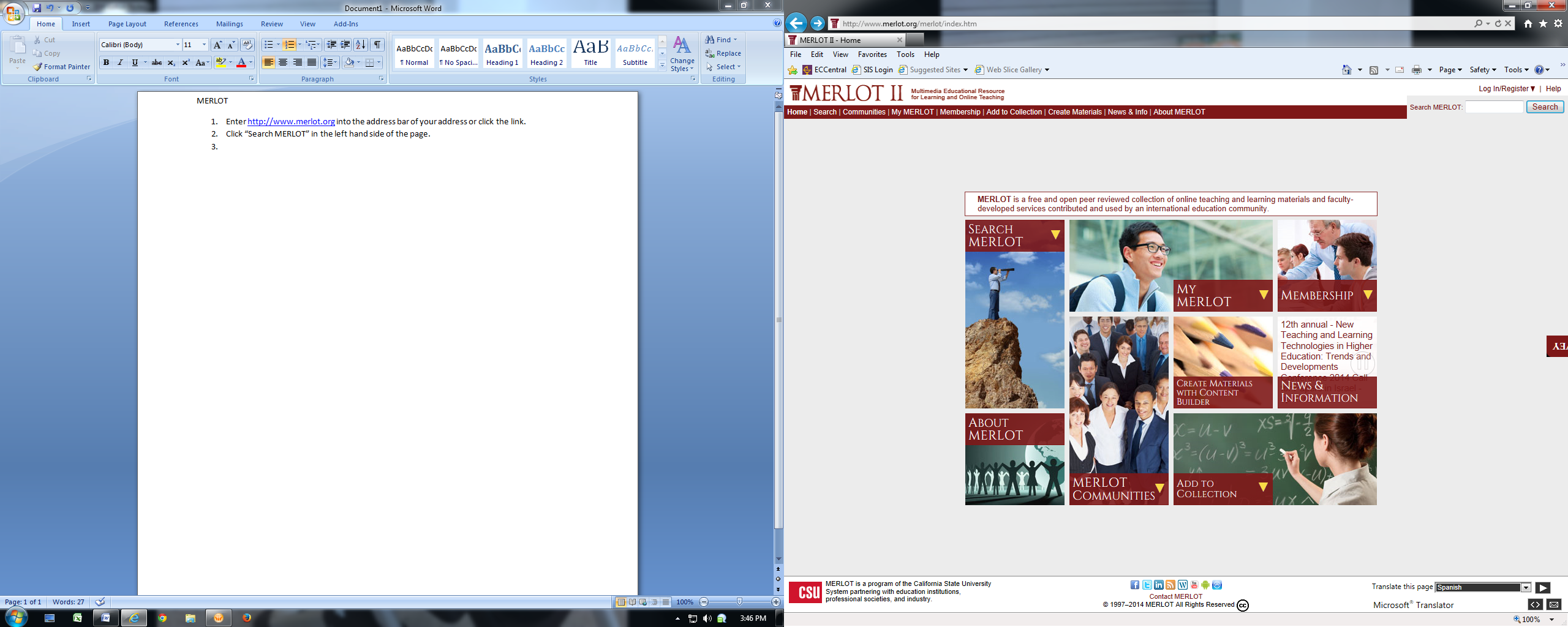
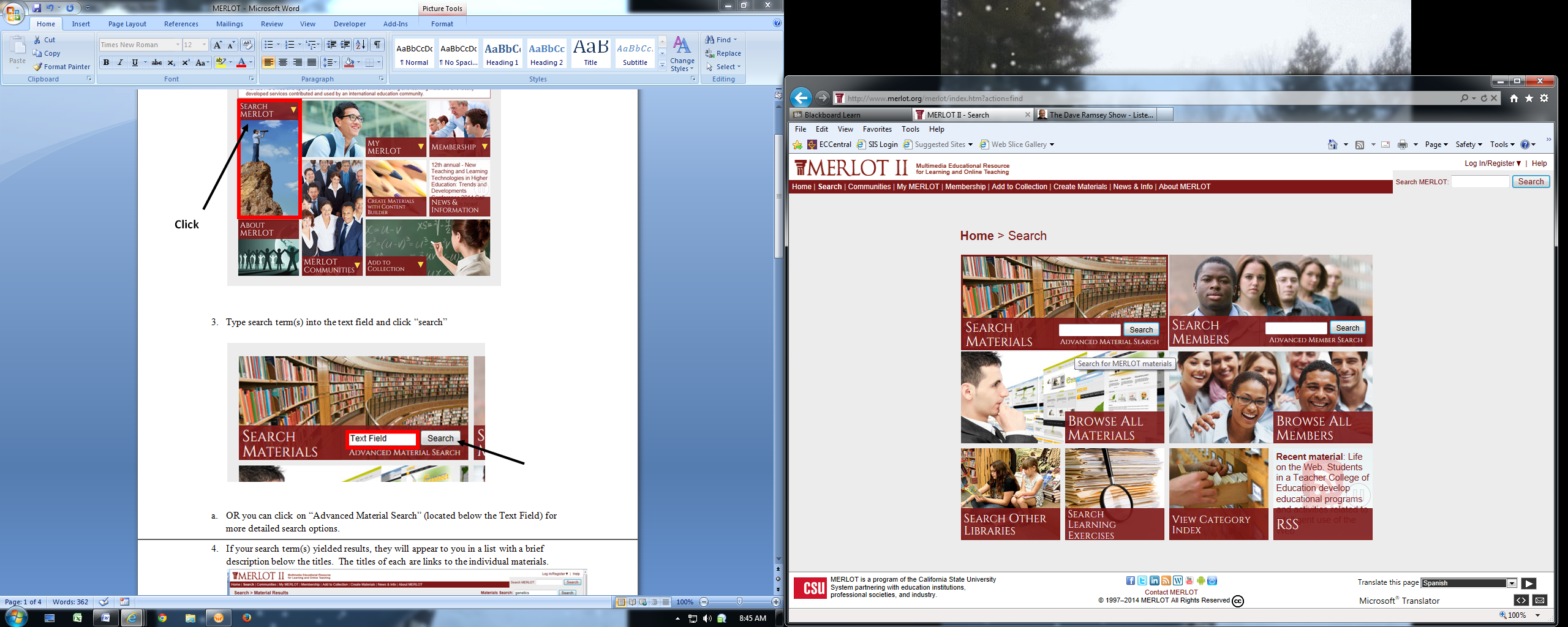
**MERLOT Search Tip Sheet**

1. **Enter** [**http://www.merlot.org**](http://www.merlot.org) **into the address bar** of your browser or click the link in this document.
2. Click “**Search MERLOT**” on the left hand side of the page.



**Click**

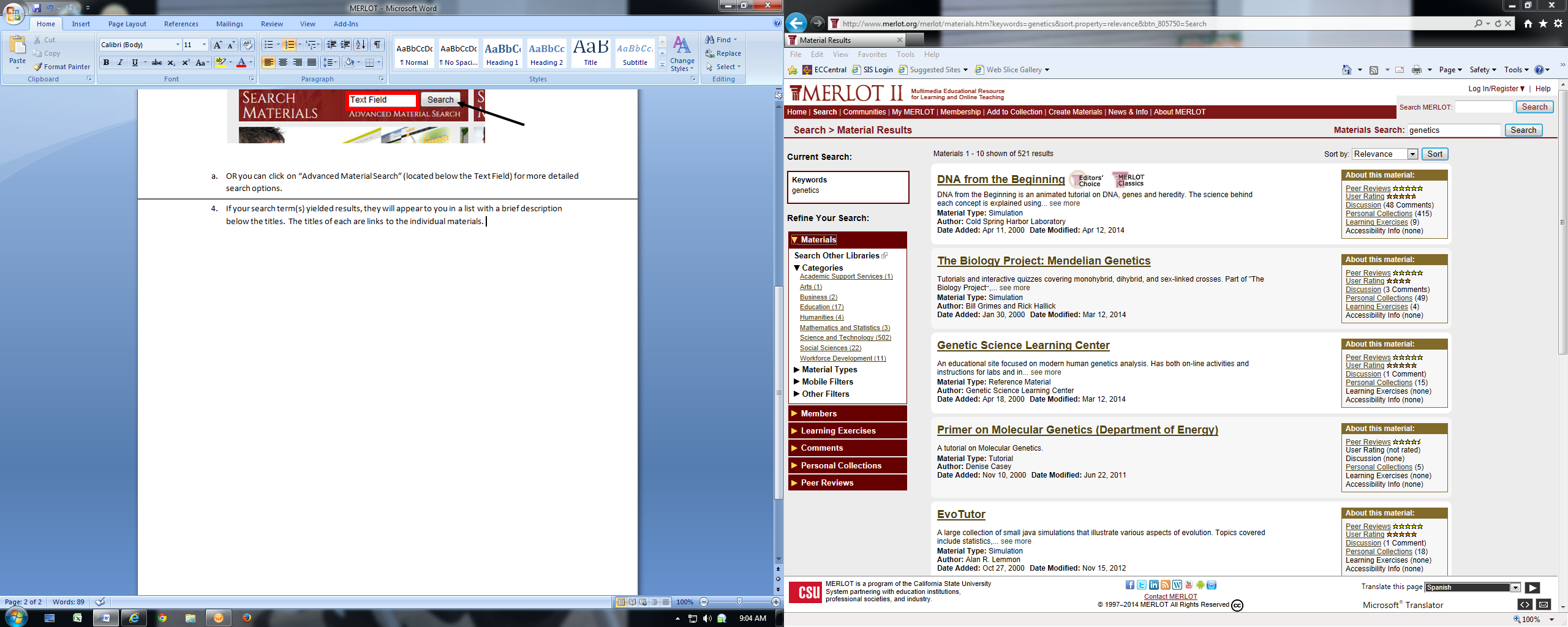
1. **Type search term(s)** (the “big ideas” from your course that you jotted down) into the text field and click “search”



**Click**

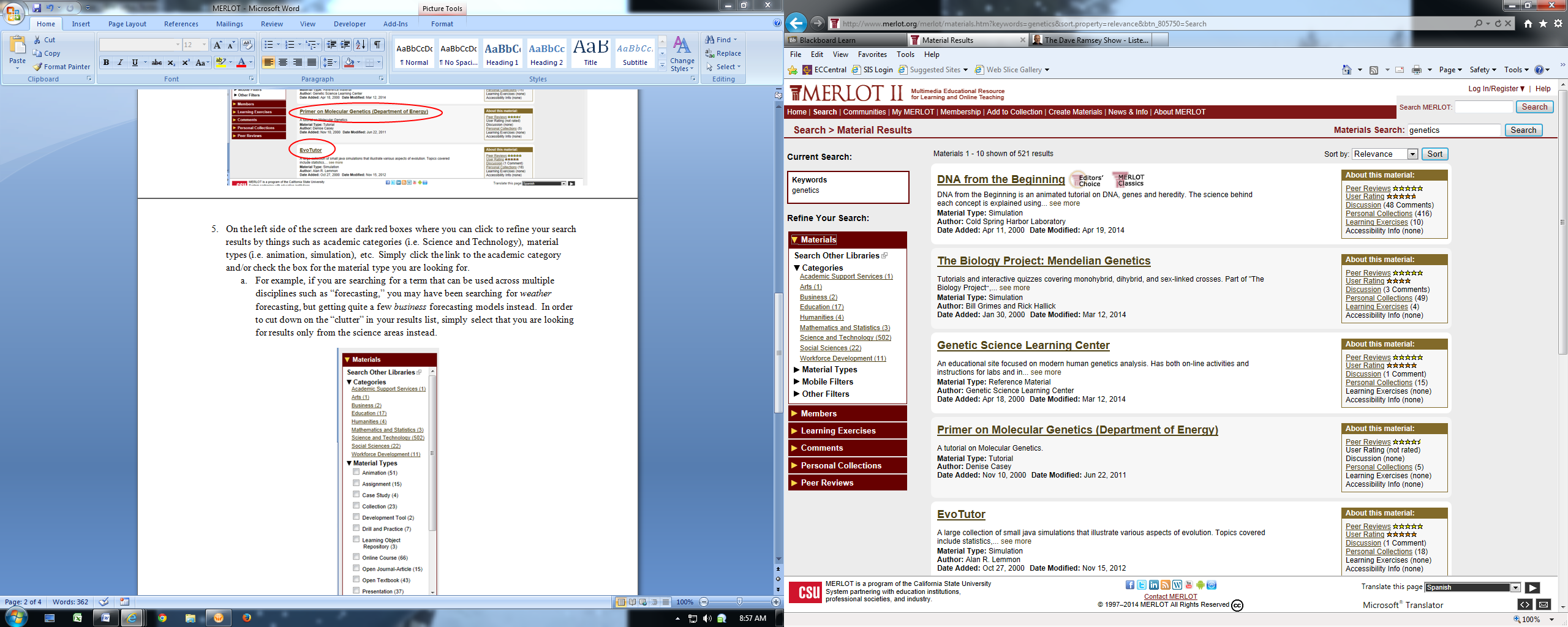
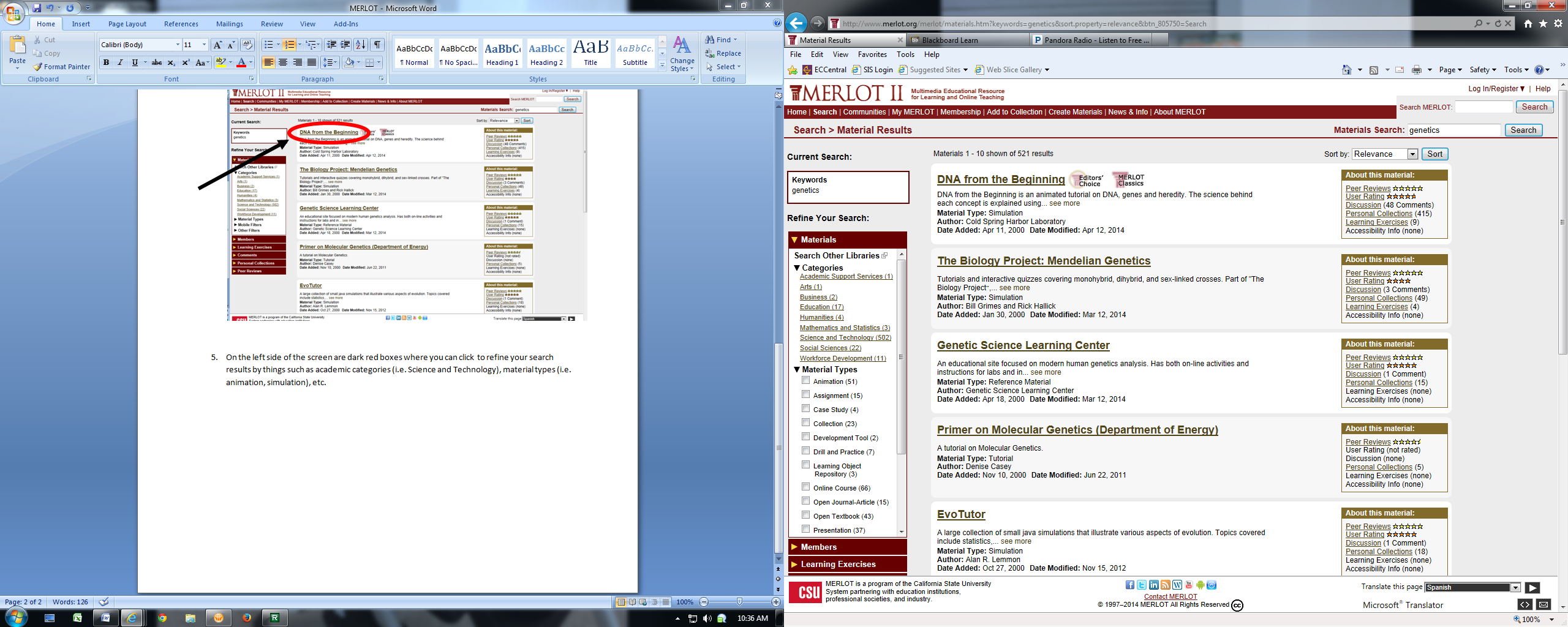
(or, you can click on “Advanced Material Search” located below the text field for more detailed search options)

1. **If your search term(s) yielded results, they will appear to you in a list** with a brief description below the titles. The titles of each are links to the individual materials.

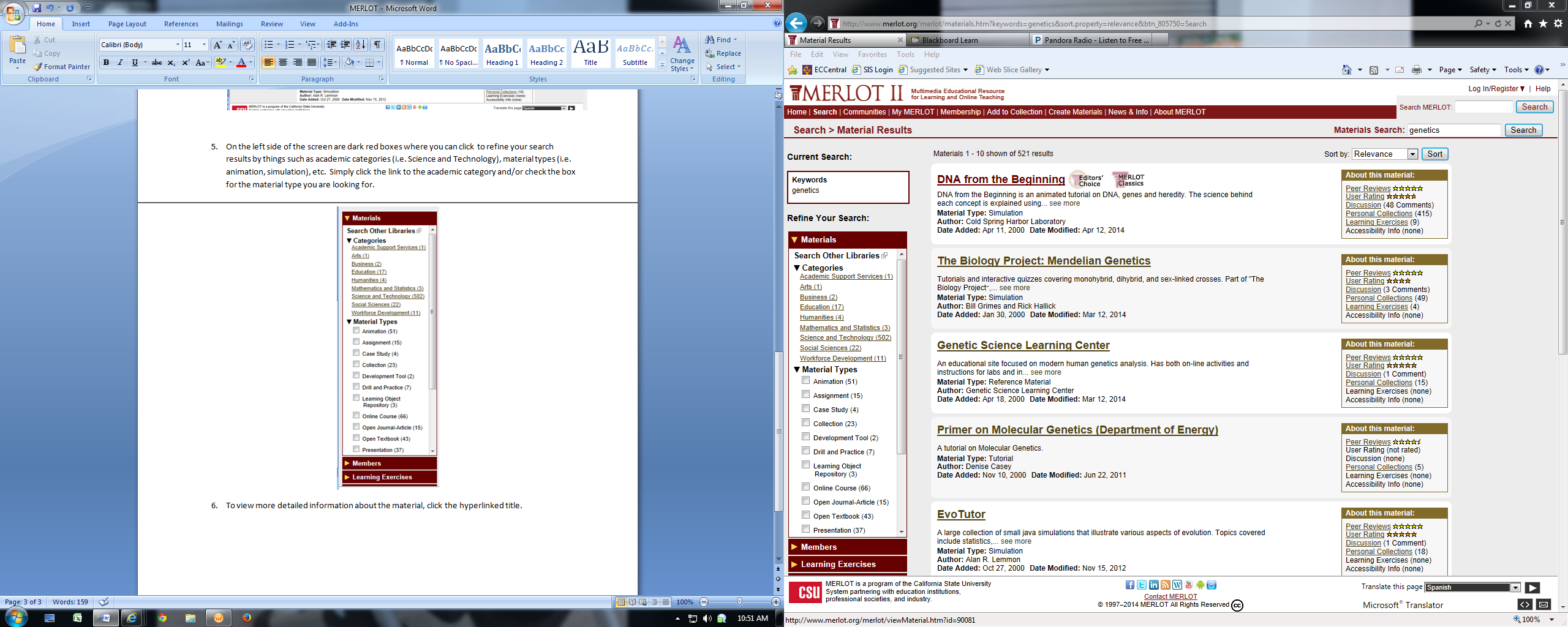


**Link**

1. On the left side of the screen are dark red boxes where you can select options to **refine your search results** using criterion such as academic categories (i.e. Science and Technology), material types (i.e. animation, simulation), mobile filters, and other filters. **Click the link to the academic category** you are looking for.
   1. For example, if you are searching for a term that can be used across multiple disciplines such as “forecasting,” you may have been searching for *weather* forecasting, but getting quite a few *business* forecasting models instead. In order to cut down on the “clutter” in your results list, simply select that you are looking for results only from the science areas instead.



1. To **view more detailed information** about the material, click the hyperlinked title.



**Links**

1. **Evaluate the material’s details** such as the full material description, material type, author(s) of the material, creation and revision dates, a QR code for quickly accessing the page, user comments, reviewer ratings, discussions about the resource, technical format, and more.



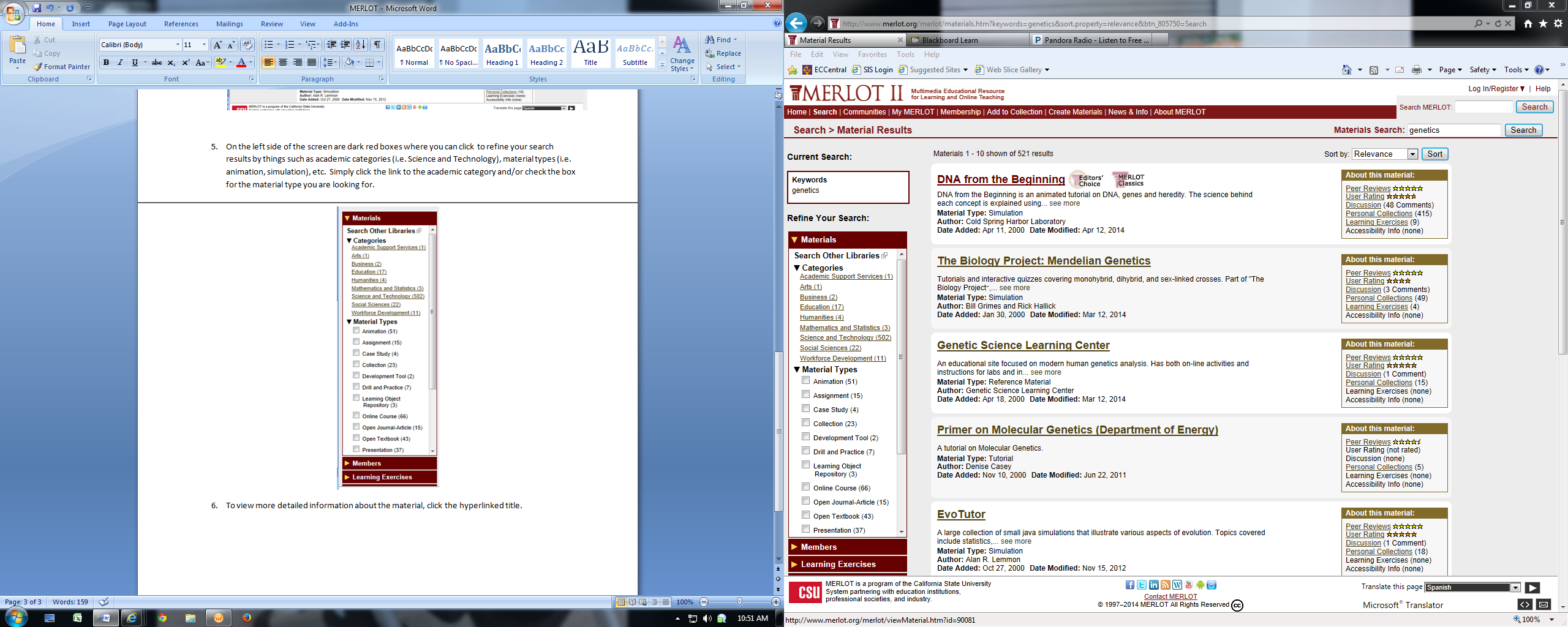
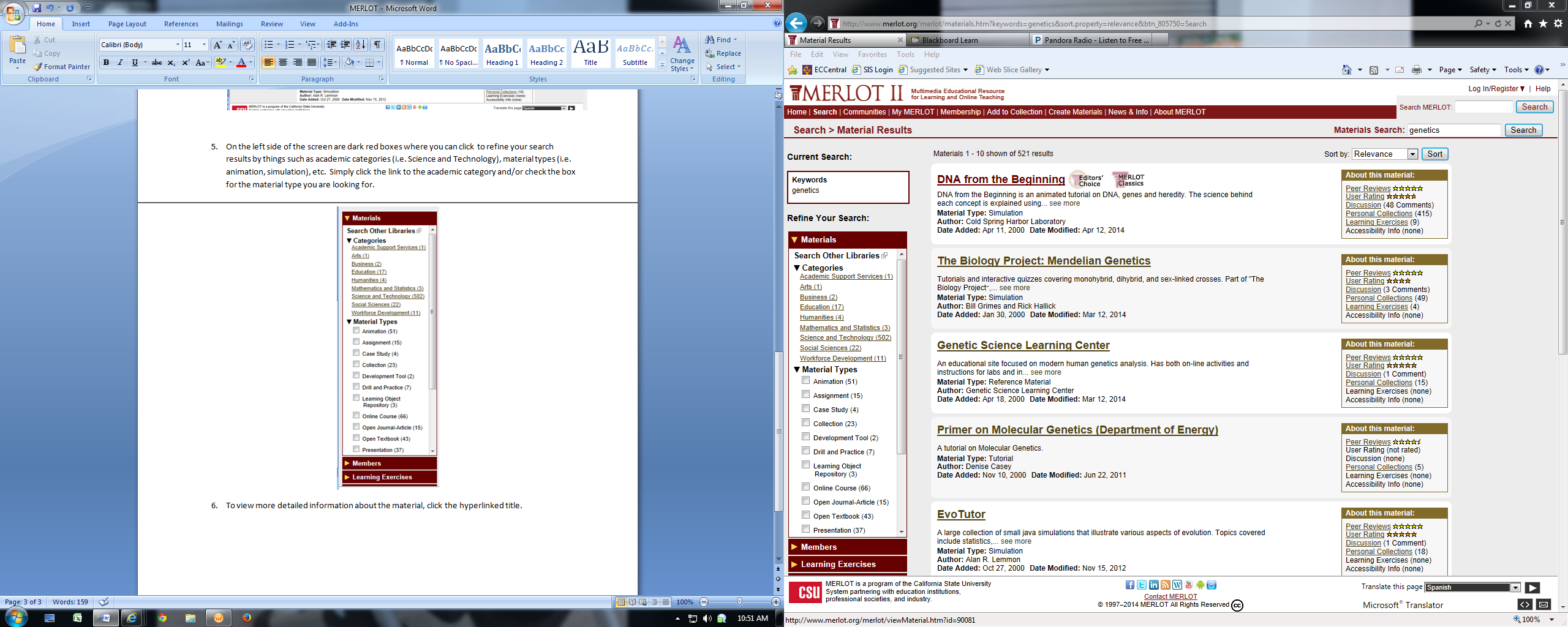
1. If this is a material that you would like to view, **click where it says “Location: Go to Material” or the Mirror Site**.



**Click**

* 1. If this is not a material that you would like to view, **click the ‘back’** button in your browser to continue searching from your results list.

1. If your search term(s) yielded undesirable results or **if you’d like to search for different materials**, **type in new search term(s) in the search field titled “Materials Search” in the upper right hand corner of the screen.**



**Type new search**

**term (s) here**