

Instructions:

1. Go to www.flls.org and click on 'Search the catalog' from the menu bar (Fig. 1).

2. Click the drop-down list to select your home library, then click 'Start PowerPAC'.

3. Click 'Search' from the top tabs. This will reveal the main search screen (Fig. 2).

4. If you'd like to limit the search to a specific format (such as *Large Print*), click in the 'Limit by' box.

5. Click in the 'Keyword search for' box, and type search term. To limit your search to a specific field (such as *Author* or *Title*), click in the 'Search by' box.

6. Press 'Go!', then scroll to the search results (Fig. 3).

In this example, the search is for all large print books by the author James Patterson:

Fig. 1: The menu bar

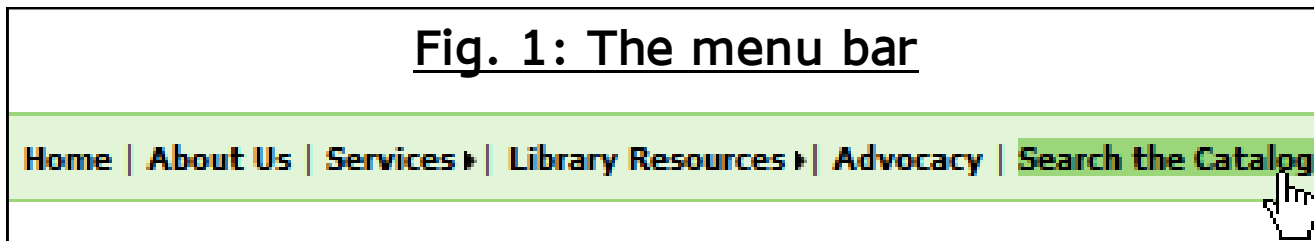


Fig. 2: The search screen

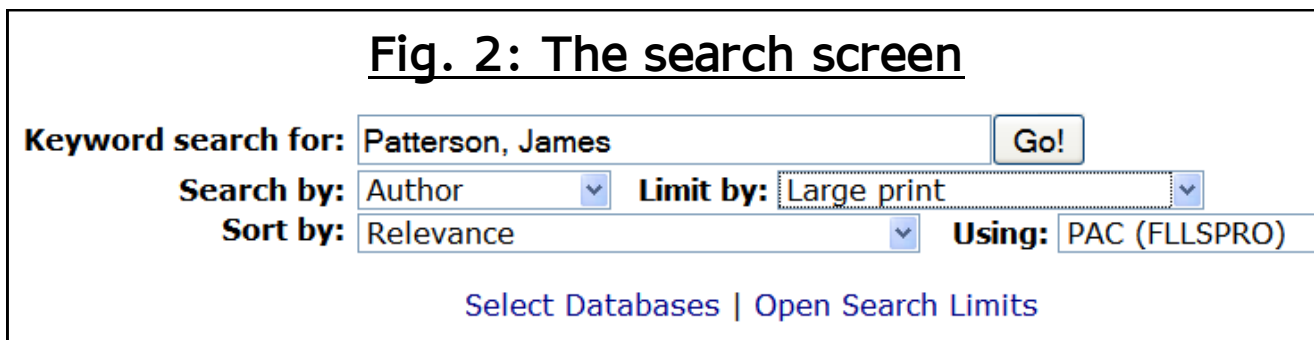


Fig. 3: The search results (scroll down to view)



Understanding the Search Results:

- Click 'Call Number & Availability' and 'Full Display & Reviews' to see more information about an item.
- 'This Library' shows whether the item is checked in, and if it is owned by your library.
- To get an item that is checked out or at another library, click 'Place Hold Request'.

**Have questions?
Please ask a
staff member
for help—
they'll be glad
to assist!**

Enlarging the Screen Text:



Once you have started PowerPac (after step 2), you can enlarge the screen text by clicking on the **Large Text** link in the upper right hand corner of the screen (at the top of the green box).

Tip: You can magnify most browser screens at any time by pressing the 'Ctrl' and '+' keys at the same time.



Finger Lakes Library System

How to Search for Large Print Books and Other Materials in the PowerPac Catalog

Outreach Department
Finger Lakes Library System
119 E. Green St.,
Ithaca, NY 14850
(607) 273-4074, x28
www.flls.org/outreach