



## Finding Sources

### Modifying Recent and Favourite Sources

Recent and favourite sources appear in the **Select Sources** drop-down list located on each search form. Remove or retain up to 50 recent sources or up to 100 favourite sources at a time.

1. Click the **Modify this list** option at the bottom of the **Select Sources** list on any search form. The **Modify Recent Sources** page is displayed showing a list of recent and favourite sources. Favourite sources appear in red.
2. Click the checkbox next to a specific source to retain it as a favourite source; uncheck it to allow the source to be replaced by more recently used sources.
3. Click the **Delete** link next to a recent source, and then click the **OK** button to delete it from the list. The **Delete** link is disabled for favourite sources. Uncheck the box next to a favourite source to enable the **Delete** link. Not all sources can be deleted.
4. Combined sources appear with a plus sign. Click the **Edit/Rename** link to go to the **Source Directory** to rename or edit the contents of a combined source. Not all combined sources can be modified.
5. Click **Done** to return to the search form.

### Finding Specific Sources

Use the **Search for a Source** sub-tab when you know the specific source in which you want to search. Select to find sources by **Keyword** or **Alphabet**.

### To Find Sources by Keyword

1. Enter keywords and/or select categories including **Publication Type** and **Topics**.
2. Click the **More Options** button to view options such as **Regions of Coverage**, **Publication Languages**, and **Frequency of Update**.
3. Click the **Find Sources** button to continue.

### To Find Sources by Alphabet

1. Choose a letter from the Alphabet.
2. Choose a **Filter By** option such as **Country** and **Region**.
3. Select sources from the list.
4. Click the **OK — Continue** button.