# **SWITCH-ON Data Search Guide**

The SWITCH-ON catalogue can be searched for datasets by free text, keywords or geospatial extent. The search method can be used separately, or be combined for a more restricted result. The procedures of these respective search-ways are described in detail below.

## To search by FREE TEXT

To perform a free text search, mark the box Please enter a query , enter chosen search text and click on press 'enter'.

All catalogue resources with titles or/and descriptions containing the text will be listed as result.

## To search by KEYWORDS

All catalogue resources tagged with the chosen keywords will be listed as result.

### To search by GEOSPATIAL EXTENT

Use the catalogue basemap tools to perform a geospatial data search.

Click on MAP in the left corner to display the basemap (if not already shown).

To the upper left side the following function are available:

- Click on + or to zoom in or out on the map (scroll bar on mouse may also be used).
- Click on to draw a polygon on the map.
- Click on to draw a bounding box on the map.
- Click on to save or cancel layer changes.
- Click on to delete layer changes

Define a search area by using the above mentioned tools and click on or press 'enter'.

All catalogue resources located within the chosen area will be listed as result.

(The basemap can be changed by clicking on



available in the upper right corner of the map).

#### **Search results**

The search result is a list of all available catalogue resources matching the search in alphabetic order. The list displays the names, the beginning of the descriptions, and the keywords for each of these datasets. On the upper left side the number of matched datasets for the search is shown. If the amount of matched datasets is high the list with be provided on several pages. To the upper left there is therefore also 'arrow' buttons to navigate between these pages. Further down on the left side the resources are listed according to collection, access condition and access function.

On the right side of the result list there is a number of symbol buttons available per resource, under the heading 'Tools'. These symbols refer to the following:

- The 'i' symbol lead to an information page of the specific resource, where the complete description, keywords, license, and further information are found. In addition, a link to the data or page hosting the data is provided. Multiple links may be provided if multiple formats, time series, etc. exist for the data.
- The 'globe' symbol leads to the catalogue map where the spatial extent of the specific resource will be displayed.
- The 'arrow' button provides a direct download of the resource.

## Good Luck!