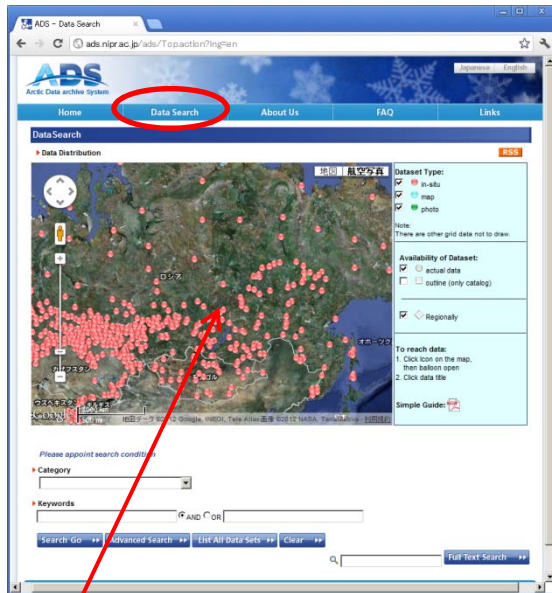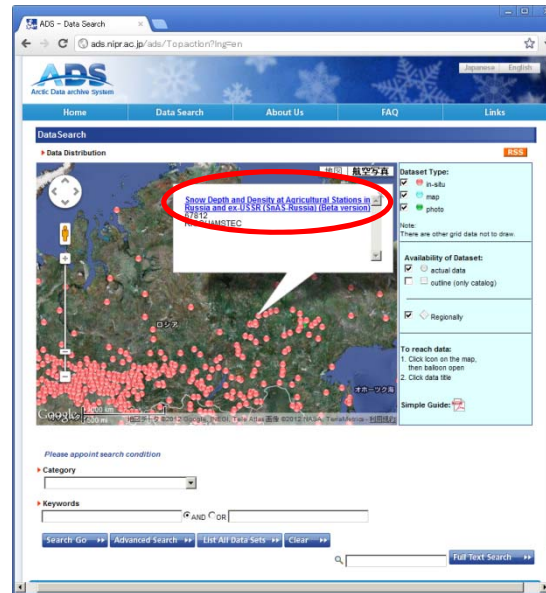# *A simple guide to searching*

1. Quick access and download to dataset
2. Change icon on Google Maps
3. Keyword search
4. Advanced search
5. a List of whole dataset

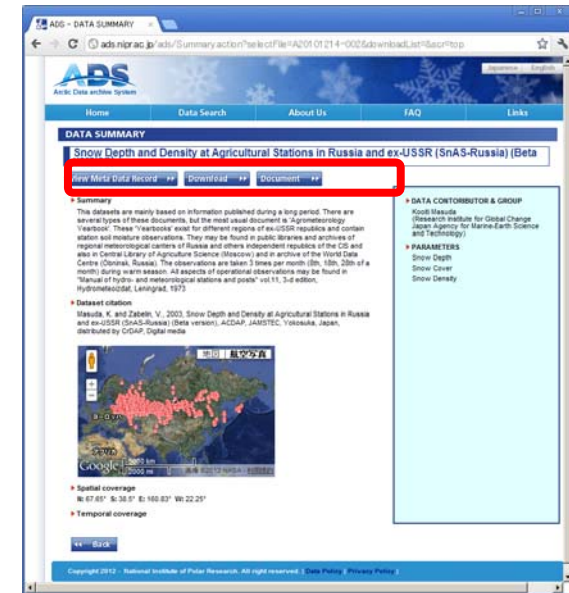ADS data management team, 2012.04.17

1. Quick Access and Download to dataset

Click an icon on Google Maps, then balloon appear. You can choose the favorite one.
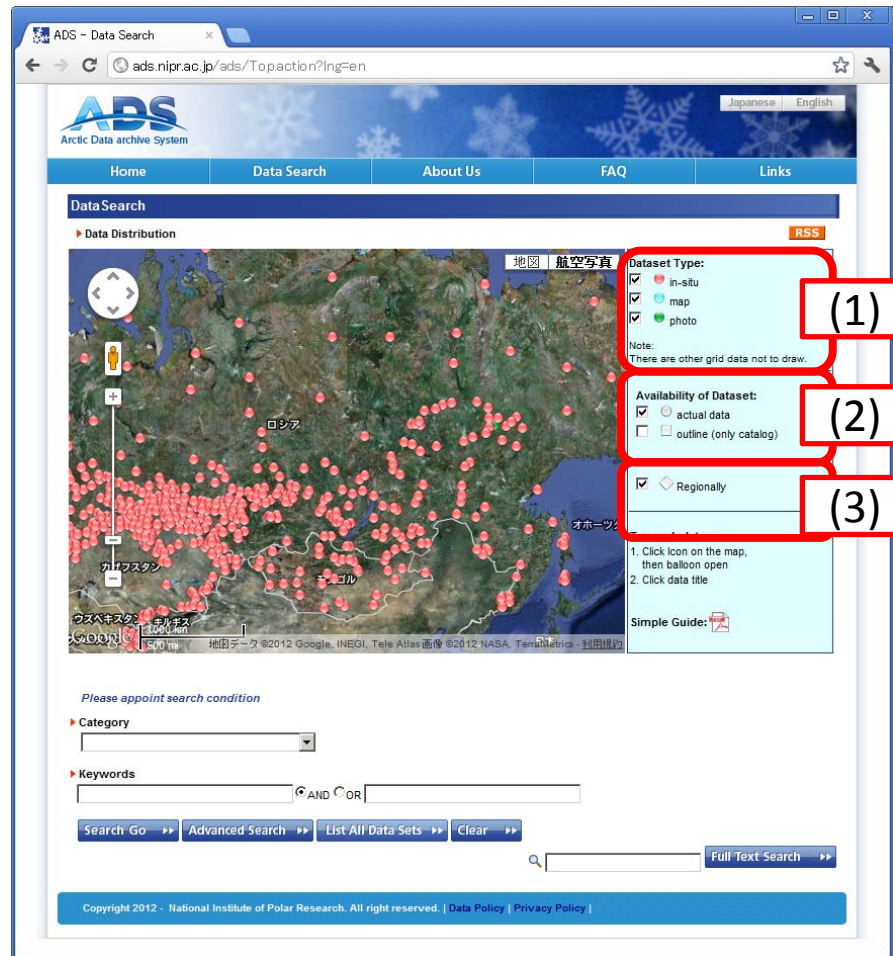
Click title in the balloon.

The summary page will open. If you need additional information of this dataset, you select the above button such as '**View Meta Data Record**' and '**Download**' etc. .

2. Change icon on Google Maps

(1) Select Dataset type

Mark a checkbox to indicate observation-point on a map.

in-situ: Point observation such as meteorological Station or sonde.
map: Geographical map and Distribution map e.g. glacier, geology, satellite products.
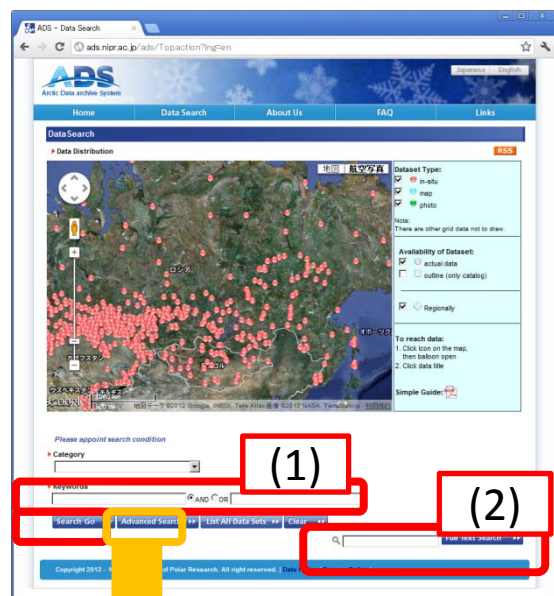photo: A photograph which recorded by jpg, png, bmp, etc. .

(2) Availability of Dataset

For the benefit of ease-of-use on Google map, we recommend to **mark** the '**actual data**' checkbox and **off** the '**outline (only catalog)**' checkbox.

(3) Regionally

This checkbox shows dataset which location is inaccurate. We express those position as not point but area.

3. Keyword search

(1) <u>Keyword search</u>

Fill in the blanks. Any word will be accepted, a part of **title**, such as **author's name** and **technical term**. Enter at least one text box and click '**Search Go**' button.

(2) <u>Full Text Search</u>

By using this text box, you can search whole word in metadata.

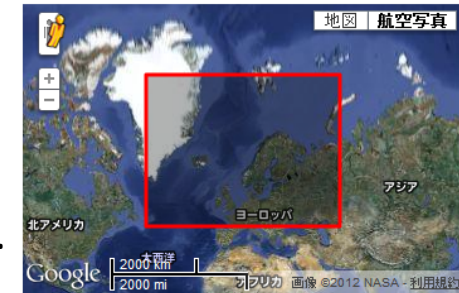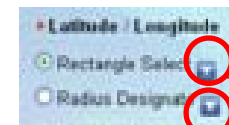Advanced Search:

4. Advanced search

(1) Visually range selection

Dragging with the Shift key held down will create a rectangular selection.

(2) Period selection

(3) Numerically range selection

Press an arrow key. An explanation spread out.

5. a List of whole dataset
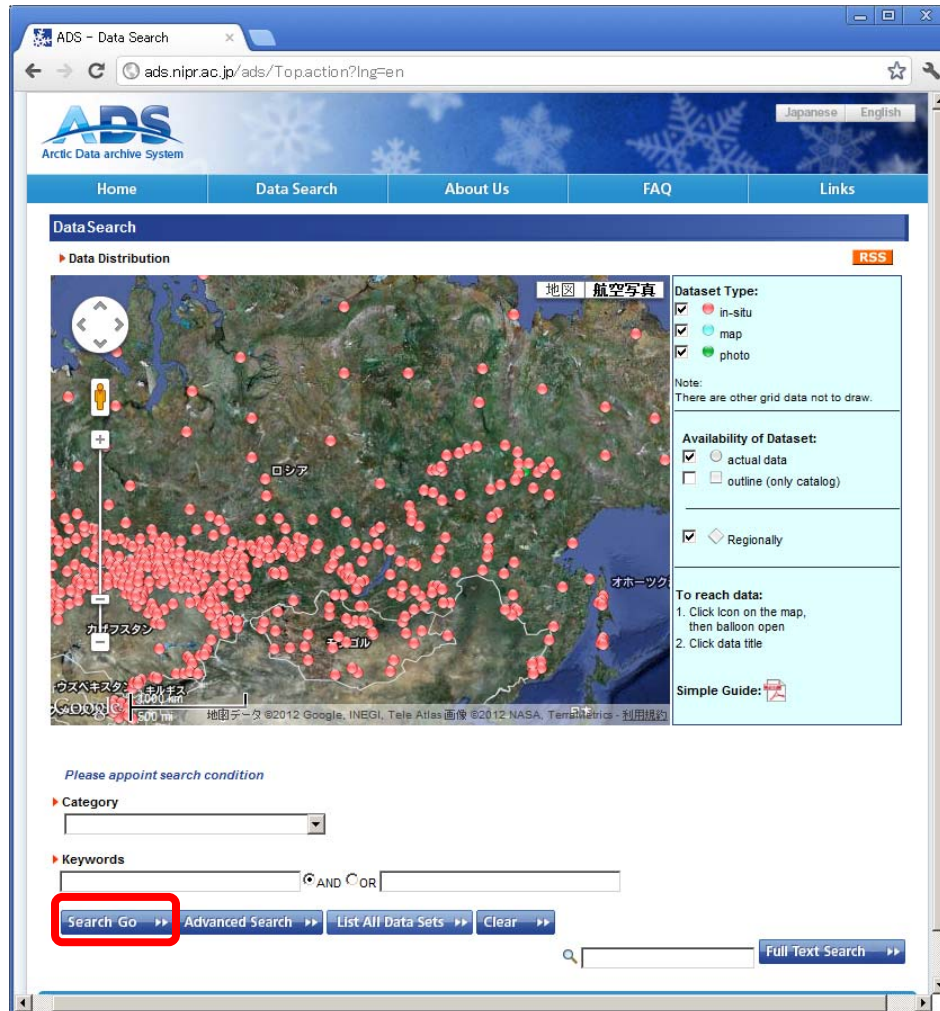
Just push this button!
Without filling in the all box.