

An **All Fields** search provides the most powerful access to the CMIS Online Directory. This search finds any word you put in from anywhere in the item record. However, it does also bring up items that do not relate to what you are expecting from your search.

- Before you start a search take some time to make a list of the words you might use in your search. Decide whether you want to restrict your search by Phase of Development or Learning Area.
- One simple search is to put in a Learning Area as a search word and restrict the search by Phase of Development.
Eg: 1. '**english**' and select '**Middle Childhood**' from the drop-down restrictors. This search also finds items for 'Languages Other Than **English**'.
- If you want to filter out the LOTE items in the example above, put '**english**' in the first line of the search. On the second line select NOT from the drop-down menu and put in '**languages other than english**', then select '**Middle Childhood**' from the drop-down restrictors. [results down from 139 to 117]
- If you want to locate just websites on a subject, put in your subject and website as the search terms.
Eg: 1. Typing in '**Antarctica**' on the first line AND '**website**' on the second line as your two key words will locate all the websites that mention Antarctica in their title, subject or description.