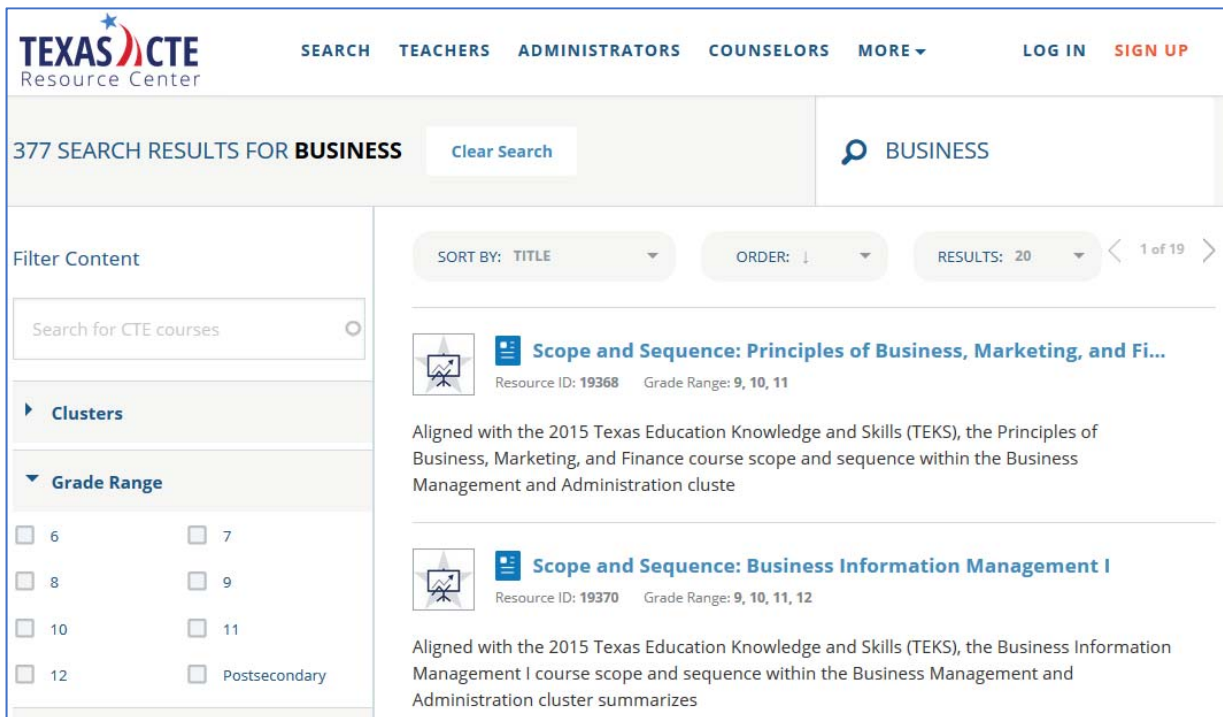


This article explains how to use the search field using different techniques, to obtain different search results. Depending on the technique used, your search will return different search results. For the best results, use either Chrome or Firefox as your browser.

- **Note:** search terms used in this article were at a point-in-time, when there were a specific number of resources available using the search terms. The Texas CTE Resource Center is a dynamic repository, with new articles being published each month, and others being unpublished. Repeating these search techniques and terms at different times will result in different search result counts.

Search by Single Word

If you wanted to search for all resources that have a key word in a resource title, description, or keyword field, enter the word in the search field, enter that word in the search bar. This tells the search engine to return search results that contain the individual word used in the search bar. In this example, the term “Business” was entered, and 377 resources displayed in the search results.

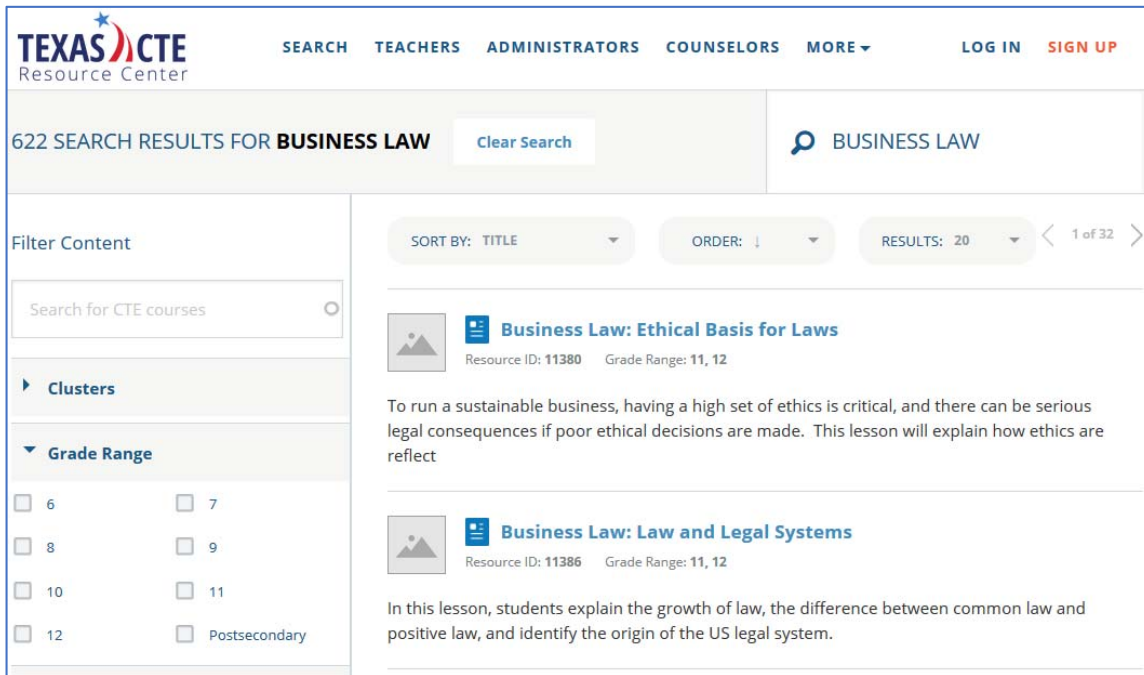


The screenshot shows the Texas CTE Resource Center search interface. At the top, the logo and navigation menu are visible. The search bar contains the word "BUSINESS", and the results show "377 SEARCH RESULTS FOR BUSINESS". A "Clear Search" button is present. Below the search bar, there are filters for "Filter Content" and "Grade Range". The "Grade Range" filter is expanded, showing checkboxes for grades 6, 7, 8, 9, 10, 11, 12, and Postsecondary. The search results are sorted by "TITLE" in ascending order, with 20 results per page. The first two results are:

- Scope and Sequence: Principles of Business, Marketing, and Fi...**
Resource ID: 19368 Grade Range: 9, 10, 11
Aligned with the 2015 Texas Education Knowledge and Skills (TEKS), the Principles of Business, Marketing, and Finance course scope and sequence within the Business Management and Administration cluster
- Scope and Sequence: Business Information Management I**
Resource ID: 19370 Grade Range: 9, 10, 11, 12
Aligned with the 2015 Texas Education Knowledge and Skills (TEKS), the Business Information Management I course scope and sequence within the Business Management and Administration cluster summarizes

Search by Multiple Words to Get a Superset

If you want to search for all resources that have any of a number of key words in a resource title, description, or keyword field, enter those word in the search bar, and select the enter key. This tells the search engine to return search results that contain any of the individual words in the search bar. In this example, the term Business and Law were entered, and 622 resources displayed in the search results. This means that 622 resources have either the word business or law in them.



The screenshot shows the Texas CTE Resource Center search results page. The header includes the logo and navigation links: SEARCH, TEACHERS, ADMINISTRATORS, COUNSELORS, MORE, LOG IN, and SIGN UP. The search bar contains the text "BUSINESS LAW" and a "Clear Search" button. Below the search bar, it displays "622 SEARCH RESULTS FOR BUSINESS LAW".

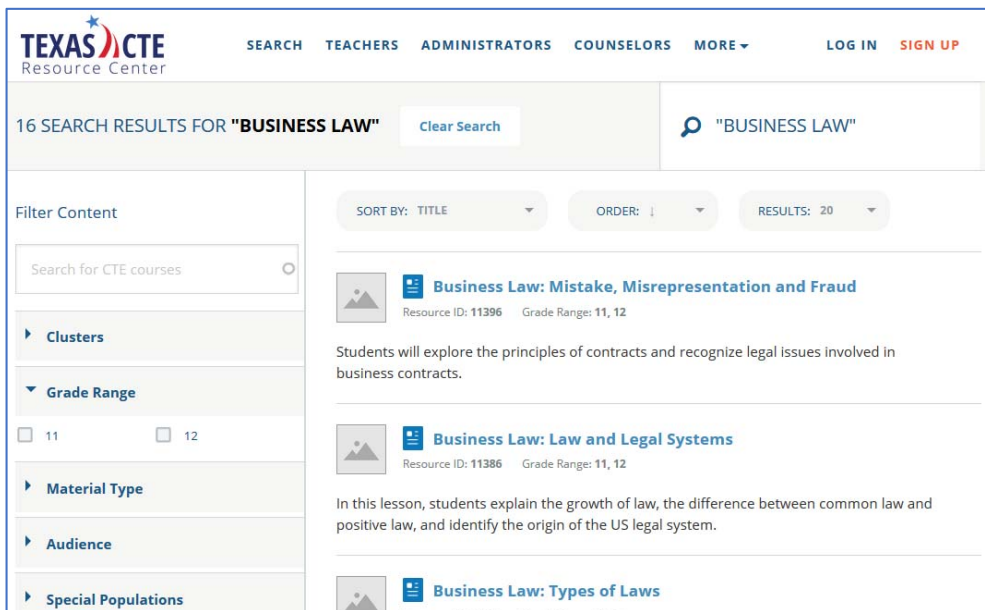
On the left side, there is a "Filter Content" section with a search box for CTE courses and a "Grade Range" filter. The "Grade Range" filter is expanded, showing checkboxes for grades 6, 7, 8, 9, 10, 11, 12, and Postsecondary.

The main content area shows two search results:

- Business Law: Ethical Basis for Laws**
Resource ID: 11380 Grade Range: 11, 12
To run a sustainable business, having a high set of ethics is critical, and there can be serious legal consequences if poor ethical decisions are made. This lesson will explain how ethics are reflect
- Business Law: Law and Legal Systems**
Resource ID: 11386 Grade Range: 11, 12
In this lesson, students explain the growth of law, the difference between common law and positive law, and identify the origin of the US legal system.

Search by Specific Phrase Using Quotation Marks

To search by a specific phrase of words, put the phrase in “quotation marks.” This tells the search engine to only return search results that contain the exact phrase within the quotation marks, and ignore variations of any single word in the phrase. In the search field at the top right section of the search page, enter the specific phrase you want to search for, put it in “quotation marks,” and select the enter key.



The screenshot shows the Texas CTE Resource Center search interface. At the top, there is a navigation bar with links for SEARCH, TEACHERS, ADMINISTRATORS, COUNSELORS, MORE, LOG IN, and SIGN UP. Below the navigation bar, a search bar contains the text "BUSINESS LAW" with a magnifying glass icon. To the left of the search bar, it says "16 SEARCH RESULTS FOR 'BUSINESS LAW'" and "Clear Search". Below the search bar, there are filters for "Filter Content" including Clusters, Grade Range (with checkboxes for 11 and 12), Material Type, Audience, and Special Populations. To the right of the filters, there are sorting options: "SORT BY: TITLE", "ORDER: ↓", and "RESULTS: 20". The search results are displayed in a list format, with each result showing a thumbnail icon, the title, the resource ID, the grade range, and a brief description. The first result is "Business Law: Mistake, Misrepresentation and Fraud" (Resource ID: 11396, Grade Range: 11, 12) with the description "Students will explore the principles of contracts and recognize legal issues involved in business contracts." The second result is "Business Law: Law and Legal Systems" (Resource ID: 11386, Grade Range: 11, 12) with the description "In this lesson, students explain the growth of law, the difference between common law and positive law, and identify the origin of the US legal system." The third result is "Business Law: Types of Laws" (Resource ID: 11388, Grade Range: 11, 12).

The search page refreshes the results screen with the resources that match the exact phrase in the quotation marks. In this example, at this time the term “Business Law” was entered, and 16 resources displayed in the search results. This means that 16 resources have the exact phrase.

That’s how to search using the search field!