

Search and Download Tutorial  
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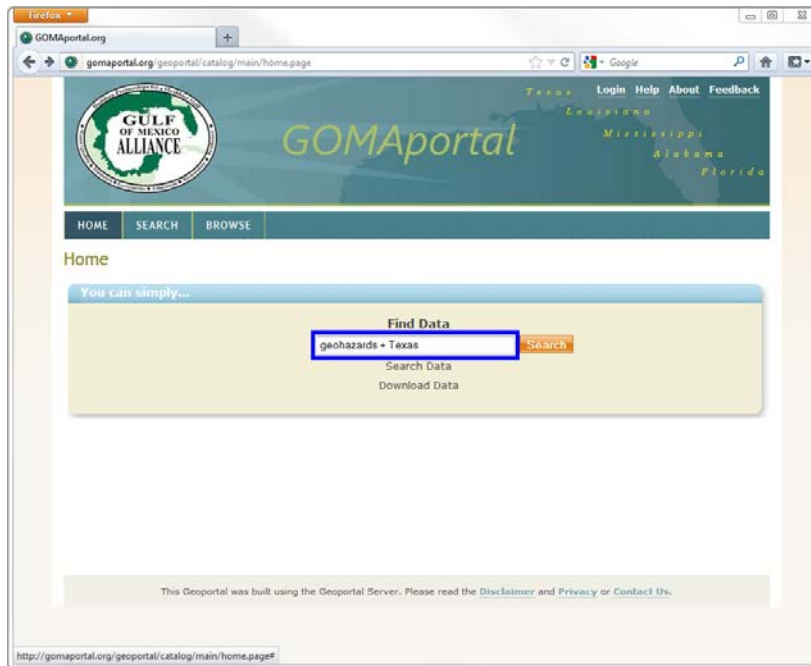
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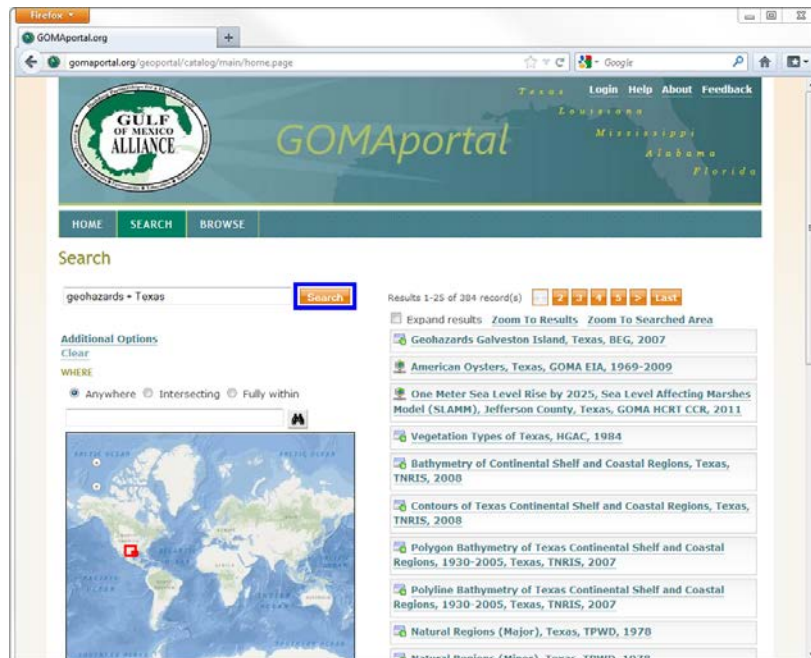
## Search and Download Tutorial gomaportal.org

### Basic Search

1. Type key words into search field



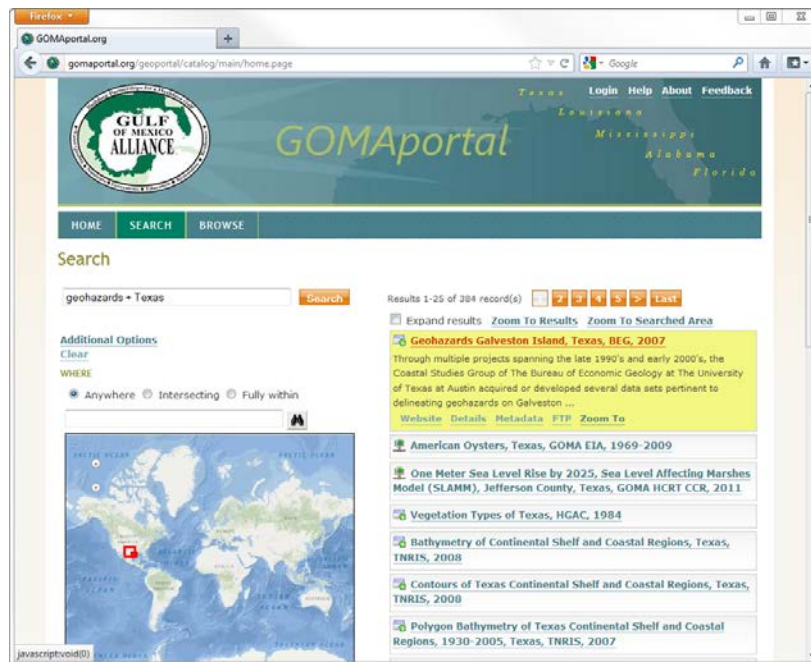
2. Select the Search button or press ENTER



Footprint map  
shown on left

Search results  
shown on right

3. Select Record title to expand view.
  - a. Website Link- opens website associated with resource in new tab
  - b. Details Link- opens new tab with the records basic info including:
    - Title, publisher/originator, published data, abstract, geographic extent, point of content, key words, process steps, etc.
  - c. Metadata Link- opens new tab with metadata XML for the record
  - d. FTP Link- download data available from the record
  - e. Zoom to- enables user to zoom to the spatial extent of the resource in the footprint map

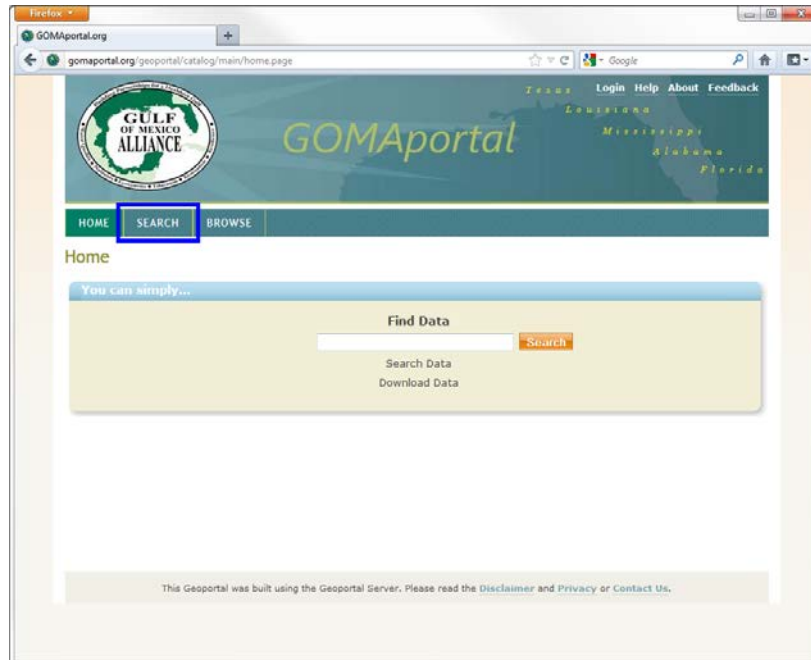


4. Select Clear to begin a new search
  - a. Selecting Clear will clear the page and not just the search

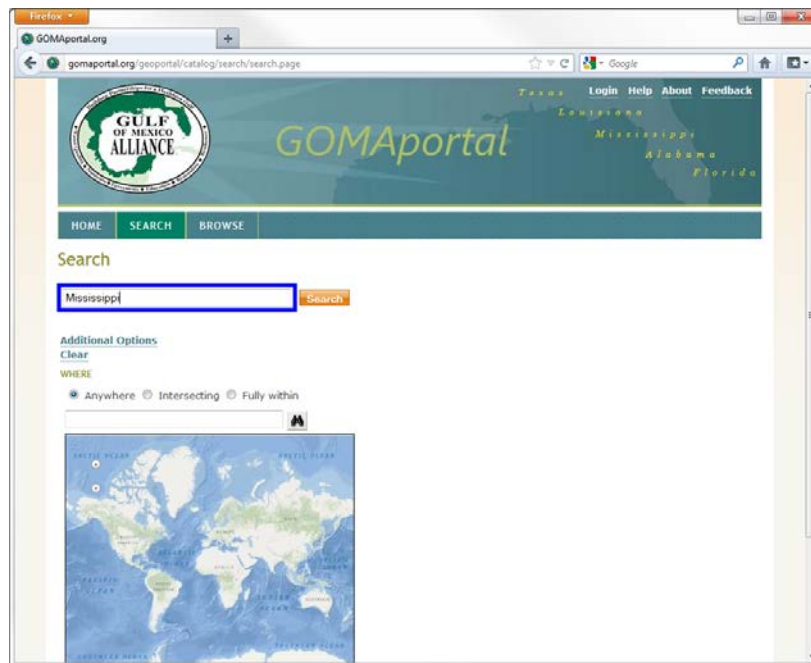


## Advanced Search

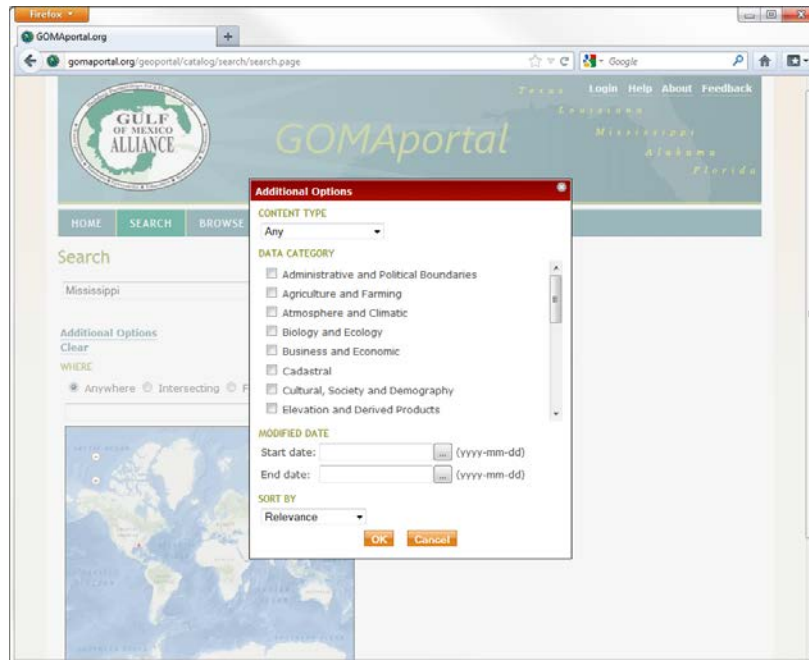
1. Select the Search tab at top of page



2. Type key words into search field



3. Select Additional Options (located directly below the search field) and apply additional filters to search



 A close-up view of the "Additional Options" dialog box. It features a red header with the title "Additional Options". Below the header, there are four sections:
 

- CONTENT TYPE:** A dropdown menu currently showing "Any".
- DATA CATEGORY:** A list of 11 categories, each with an unchecked checkbox:
  - Administrative and Political Boundaries
  - Agriculture and Farming
  - Atmosphere and Climatic
  - Biology and Ecology
  - Business and Economic
  - Cadastral
  - Cultural, Society and Demography
  - Elevation and Derived Products
- MODIFIED DATE:** Two date input fields labeled "Start date:" and "End date:", each followed by a "(yyyy-mm-dd)" label.
- SORT BY:** A dropdown menu currently showing "Relevance".

 At the bottom of the dialog box are "OK" and "Cancel" buttons.

Content Type: 1 of 11 different content types that describe the resource

- Applications
- Clearinghouses
- Documents
- Downloadable Data
- Geographic Activities
- Geographic Services
- Live Map Services
- Map Files
- Offline Data
- Resource Undetermined
- State Map Images

Data Category: Choose more than one data category to broaden the search

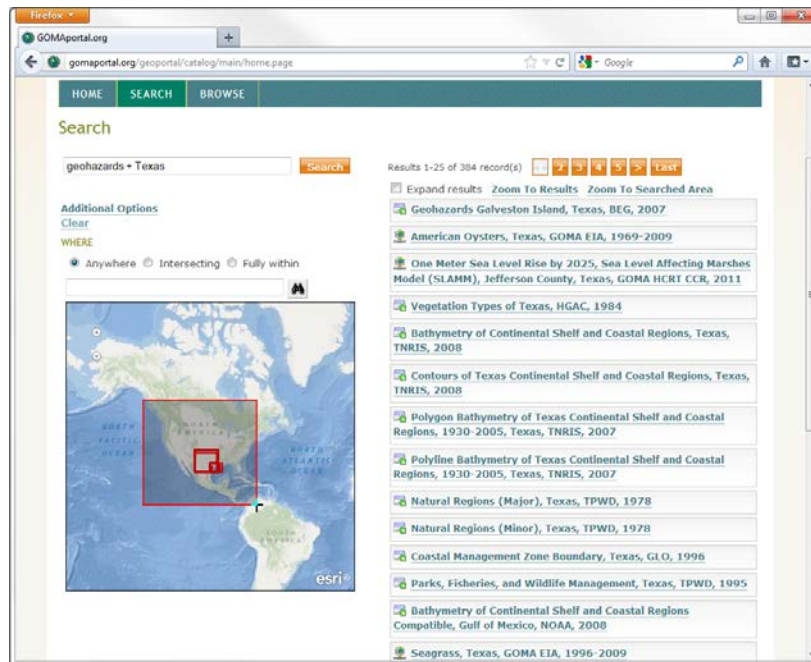
Modified Date: Search will return records modified during designated time

Sort By: Relevance, Title, Content Type, Ascending/Descending Date, Ascending/Descending Area

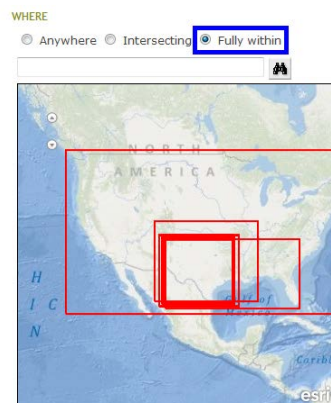
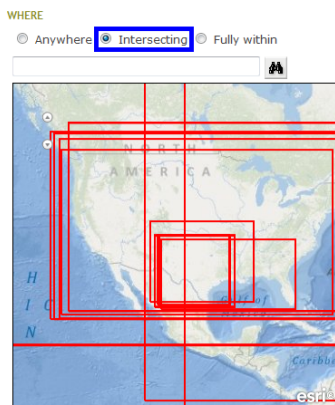
4. Select Ok at the bottom of Additional Options
5. Select Search to apply additional filters to search
6. Select Clear to begin a new search
  - a. Selecting Clear will not only clear the search and additional filters, but will clear the page

## Using the Footprint Map

1. Type keywords into search field
2. Select Search button or press ENTER
3. Draw a zoom box in the footprint map
  - a. Hold SHIFT to drag and draw zoom box



4. Select one of three radio buttons options ( located above footprint map)
  - a. Anywhere
  - b. Intersecting- Records with spatial extents that intersect with the resulting zoom area will be displayed
  - c. Fully Within- Records with spatial extents fully within the resulting zoom area will be displayed

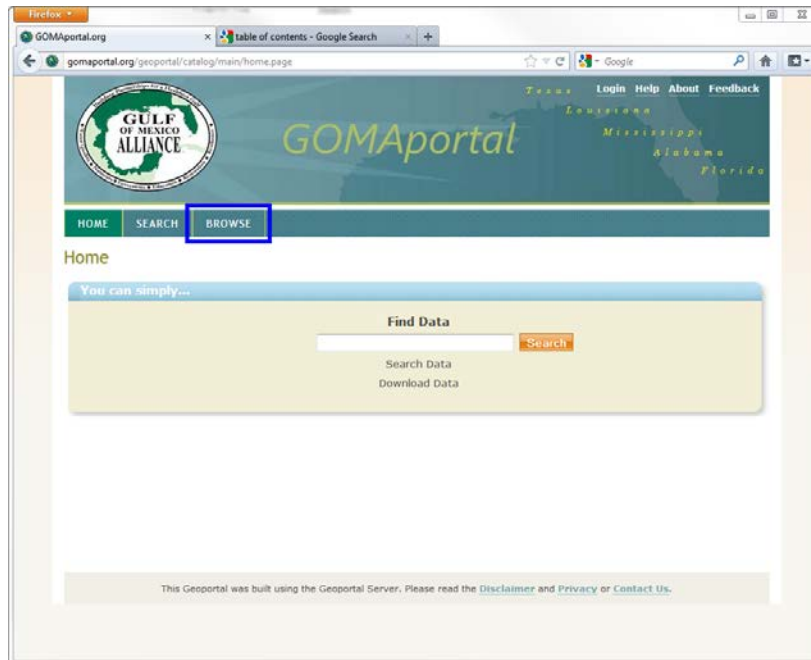



5. Select the Search button. Results will be displayed on the right side of page.

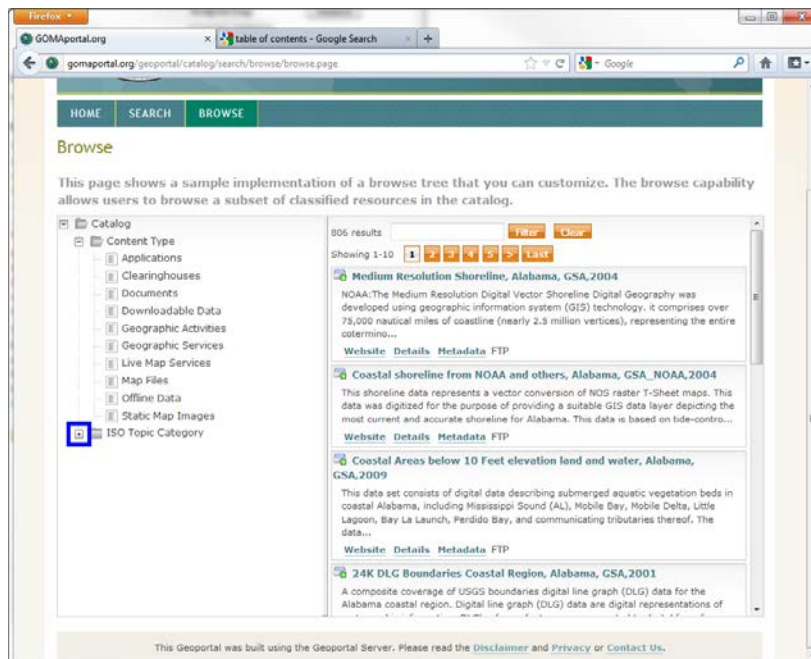


## Browse the Catalog

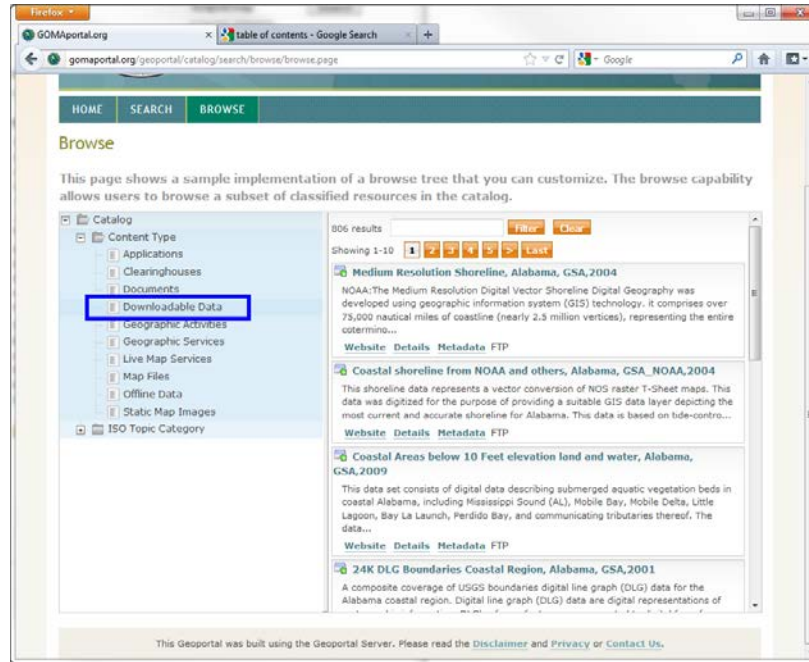
1. Select the Browse tab at top of page



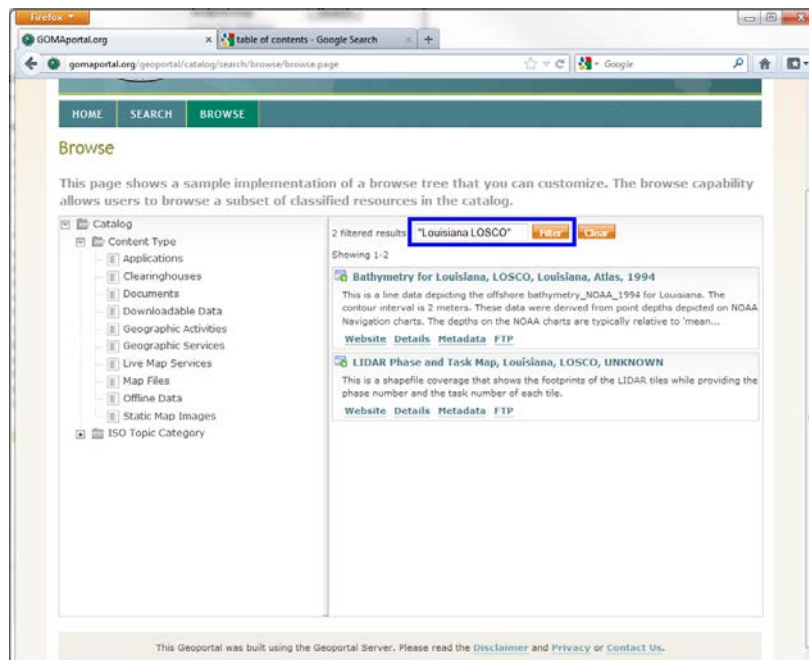
2. Expand Catalog tree by clicking the plus box 



### 3. Highlight a subset category to display result on right side of page



### 4. Filter results further by typing key words into Filter field and selecting Filter.

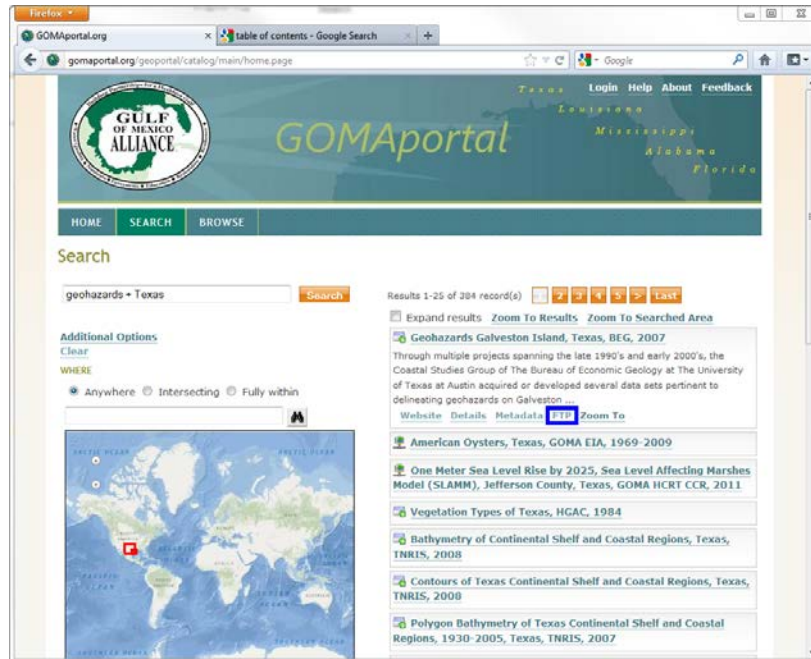


### 5. Select Clear to clear the filter



## Downloading Data

1. Find a resource from which you wish to download the data
2. Select resource title to expand the view
3. Select the FTP link to begin download



4. A new window will pop up. Select OK to complete download

