

To use the database, please follow the directions below.

To search for an article, technical memorandum, contract, grant, or report:

1) Double click on the Access database file. In Access 2003, if you get a “Security Warning” stating that this file may contain code that may harm your computer, you can disregard it (select “no” at the first prompt). This database contains macros that some versions of Microsoft Access will warn you about. If you get one of these warnings, select “no” at the first prompt and click on the “open” button, and you will be able to open the database file.

When you open the database in Access 2007, you will see a "Security warning" bar across the top. It says "certain content in the database has been disabled" and there is an "options" button. In order to make the database work (where you don't need to know how to use Access), click on the "options" button, and select "enable this macro" in the VBA macro box. Hit the "okay" button and then you can search for publications by hitting the "find/view publications" button.

2) Next click on the “Find/View Publications” button

3) Under “Select How You Would Like To Search”, click on the scroll down button and select the manner in which you would like to search.

To search by author, select “Author” and then type in an author’s name in the “Enter Search String.” Then click on the “Search” button. You do not need to type in a whole word in order to search the database. To search by “Keyword,” select “Keyword” from the drop down list, and then enter a keyword in the “Enter Search String” box. You can do the same for each item in the drop down box. The only exceptions are “Gear Type,” which provides you with a drop down list of different gear types, and “Species” and “Subject.” For “Species” and “Subject,” you can search by more than one item at a time. Simply hold down the control key and select all the species or subjects you would like to search by. The program will then list all entries in the database that have any of the items you selected. For example, if you select “white marlin” and “swordfish” from the species list, the database will provide a list of all the entries that have white marlin and all the entries that have swordfish (i.e., the search cannot list only entries that have white marlin and swordfish together).

4) Once you click on the “Search” button, you will see the table below “Select a Publication Then Click on the ‘Open Publication’ Button” fill up if the database contains any entries that you are searching for.

5) To view a desired entry, simply click on the entry in the table and click on the “Open Publication” button.

6) A form will pop up once you click on the “Open Publication” button, which will show you the available information on that entry. You will not be able to change anything on

this form. If you scroll to the bottom of this form, you will see a “Notes” field that will give you additional information on the entry as well as how the entry should be cited, if appropriate. Note that the “Notes” field may indicate how the entry is saved (i.e., the notes field may give the file name for the given entry was saved). These files are only available to the Highly Migratory Species Management Division.

7) If you are connected to a printer, and you would like to print the available information, scroll to the top of the form and click on the printer button, right next to the “Close” button.

8) Once you are done, you simply click on the “Close” button. This will bring you back to the original search screen. You can then do a new search.

7) Once you have finished searching the database, simply click on the “Exit” button on the search page.

If you have any problems, questions, or updates please contact Jackie Wilson of the Highly Migratory Species Management Division, Office of Sustainable Fisheries at Jackie.Wilson@noaa.gov or 240-338-3936.