## Detailed instructions for using the simple search

This search page allows the user to quickly retrieve a species list for a selected Family, Genus, County or Park/Administrative area.

First select a field to search in the first box. Doing this sets the values available in the second box (this may take a few seconds).

Second, to set the value to search for, you may either select it from the lower box, or type it directly in the upper box. All lists are in alphabetical order."

- <u>Family</u>: California's beetles are divided into about 100 taxonomic families. Selecting this option retrieves a complete checklist of species known to occur in the state for the selected family. Selecting a value from the lower box is the recommended option, as correct spelling of the family name is critical.
- <u>Genus</u>: Over 1000 genera of beetles occur in California, so this is a very long list.
- <u>County</u>: This option allows you to retrieve a list of all species known from any selected California county (and a few counties in neighboring states.)
- <u>Park/Administrative Area</u>: This option builds a species list for any managed natural area. This list includes private preserves, national, state and county parks, national forests, and University of California Reserves, among others. We try to make these consistent, though sometimes a particular area may be cataloged under multiple entries (for example, CINP vs Channel Islands National Park.) We have used standardized, and hopefully selfexplanatory abbreviations for most of these: NF, NP, NM, NWR, SP, CP.

When you have set the desired search criteria you may click the 'Find Records' button, or simply hit 'Enter' on your keyboard.

Certain search limits can be set using the boxes below the field list:

- <u>Show how many records</u>: This number tells the database how many records to show on each page. The default value is 20. Users with faster internet connections may wish to increase this.
- <u>Limit to species with images</u>: Checking this option will retrieve only those species for which images are available. The images may be viewed in the species page for each species.
- <u>Limit to species with life history data</u>: Checking this option will retrieve only those species for we have written summaries of the species' life histories. These may be viewed along with any available images in the species page for each species. Caution: there are not yet very many of these.
- The search may also be limited to Native or Introduced species only.