

# BIS Help Guides

## How to use a Library Catalogue

Learn how to use a library catalogue.

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# INTRODUCTION

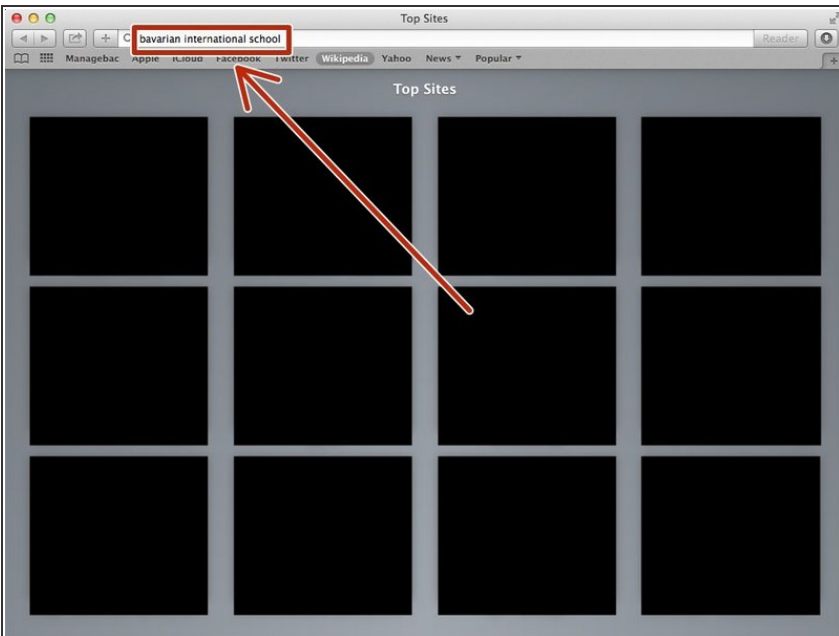
Learn how to use a library catalogue.

## Step 1 — Opening Safari Application



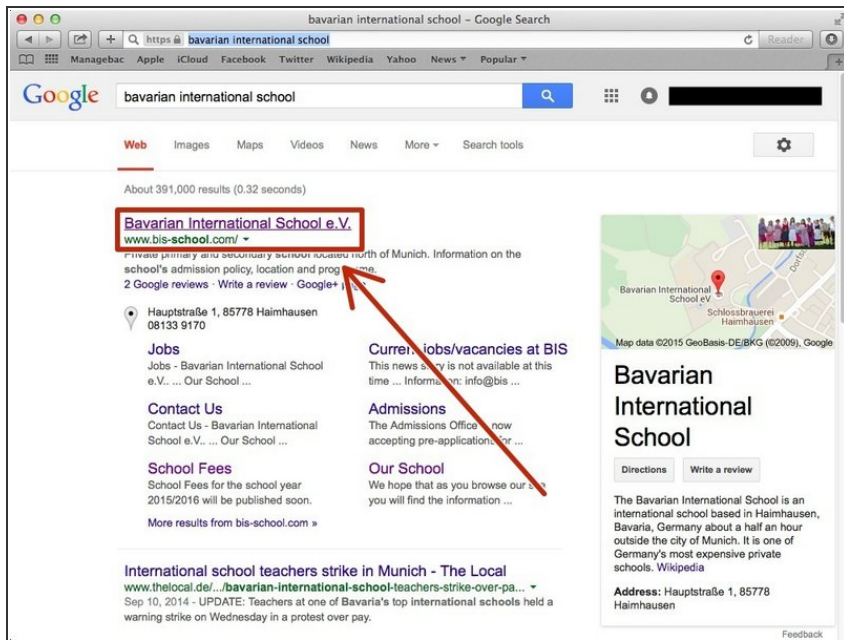
- Click the icon to open safari application.

## Step 2 — Searching a Bavarian International School Website



- Type "Bavarian International School" in the searching box. And press Enter Key(↵)

## Step 3 — Visiting a Bavarian International School Website



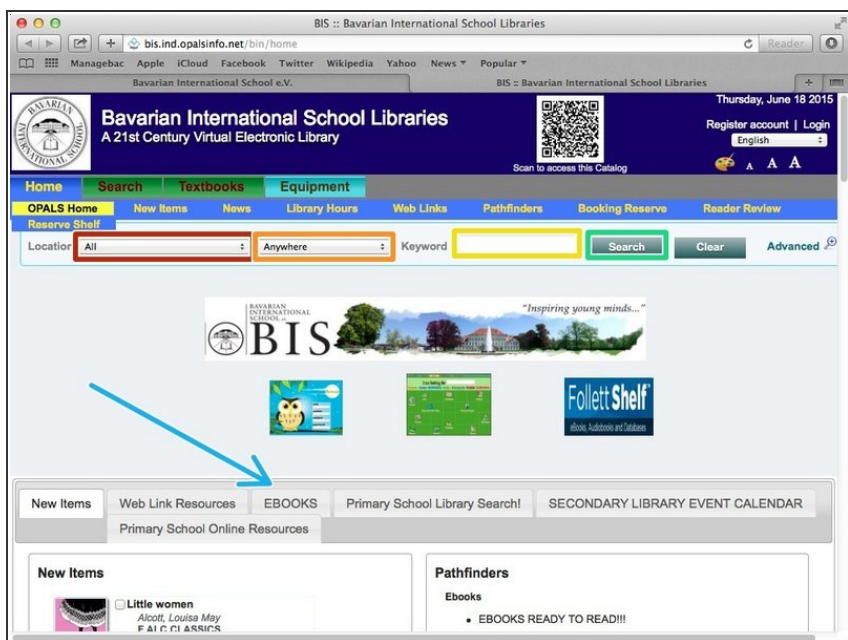
- Click "Bavarian International School e.V."
- ① This is a URL, <<http://www.bis-school.com>>

## Step 4 — Visiting Bavarian International School Libraries



- Click "Quicklinks"
- Click "OPALS Library Search"

## Step 5 — Searching a Book



- You can select the location of the Library.
- You can select the category you are searching for.
- Put the keyword of the book.
- Click "Search" then it will start searching.
- There are some useful informations.