Full-Text Document Searching

Full-Text option will search across all document types. This option lets you perform searches on documents using words or phrases, or by using operators such as AND and OR.

Full-text searches can also be combined with date range searches to filter the documents being returned.

When searching for an exact word or phrase it is best practice to use quotes before and after the word or phrase. For instance, searching for *election* will return: *election* or *selection*. Typing *“election”* will return documents with *any form of election* (*e.g.*, *election*, *elections*). So, use quotation marks around your words and phrases.

You can also perform more Complex Searches.

1. Click in the Search field, and enter the desired word or phrase. 
   *IN THIS EXAMPLE, “ELECTION” IS TYPED.*

2. Click in the From Date field, and enter a date (MM/DD/YYYY) or click on the calendar icon and select the date.

3. Click in the To Date field, and enter a date (MM/DD/YYYY) or click on the calendar icon and select the date.

4. Tap Enter or click Search
   *ALL DOCUMENTS THAT CONTAIN THE WORD ELECTION ARE DISPLAYED. THE WORD ELECTION IS FOUND WITHIN EACH DOCUMENT NOT IN THE DOCUMENT’S TITLE.*

5. In the results list, hover the mouse over a document and it automatically is highlighted

6. Click once to open the document

In addition to entering a search word or phrase - it is recommended to use the date fields to minimize the amount of documents being returned.
7. Once the document is open, you can find a word or phrase within the document using the internet Find tool.

8. This is dependent on your browser. Two possible options are: 1) From the menu bar, select Edit > Find on this page... and 2) press Ctrl + F to find a word or phrase.

9. In the Find box, **type the word or phrase** for which you are looking.

**IN THIS EXAMPLE, ELECTION IS TYPED.**

10. Tap Enter or click Next to continue searching through the document.

11. Close the document window when finished.

In the example below, the following search criteria is used:

- “houghton” or “vail”

  *THE WORD OR IS USED TO RETURN DOCUMENTS WITH EITHER HOUGHTON OR VAIL.*

- From Date and To Date (1/1/2010 through 12/31/2014)

  *ENTERING A DATE RANGE WILL FILTER THE AMOUNT OF DOCUMENTS BEING RETURNED.*
Complex Searches

Wildcards
You can use the wildcard * (asterisk) and ? (question mark) characters as substitutes for an unknown sequence of characters or a single unknown character, respectively.

Note: Searches that contain the following special characters may not return the expected results:
` ~ ! @ # $ % ^ & ( ) - = + { ] \ | ; : ' “ , . < > /`.

These special characters should either be left out of the search or replaced with the ? wildcard.

For example:
Instead of searching for Bob&Sally you should search for Bob?Sally.

Note: Wildcards are not supported in numerical search terms (e.g., 1*345 or 12?45).

Exact Phrase
Use double quotes around an exact phrase to return only documents that contain that exact phrase.

For example:
“bob jones” will not return a document that contains the phrase “Bob Smith and Sally Jones” but will return a document with the phrase “Bob Jones and Sally Smith.”

Boolean
You can also use Boolean operators to limit your search results.

• AND: Both terms must match
• OR: Either term can match
• NOT: The term must not match

For example:
Bob AND Sally returns only those documents that contain both Bob and Sally
Bob OR Sally returns documents that contain either Bob or Sally or both
Bob NOT Sally returns documents that contain Bob, but only if they do not also contain Sally

Fuzzy
A Fuzzy search will return documents that include the search term entered and any of its variations. Fuzzy searches are constructed using the F operand and enclosing the search term in curly brackets: F{term}.

For example:
A search for F{abandon} will return abandon, abandoning, and abandonment.
The system does not search for words that are 3 letters in length or smaller. If you are searching for **3 letter words** make sure that it is enclosed with quotes (e.g., “Ina”)

The following table displays words that are excluded when searching for documents.

<table>
<thead>
<tr>
<th>A</th>
<th>B-F</th>
<th>G-H</th>
<th>I-M</th>
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