Advanced Search

A quick guide to greater precision in pinpointing results

Accessible from every page
Click on 'Advanced Search' in the top search bar to display the Advanced Search page.

The Advanced Search page is divided into four major sections. Each section provides additional criteria that you can use to further your search. Use as many or as few of the criteria required to achieve the results you need.

1. Precision Searching

Enter your search term or phrase, then select your search criteria from the pull down menus:

- Search the full contents or specific book data, such as title.
- Words in proximity: Results are ranked based on how close words appear within the same HTML page.
- Any words: Results are based on the occurrence of any of the words specified.
- All words: Results are based on the occurrence of all of the words within an HTML page.
- Exact Phrase: Results are based on the occurrence of the phrase exactly as entered.
- Boolean: Recognizes AND, OR, and NOT in your search statement as Boolean operators.

Results can be sorted by relevancy or copyright date.

2. Search scoping

'Search in' lets you specify where the search engine should look for results.

- My Bookshelf: Restricts the search to just your bookshelf folders, either all folders or a specific folder, including any corporate folders.
- Collections: You can also limit the search to only books found in one or more specific collections.
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3 Additional Constraints

You can add up to three additional search criteria, each one with different constraints.

From the pull down menus, choose whether to:

• Search the full contents or specific book data.
• Include or exclude titles that contain your search term
• Search for exact phrase, proximity of words, some or all, to recognized Boolean operators
• Restrict results by copyright date

4 Filtering Results

Filter your search results to display titles based on the availability of CD content, PDF or MP3 files, on the number of pages and by archive status.

Results Page

The results page also includes the search filters so that results can be adjusted as needed.