

# How do I search for a document in the Document Library?

The Web Community's Document Library is a great resource for finding documents related to your chapter/division or documents from IAAP headquarters, but knowing how to use it properly is important to finding what you're looking for.

Please follow the guide below to learn how to search the Document Library. If you have additional questions, please contact Ben McClanahan, internet communications coordinator, at [bmccclanahan@iaap-hq.org](mailto:bmccclanahan@iaap-hq.org).

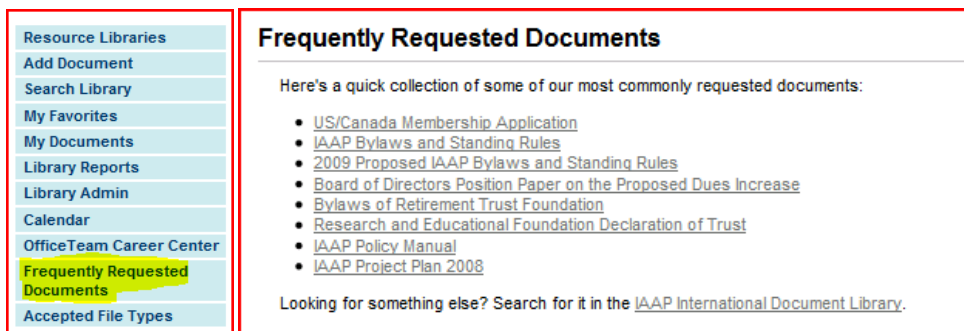
1) To access the Document Library, click "[Professional Resources](#)" from the top navigation of the Web Community.



2) Included in the left-hand navigation links is a "[Search Library](#)" option. Click it.



3) We also maintain a "[Frequently Requested Documents](#)" page, in case you're looking for something many members might be after.



4) If you choose “Search Library,” you will come to a screen that looks like this:

**Search Library**

**Note!** This search engine will search the text **inside** the body of documents. If you only want to find files **tagged with a certain keyword** (e.g. "Leadership," "Forms"), leave the search term field blank and expand the tags bar below to select the tags you want to search.

(Having trouble reading a document format? Try converting it to something else at [www.cometdocs.com](http://www.cometdocs.com).)

Search Term  All Words ▾

Created After

Document ID

Posted By  First Name  Last Name

Email Address

Approved in the Last  Days

Search Library ▾

Search File Type ▾

Search Tags ▾

Search

4) When searching for a document, the more information you have, the easier it will be to find:

- Are you looking for a chapter/division document or an IAAP headquarters document?
- Do you know who created the document?
- Do you know what kind of file you are looking for (PDF, DOC, JPG, etc.)
- Do you know what category it would likely be filed under (Membership, Chapters, Web Community, etc.)

5) When searching, the options at the bottom -- “Search Library,” “Search File Type” and “Search Tags” - will be your best friends. By clicking on the drop-down arrows to the right of each option, you can narrow your search down.

For example, let's say I am searching for a document about the Illinois Division's professional enrichment program.

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Search Term: enrichment program All Words

Created After: [ ]

Document ID: [ ]

Posted By: First Name: [ ] Last Name: [ ]

Email Address: [ ]

Approved in the Last: [ ] Days

**Search Library**

**Libraries**

<input checked="" type="checkbox"/> 102000 Illinois Division	<input type="checkbox"/> Karen's Thursday Morning Table
<input type="checkbox"/> 105000 Ohio Division	<input type="checkbox"/> KCK Sunflower/Kansas City, KS
<input type="checkbox"/> 2005-06 Division Presidents Alumni	<input type="checkbox"/> Kelly Services

By selecting the Illinois Division from the Search Library drop-down (see above), I am provided with a document titled, "2009 Illinois Division Professional Enrichment Program." Also note that this document was titled with a very descriptive name. This helps tremendously when searching for a document.

Oftentimes, if you do not narrow your search at all, you will receive a long list of results and will find yourself browsing through multiples pages of results.

6) Also, if you know who created the document you are looking for, you can insert their name into the "Posted By" fields to find all documents posted by that member.

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Search Term: [ ] All Words

Created After: [ ]

Document ID: [ ]

Posted By: Ben McClanahan

Email Address: [ ]

Approved in the Last: [ ] Days

**Search Library**

**Search File Type**

**Search Tags**

Search

If you still cannot find the document you are looking for, please don't hesitate to contact IAAP's internet communications department.