

Resource Center Search Tips

The initial Resource Center screen has a search bar for entering word(s) in a document title or descriptive terms. Underneath this search bar is a row of tabs with icons for List View and Folder View, a button to Create New Library Entry, and two drop down menus. The first dropdown offers file types (All, Document, Image, Video or Slide Show.) The second dropdown allows for sorting (Most Recent, A-Z, Z-A, Most Viewed, Top Scorer.)

Search Box: Enter terms into the search box and press enter or click on the magnifying lens icon next to the search box.

Wildcard Search: Use a truncated word followed by an asterisk (*) to retrieve documents containing various possible word endings (for example enter **donor*** to retrieve documents that contain the words **donor** or **donors**.)

Sort: The “Sort by” box is found under the Search term input bar and is a quick way to sort using Relevance, Most Recent or Least Recent.

Narrow Search: After the results have been returned, click on desired attributes of the document(s) you are looking for from the left sidebar (refine by community, tags, or date range created.)

Phrases: To retrieve exact phrases use quotation marks around the full phrase. For example, as of the date this Search Tips page was created, if the words “salary report” are entered **without** quotation marks then 1440 documents will be retrieved that have either **salary** and/or **report** in the searchable fields. If “salary report” is entered **with** quotation marks, 48 documents are retrieved.