SEARCHING

GENERAL SEARCH

The general search option appears in the top-right of the IMS Library pages and is also available in the main menu on the left of the page.

ABOUT SEARCHING

• Enter keywords or phrases.
• Searches are not case-sensitive.
• The IMS Library General Search will search all the searchable content in the library site.
• Exact Match is on by default. Only files with all parts of the phrase listed in your search will be returned.
• De-select Exact Match for broader results.
• Files found to match your search terms will be presented as thumbnails.
• The General Search will return results that match any of the terms for which you search if they are in the IMS Library.
• The search will also search for singular and plural occurrences of the search terms you enter - 'color' and 'colors', for example.
• Results will be ranked by relevance to ensure that the best matches appear first.
REFINE SEARCH

The Refine Search box is presented after a search is made. It offers you three options to refine your search further.

- **Advanced Search**
  - Click on the magnifying glass where it says Advanced Options to pull up advanced search
• Text search
  o Enter additional text to search within your initial search results.

• Guided Search
  o The metadata in the files found to match your initial search terms is analyzed by the Search Engine and suggestions for more search refinements are offered as clickable links.

  o Click any of the links presented to refine your search further.
  Where all or most files share the same value (Copyright date for example) or there is great diversity in values with almost all files having a different value (Creation date for example), the Search Engine will avoid providing more filters on these fields.
ADVANCED SEARCH

To open the Advanced Search form select Search > Advanced Search from the main menu.

- You can add multiple conditions to the search form.
- Each condition is a row.
- You can choose whether each row is an additional required match, or optional, using the ALL/ANY tool at the top of the search form.
**SMART FOLDERS**

Smart Folders offer easy flexible browsing through the use of query settings. Smart folders also provide a way to save the results of a search and make it available to other users.

- The content of a Smart Folder is refreshed each time it is opened with Files found to match the search query stored in its settings.
- By default, a Smart Folder will search your entire IMS Library for Files matching this search query, but you can exclude selected Folders.
- Smart Folders can be made available on web news feeds.