SEARCHING THE REGISTRY DOCUMENT LIBRARY

TECHNICAL >> DOCUMENT SEARCH

Our document library has nearly 6,000 PDF files at launch and will grow over time. Files are linked to from various pages on the Website. The built-in search tool does not search the contents of the files, but will search for information that our volunteers have created, such as article titles, descriptions, author names, and common terms ("Master Tags"). Once you've opened a file, almost all PDFs are internally text searchable within your browser or PDF reader.

When you first access the Document Library, you'll see the window below. Several notes are shown on how to expand the folder tree (much like Windows Explorer or the Mac Finder) and to access search.

- At first glance it seems as if there are very few documents, when in fact there are thousands. To visually explore, click **Expand All** and **Collapse All to** close.
- Although some folders show (0) documents, there are in fact documents in sub-folders. Click folders to open or collapse them.

Click "Search" to start a new search.

At first glance it seems as if there are very few documents, when in fact there are thousands. To visually explore, click "**Expand All**" and "**Collapse All**" to close.

Although it shows (0) documents, there are in fact thousands in this folder. Click any folder to expand or collapse it.

The devil is in the details

Document Search supports 4 options, which can be combined (numbered below):

1. Search for a text string in the document title, description or author list. It does not work like Google. What you typed is searched for exactly, as if you put quotes around it in a Google Search. Boolean search is not supported. If you typed "Skirmants engine" it will only find instances where those words are consecutive. It will not find an article description stating "Skirmants built the engine".

Document Search

Search for documents by text, tags, format, and/or folder .

Search Criteria

Search Text	V331
	Searches document title, description, and author
Document Tag(s)	
Document Format	< Any Format >
Folder	Magazine Articles - PDF
	Include Sub-folders ☑
	Search

2. Search for documents with one or more predefined Master search tags. Enter any string to narrow down the list of Tags, then select one or more. *See list at end of this document.*

4. Search only within certain folders. Select a folder to search only in that folder and any subfolders under it.

3. Document type (format). For example, look only for PDF files.

Note there is a box to check to search in subfolders and it is not checked by default, which can lead to "no results".

When you click the Search button, the system will return a list of documents that match all specified criteria. **The maximum results returned is limited to 30 items**. You can combine any of the 4 options above to narrow down your search.

There are over 5,100 PDFs in the library that represent individual articles from our magazines. (The full magazine PDFs are also available.) The file names are included in the titles.

The format is VXXYZZ where:
- XX is the volume number
- Y is the issue (1-6
- ZZ is a sequence starting at 01 for the first article

For example, entering "V331" in the search field will result in an alphabetical list of PDF articles from Volume 33, Issue 1 as shown below. Alternatively, you could simply navigate down the folder list to the V33 folder. In either case, if you click on the article name it will pop up a box with more information plus a download link.
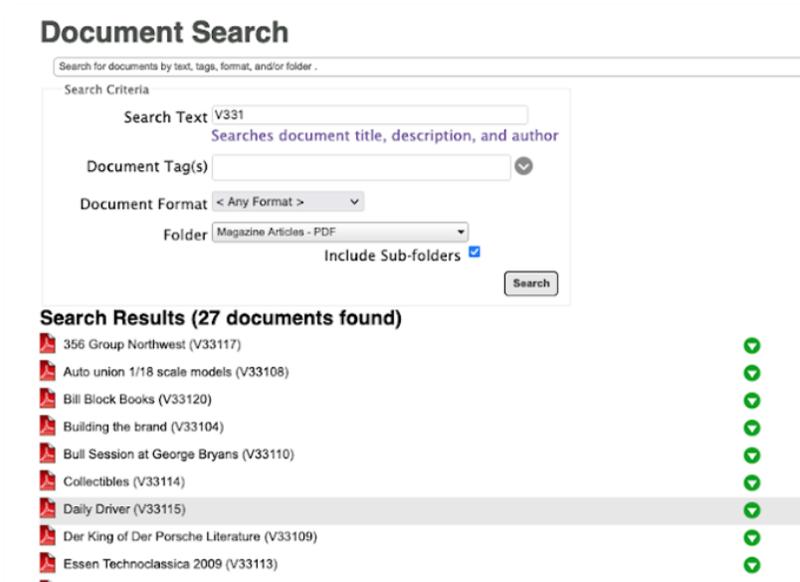
Click on a document's little green icon and it will open the document.

Click on a document name and the description pops up.

Narrowing your search down

The **system's limit of returning only 30 documents** can to some extent be overcome by narrowing your search down before hitting the Search button.

For example, when searching for Pellow magazine articles, do it piecemeal by limiting your search to a range of magazine editions. In the image below, we selected **Pellow** articles only from the **V20-29** (Volume 20-29) range.

Magazine Articles

In addition to viewing full magazines from the MEDIA CENTER >> MAGAZINES page, you can also find individual articles in the Document Library.

- To view individual articles when you know the volume #, click the **Search** button above, then
  in the left-hand pane, drill down until you reach the volume you're interested in, click on it and the articles in that volume will get listed on the right.

- Within that window you may also click **Search** to find articles.

Additional ClubExpress Document Library Help:

https://help.clubexpress.com/Content/Users/Modules/Documents.htm?cshid=70#Searching

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