EXAMPLE 1
Select the Folder you want to search within or use the search bar at the top

Instead of browsing through 99 entries — narrow down the search by searching for terms within this one folder

Will show you exactly what page has the search term you are looking for

Results Returned 4
EXAMPLE 2

In the below example it is unknow what year the agreement was completed but it is known who the agreement is between or about.

Select the Folder you want to search within or use the search bar at the top.

Select How You Want to Conduct Your Search.

Below are some of the more common and easy to use options:
This search returns 899 documents because it is counting documents that have the word traffic and circle.

These two words can appear anywhere in the document and be on this list – but both words are present in the document.

In the example below the words traffic and circle must be within 5 words of each other. Only 81 results were returned.

A search like this useful when you know some of the text of the document.

You can also use the features OR and NOT to eliminate some of the results that may be returned.
There are 71 documents with the phrase “traffic circle” in it.

This search returns documents with the exact phrase “traffic circle” meaning the two words are right next to each other in the document.

**Quotation Marks and Wildcards**

**Quotation Marks “ “**

If you search for Lincoln Elementary the engine will search for content that contains either of those words.

However, if you search “Lincoln Elementary” it will search for that phrase exactly as you typed it.

**Asterisk Wildcard * **

When you use an asterisk in a search term it will leave a placeholder that will be automatically filled by the search engine later.

The search engines will look for that phrase knowing that the asterisks can be any letter, word, number or symbol.

In this next example we are searching for a contract that we know is number 011 but we do not know the year.

Replacing a letter or number with a * holds the place.

Only two results were returned.

The second result appears because 011 is part of the document name.
These tips should give you a great start to finding this document and help you narrow down your searches.

And remember, new records are being added daily so the repository is always growing!