

## Help with Searching

To start a search, type in the word or phrase you want to search for and click the *Search* button, or hit return. This will return records and display them in order, with the most relevant (those with the search term appearing most frequently) being first. The search on this field is not case sensitive.

If you are not sure of the spelling, you can use an asterisk [\*] or question mark [?] as a 'wildcard' to represent any letters you're not certain of. This is also important to try when you are searching for words that might contain accented characters. For example, if you are searching for collections relevant to Sir Charles Hallé it is best to search for Hall? in these instances, if you find few or zero results are returned. Using ? produces a wildcard just at that character location. Using abc\* would find abcd and abcdef.

Entering two words will cause a natural AND: word1 AND word2. For example "Jenny Lind" searches for both Jenny and Lind. To search for OR, you need to enter word1 OR word2, which will return results where both keywords are in the document. To search for two words adjacent (a phrase), enter with quotes: "word1 word2"

The search facility supports Boolean with + and – operators. To find all records with word1 but not word2, search: +word1 -word2

To perform a fuzzy search use word~ to find near, but not exact matches to your search term.

In all cases, once you have produced your search listing, you can then refine it further using the facets to narrow down the results list.

## Advanced Search

This allows you to search specified fields of the collection description in combination. Simply type your search term in the right-hand box and select a category from the drop-down box. A new search box and drop-down menu will appear automatically as you add your terms. You can also specify AND or OR to build your query. Once the search results are displayed, you can narrow them by using the facets.