Tip 004:
Document Content Searches

Primary Audience: All Users

Purpose: The Document Content search is also known as Full Text search. It searches the text of a document for specific text or phrases. For more general search information, see the Search Guide.

To search for a term using Document Content:

1. From the Search tab, select Records and then Find Records.
2. At the end of the Search By field, click the blue folder icon.
3. On the Search Methods popup, click the + beside Text Search and then select Document Content.
4. Click OK.
5. In the Enter the search criteria for content search field, enter the text to search for. When searching for content phrases, exclude text symbols and other special characters such as the forward slash (/) from your search criteria.
6. Click **OK**.

7. EDRMS Content Manager returns a list of records matching the search criteria.

8. To refine your search, press the **F7** button on your keyboard.

**Notes:**

- **Wildcard characters**: use the asterisk character ‘*’ for wildcards that represent one or more unspecified characters. The question mark ‘?’ wildcard is not enabled for Document Content Searches.
- **And which also contain**: used to locate documents which contain both of the entered words or phrases anywhere in the text of the document
- **Or which contain**: used to locate documents that contain any one of the entered words or phrases
- **But do not contain**: used to locate documents that contain the first word or phrase, but not the second
- **Within a paragraph of**: used to locate documents in which the first word or phrase appears, but only if the second term or phrase is within a paragraph of the first
- **In the same paragraph as**: used to locate documents in which the first word or phrase appears, but only if the second term or phrase is in the same paragraph as the first
- **Within 10 words of**: used to locate documents in which the first word or phrase appears, but only if the second term or phrase is within 10 words of the first
- **Followed anywhere by**: used for finding two words or phrases in a document that are both contained in the document and the second term must follow the first
- **In the paragraph labelled**: used to locate documents that contain a paragraph beginning with the typed in word or phrase
Back button: resets the dialog box

Alternatively, use the following search operators in the Enter the search criteria for a content search field:

- **AND**: used to locate documents which contain both of the entered words or phrases anywhere in the text of the document
- **OR**: used to locate documents that contain the first word or phrase, and the second word or phrase, but not those that contain both
- **NOT**: used to locate documents that contain the first word or phrase, but not the second (it does not need to be entered AND NOT)