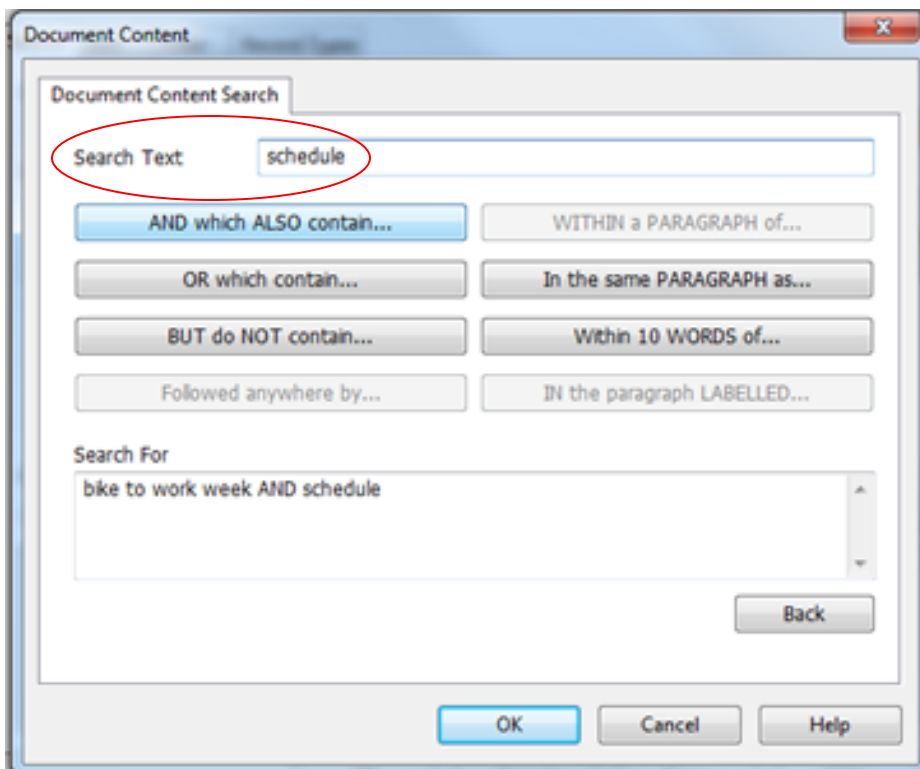
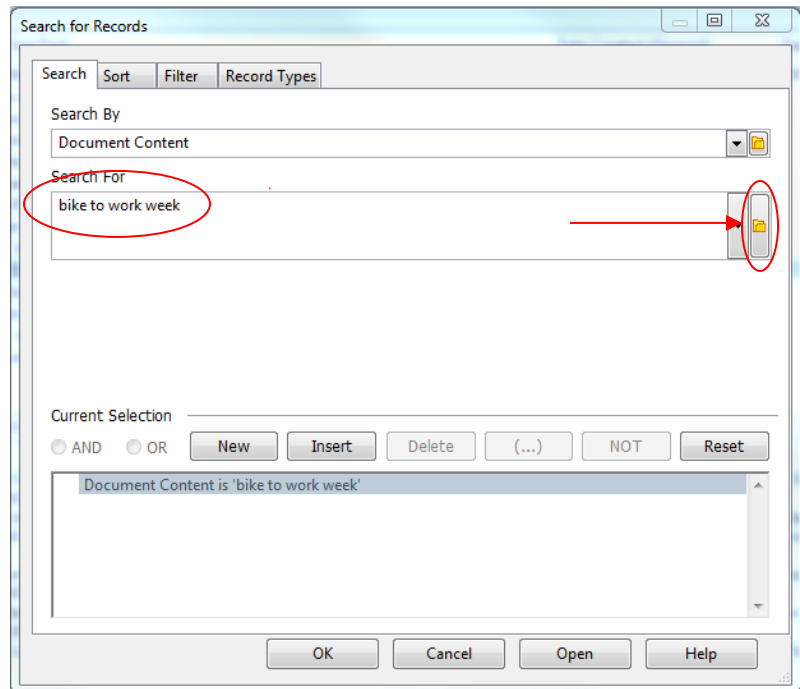


Primary Audience: All Users

The **Document Content** search is also known as Full Text search. It searches the text of the document.

1. From the **Search** menu, select **Find Records**. Click the **KwikSelect** button beside the **Search by** box. Click the plus sign to expand **Word Searches**, click **Document Content**, click **OK**. Enter the words you want to search into the **Search for** field.
2. Click the **KwikSelect** button to bring up the **Document Content Search** dialogue box, which offers a structured way to combine multiple search criteria.



- **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.

The **Back** button resets the dialog box.

Alternatively, use the following search operators within the **Search For** field. Although they are written here in all capitals, it is not necessary to enter them as such.

- **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 any one of the entered words or phrases.
- **NOT** - used to locate documents that contain the first word or phrase, but not the second. (*It is not necessary for it to be typed in as AND NOT*).
- **OR** - used to locate documents that contain the first word or phrase, and the second word or phrase, but not those that contain both.
- **EXCEPT** - used to locate documents in which the first word or phrase appears, but only if the second term or phrase is not in the same paragraph as the first. This is a more specific version of NOT.
 - *Paragraph* - For word processor files, a paragraph is considered to end at the next hard return. For ASCII files, a paragraph is up to the next blank line (*that is, two carriage returns in a row*).
- **IN** - used to locate documents that contain one word or phrase in a paragraph that begins with another word or phrase.
- **LABEL** - used to locate documents that contain a paragraph beginning with the typed in word or phrase.
- **...** - The FAR FOLLOW operator is 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.
- **FAR FOLLOW** operates by finding the first occurrence of the first word or phrase, the last occurrence of the second word or phrase and all occurrences in between.

- .. - The CLOSE FOLLOW operator is 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.
 - CLOSE FOLLOW operates by finding the first occurrence of the first word or phrase, the first occurrence of the second word or phrase and thereafter all occurrences of the phrases provided that they occur in pairs.
- \x,y\ - The IN PARAS operator is used to locate documents where either words or phrases occur within the specified number of paragraphs of each other. You can use the form "\\\" to specify "within a paragraph of". You can also specify negative paragraph numbers. The default for x is 1, and y defaults to -x.
- /x,y/ or W/n - The NEAR BY operator is used to locate documents where both words or phrases appear in the same paragraph, within the number of words specified by x and y, or n (in the second case). You can use the form "/" to specify "in the same paragraph". The default for y is the end of the paragraph, and the default for x is -y (that is, the beginning of the paragraph). You can also specify negative ranges.

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.

