ECM Library has a wealth of search capabilities that far exceed search engines like Google. Most users who search on the web are used to just entering in a few search keywords. Similar to web searches ECM Library can be used for the simplest of searches like “ECM Library Chicago”, but when it’s critical to find that one document, users can use ECM library to do ***much*** more. Learning to use various types of search queries will lead to more specific and exact results. Some of the search query options are available through ECM menu options. But when creating a search query, a search engine has its own language, or “query syntax”, can I say this and many of its shortcuts are useful to know. This document introduces some of the more common and useful tips to use in ECM Library. Many of these search syntaxes are similar to those used by other popular search engines.

In ECM Library search results are weighted: a higher number in the search results will reflect a higher likelihood that that file or document contains the information you are seeking. More than 65 file types can be searched on ECM, giving you the confidence that if it’s in your database, you can find it!

This document introduces you to the types of search keywords that can be directly typed into a search query. For further help, search screen assistant can be used to automatically generate some of your search constructs. There are also additional menu-driven search options that are available in addition and are introduced in Section 2.

**Section 1 – Search Query Syntax Introduction**

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| **Exact Word Match** Putting quotations - “ “ around a word searches on that exact word. For example the search keywords:  *“Maggie Smith”*  will only look for Maggie Smith exactly in documents and will not come back with maggie Smith or Ms. M. Smith or anything else.  Lowercase search keywords will match any case. For example, typing "*maggie”* will return all content containing the words "maggie, Maggie," and "MAGGIE". However, typing "Maggie" will only search for pages where the word appears in this exact form. |
| **Stand-alone word or words: Inflectional searches**  If a word is entered in by itself such:  *run*  This means “find any words that are similar to run in meaning in one document”. The search engine will look for inflectional use of the word *run*, such *as run, runs, runnin*g and *ran*. Weighting will be given first to the exact word in the top search results. Wider search results will occur than using an exact word search like *“run*”. As a lower weighting, thesaurus-like words will also be searched, such as sprint, jog, stream, flow, hurry etc.  Your search will work best when words are spelled correctly. The search engine will also attempt to find words that are spelled similarly to your search terms, but it is always best to try to spell the search terms correctly. |
| **Inflectional search phrases or multiple words**  If words or phrases are entered in such as:  *run day*  or  *day, run (can it use a comma)*  This means “find any of these words or words that are similar to these in meaning in one document”. The search engine will give higher weighting to the exact words *run day* found together within the same document and both exact words used together in the same document. But the search will also look for inflectional use of the word *run* and the word *day*. Inflectional use of *day* would be words like daylight, daytime and days. When does it become inflectional and when thesaurus  More weighting is used for documents that contain either an exact match or an inflectional match of as many words entered in the search query.  The more words that are used will result in a wider search but with weighted results given to those documents that contain as many of the words or inflectional words used from that search query. |
| **Wildcards: also called Prefix use**  Using a combination of exact word searches and wildcards :  “gard\*”  This search will come back with only the exact beginning of the word gard, and all words beginning with gard, such as gardening, gardener, gardens, etc. It will not look for inflectional uses of words ending with gard. As shown above, double parentheses must be used to use around a wildcard \*.  Can the \* also be used in front of a word |
| **Boolean search – AND Qualifier**  The use of *AND* helps narrow down your search to specific words or inflectional words within a document. For example:  *Bill AND Dave*  Will bring back documents that contain within the same document Bill with Dave, William with Dave, Bill with David etc. Adding in parentheses with the AND then refines the search further: Higher weightings will be given by how close the names are to each other and to the exact name use in the search query.  “Bill” AND “Dave”  Will bring back only those documents that contain Bill and Dave on a same page and in any order.  The + sign can be used as a shortcut to the word AND. |
| **Boolean search – NOT Qualifier or “Exclude Operator”**  The use of *NOT* helps narrow down your search to specific words or inflectional words that are not used within a document.  *Bill NOT Dave*  Will bring back documents that contain on the same page Bill without the mention of Dave, William without the mention of Dave, and as a lower weighting Bill without the mention of David etc. Adding in parentheses with the AND then refines the search further:  “Bill” NOT “Dave”  Will bring back only those documents that contain Bill and do not contain Dave within the same document.  The – sign can also be used as a shortcut to the command NOT. For example:  “Bill” –“Dave”  Or  Bill -Dave |
| **Boolean search – OR Qualifier**  The use of *OR*  is best used when there is a need to broaden your search. It means find a document that contains this word or this word or this word. For example:  watershed *OR*  drainage  Will bring back words that may contain watershed, inflectional uses of watershed OR drainage with inflectional uses of drainage. This can also be written in this shortcut:  Watershed | drainage |
| **Combining Search operators**  The power of a search is best used when search query concepts are combined together:  “Maggie Smith” NOT Dave  Need more examples here |
| **Using *Near* Search**  Words or phrases that may be near each other can be expressed in a search such as:  *“Dave Smith” NEAR “Thomas Bartlett”*  In ECM library there is no shortcut for “NEAR”.  Here near search is combined with the use of exact words. The search will come back with a greater weighting for documents that contain the name of Dave Smith in close proximity to Thomas Bartlett. The number of intervening words between phrases is factored into the rank of documents containing both of the search words or phrases. |
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**Section 2 – Introduction to Search Menu Options in ECM Library**

Menu Driven Search Queries:

Here’s where we place some of the definitions to the menu driven searches

Business Meaning

Grammar??

Cheat sheet like the one below??

