User manual: search refinement

The following user manual is meant to document a sample function of the dissemination platform.

Feature overview

The search refinement feature allows you to perform targeted queries across the Barberotheca archive, by defining the specific scope of the research. You can choose to look for terms strictly within the lecture titles, the unique file name, the thematic keyworks, or the mentioned entities.

Step-by-step instructions

1. Locate the search controls: at the top of the collection, below the search bar, locate the four search scope toggles in the form of checkboxes.
2. Configure your search scope. By default all scopes are active and all lessons are shown. You can narrow your focus by unchecking boxes:
   a. `title`: keep this check to search only within the official names of the lectures (e.g. "Caterina da Siena")
   b. `filename`: check this to search by the specific file ID (e.g. "barbero-2012-FdM-1-Caterina da Siena")
   c. `keywords`: check this to find lectures tagged with specific themes (e.g. "donna")
   d. `entities`: check this to find lectures mentioning specific figures, places or events (e.g. "Roma", "Gesù")
3. Enter your query: type your search term into the input field.
   Good to know: The system uses "fuzzy matching", so it will find results even if you make small typing errors (e.g. "Catrina" will still find "Caterina")
4. View results. The result grid updates automatically as you type.

Expected outcome

The list of lecture cards immediately filters to show only items matching your text within the selected categories.

Troubleshooting guide

Issue	Solution
No results	Try checking more boxes (e.g. re-enable Keywords) to broaden the search scopes.
Red warning message	If you accidentally uncheck all boxes, a red warning appears. You must have at least one search scope checked for the search engine to function.
Too many unrelated results	Uncheck Keywords and search only by Title for a stricter match.