Search Tips

Using the Simple Search

The simple search box (at the heading of the website) searches for items across all fields in all collections for all terms that you put in the search box, in any order. For example, if you search for "Morristown Green" the search engine searches for items containing "Morristown" AND "Green". This may give you a large number of results that contain the words "Morristown" and "Green", but not necessarily the phrase, "Morristown Green". We recommend using the advanced search option to have more control over your search results. Instructions for advanced searching are below.

The simple search supports the use of a "wildcard operator" that enables you to search for approximate terms. Using an asterisk (*) at the end of a search term will search for results with none, or any number of any characters appended to the root search term. For example, test* will find results with the words "test," "tests," "tested" and so on.

> • **New Search**

After using the simple search or Advanced Search, you can start a new simple search by typing the search term and selecting New Search instead of Within Results. To clear an Advanced Search, click the Clear All button.

> • **Refining Your Search**

After using the simple search or Advanced Search, you can make your initial results more specific by searching Within Results from the simple search box or by choosing from the keywords listed in the Narrow Your Search By box. You also can add or remove collections from the search.

If you have narrowed your search too far, you can step back and display previous results by removing the keywords you used in your search path (click the X next to the search term displayed at the top of your results).

Using the Advanced Search (recommended)

The Advanced Search pane enables you to select specific collections and to build a more complex search query on selected fields.

> • **Building Your Search**

First determine which search to use (across all fields or by selected fields). The default selection is to search across all fields.

Then build your query and specify the collections to search. Add more search fields by clicking Add Another Field and selecting a connector (AND or OR). Reduce the number of search fields by clicking Remove. You can have as many as four search fields and as few as one field.

Advanced Search offers four search types:

All of the words — searches for all of the words in any order. Using Boolean logic, this search is similar to using "AND". For instance, if you entered "Whippany River Club", in this search box, the search results would contain only those items containing these three terms.

The exact phrase searches for all of the words in the exact order. This is similar to using quotation marks in other search engines. For instance, if you were searching for "Whippany River Club", search results would contain only those items that contain the phrase "Whippany River Club",

Any of the words — searches for any of the words entered in the search box. For instance, if you entered "Whippany River Club", in this search box, the search results would contain all items containing any of the three terms, including results with only "Whippany", only "River", and only "Club".

None of the words — Use this option with any of the other search boxes to exclude a term. For instance, if you entered " Whippany River " in the exact phase search box and "club" in this search box, the search results would contain all items containing "Whippany River" that do not contain the word "Club". Note: If you build a search query of multiple search fields that uses more than one type of connector, the query is executed from left to right, regardless of the connector.

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