Exercise 1 – Search

**Time**: 15 minutes

On the **Contributor Class** page, click **Exercises** in the left column to view the links for these tasks.

## Perform a Basic Search

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| Task 1 | Take these steps… |
| Search for a phrase | 1. Go to the home page of Inside NCDOT.
2. In the search box in the upper right, enter **division motor vehicles**.
3. You’re looking for all three words, but they do not necessarily appear together or in a particular order. Note how many results you get.
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## Use Logical Operators

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| Task 2 | Take these steps… |
| Use AND.  | 1. Enter **division AND motor AND vehicles** in the search box.
2. This yields the same results as Task 1 – you’re looking for all three words, but they do not necessarily appear together or in a particular order.
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| Use OR.  | 1. Enter **division OR motor OR vehicles** in the search box.
2. Theresults contain any of the words. So a file that contains the word **division** would match. Because this is less restrictive, you’ll get more results.
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| Use quotation marks.  | 1. Enter **“division motor vehicles”** in the search box.
2. This is a more restrictive search because it’s an exact match of three words in a specific order. You’ll likely get few or no results because the word **of** is not in the phrase.
3. Enter **“division of motor vehicles”** in the search box to see exact matches.
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| Use the \* wildcard. | 1. Enter **div\*** in the search box. A wildcard search matches the text (**div**) plus 0 or more characters in the place represented by the \*.
2. Terms that match this search query include diverse, dive, divide, and division.
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## Use Refiners

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| Task 3 | Take these steps… |
| Refine by **Result Type**. | 1. In the search box in the upper right, enter **“division of motor vehicles”** again.
2. Under **Result Type** in the left column, click **Excel** to narrow the results down to spreadsheets only.
3. Clear the refiner by clicking **All** just above Excel.
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| Refine by **Modified Date**. | 1. Under **Modified Date** in the left column, slide the left bar toward the right to reduce the time period from **All** to **One Year Ago**. The results page displays information from the past year only.
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## Use Metadata

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| Task 4 | Take these steps… |
| Search by author.  | 1. Enter **author:Doran** in the search box. All results should have Doran listed as an author.
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| Search by filename. | 1. Enter **filename:OTRS Help Page layout.docx** in the search box. There should only be one result.
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| Search by filetype. | 1. Enter **filetype:pptx** in the search box. All results should be PowerPoint presentations.
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| Search by title. | 1. Enter **Title:”OTRS Help Page layout”** in the search box. There should only be one result.
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