Searching within the Town of Lexington Records Portal

Documents found in the electronic archives are kept in various formats, with optical character recognition or assigned templates to use for searching data.

OCR (Optical Character Recognition) is the electronic translation of scanned images of handwritten, typewritten or printed text into machine-encoded text. It is widely used to convert books and documents into electronic files. OCR makes it possible to search for a word or phrase and stores it more compactly.

Search Techniques:

- **Quick Search**

  Quick Search does a simple search of the phrase typed in the Search Box. Quick Search searches OCR text, entry Names, Fields and Annotations without having to open the Search Pane.

    o To Search the Entire Repository, enter the search criteria in the Search box with <u>All Folders</u> selected from the drop down, then select Search.

    o To Search within a Folder, enter the search criteria in the Search box with <u>Current Folder</u> selected from the drop down, then select Search.

- **Advanced Searches**

    o Select the Search button to open Search Pane
    o Select the type of Customize Search i.e., Text, Document/Folder Name, Within Folder, etc. from the drop down list
    o For a **TEXT Search**, enter the phrase to be searched in the Search Box
    o Select Search

  For the different types of Advanced Searches you will be required to supply additional Search information; for example, a Document/Folder Name Search requires the user to specify the Document/Folder Name to be searched in addition to the text/phrase to be searched.

Other types of Advanced Searches are:

- o Template
- o Field
- o Within Folder
- o Within Volume
- o Sticky Note
- o Creation Date
- o Modification Date
- o Electronic Documents
- o Has Pages
- o Relationship
- o Tags
- o Advanced Search (to search for a particular phrase)

How to *search* within the **Committee Members Web Report**:

- Select "Committee Members" folder
- To Search within this folder, enter the Search Criteria in the Search Box with "Current Folder" selected from the drop down and select Search
- Follow search procedures as outlined above for general searches

Helpful hints for *browsing* within the **Committee Members Web Report**:

1. The report is alphabetical by Committee Name.
2. Use the up and down arrows to page through data, or enter the specific page number sought and select "Go".
3. Data is *not* case sensitive.