



Arhcives Searching Tips

The search field located on most View pages allows viewers to search through every public archive for specific keywords or phrases. The search then returns a set of links to media that reference the keywords.

Content Searched

The search engine looks through all meeting data contained in the public Archives. The following items and fields are searched:

- Agenda items and Minutes
- Keywords, names, Description fields
- Suggested Actions and Department fields

Search Limitations

The following are limitations in the search feature:

- When entering partial words, you have to enter four characters or more
- The search engine does not read through any document attached to an item (Word document, PDF, etc.)

Using the Search Field

- Enter a keyword in the search field.
- Confirm a search results page appears with a list of entries. If you did not receive any results, try a different keyword or phrase.
- Click any of the **underlined results** to launch the media.
- If the keyword is in an Item that has a timestamp, clicking the Item displays the video at the point the keyword is mentioned.
- If the keyword is in an Item that does not have a timestamp, only the View Video link will appear. Click the **View Video** link to start the video at the beginning of the recording.



Advanced Search Techniques

Use the following advanced search techniques to maximize your search results.

- **Minus Sign (-)**

The minus sign helps you search for only one of the keywords that may make up a compound word or phrase.

Example: To search for Items that contain the word "county" but not the word "courthouse", enter "county-courthouse" in the search field.

- **Plus sign (+)**

The plus sign helps you search for items that must contain a certain word.

Example: Searches generally ignore words such as "the" and "an". To include conjunctions, pronouns, and other general words in your search, enter "+the mayor" in the search field.

- **The Asterisk (*)**

The asterisk used at the end of a keyword helps you search for all the results beginning with the keyword.

Example: Enter commission* to return results containing words such as "commissioners court" or "commission member."

- **Quotation Marks (")**

Quotation marks enclosing the exact phrase helps you search for all the results with that exact phrase.

Example: Enter "planning department" within quotation marks in the search field to return results containing only the phrase planning department.