

SIMPLE SEARCH

To search all of QSpace, use the search box at the top of the navigation bar on the right, as shown [here](#).

To limit your search to a specific community or collection, navigate to communities and collections and select your Community. [In this example](#), the **Faculty of the College of Engineering** is selected.

Then use the search bar on that page to limit your search to the selected community, as shown [here](#).

Also you are able to browse or do a keyword search within the Collections of this Community, as shown [here](#).

Here are QSpace simple search hints:

Truncation

Use an asterisk (*) after a word stem to get all hits having words starting with that root, for example:

will retrieve selects, selector, selectman, selecting.

Stemming

The search engine automatically expands words with common endings to include plurals, past tenses ...etc.

Phrase Searching

To search using multiple words as a phrase, put quotation marks (") around the phrase.

Exact word match

Put a plus (+) sign before a word if it **MUST** appear in the search result. For instance, in the following search the word "training" is optional, but the word "dog" must be in the result.

Eliminate items with unwanted words

Put a minus (-) sign before a word if it should not appear in the search results. Alternatively, you can use **NOT**. This can limit your search to eliminate unwanted hits. For instance, in the search

or

you will get items containing the word "training", except those that also contain the word "cat".

Boolean searching

The following Boolean operators can be used to combine terms. Note that they must be CAPITALIZED !

AND - to limit searches to find items containing all words or phrases combined with this operator, e.g.

will retrieve all items that contain BOTH the words "cats" and "dogs".

OR - to enlarge searches to find items containing any of the words or phrases surrounding this operator

will retrieve all items that contain EITHER the words "cats" or "dogs".

NOT - to exclude items containing the word following this operator, e.g.

will retrieve all items that contain the word "training" EXCEPT those also containing the word "cat".

Parentheses can be used in the search query to group search terms into sets, and operators can then be applied to the whole set, e.g.

ADVANCED SEARCH

The advanced search page allows you to specify the Community you wish to search. You can use filters to limit your search results by clicking on the "add filters" link. You may add more than one filter by clicking on the "+" link.

Next to "Search QSpace" you will see the link to the Advanced Search option, as shown [here](#). Clicking this link will take you to the Advanced Search page.

As shown in [this](#) example, in the text box use the same keyword search tactics from the simple search combined with Boolean operators (AND, OR, NOT). Select

the Community you wish to search from in the menu above the text box. Below the text box is where you will find the option to add one or more filters.