

## ADVANCED SEARCH

To navigate to the advanced search page, click the Advanced Search link at the top right corner of your window.

The advanced search page allows you to specify the fields you wish to search, and to combine these searches with the Boolean operators "AND", "OR" or "NOT".

You can restrict your search to a community by clicking on the arrow to the right of the top box. If you want your search to encompass all of The Repository, leave that box in the default position.

The screenshot shows the 'Advanced Search' interface. At the top, there is a 'Search scope:' dropdown menu set to 'All of the Repository' with a subtext 'Limit your search to a community or collection.' Below this, there are three rows for search criteria. Each row has a 'Search type' dropdown menu (all set to 'Keyword') and a 'Search for' text input box. Between the rows are 'AND' dropdown menus. At the bottom, there are three more dropdown menus: 'Results/page' set to '10', 'Sort works by' set to 'relevance', and 'In order' set to 'descending'. A 'Go' button is located at the bottom left.

Then select the field to search in the left hand column and enter the word or phrase you are searching in the right hand column. You can select the Boolean operator to combine searches by clicking on the arrow to the right of the "AND" box.

**Note: You must use the input boxes in order. If you leave the first one blank your search will not work.**