

## Searching

The *Choose search form* drop-down menu in the View Control Area of the screen gives two options that allow you to search for a word or group of words in all or part of the database:

- the basic search; or
- the advanced search.

As the search function defaults to searching the entire contents of LEGENDcom, we recommend that where appropriate, you **limit your search** to those folders you are interested in (eg. the current Migration Regulations folder). When using the JAVA Table of Contents this is done by placing a tick (using your mouse) in the relevant box(es) as shown in the picture below. If you are using the HTML format Table of Contents, you can limit your search by clicking on the title folder you wish to search. An example of each is shown in the pictures below.



**Note:** If you do not limit your search LEGENDcom will automatically search the whole database.

**Note:** That you need to deselect and/or reselect your folders for a new search. The tick/highlight does not automatically reset when starting a new search.

## Comparison of Search Types

### Basic Search

This type of search uses *operators* to define the search parameters. These *operators* are listed and explained at the bottom of the search page (under Search Syntax Summary).

This search follows the order of the Table of Contents, starting at the first document in the selected folder(s) and working its way down to the last document in the selection.

The Search Results are displayed in the order they are found.

### Popups

This search has the option of ticking a box to exclude popups from your search.

### Document Excerpts

The *Document Excerpts* drop down menu allows you to decide how much contextual information is displayed on the Results page. The options of *short*, *medium* or *long* allow you to display text surrounding each match.

### Hyphenated words

When searching for a hyphenated word you should put it in double quotes (eg "non-citizen").

### Advanced Search

This type of search looks for particular words or phrases entered in the fields provided on screen (rather than *operators*).

The Search Results are displayed in order of relevance.

### Document Excerpts

The *Document Excerpts* drop down menu allows you to decide how much contextual information is displayed on the Results page. The options of *short*, *medium* or *long* allow you to display text surrounding each match.

### Hyphenated words

When searching for a hyphenated word use the '*and containing this exact phrase*' field.

### Find alternate word forms (stemming)

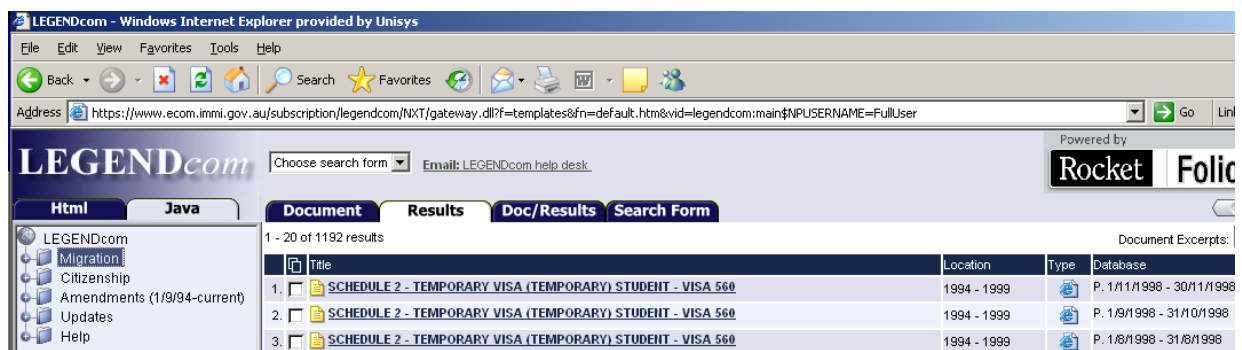
Finds variants of the word(s) entered (eg. the word migrate would find migrates, migrated, migrant, migration).

### Find synonyms (thesaurus)

Finds words similar in meaning to that entered (eg. the word criminal would find words similar in meaning such as illegal, unlawful, etc.).



## The 'Results' view



After performing a search, you will automatically be taken to the *Results* view in the Document Window.

Each of the results is displayed as a [jump link](#) which, when clicked, takes you to the Document view and displays the match. The result is highlighted using a blue background colour.

Please note that we recommend that you do not use the *Find similar* function displayed on the *Results* page until scheduled enhancements have been made.

### The Doc/Results view

The *Doc/Results* view can be selected by clicking once on the appropriate tab in the *View Control Area* of the screen. This view uses a split screen to display both *Document* view and *Results* view on the same page.

When you click on a jump link in the *Results* view (at the bottom of the screen) the *Document* view (at the top of the screen) will update to show the corresponding document.

### Document Excerpts

The *Document Excerpts* drop down menu allows you to decide how much contextual information is displayed on the *Results* page. The options of *short*, *medium* or *long* allow you to display text surrounding each match.

### Zero results

If the search does not find any matches for the parameters entered it will return a zero result (ie. A No documents Found message). Please note, however, that this may occur if you:

- run the search in the incorrect folder
- made a spelling error or
- used an incorrect expression (ie visa issue vs visa grant).

### Error message

Please note that, in the current release, using buttons on your web browser toolbar (eg. The <back> button in Internet Explorer) to enter the Search Page will cause a system error. A '500 Internal Server Error' system message will be displayed.

**Note:** Always use the *Search* tab or the *Choose search form* drop down menu to run a search.