# BAAC Repository Search Tips

For more information see also https://www.catalogit.app/masterit/using-free-text-and-structured-search-in-catalogit

Click the Magnifying Glass in All Entries or in any Folder to perform a free-text search or a structured search.

When performing free-text searches, you can add some structure to the query. Here are some helpful tips for executing more complex free-text searches:

- Spaces are treated as an **AND** function.
  - If you search for “Margaret Jones”, you'll get all results that include both Margaret AND Jones.
- Use the vertical bar symbol, **|**, between words as an **OR** function.
  - If you are searching for everything that includes either a dog **or** a horse, your search would be dog **|** horse.
- Use quotes **“ ”** around a string of words to find Entries that include that exact string of words.
  - If you are looking for a blue glass jar, you can type the phrase **“blue glass”** and your results will only include items that contain the exact phrase **“blue glass.”** You can further refine your results by searching **“blue glass jar"**, and if that exact phrase is used in an Entry, it will appear in the search results.
- Use the **+** symbol between words to find Entries that include all of those words.
  - If you type in **blue+glass**, your results will only include the entries that include the word blue AND the word glass. You can string together several words this way to narrow a search.
- Combine quotes **“ ”** and the **+** symbol.
  - A search for **“blue jar”+tin** will result in entries that include both the exact phrase “blue jar” as well as the word “tin.” You’ll find the blue glass jar with a tin lid.
- Use the **-** symbol to exclude terms.
  - A search within All Entries of **-wood** would result in all of your Entries that did not include the word “wood.”
- Use the **+** and **-** symbols together.
  - A search of **basket+-willow** will result in all of your baskets that did not include the term “willow.”
- Use the ***** symbol as a "wild card" suffix.
  - A search of **harris*** will result in entries that include the name Harris, as well as Harrisville, Harrison, Harrisburg, etc., and any other words that start with “Harris.”

## Which words are excluded from free-text searches?

Certain words are considered meaningless in the context of a free-text search. These are known as “stop words”. The following words are considered "stop words" and will be ignored during free-text searches: a, an, and, are, as, at, be, but, by, for, if, in, into, is, it, no, not, of, on, or, such, that, the, their, then, there, these, they, this, to, was, will, with.