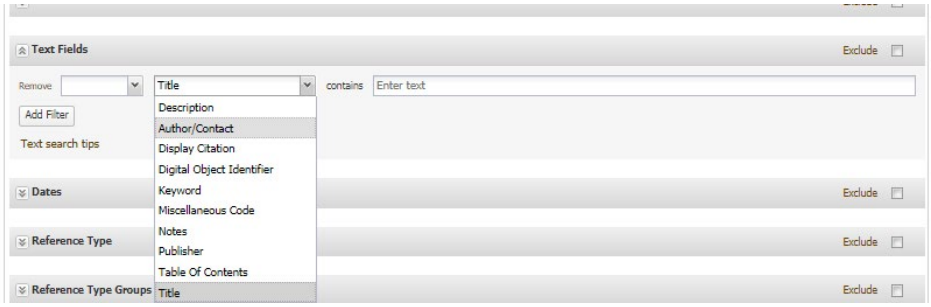
Text Search Tips

In the Text Fields section of the Advanced Search, you are searching on the “Core Attributes” of a reference. The Core Attributes’ field names sometimes change based on the reference type.

Tip – Author/Contact

In the Text Fields drop down list, you will see a selection for Author/Contact:



Searching on the Author/Contact will search all “contact” fields, which might be called different things based on the reference type.

So when searching on Author/Contacts, you will search the following:

- Author(s),
- Creator(s),
- Editor(s),
- Lead(s),
- Photographer(s),
- Sponsor(s)
- Recipient(s)

Tip - Narrowing your search results

Being explicit in the search criteria will narrows down your search results. For example, if you type in Thoma in the “contains” field for a contact, you will get results that have ***Thomas*** and ***Thoma*** (approximately 5710 results). However, you can make your search explicit by adding single quotes. Searching on ‘Thoma’ will return about 67 results. You can use quotes in other fields you’re searching, too.