

## Search a scope for text or files

By using the Advanced Search page, you can refine your search to find documents that have a specific property or that contain a specific word. You can use any combination of these search criteria. For example, you can search for only documents that contain the exact phrase "international society" and are written in either Spanish or Japanese.


What do you want to do?

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## Find documents that contain a specific word or phrase

You can search for documents that contain all words, an exact phrase, any words, or none of the words that you type into the search boxes.

1. Open your intranet home page.
2. Click the **Search** tab near the top of the page.
3. Click the **Intranet** tab at the top of the Search page.
4. Click **Advanced Search**.
5. Type the words or terms that you want to find into the search boxes.
6. Click **Go Search**  .

**Keyboard shortcut** To start a search after you type keywords in the **Search** box, press ENTER.

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## Find documents written in a specific language

You can search for documents that are written in one or more languages.

1. Open your intranet home page.
2. Click the **Search** tab near the top of the page.
3. Click the **Intranet** tab at the top of the Search page.
4. Click **Advanced Search**.
5. Under **Narrow the search**, select the language or languages of the documents that you want to search for.

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## Find documents created in a specific application


1. Open your intranet home page.
2. Click the **Search** tab near the top of the page.
3. Click the **Intranet** tab at the top of the Search page.
4. Click **Advanced Search**.
5. Click the **Result type**, and then click a document type in the list.
6. Click **Go Search** .

**Keyboard shortcut** To start a search after you type keywords in the **Search** box, press ENTER.

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## Find documents with specific properties

You can narrow your search to documents with properties such as author, comments, or creation date.

1. Open your intranet home page.
2. Click the **Search** tab near the top of the page.
3. Click the **Intranet** tab at the top of the Search page.
4. Click **Advanced Search**.
5. Under **Add property restrictions**, click the **Where the Property**, and then click the property that you want to search on.
6. Click the arrow for the next box, and then click the operator that you want to use.
7. Click the next box, and then type the value that you want to search for.
8. If you want to use more than one property, click the arrow of the last box, click either **And** or **Or**, and then click **Add Property**.
9. Repeat the steps for each property that you add.
10. Click **Go Search** .

**Keyboard shortcut** To start a search after you type keywords in the **Search** box, press ENTER.

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