

Search Tips for City Meeting Agendas and Minutes

Case sensitivity

When writing your search words in the text box, it doesn't matter whether you use capital letters - (e.g. COMMITTEE) or lower case (e.g. committee).

Example: the following words are all treated the same: COMMITTEE committee Committee
Search words are processed from left to right unless parentheses (brackets) are used. If you enter only one word, the search returns all the pages that contain that word.

For example:

Committee returns all pages that contain the word "committee".

Search checkboxes

When using the search function, if you leave all of the checkboxes blank the system automatically searches for ALL meeting types.

Control-F

Control-F will allow you to find a particular word or phrase in the page currently displayed in your browser. This is useful for finding a particular report in a 100 item agenda.

Boolean Operators

The Boolean search method allows you to type search expressions using the Boolean connectors AND, OR, and AND NOT. These words indicate the relationship that two or more terms in the search must have in a document in order for the document to be selected. You simply type your terms using the connectors between your terms. Here is what each connector will retrieve.

- **AND**

Placing the word AND between terms will retrieve documents contain all search words.

For example:

apple AND pear will retrieve documents that contain both words apple and pear (apple trees, and pear trees).

- **OR**

Placing the word OR between words will retrieve documents that contain as many search words and as many instances of each search word as possible.

For example:

apple OR pear will retrieve documents that contain either term (apple trees, or pear trees)

- **AND NOT**

Placing the words AND NOT between words will retrieve documents that contain the search

words you do want to locate and then, from that result, the documents will be discarded that contain the word you don't want.

For example:

apples AND NOT pears NOT excludes all documents that contain the word "pears"

apples AND NOT (pears OR peaches OR oranges)

AND NOT excludes documents that contain the words in the brackets: pears, peaches, oranges.

- **Quotation Marks " "**

Quotation marks (either single or double) return documents that contain the search words or phrase exactly as you type them.

For example:

"Bylaw 5M99" returns documents that contain the phrase Bylaw 5M99.

- **Asterisk ***

Use the asterisk to replace any number of subsequent characters with wildcards.

For example:

appl will retrieve documents that contain words such as apple, apply or application*

- **w/#**

Placing **w/#** between terms will retrieve documents where the first term appears within the specified number of words as the second term (where # equals the number of words between terms).

For example:

pears w/5 apples will retrieve documents that contain the words pears and apples when they appear within 5 words of each other.

- **Not w/#**

Placing not **w/#** will retrieve documents where the first term CANNOT appear within the specified number of words as the second term (where # equals the number of words between terms).

For example:

pears not w/5 apples will retrieve documents that contain the words pears and apples when they DO NOT appear within 5 words of each other.