

## Searching across all workspaces

Software Support - 2017-06-21 - Workspaces

If you click the **Search** icon at the top of the page, you can search across all the workspaces you belong to or if you're on a page in a particular workspace, search just within that workspace. If it doesn't give you either option, it'll search all workspaces by default.

Initially, the search form will do a **simple search** which allows you to enter a search term or phrase and searches for any items in the workspace that match all the words you entered. If that produces too many items, from the results page you can do an **advanced search** which allows you to go into more detail, either searching for just documents, or all content, across all workspaces that you are a member of or just a few selected workspaces. You can also restrict the search to items changed in the last day or week.

In advanced search, you can specify a list of words that must all match, a specific phrase (enclose the phrase in quotes) or a list of any words to match. You can also specify words to exclude from the search results, so you can find items without specific words.

For example:

- Enter a **list of words** that must be found - if you entered red balloon then this will only match text containing both the words "red" and "balloon". EG. "the large red balloon" and also "the balloon was red" but not "my balloon is yellow".
- Enter a **phrase** - if you entered "red balloon" (with quotes) then this will only match "red balloon".
- Enter a **list of any words to find** - entering red balloon will match any text containing either the word "red" or the word "balloon", eg. "the large red balloon", "the balloon was red", "my balloon is yellow" and also "red sky at night".
- Enter a **list of words to exclude** - this is only used in conjunction with text entered in the previous fields. This will filter the results and only match text that does not contain the specified words. So, for example, if you entered red balloon in the first field and large in this field, it would not match "the large red balloon" because it contained the word "large" which you explicitly said must not appear.

You can also use the **"wild-card"** character \* to match any number of characters (including none) of an individual word. So if you entered **ball\***, that will match any comments which contain words like "balloon", "ballast", "balls" or even just "ball". You can use the wild-card character at the end of a word or in the middle of a word (eg. ba\*n will match "balloon" or

"basin" etc.) If you try and specify a wild-card character at the start of a word it will be ignored.