The City of WORCESTER

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Worcester City Clerk
User Guide to
DIGITAL RECORDS CENTER

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A. Text ✕

> **HELPFUL HINTS:** To use **TEXT SEARCH**, you must close out all other search parameters, such as TEMPLATE, by clicking on the X button on the title bars. This will allow the **TEXT SEARCH** function to find document images containing the specified keyword or phrase.
>
> **Use of asterisk * before and after a keyword or phrase will give you the best results.** The asterisk wildcard search represents any number of missing characters, including zero. For example, a search using the term *report* would find report, reports, misreporting, unreported, reporter, etc.

There are 5 modes for a basic **TEXT SEARCH**:

○ Terms

TERMS search mode searches for a single keyword or phrase. See example below:

○ And

AND search mode searches for all documents that contain both keywords or phrases. Selecting this mode will display a second box, where you can specify the second keyword or phrase to search by. See example below:

◯ Or

OR search mode searches for all documents that contain one of two keywords or phrases. Selecting this mode will display a second box, where you can specify a second keyword or phrase. See example below:

◯ Not

NOT search mode allows you to search for all documents that contain the first keyword or phrase, but not the second one. Selecting this mode will display a second box, where you can specify the keyword or phrase that you do <u>not</u> want in the search result. See example below:
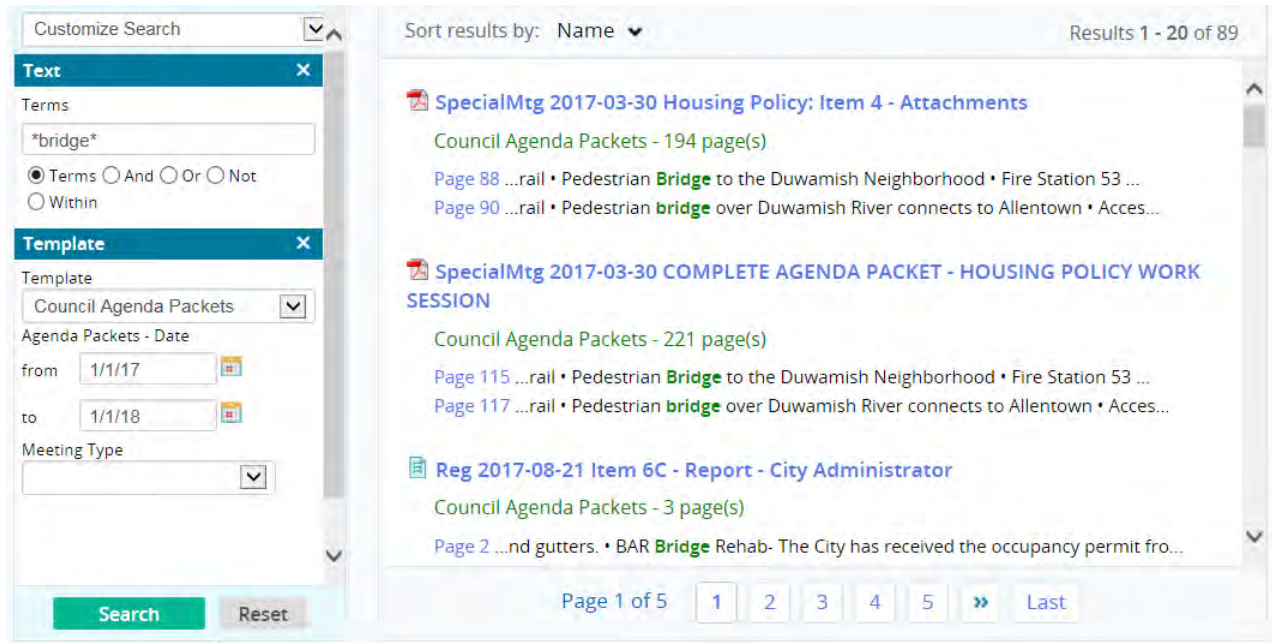

◯ Within

WITHIN search mode searches for all documents that contain 2 keywords or phrases that appear within a specific number of words of each other. Selecting this mode allows you to configure the maximum distance between the first keyword or phrase and the second one. Additionally, it will display a second box, where you can specify the second keyword or phrase that must be found in a search result.

WITHIN search mode will look for all keywords that contain *Tukwila village* and *library*, and also any character(s) within 10 spaces between those 2 keywords. See example below:

B.

TEMPLATE finds all documents and folders that have been assigned to a particular template. Additionally, you can further limit search results to those documents or folders that have been assigned a particular field value or multiple field values, ie. a date range. See example below:

C. Quick Search

The **QUICK SEARCH** box is located on the *Welcome Page*, *Folder Browser*, and *Search Page*. In the Folder Browser, you have the option to search the folder currently open or the entire repository. This Quick Search enables you to search text, entry names, fields or a combination of these. It is an "OR" search, meaning one OR the other of the criteria must be met.

For example, performing a search on "court" will return documents named "court," documents with "court" in the text, documents with a field value of "court" or a combination of these.

Use the asterisk * (wildcard search) before and after the keyword to get search results with partial matches of entry names and fields. For instance, performing a search for the document named "report" will return documents named "report", "reports", "reported", etc.

SECTION II: SEARCH RESULTS

After performing a search, the results will be displayed with a list of results and "context hits" as shown below. The default order is set to **Relevance,** which sorts the results from most to least relevant. You can change to sort by **Name**, **Date Modified** or **Date Created** by using the drop-down menu.

Context hits are displayed in the search results for a preview of the page content that contains the keyword. Click on the **Page #** link to open the referenced image page that contains the keyword. On the document preview pane, the keyword will be highlighted in blue.

SECTION III: PRINT DOCUMENT IMAGES

1. Click on the 🖶 PDF button to convert the TIFF image file to a PDF file for printing or saving.

2. Enter the page numbers you want to print. The default setting is print all pages. Please note that big image files may take a few minutes to process.

3. Click **Download & Print** button. A new window with a message as depicted in the figure below will open to download the image. The PDF file will automatically open once the downloading process is complete.

HELPFUL HINTS: If the process window appears to be taking a long time, then hit **F5** on your keyboard or the browser refresh icon 🔄 and it will open the PDF file to print the document.

3. Click the 🖶 icon or **CTRL+P** to print or save the document.

The **BREADCRUMB** (or directory structure) serves 2 purposes:

1) provides site location, and
2) allows shortcut links to navigate from one folder to another without having to hit the back button.

In the example above, click on Council Minutes within the breadcrumb trail. The breadcrumb link will take you directly back to the **Council Minutes** folder.
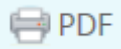
The **THUMBNAILS PANE** allows users to preview all the images (pages) in a document.

1. Open a document.

2. Click on **Thumbnails** tab to open **Thumbnail Pane**.

3. Click on a thumbnail image to display or jump to a specific page in the document viewer pane.

The **SHORTCUT BUTTONS** allow users to switch cursor mode in the image pane.

Icon	Description
⬆	Display the previous page
⬇	Display the next page
2 / 44 Go	Display current page number and total pages of a document.
🖶 PDF	Convert TIFF image(s) to PDF to print or save.
🖐	Change cursor to pan. Use scroll wheel on mouse to navigate.
🔍	Zoom
⊕	Zoom in
⊖	Zoom out
✛	Resize image to fit page
↔	Resize image to fit width
↺ ↻	Rotate image
⬋	Full screen
⬊	Normal screen

There are a number of search types that allow users to search based on criteria from the basic (such as document text, field information, or document name) to the more complex (such as electronic document type or page count). The wide variety of search types allow you to find documents based on almost any property of the document.

Entry Name Search

You can search for documents, electronic documents, or folders with a particular name.

Within Folder Search

You can search the contents of the current folder or specify one or more folders to include or exclude from the search.

Within Volume Search

A search can be performed for all documents and electronic documents stored on a particular volume.

Electronic Document Search

You can search for documents by whether they have an electronic file associated with them—also considered searching for an electronic document—as well as what kind of electronic file.

Contact the Worcester City Clerk office with questions at:

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