
LIBRARY SEARCH DOCUMENTATION

Quantum Library conducts searches on both file information and on the full-text of all digital files in order to return search results. Library users can conduct the following searches to quickly find the files they need:

- Search by file name, file ID# or by any file attribute
 - File names with both letters and number are treated as a single word. **Example: XYZ123**
 - You can search for a partial word by adding an asterisk. **Example: XYZ***
- Search conducts a full-text search of all documents, including PDF's, to return results
 - Large files over 31MB are not subject to full-text search but will return results based on file name, ID and/or attributes
 - Password protected and encrypted documents are not indexed
- Common words, such as **'and' 'or' 'but' 'the'**, are not searched to ensure meaningful results
- Search results present the first 100 ranked matches; advanced search will return the first 300 ranked matches.
- After uploading a document it can take up to 1 hour to index the file