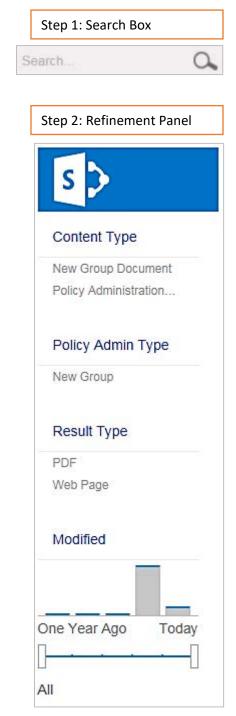
Search and Find SharePoint Content – Tips and Tricks

Refine your SharePoint searches with KQL, application searches, views, and more!

Getting Started

With SharePoint search, you are able to find relevant content. You can find documents by keywords or metadata. You can search for content assigned to you, or to a colleague.

- SharePoint search is built to help you discover content
- New or modified content is searchable after the "indexing" process; for example, it could take 15 minutes before new content is searchable
- SharePoint also indexes and searches inside Microsoft Office content
- SharePoint also indexes and searches inside machine-readable ("OCR") **PDF content** (but not image-scanned content)
- The Search box supports words, phrases, and KQL logic such as AND, NOT, and NEAR
- Use the **Refinement panel** to narrow results by content type, file format (result type), created by (author), modified date ... and more options
- To leave search results, click the Home link
- SharePoint **Developers / Admins** may expose or hide content from searches



Keyword Query Language (KQL)

The Search box supports words, phrases, and KQL logic such as AND, NOT, and NEAR.

Searching for Words and Phrases

Q: Case sensitive?

• Nope. SharePoint will search for words and phrases regardless of case – lower, upper, or mixed.

Topic Example – Try it		
One Word – Simple	• report	
Two Words – Without quotation marks, you are searching for content that contains both terms	 report a 	
Phrase – Use quotation marks to define an exact phrase	• "report a"	

Searching with Operators

Q: What's an operator?

• With operators, you can make your searches more relevant.

Q: Case sensitive?

• Yes. All operators are ALL CAPS!

Торіс	Example – Try it
AND	report AND proposal
Result contains both words or phrases	report proposal
TIP: AND is implied with a space, so you don't even have to type AND	Compare these two searches:
TIP: Remember, quotation marks indicate an exact phrase	 new report proposal
	 "new report" proposal
OR	• report OR proposal
Result contains either word or phrase	• report OR proposal OR solution
NOT	• report NOT proposal
Result contains the first term, but not the second term	 proposal NOT report
NEAR	Compare these two searches:
Result contains both terms, and they are near to one another	 report AND proposal
	 report NEAR proposal
ONEAR	• report ONEAR solution
Result contains both terms, and they are near to one another, and they are in order	• solution ONEAR report
NEAR(), ONEAR()	• report NEAR(3) solution
The default proximity is 8 words, but you can define another distance	• report NEAR(9) solution

Торіс	Example – Try it
WORDS	Compare these two searches:
Result contains synonyms, and ranks (prioritizes) multiple occurrences of any combo higher EXAMPLE: TV and "television" are synonymous. When a document uses both terms interchangeably, then WORDS() would rank the document higher than OR.	 notes OR abc WORDS(notes, abc)
Wildcard * Use the asterisk to represent one or more unknown characters NOTE: The asterisk is ineffective as the first character of a search; for example, *project is not a special search	Compare these two searches: • shake • shake* Compare these two searches: • pro • pro*

Combining Searches

Торіс	Example – Try it
Left to Right – In general, compound statements read left to right	 Compare these two searches: report OR proposal AND solution solution AND report OR proposal
Parentheses – Use parentheses to combine elements together	Compare these two searches: • report OR (proposal AND solution) • (report OR proposal) AND solution Compare these two searches: • report OR (proposal NOT solution) • (report OR proposal) NOT solution

Reference Link

Learn more about KQL from Microsoft: Keyword Query Language (KQL) Syntax Reference

Discover Documents in SharePoint, Use Peripherals Tools to Search Inside

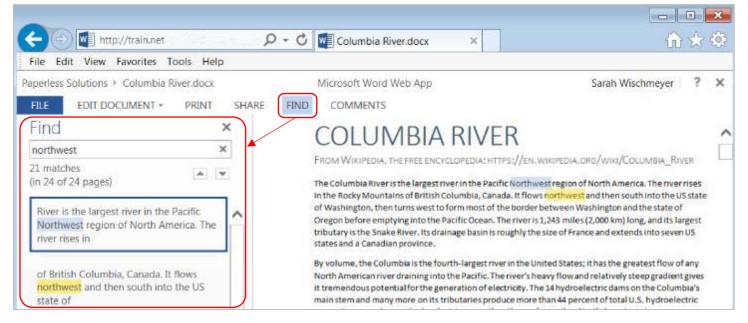
The SharePoint Search engine thoroughly indexes the contents of most file formats – including Word, Excel, PowerPoint, Email, OneNote, Notes, and PDF.

Even if the term is not associated with any property, SharePoint will help you discover files that contain the term.

Moreover, you can open on-line files and search them via Microsoft Office, Office Web Apps, the Adobe web browser plug in, or browser search.

Microsoft Word Web App

Word Document



PDF with Machine-Readable (OCR) Text

🗲 🕢 🕎 http://train.net. 🔎 🗕 🖒	Columbia River.pdf ×	× 0 ⊂ ⊂ ⊂ ⊂ ⊂ ⊂ ⊂ ⊂ ⊂ ⊂ ⊂ ⊂ ⊂ ⊂ ⊂ ⊂ ⊂ ⊂
File Edit View Favorites Tools Help		
Paperless Solutions E Columbia River.pdf FILE RELE EDIT IN WORD RELOAD PRINT Find X	Microsoft Word Web App SHARE FIND	Sarah Wischmeyer ? 🗙
northwest x		
21 matches (in 24 of 24 pages)		
River is the largest river in the Pacific	COLUMBIA RIVER	
Northwest region of North America. The	FROM WIKIPEDIA, THE FREE ENCYCLOPEDIA: HTTPS://	en.wikipedia.org/wiki/Columbia_River
of British Columbia, Canada. It flows northwest and then south into the US state of	The Columbia River is the largest river in the Pacific Nor in the Rocky Mountains of British Columbia, Canada. It of Washington, then turns west to form most of the bo Oregon before emptying into the Pacific Ocean. The riv tributary is the Snake River. Its drainage basin is roughly states and a Canadian province.	flows northwest and then south into the US state rder between Washington and the state of er is 1,243 miles (2,000 km) long, and its largest

Search Microsoft Word (Client Application)

			∃・₩- € € ₩ ■■\\$•\&	Rabbeebu	AaBbCcDd AaBbC	Find * Find * A Find *	
lipboard 5	Font	T ₂₄	Paragraph	19	Styles	T Editing	~
northwest Result 1 of 21	X *		JMBIA F		.wikipedia.org/wiki/Co	LUMBIA_RIVER	
	SES RESULTS -	The Columbia	River is the largest river	In the Pacific North	west region of North Amer	ica. The river rises	

Search Adobe Web App

🗲 💮 🙋 http://train.net.	P ≠ Ø @trainnet ×	n 🖈 🤅
Hile Edit Go to Favorites Help		
		⑦ Sarah *
Search X Locking For: northwest in the current document Results: 1 document(s) with 23 instance(s) New Search X Results: Columbia River 2 instance(s) in metadate = Results:	Find × Previous Next Find Next in Current PDF Copen Full Acrobat Search FROM WisePESt Whole Words Only The Columbia Re in the Rocky Mex of Washington, Il Case Sensitive in the Rocky Mex of Washington, Il Chude Bookmarks Oregon before as tributary is the Statistic Comments states and a Canadian province: By volume, the Columbia is the fourth-largest river in the Unit North American river chairing into the Pacific. The river's hear	VBIA_RIVER The river rises into the US state e state of and its langest no seven US ted States; it has the greatest flow of any

Search Web Page with Browser Search

Press **F3** to turn on. Click **x** to close.

+ ttp://train.net	0-0	🮯 train.net	>	()	$ m \widehat{m} \not\propto \mathbb{S}$
File Edit View Favorites Tools Help				_	
X Find: north	Previous	Next 📝 Or	otions 👻 🖥 6 matche	es	
WIKIPEDIA.ORG/WIKI/COLUMBIA RIVER					,
ific Northwest region of North Ame					
r in the United States; it has the	e greatest	flow of an	ny <mark>North</mark> Amer	ican ri	ver draining into the Pacifi
. to the region's culture and econd	omy for th	ousands of	years. They	nave be	en used for transportation s

List and Library Views, Sort, Filter

Take advantage of list and library views, sort and filter by columns, or filter via Find an item/file!

BROWSE FILES LIB	RARY		🦁 Si	ARE 🏠 FOLLOW	SYNC [D]
View Quick Create View Format	Current View: All Documents Tass 8	-mail a Link 📰 Most Popular Items Vert Me + ISS Food Share & Track	Connect to Outlook Connect & Export		Ubrary Settings
Paperless Solutions				Search this site	- 0.
Home	⊕ new document or drag files	s here			
My Content	All Documents By Project By Team	+++ Find a file	Q		
Tasks	V 🗋 Name	Hold Until	Team Notes	Hold Until	Archiva
Dashboard	ABC Contract	My Documents en	Development New bus	ness 2017, 5/25/201	
				N. com	7 No
Documents		Old Archives	Construc	пси	7 No
Documents	ABC Proposal v1	3	Development Construc		

Example: Default view is All Document, and more public views available such as By Team, Hold Until

~	Name	Team	Project T	Modified 4
	Columbia River	∱↓ Ascending	Apple Cider	October 4
	The Gettysburg Address	₹↓ Descending	Tulip Bowl	September 19
	The Bill of Rights	The second secon	Tulip Bowl	September 19
	Proposal B	Clear Filters from Team	Cherry Blossom	September 19
	Lorem Ipsum	Management	Evergreen	September 19
	 Handwritten Customer Letter	Marketing	Pumpkin Patch	June 9
	The Declaration of Independence	Service & Support	Tulip Bowl	June 2
	Confluence Columbia Initiative Process to Create tests on Jira using Zephyr 1	CLOSE	Pumpkin Patch	June 1

Example: Sort or filter by column headings or keywords