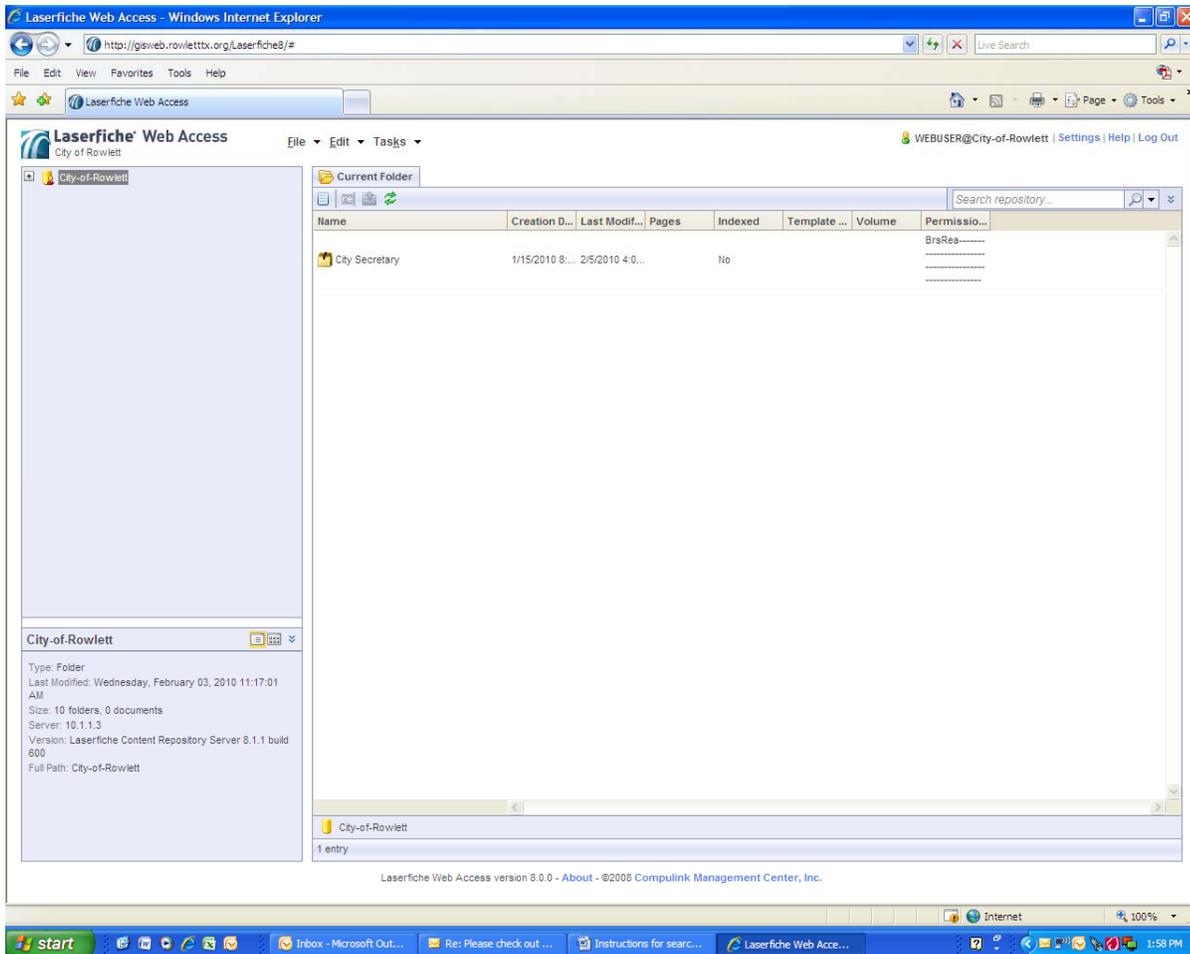# Instructions for searching Public Documents

Laserfiche offers a variety of search types.
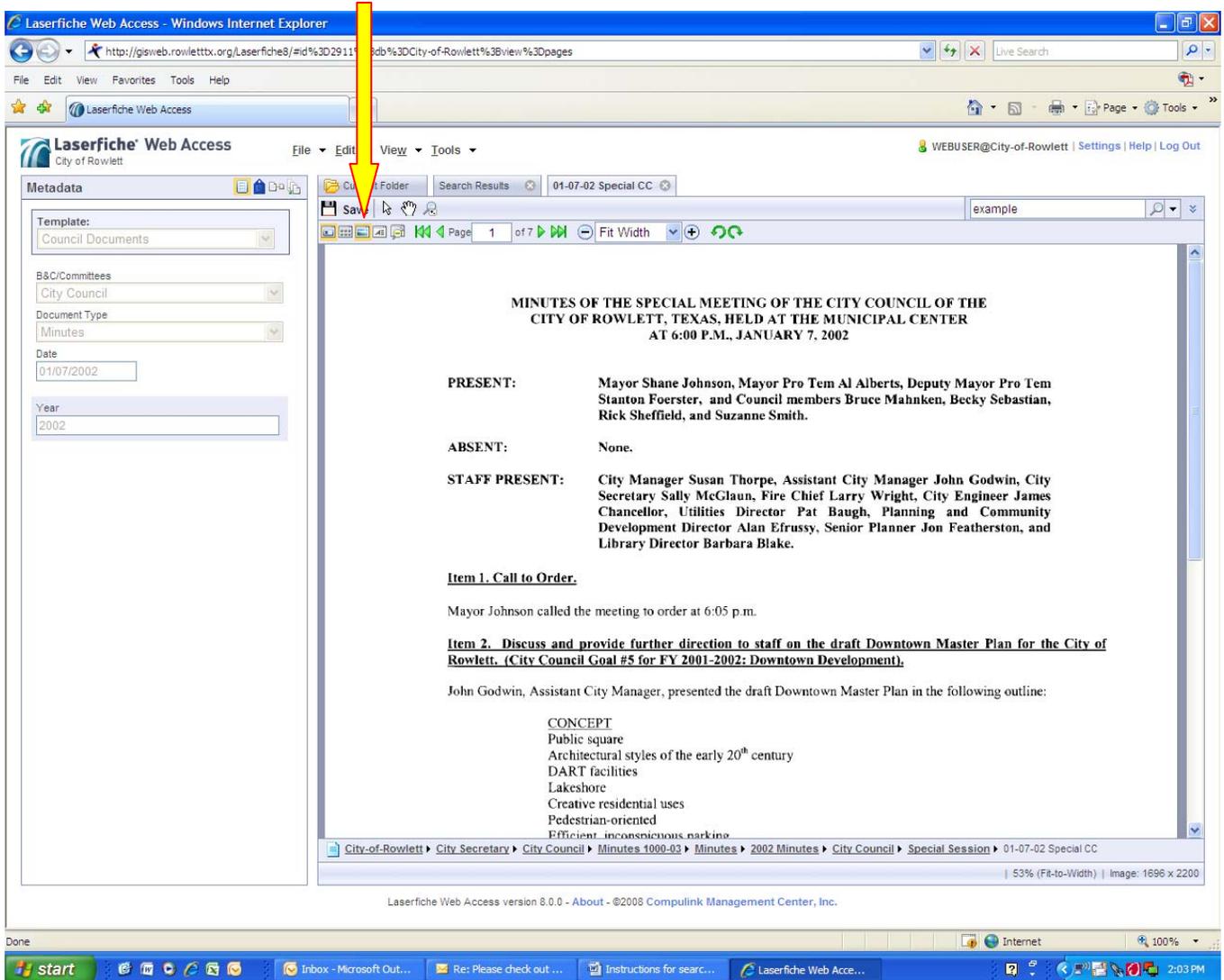

To search for documents and/or folders

1.   Use the quick search in the toolbar to perform a general text search. The box below is located on the upper right side of the page, see arrow.
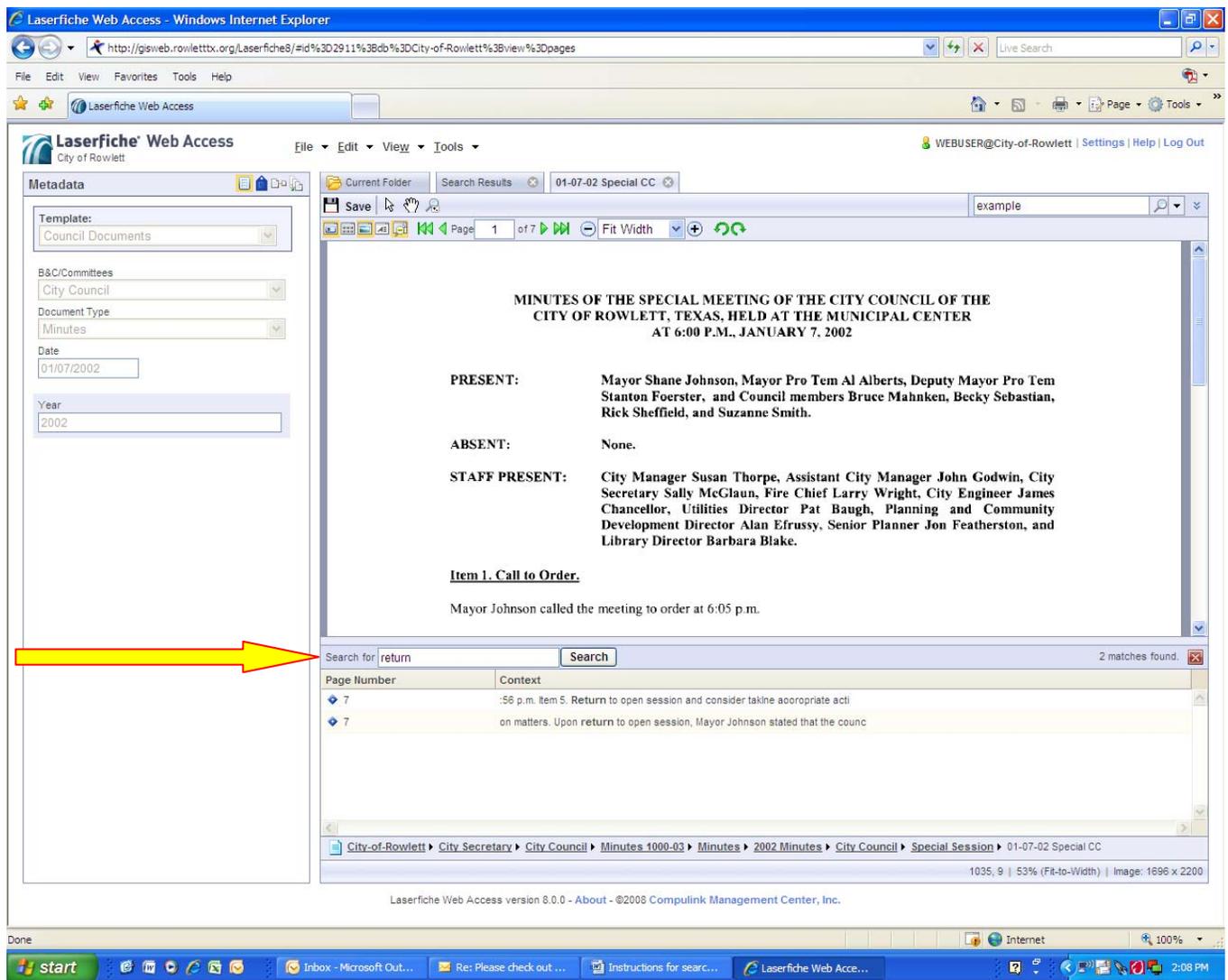
Quick Search

The search results will appear in the Contents Pane. To open a particular search result, double-click it. To search

within a document, click from the document toolbar see arrow indication below. and type the search term in the **Search for** text box and click **Search**. The context hits will appear in the Context Hits section at the bottom of the Contents Pane. You can double-click the occurrence of the word or phrase from the context list to directly open the document to the page where the search term appears.

Type the search term in the **Search for** text box and click **Search,** see below. The context hits will appear in the Context Hits section at the bottom of the Contents Pane. You can double-click the occurrence of the word or phrase from the context list to directly open the document to the page where the search term appears.

You can double-click the occurrence of the word or phrase from the context list to directly open the document to the page where the search term appears.

Wildcards

Wildcards are used to represent one or more unknown characters in a word. They are useful for retrieving all documents containing variations of a word or when you are not sure of the exact characters contained in a word. Wildcards can be used in either full-text or field searches.

Wildcard	Description
*	(Asterisk) Represents zero or more missing characters. For example, govern*s would find "governors," "governments," and "governs."
?	(Question mark) Represents any single character. For example, gr?y would find "gray" and "grey," but not "gravy."
[]	(Brackets) Brackets are also used as a wildcard for any single character. A limited set of replacement characters can be specified within the brackets. For example, gr[ae]y would find "gray" and "grey," but no others.

| - | (Dash) Indicates a range of characters. For example, b[a-i]t would find the words "batter," "better" and "bitter," but not "butter." |

Note: Wildcards may be combined. For example, br[a-o]ke* would find the following words: brake, braked, broke, broker, and broken.