

# Heritage Hunt archives web site search basics (Print this document)

## Table of Contents

Heritage Hunt archives web site search basics (Print this document).....	1
Questions and/or Suggestions .....	1
Site Description.....	2
How to access the archives site.....	2
How to access the site.....	3
Heritage Hunt Archives search basics:.....	4
How to read search results .....	5
More search basics.....	6
Exceptions .....	7
Exceptions to 'Every word matters'.....	7
Punctuation that is not ignored.....	7
Document Search Examples .....	8

## Questions and/or Suggestions

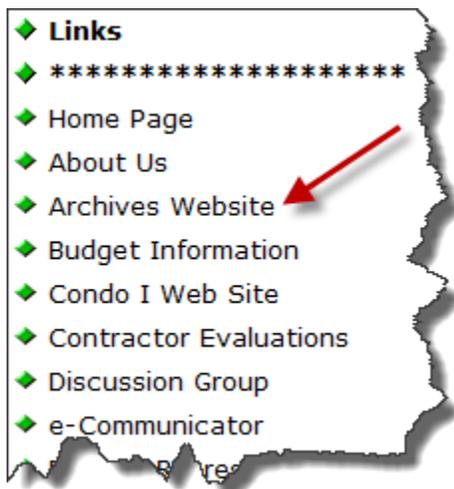
- Send email to [webmaster@heritagehunt.net](mailto:webmaster@heritagehunt.net)

## Site Description

- **What is Available.** Most searchable items are archived copies of Board of Directors documents, governing documents, committee minutes, and other official documentation. We will also be adding all editions of the Heritage Horn monthly newsletter.
- **PDF Documents.** Most items are stored in searchable PDF format. Once a document is open, you can use the PDF search functions to access specific pages or search for key words within the document.

## How to access the archives site

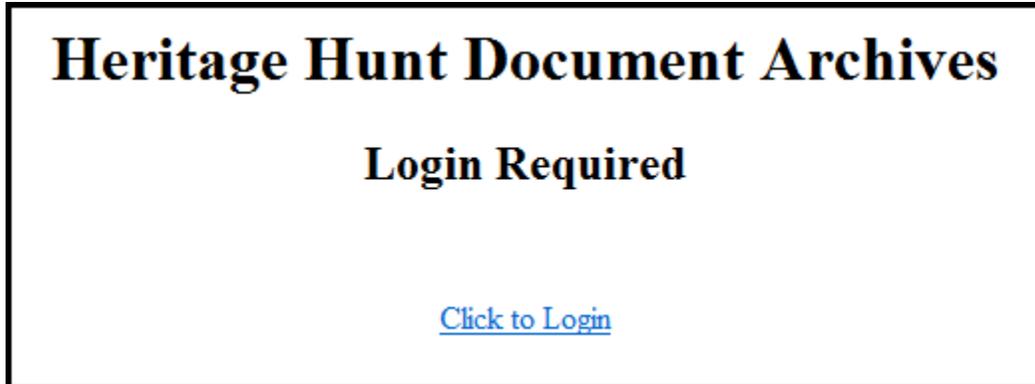
- From the home page, click on **Archives Website** in the left column or go to <http://www.heritagehuntarchives.net/> .



- If you expect to use this archive on a regular basis, consider bookmarking this site (Add it to your Favorites) to save a few clicks.

## How to access the site

- Click on [Click to Login](#) as shown below.



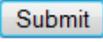
- Login with your user name and password. Logon and password available to HH residents. Send email to [webmaster@heritagehunt.net](mailto:webmaster@heritagehunt.net) for assistance.
- You will arrive at the Archives home site as shown below.



The screenshot shows a white rectangular box with a black border. At the top, the text "Search this site" is written in a large, bold, black serif font. Below this, the text "Enter one or more keywords to search for using the Zoom Search Engine. Note that '\*' and '?' wildcards are supported." is written in a smaller, black serif font. Below the text, there is a search form with the following elements: "Search for:" followed by a text input field, a "Submit" button, "Results per page:" followed by a dropdown menu showing "10" and a downward arrow, and "Match:" followed by two radio buttons: "any search words" (which is selected) and "all search words".

## Heritage Hunt Archives search basics:

### Basic search help

- Basic search is simple: just type whatever comes to mind in the search box, hit **Enter** or click on . The system will search the archive for pages that are relevant to your query.
- Less is more. If you do not get the desired results – use fewer words.
- Most of the time you'll find exactly what you were looking for with just a basic query. However the following tips can help you refine your technique to make the most of your searches. Throughout the article, we'll use square brackets [ ] to signal queries, so [black and white] is one query, while [black] and [white] are two.

### Some basic facts

- **Every word matters.** Generally, all the words you put in the query will be used. There are some [exceptions](#).
- Search is always case insensitive. Searching for [ new york times ] is the same as searching for [ New York Times ].
- With some [exceptions](#), punctuation is ignored (that is, you can't search for @#\$%^&\*()=+[ ]\ and other special characters).

### Guidelines for better search

- **Keep it simple.** If you're looking for a particular document, just enter its name, or as much of its name as you can recall. If you're looking for a particular concept, place, or product, start with its name. Most queries do not require advanced operators or unusual syntax. Simple is good.
- **Think how the page you are looking for will be written.** A search engine is not a human, it is a program that matches the words you give to pages in the archive. **Use the words that are most likely to appear on the page.** For example, instead of saying [how to use the pool], say [pool pass], because that's the term a document is more likely to use.
- **Describe what you need with as few terms as possible.** The goal of each word in a query is to focus it further. Since all words are used, each additional word limits the results. If you limit too much, you will miss a lot of useful information. The main advantage to starting with fewer keywords is that, if you don't get what you need, the results will likely give you a good indication of what additional words are needed to refine your results on the next search. For example, [dress code dining room] is a simple way to find the answer and it is likely to give better results than the longer [what can I wear in the dining room].

- **Choose descriptive words.** The more unique the word is the more likely you are to get relevant results. Words that are not very descriptive, like 'document,' 'website,' 'company,' or 'info,' are usually not needed. Keep in mind, however, that even if the word has the correct meaning but it is not the one most people use, it may not match the pages you need. For example, [dress code golf] is more descriptive and specific than [golfing attire requirements].

## How to read search results

- The search system's goal is to provide you with results that are clear and easy to read. The diagram below points out four features that are important to understanding the search results page:

The screenshot shows a search interface with the following elements:

- Search this site**: Header for the search engine.
- Instructions: "Enter one or more keywords to search for using the Zoom Search Engine. Note that '\*' and '?' wildcards are supported."
- Search box: "Search for: Horn October 2009" with a "Submit" button and "Results per page: 10" dropdown.
- Match options: "Match:  any search words  all search words"
- Search results for: **Horn October 2009** (Callout 1)
- Summary: "129 results found containing all search terms." (Callout 2)
- Pages: "13 pages of results." (Callout 3)
- Result list:
  1. [HORN0910.pdf](#) (Callout 3)
    - ... 2008 WMCCAI NEWSLETTER The Heritage **Horn H OF THE YEAR ...** Volume 11, No. 10 REMEMBER: DECLARATION OF ... Golf& Country Club **October 2009** Volume 11, No ...
    - Terms matched: 3 - Score: 1585 - 21 Sep 2010 - URL: <http://www.heritagehuntarchives.org/Documents/Horn/HORN0910.pdf> (Callout 5)
  2. [HORN0910.pdf](#)
    - ... 2008 WMCCAI NEWSLETTER The Heritage **Horn H OF THE YEAR ...** Volume 11, No. 10 REMEMBER: DECLARATION OF ... Golf& Country Club **October 2009** Volume 11, No ...
    - Terms matched: 3 - Score: 1585 - 16 Oct 2010 - URL: <http://www.heritagehuntarchives.org/Documents/Horn/2009/HORN0910.pdf>
  3. [HORN0910.pdf](#)
    - ... 2008 WMCCAI NEWSLETTER The Heritage **Horn H OF THE YEAR ...** Volume 11, No. 10 REMEMBER: DECLARATION OF ... Golf& Country Club **October 2009** Volume 11, No ...
    - Terms matched: 3 - Score: 1357 - 16 Oct 2010 - URL: <http://www.heritagehuntarchives.org/Documents/Document/Horn/HORN0910.pdf>

1. The search argument: The search item you entered in the Search For box.
  2. The number of items related to the search: the number of documents identified.
  3. The Title and document link: The link to access the document.
  4. The snippet: A brief extract from the document to provide some relevance
  5. The URL: the complete location and filename (useful if you want to bookmark it or save it for future reference).
- All these features are important in determining whether the page is what you need. The title is a quick reference of the document.
  - The snippet is the system's algorithmic attempt to extract just the part of the page most relevant to your query.
  - The URL tells you about the document and the site in general.

## More search basics

- The information above covers all the most common issues, but sometimes you need a little bit more power. This document will highlight the more advanced features of the system search. Have in mind though that even very advanced searchers use these features less than 5% of the time. Basic simple search is often enough. As always, we use square brackets [ ] to denote queries, so [to be or not to be] is an example of a query; [to be] or [not to be] are two examples of queries.
- **Phrase search ("")**

By putting double quotes around a set of words, you are telling the search system to consider the exact words in that exact order without any change. The search system already uses the order and the fact that the words are together as a very strong signal and will stray from it only for a good reason, so quotes are usually unnecessary. By insisting on phrase search you might be missing good results accidentally. For example, a search for ["Alexander Bell"] (with quotes) will miss the pages that refer to Alexander G. Bell.
- **Terms you want to exclude (-)**

Attaching a minus sign immediately before a word indicates that you do not want pages that contain this word to appear in your results. The minus sign should appear immediately before the word and should be preceded with a space. For example, in the query [anti-virus software], the minus sign is used as a hyphen and will not be interpreted as an exclusion symbol; whereas the query [anti-virus -software] will search for the words 'anti-virus' but exclude references to software. You can exclude as many words as you want by using the - sign in front of all of them, for example [jaguar -cars -football]. The - sign can be used to exclude more than just words. For example, place a hyphen before the 'site:' operator (without a space) to exclude a specific site from your search results.
- **Fill in the blanks (\*)**

The \*, or wildcard, is a little-known feature that can be very powerful. If you include \* within a query, it tells the search system to try to treat the star as a placeholder for any unknown term(s) and then find the best matches. For example, the query [Board voted \* on the \* resolution] will give you documents about different votes on different resolutions. Note that the \* operator works only on whole words, not parts of words.
- **Search exactly as is (+)**

The search system employs synonyms automatically, so that it finds pages that mention, for example, healthcare for the query [health care] (with a space), or Virginia history for the query [va history]. But sometimes the search system helps out a little too much and gives you a synonym when you don't really want it. By attaching a + immediately before a word (remember, don't add a space after the +), you are telling the search system to match that word precisely as you typed it. Putting double quotes around a single word will do the same thing.

- **The OR operator**

The search system's default behavior is to consider all the words in a search. If you want to specifically allow *either* one of several words, you can use the OR operator (note that you have to type 'OR' in ALL CAPS). For example, [Pool Pass 2008 OR 2009] will give you results about either one of these years, whereas [Pool Pass 2004 2005] (without the OR) will show pages that include both years on the same page. The symbol | can be substituted for OR. (The AND operator, by the way, is the default, so it is not needed.)

## Exceptions

- Search is rarely absolute. Search engines use a variety of techniques to imitate how people think and to approximate their behavior. As a result, most rules have exceptions. For example, the query [for better or for worse] will not be interpreted by the search system as an OR query, but as a phrase that matches a (very popular) phrase or comic strip. The search system will show calculator results for the query [34 \* 87] rather than use the 'Fill in the blanks' operator. Both cases follow the obvious implied intent of the query.

## Exceptions to 'Every word matters'

- Words that are commonly used, like 'the,' 'a,' and 'for,' are usually ignored (these are called stop words). But there are even exceptions to this exception. The search [the who] likely refers to the band; the query [who] probably refers to the World Health Organization -- the search system will not ignore the word 'the' in the first query.
- Synonyms might replace some words in your original query. (Adding + before a word disables synonyms.)
- A particular word might not appear on a page in your results if there is sufficient other evidence that the page is relevant. The evidence might come from language analysis that the search system has done or many other sources. For example, the query [overhead view of the Heritage Hunt Clubhouse] will give you nice overhead pictures from pages that do not include the word 'overhead.'

## Punctuation that is not ignored

- Punctuation in popular terms that have particular meanings, like [C++] or [C#] (both are names of programming languages), are not ignored.
- The dollar sign (\$) is used to indicate prices. [nikon 400] and [nikon \$400] will give different results.

- The hyphen - is sometimes used as a signal that the two words around it are very strongly connected. (Unless there is no space after the - and a space before it, in which case it is a negative sign.)
- The underscore symbol \_ is not ignored when it connects two words, e.g. [quick\_sort].

## Document Search Examples

- Find any Covenants Committee approval for a fence in 2008.
1. Enter **covenants committee approval 2008 fence** into the search box and press the ENTER key or click on  .

### Search this site

Enter one or more keywords to search for using the Zoom Search Engine.  
Note that '\*' and '?' wildcards are supported.

Search for:   Results per page:  ▾

Match:  any search words  all search words

2. A typical search results page is displayed from which you can scan and locate the item of interest – then click to open the file.

### Search this site

Enter one or more keywords to search for using the Zoom Search Engine.  
Note that '\*' and '?' wildcards are supported.

Search for:   Results per page:  ▾

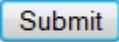
Match:  any search words  all search words

**Search results for: covenants committee approval 2008 fence**

*43 results found containing all search terms. 1361 results found containing some search terms.*

141 pages of results.

1. [Heritage Hunt Homeowners Association](#)  
... Heritage Hunt Homeowners Association **Covenants Committee** Proposed Minutes – ... Chairman Bob Lesley Jean Oliva, Vice-Chairman Larry Bennett Sandra ... at 9:07AM. **Approval** of Minutes: The ...  
Terms matched: 5 - Score: 1337 - 16 Oct 2010 - URL: http://www.heritagehuntarchives.org/Documents/Covenants/CovMin2008/CovMin080314.pdf
2. [Heritage Hunt Homeowners Association](#)  
... Heritage Hunt Homeowners Association **Covenants Committee** Proposed Minutes – ... Chairman Bob Lesley Jean Oliva, Vice-Chairman Larry Bennett Sandra ... at 9:07AM. **Approval** of Minutes: The ...  
Terms matched: 5 - Score: 1143 - 16 Oct 2010 - URL: http://www.heritagehuntarchives.org/Documents/Covenants/CovMin2008/CovMin080314.pdf
3. [CovMin080111.pdf](#)  
... Heritage Hunt Homeowners Association **Covenants Committee** Minutes – 11 ... Bob Lesley Jean Oliva, Vice-Chairman Al Daitch Sandy Painter ... at 9:04AM. **Approval** of Minutes: The ...  
Terms matched: 5 - Score: 1133 - 16 Oct 2010 - URL: http://www.heritagehuntarchives.org/Documents/Covenants/CovMin080111.pdf

- Find any content related to tree replacements in 2009.
1. Enter **tree AND replacement AND 2009** into the search box and press the **ENTER** key or click on  .

## Search this site

Enter one or more keywords to search for using the Zoom Search Engine.  
Note that '\*' and '?' wildcards are supported.

Search for:   Results per page:  ▼

Match:  any search words  all search words

2. A typical search results page is displayed from which you can scan and locate the item of interest – and click to open the file.

## Search this site

Enter one or more keywords to search for using the Zoom Search Engine.  
Note that '\*' and '?' wildcards are supported.

Search for:   Results per page:  ▼

Match:  any search words  all search words

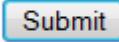
### Search results for: tree AND replacement AND 2009

*The following word(s) are in the skip word list and have been omitted from your search: "and", "and"*

*160 results found containing all search terms. 885 results found containing some search terms.*

105 pages of results.

1. [HORN0910.pdf](#)  
... have built and installed 42 **tree** identification signs throughout ... the Thursday raffle has been **replaced** with a two-for- ... Golf & Country Club October **2009** Volume 11, No ...  
Terms matched: 3 - Score: 456 - 16 Oct 2010 - URL: http://www.heritagehuntarchives.org/Documents/Horn/2009/HORN0910.pdf
2. [HORN0910.pdf](#)  
... have built and installed 42 **tree** identification signs throughout ... the Thursday raffle has been **replaced** with a two-for- ... Golf & Country Club October **2009** Volume 11, No ...  
Terms matched: 3 - Score: 456 - 21 Sep 2010 - URL: http://www.heritagehuntarchives.org/Documents/Horn/HORN0910.pdf
3. [Minutes091201](#)  
... would be **replaced** as 39 **trees** would be too crowded ... and that 23 would be **replaced** as 39 **trees** would ... Minutes of December 1, **2009** Meeting Call to Order ...  
Score: 456 - 16 Oct 2010 - URL: http://www.heritagehuntarchives.org/Documents/Horn/Minutes/Minutes091201.pdf

- Find all of the Heritage Horns for 2007.
3. Enter **HORN2007\*** into the search box (I can see the file name structure from the above search as HORNYYYYMM) and press the **ENTER** key or click on .

## Search this site

Enter one or more keywords to search for using the Zoom Search Engine.  
Note that '\*' and '?' wildcards are supported.

Search for:   Results per page:

Match:  any search words  all search words

I receive an Index entry and click on the link.

### Search results for: HORN2007\*

*1 result found.*

1. [Index of /Documents/Horn/2007](#)  
 ... Size Description Parent Directory- **Horn200701January.pdf** 21-Jul-2011 15:26 ... 28 17M **Horn200704A**  
 Terms matched: 12 - Score: 1515 - URL: <http://www.heritagehuntarchives.org/Documents/Horn/2007/>

I then can click on any of the filenames to access the specific issue.

## Index of /Documents/Horn/2007

<a href="#">Name</a>	<a href="#">Last modified</a>	<a href="#">Size</a>	<a href="#">Description</a>
 <a href="#">Parent Directory</a>		-	
 <a href="#">Horn200701January.pdf</a>	21-Jul-2011 15:26	15M	
 <a href="#">Horn200702February.pdf</a>	21-Jul-2011 15:28	15M	
 <a href="#">Horn200703March.pdf</a>	21-Jul-2011 15:28	17M	
 <a href="#">Horn200704April.pdf</a>	21-Jul-2011 15:30	19M	
 <a href="#">Horn200705May.pdf</a>	21-Jul-2011 15:31	18M	
 <a href="#">Horn200706June.pdf</a>	21-Jul-2011 15:33	18M	

This capability can be used to search for a combination of file, such as: **CRCMin2009** will obtain all of the **Community Relations Minutes for 2009**.

**Advanced search techniques and a great blog:**

<http://www.johntedesco.net/blog/2012/06/21/how-to-solve-impossible-problems-daniel-russells-awesome-google-search-techniques/> Great Search Techniques