You can do a search on any Oregon.gov page by keying in your search term(s) in the search box on the upper right side. You can do more complex searches by clicking on the Advanced button under the search box, or by learning the search syntax to use.

Here are some hints to help you get the most out of the FindOr search engine.

Do anchors: Basic Search Tips Advanced Search Tips Browsing Through Topics Search Syntax Summary Requiring or Excluding Terms

Basic Search Tips

Be as specific as possible with your search terms. For example, if you're looking for tax forms, key in *tax forms*, not just *forms*.

Search by words: If you want to make sure that FindOr only shows results that have all of the words you enter, you can:

Put a + in front of each word

For instance: +Oregon + income + tax

Or

Choose "all these words" on the Advanced Search page.

Search by phrase. If you want to make sure that FindOr only shows results that match the exact phrase you enter, you can:

Enclose the phrase in quotation marks

For instance: "flood watch" instead of flood watch

Or

Choose "phrase" on the Advanced Search page.

Refining your search. If your search brings back more results than you want to look through, here are some options:

Just look at the first several documents. FindOr will always show the documents most relevant to your search at the top of the list

Refine your search by searching within the results. Click on the **Search These Results** link, then enter an additional word or phrase in the search box.

For instance: Searching *marijuana* will return over 500 documents. Click on Search These Results, and key *glaucoma* in the search box. FindOr will show only documents from the marijuana search that also contain the word "glaucoma"

Other special searches. You can search FindOr for information that's only in a particular field.

Key in the correct field name, followed by a colon and the search.

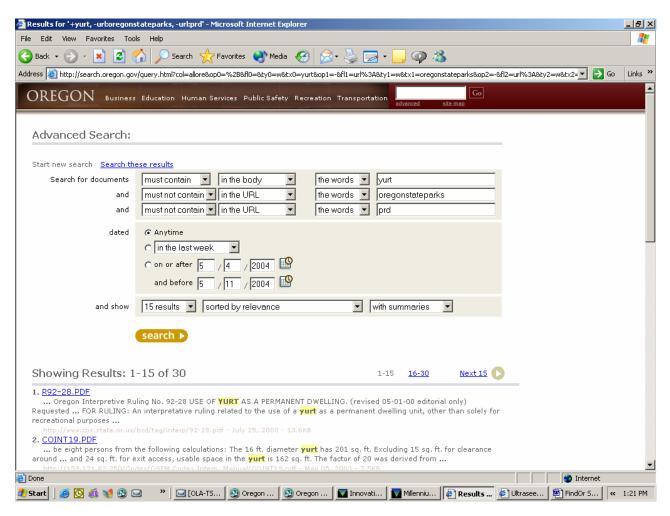
For instance: *url:governor.oregon.gov* for all of the pages on the Governor's web site.

Or

Choose the appropriate search on the Advanced Search page (url, title, etc.)

Using Advanced Search. The Advanced Search page allows you to build complex searches without having to know the correct search syntax.

For instance, the search below brings up all documents containing the word "yurt" which aren't on a Parks and Recreation Department website (urls oregonstateparks or prd)



Important note: Many of the options in Advanced Search, including Title, Keywords, Description, and subjects refer to metatags. In order for FindOr to locate documents from searches specifying these tags, the search terms <u>must</u> be in the appropriate metatag. The Subject field in particularly is restrictive, as only subject terms used in the FindOr Subject Tree (seeing Browsing Through Topics, below) are used in that field. So, for instance, searching *herbicide* as a subject will get no results. The correct FindOr subject is *agricultural chemicals*.

Browsing Through Topics. When you click on Advanced Search, the topics on the FindOr Subject tree appear under the search box. You can use these topics in two ways:

Browse among the topics and subtopics. This works best on topics with relatively few documents, such as Kid's Pages, or Egovernment.

Or

Search within the topics to narrow your search results

For instance, click on the Health and Medicine topic, then key in "gum disease" in the Search Health and Medicine box. FindOr will display only documents in the Health and Medicine category that include the phrase "gum disease"