

The screenshot shows the Pierce County Code website with the Advanced Search menu open. The menu includes the following options:

- Search Type:**
  - 1 all of the words (selected)
  - any of the words
  - the exact phrase
  - 2 boolean [ Help ]
- Search Features:**
  - 3 Stemming [ ? ]
  - 4 Fuzzy searching [ ? ]
  - Fuzziness: 1
  - Synonyms [ ? ]
  - Phonic searching [ ? ]
- Sort by:** Hits
- Scope Search: Titles**
  - Only search within these titles of the code:
  - All Titles (selected)
  - PIERCE COUNTY CHARTER
  - Title 1 General Provisions
  - Title 2 Administration
  - Title 3 Personnel
  - (Ctrl-click to select multiple.)
- Saved Searches:**
  - Select a previously saved search:
  - garbage
  - Go
  - delete this search | delete all searches
  - Save Current Search

## Advanced Search Options

① Searching with **all of the words**, **any of the words**, or **the exact phrase** will broaden or narrow your search results. The default search type is **all of the words**. Selecting **the exact phrase** will yield fewer results. **Any of the words** will yield the most results.

② A **boolean** search request consists of a group of words or phrases linked by connectors such as “and” and “or” that indicate the relationship between them. An example would be **dog w/5 cat**. This search looks for the word **dog** occurring within five words of **cat**. Click **[Help]** for a pop-up list of boolean search functions. Boolean searching also allows you to use the stemming, fuzzy, and phonic search functions.

③ **Stemming** extends a search to cover grammatical variations on a word. For example, a search for **fish** would also find **fishing**. A search for **applied** would also find **applying**, **applies**, and **apply**.

④ **Fuzzy searching** will find a word even if it is misspelled. For example, a fuzzy search for **nusance** will find **nuisance**. Select a fuzziness level from the drop-down menu to set how many characters off a word can be from your search term and still count as a hit.

The screenshot shows the Pierce County Code website with the Advanced Search dropdown menu open. The menu is divided into several sections:

- Search Type:** Includes radio buttons for "all of the words", "any of the words", "the exact phrase", and "boolean [ Help ]".
- Search Features:** Includes checkboxes for "Stemming [ ? ]", "Fuzzy searching [ ? ]", "Synonyms [ ? ]", and "Phonic searching [ ? ]". A "Fuzziness" dropdown is set to "1".
- Sort by:** A dropdown menu currently set to "Hits".
- Scope Search: Titles:** A dropdown menu showing "All Titles", "PIERCE COUNTY CHARTER", "Title 1 General Provisions", "Title 2 Administration", and "Title 3 Personnel". A note below says "(Ctrl-click to select multiple.)".
- Saved Searches:** A dropdown menu currently set to "garbage" with a "Go" button. Below it are links for "delete this search" and "delete all searches", and a "Save Current Search" button.

## Advanced Search Options (continued)

- ① **Synonym searching** looks for words that have the same meaning as the word your entered. For example, a synonym search for **eleventh** will also find **11th**.
- ② **Phonic searching** looks for words that sound similar to the word you are searching for and begin with the same letter. For example, a phonic search for **sell** will also find **soil** and **shall**. This search option is best used when searching within a single title (see **Scope Search** below).
- ③ There are two options in this dropdown menu to determine how search results are displayed. Select **Hits** to sort search results by total number of hits within a chapter. Use **Sections** to sort search results in code order (i.e., by chapter number).
- ④ **Scope Search** limits a search to within selected titles. To select more than one title, use ctrl-click. The default search range is the entire code.
- ⑤ **Saved Searches** allows you to save search results for future use. Click **Save Current Search** to add the current search term to the saved searches dropdown menu. Saved searches will be unique to each computer. To remove saved searches, either select one search term and click **delete this search**, or click **delete all searches** to remove all terms from the list.