

## UHI Toolkit – Search

### Search

#### Quick Search

Click on 'Search' in the left-hand menu. You can search the resources or images by toggling the 'Image Bank Search' select button at the top of the page. From here enter the keywords you are looking for in the 'search' box and decide whether you wish to search keywords, title or description by clicking in the relevant tick box (they are all selected by default) click the orange 'search' button. Your results will be presented in a list at the bottom of the page.

Typing a string of words into the Search box will search for resources that contain 'word A' OR 'word B' OR 'word C'... You can make this more specific by using double quotes e.g. Typing "Stornoway Harbour" (with quotes) will search for the exact term *Stornoway Harbour*.

The screenshot displays the 'SEARCH' interface. On the left, a navigation menu includes 'Profile', 'Admin', 'Search' (highlighted), 'Browse', 'Upload', 'Users', 'Help', and 'Feedback'. The main search area features a search box containing the text 'Agile'. Above the search box is an 'Image Bank Search' toggle switch, currently set to 'OFF'. Below the search box are three filter buttons: 'Keywords' (checked), 'Title' (checked), and 'Description' (checked). An orange 'Search' button is positioned below these filters. Underneath, a 'Quick Search' section provides instructions: 'To narrow your search, select one or more categories from the list below. To select a category, place a green tick in the box beside the category name.' A list of categories is shown with checkboxes: 'Legal Requirements' (unchecked), 'Quality Standards and Procedures' (checked), 'Skills Enhancement' (unchecked), 'Teaching Materials' (checked), 'Arts' (checked), and 'Business' (unchecked). The 'Teaching Materials' and 'Arts' categories are highlighted with a red box.

#### Advanced Search

Following on from the quick search, you can access the UHI Toolkit's advanced search function by clicking the 'Advanced Search' link on the search page, just under the search input window. The advanced search combines the functionality of the quick search and the browse function, allowing you to narrow the search results by category. The search terms are entered in the search bar as they are when using quick search and categories are selected by in the box at the bottom of the page.