

Search by Content

Simple search

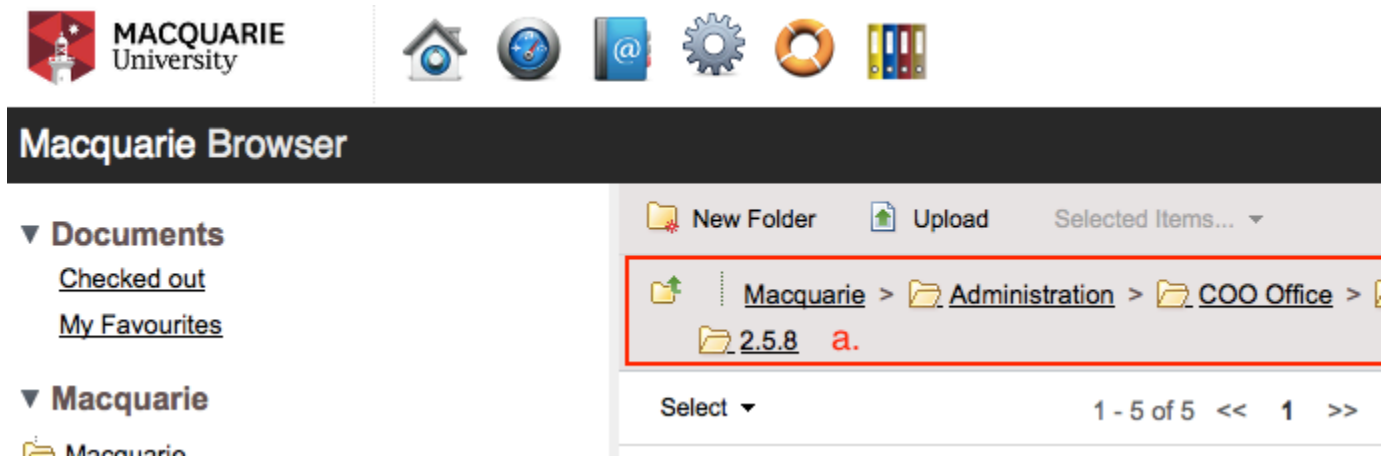
Simple search allow users to quickly search for a file or folder by keyword of content, metadata, name and description. Simple Search is a "and" search, which means that the more terms you enter, the less results are returned.

Search only this folder

If you know the folder location of the data you are looking for, it is more accurate and faster to perform search within a folder.

- a. First you will just need to navigate into the folder
- b. On the top right hand corner, select "Search only this folder" option from drop down
- c. Enter the search term and press Enter

Otherwise you may just enter the search term in the search box and press enter. It is by default "Search all folders" across the whole University repository.



The screenshot shows the Macquarie Browser interface. At the top left is the Macquarie University logo. To its right is a row of icons: a home icon, a globe, an email icon, a gear, a lifebuoy, and a folder icon. Below this is a dark header bar with the text "Macquarie Browser". On the left side, there are two main sections: "Documents" with sub-items "Checked out" and "My Favourites", and "Macquarie" with a sub-item "Macquarie". The main content area on the right shows a navigation breadcrumb: "Macquarie > Administration > COO Office > 2.5.8 a.". Above the breadcrumb are buttons for "New Folder" and "Upload", and a "Selected Items..." dropdown. Below the breadcrumb is a "Select" dropdown and a pagination indicator "1 - 5 of 5" with navigation arrows.