An excellent "how to" for using the search feature in the new Forums. Thanks to Don "down2sea" McLendon for putting all this together.

Any questions, post them in the IT Shortbus. Don has recently become a co-driver. Hope we don't *drive* him nuts with all our *new* questions!

The Search Feature in UBB.Threads is very powerful. However, if you're not familiar with how to use it properly, it may not yield the results you are looking for.

To Perform a Search:

- Either use the Search box on the left island or open the Search Page by clicking the button located on the toolbar between "Active Topics" and "FAQ" buttons. Note: The Search button in the Header (menu) between "Features" and "Hoo-Ya Shop" will present you with the option of using the UBB search engine or Google's. The UBB search engine limits the search to the forums while Google will search the entire Stovebot site (by default) or the Internet if selected.
- Entering a search term in the "Search" box on the left island will search all forums, all dates, and will return a maximum of 1000 results if the term is found. This is a fast method of searching but won't always return the results you are seeking. To further define and narrow your search, use the advanced search features as described below.

  ADVANCED SEARCH
- Select the Category, Forum or Forums that you would like to search from the left.
  - Selecting a Category will search all forums in that category.
  - Selecting one forum will search in just that forum
  - Selecting multiple forums will search only within those selected forums
- To the right of the "Forum(s) to search" enter your search keyword into the Keywords Search Terms box. You can click "Advanced Search Tips" for more help.
  - Entering a single keyword will search for that word.

  - Entering 2 or more words will search for each word, as if there were an OR operator. So entering **motor mount** will search for posts containing **motor** OR **mount**

  - Entering 2 or more words WITH PLUS SIGNS will search with an AND operator. So entering **+motor +mount** will search for posts that contain **motor** AND **mount** but they do NOT have to be adjacent to one another in the text string.

  - Entering 2 or more words IN QUOTE MARKS will search for the exact phrase as entered. Entering **"motor mount"** will search for posts that contain the PHRASE **motor mount** and will not return any results, or posts, that contains only one of the words.

- Entering 2 or more words with A MINUS sign will exclude words from the search. So entering **+motor -mount** will search for posts which have the word **motor** in them and DO NOT have the word **mount**.

- You can mix and match search operators. For example, entering **"motor mount" -235** would return posts containing the PHRASE **motor mount** and NOT containing the term **235**.

- Entering **"motor mount" +216 -235** would return posts containing the PHRASE **motor mount** AND containing the term **216** but NOT containing the term **235**.

- Below the Keyword Search Terms box you can choose whether you want to search just the subject or the Subject AND the body of the posts.

- Under the Username search section, you can enter a username as a search criteria. This can be done with or without keywords, so entering **"motor mount" +216 +shield** in the keywords and the username of **down2sea** would return posts containing the PHRASE **motor mount** AND the term **216** AND the word **shield** posted by the user **down2sea**. Leaving the other options blank and just entering the Username in this section will return only posts made by that particular Username.

- Next select a date range. There's an option to search all posts, or search for posts newer or older than a certain criteria (10 years being the maximum). Narrowing down the search time will increase the speed of the results, although the search is very fast in either case.

- You can choose how many results per page you wish to view -- the default is 25, the maximum 100.

- If you like you can choose to view a preview of the post's body section. If selected, this option will result in the display of the first 50 words or so from the body of each post.

- When you are finished defining your search criteria click the "Submit" button.

  Note that searching for words with less than 3 characters will not return any results. The word "bed" will yield results while the word "be" will not. Also, the search engine omits certain common words like the, be, is, or...

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November 2007

Stovebolt.com

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