# SEARCH FEATURES IN FILEBOUND

Searching Options

        Everything but   !  (Exclamation point)

        And                    |  (Bar, above the Enter key on the rights side of your keyboard)
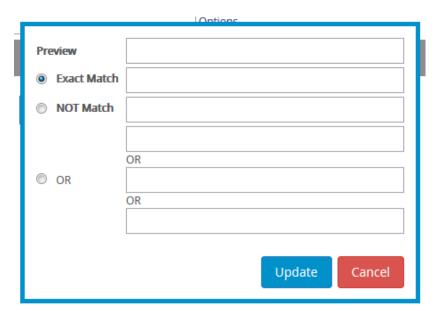
        Exact Value       ~  (tilde, upper left key, next to the number 1)

1. Open your project and go to the Search screen
2. Click inside the index field you want to search in, this will open the Options box

**Project Search Criteria**

| Project | Boces Test BOE Minutes |
|---|---|
| Meeting Date | Options |
| ▼ Advanced Search Options | |

Search   Save Search

3. Click on Options, this will open the options box

|Options

Preview

◉ Exact Match

○ NOT Match

OR

○ OR

OR

Update  Cancel

Select the button next to your searching needs and type in the key word, then update.  Filebound will return all results based on your request.