# Search Policies

The policy manager search feature performs searches on content, titles, and summaries of all text-based policy documents (Word doc, PowerPoint, Text-based PDF)

## Search Types

There are two types of searches within Policy Manager:

1. keyword search
2. phrase search

### Keyword Search

To perform a keyword search, provide a list of words separated by spaces: `password wifi public`. Keywords are weighted based on the order they appear. The first word in the list (password) is considered "more important" than the second word (wifi). A keyword search will find documents containing the words in the provided keyword list.

### Phrase Search

To search for a phrase in a document, wrap the phrase in double-quotes: `"wifi password policy"`. A phrase search will look for documents that contain the exact phrase (ignoring case). It will only match documents that contain all words in the phrase in the exact order entered.

## Result Types

There are two types of search results generated for each query:

1. exact
2. related

### Exact Matches

Exact matches are documents that match the search criteria exactly (ignoring case). Exact matches do not match different forms of words. E.g. if you search `policies`, documents containing only the word `policy` will not be considered a match.

An exact match for a keyword search is a document which contains *all* keywords in the provided list.

When searching `password wifi public`: if a document contains `password` and `wifi`, but **not** `public`, it will **not** be considered an exact match.

### Related Matches

Related matches are documents that do not match the search query exactly but contain exact matches for only part of your search criteria and/or words which are only *related* to the ones you searched for.

A related word is one that has the same meaning of the word you searched for but in a different form (e.g. different tense, plurality, etc). For example, if you searched for the keyword `officer`: a document which did not contain the word `officer` but contained `officers`, `officer's`, `officers'`, `officered`, or `officering` would be considered a related match.

> Related searches for phrases act like keyword searches. Documents that contain any form of any word in the phrase will be considered a related match.

## Rank

Search results are ordered by their Rank. A result's rank is an arbitrary number representing how well it matches your search criteria relative to the other matches. The higher the rank, the "better" the match.

### Types of Matches

There are three types of matches:

1. Title
2. Summary
3. Content

When performing a search, each document's title, summary, and pages are searched individually and their ranks are compared. Whichever part of a document receives the highest rank determines the document's match type and rank.

> Title and Summary matches tend to have higher rankings than content matches since they contain fewer words and therefore the matched part makes up a higher percentage of the content.

## Search within a single document

To search inside a single document click on the magnifying glass icon next to the document's search result record. This will temporarily convert the document to a pdf, open it in PdfXe, and highlight all matches within the document. You can then use the PdfXe search panel to perform full-featured searches within the document. See the PdfXe manual for more information on search.

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