How to Search in CamTools 2.5 – Quick Guide

This guide covers the basics of using Search in CamTools. For more details, please see the Full Information on using Search, available from the Help & Support page in CamTools.

Using the Search tool, you can search the contents of the Course and Project sites you belong to, as well as the CamTools help pages.

Search will find documents within your CamTools site (including the text within Word documents, PDF files, Excel files, etc, and any associated metadata), as well as wiki pages, chat messages, announcements and emails in the Email Archive.

Search will not search the forums, syllabus, calendar, assignments or blog entries.

Searching

To search, simply enter the words that you want to search for within the Search box (on the top right-hand side of every page) and press the Return / Enter key.

By default, you will see the results from all sites you belong to in CamTools.

To see only the results from a particular site, go to the site and then enter the words in the Search box and press Return. You will see a second tab appear in the search results box, with the name of the current site. Click on this tab to see results from the current site only.

Why you get the results you do

The Search tool recognises words related to the terms you entered and searches for these too. For example, if you search for 'bear', documents including the term 'bears' will also be listed. Moreover, it will attempt to find different parts of speech related to your original term - so searching for 'sustainability' will also find 'sustainable'. However, occasionally the algorithm goes too far, and mistakenly matches words - so searching for 'herrings' will also find 'her', which is not what you want! If you notice any words like this, please let us know (by emailing camtools@caret.cam.ac.uk) so we can add them to the list of exceptions.

The Search tool will ignore frequently occurring terms like 'I' or 'the'.

If you enter multiple terms in the Search box, by default, you will see a list of pages containing any of your search terms. To change this, see 'AND' and 'NOT', below.

Searching for particular phrases

To search for a particular phrase, enclose it in double quotes like these: ".

Thus, searching for "University of Cambridge" will not list results containing "University" or "Cambridge" alone.

However, be aware that even using double quotes, the standard search rules given above still apply - so words like 'in' or 'the' will be ignored. Thus, searching for "University of Cambridge" will also find "University in Cambridge".

Moreover, the Search tool will still attempt to find words related to each of the terms in your search
phrase. Thus, searching for "University of Cambridge" will also find "universal in Cambridge".

Using AND
To see only pages which include all the words or phrases in the Search box, use the word 'AND' (in capitals) between them.

  e.g. To search for documents that contain 'William Walton' and 'Troilus and Cressida' use the query:

  • "William Walton" AND "Troilus and Cressida"

Using NOT
To exclude results from pages that contain a certain word or phrase, use the word 'NOT' (in capitals) before it.

  e.g. To search for documents that contain 'Troilus and Cressida' but not 'Shakespeare' use the query:

  • "Troilus and Cressida" NOT Shakespeare