

# 1 Simple Search

In the input field of the Simple Search (that is opened by default) you can enter your search terms. There are three different search modes:

- "Search Fulltext": only the full-text section of an Object is searched
- "Search Metadata": only the metadata section of an Object is searched
- "Search Both": both the full-text and the metadata section of an Object are searched

In the simple full-text search, the search strings can be combined using the terms "and" and "or". Words without these conjunctions are interpreted as "and".

The simple metadata search works in the same way as the full-text search. The search strings can be combined with "and" and "or". Another way to search for metadata results is to specify the type of metadata. The notation is: *metadata-tag:search-term*. All possible metadata tags can be used with this option.