

Searching wmro.org

This information sheet aims to help site users locate information using the search facilities on the Observatory website.



West Midlands
Regional
Observatory

1 Search Essentials

1.1 Site-wide search

The search facility is provided on every page of the West Midlands Regional Observatory website from the search box above the left-side menu.

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[Advanced search](#) | [Help](#)

Simply type keywords into the *Search Text* box and click on *Go* (or press <Enter> on your keyboard) and a list of results that match the keywords entered will be returned.

By default the entire site¹ will be searched and results from all sections will be displayed. The *Search Results* page displays results in tabs with a count of the number of matching results for each section.

All (382)	Resources (273)	Events (1)	Pages (60)	Forums (10)	Research gaps (5)	Organisations (13)	Specialists (20)
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By default, results are listed alphabetically. Resource catalogue records can also be sorted by publication date and popularity.

You can limit your results to specific sections of the site by selecting the relevant tab. For example, if you wish to view results exclusively from the Regional Resource Catalogue, select the *Resources* tab on the *Search Results* page.

If your search returns too many results, you can refine your search by using the refinement options on the right-side of the results. Which tab you have selected will determine what refinement options are available to you. Alternatively, you can add additional keywords in the *Search text* field.

Search

Search | Help

¹ This includes Directory of Specialists, Events, Forums, Organisations, Site pages, Research gaps and the Resource Catalogue.

Note: Directory of Specialist results are only available to logged-in, registered members of the RDIN. See www.wmro.org/p.aspx/RDIN.

1.2 Section-specific searching

In addition to the search option that is displayed on every page, some sections of the site have their own integrated search form.



The image shows a search form with a green header labeled "Search". Below the header is a white search input field. To the right of the input field is an orange magnifying glass icon followed by the word "Search" in blue. Below the input field are two radio buttons: the first is selected and labeled "Resources", and the second is unselected and labeled "www.wmro.org".

All of the same rules and advice for searching apply, but the search results will initially be presented for the section of the site you chose to search. However, you can still look at matching results in other sections of the site by selecting another tab in the results.

2 Hints and Tips

2.1 Choosing the right search terms

Choosing the right search terms is key to finding the information that you need. By default, your search will return results that contain all of the keywords entered in the search text box.

If you cannot find the information that you need, try broadening your search terms by using less specific keywords or using a synonym or alternate spelling. E.g. if a search on *e-commerce* does not return the information you require, try *e-business* or *ecommerce*.

Conversely, if you return too many results, try to enter more specific keywords, exclude results using the Boolean NOT or use the search refinement options in the results.

Searches are not case-sensitive so a search for *Worcestershire unemployment* will return the same results as *worcestershire unemployment* or *WORCESTERSHIRE UNEMPLOYMENT*.

2.2 Phrase searches

If you are searching for an exact phrase, put quotation marks around the phrase required. E.g. "*regional skills partnership*".

2.3 Plurals

To save you from having to search for both singular and plural versions of words, searches will check both the singular and its plural for most regular plurals. For example, a search for *small business* will return the same results as a search for *small businesses*.

2.4 Wildcards

A wildcard can be indicated in a query with an asterisk. This allows you to search for alternate spellings and stem words. For example, a search for *stat** will return results matching *statistics*, *statistical* and *statistic*.

You can also use a ? to indicate replacing any single character. For example, a search for *organi?ation* will return results matching *organisation* and *organization*.

2.5 Boolean searching

By default, the search will look for results that include all search keywords entered.

If you are familiar with Boolean logic, there is an implicit AND between the keywords. A search for *Herefordshire Worcestershire* will return the same results as *Herefordshire AND Worcestershire*. You can also use either & or + to indicate an AND search.

If you want to find results that include either of two search terms, then you can use the Boolean *OR* operator or the | symbol between the two words.

If you want to exclude certain words from your search results, you can use the Boolean NOT operator or use a - immediately in front of the word to exclude.

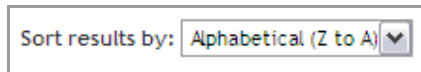
The table below provides examples of the use of Boolean operators.

Search keywords entered	Expected results
<i>herefordshire worcestershire</i> <i>herefordshire AND worcestershire</i> <i>herefordshire + worcestershire</i> <i>herefordshire & worcestershire</i> <i>herefordshire+worcestershire</i> <i>herefordshire&worcestershire</i>	These are the same as entering <i>Herefordshire Worcestershire</i> , and therefore return all results relating to <i>both</i> Herefordshire and Worcestershire
<i>herefordshire OR worcestershire</i> <i>herefordshire worcestershire</i> <i>herefordshire Worcestershire</i>	All results relating to <i>either</i> Herefordshire or Worcestershire or both.
<i>herefordshire NOT worcestershire</i> <i>herefordshire -worcestershire</i>	All results relating to Herefordshire, <i>excluding</i> those relating to Worcestershire

3 Search Results

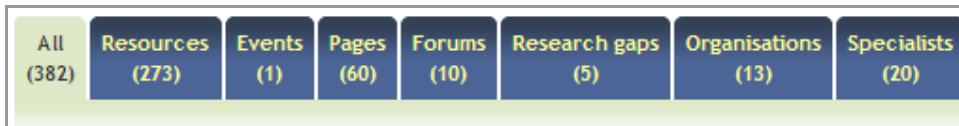
3.1 Sorting

By default, search results are presented in alphabetical order. You can change the sort order by selecting a different option. In the Resources tab, you can sort by date of publication and popularity.

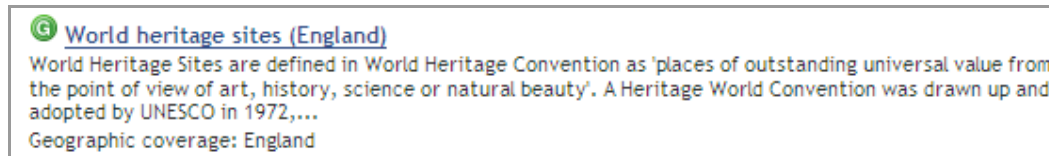


3.2 Tabbed results

Search results are displayed in tabs. All sections of the site are checked for matching results and you can switch between tabs to look for the information that you require. For example, if you were looking for a Resource, but were unable to find one that helps you, try looking in the other tabs to see if alternative forms of information are available.



In the Resources tab, geographic data sources are identified with a G icon.



3.3 Refining your search results



You can refine your search results using the refinement options that are listed in descending order of popularity. Select 'View All' if you want to see all of the available options.

Different refinement options are available depending on the tab that is selected. Note that refinements only apply within that tab.

Next to each refinement is a number which denotes the exact number of results available with that refinement.

As you add refinement options, the search query is built-up and displayed above the search results. For example, if you have searched for *sustainable development* and added a refinement by year *2006* and geographic coverage *West Midlands*, it would display as

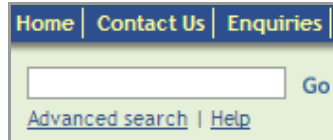
Results 1-10 of 10 [sustainable development](#) > [2006](#) > [West Midlands](#)

You can undo the additional of a refinement option by clicking on a previous stage in the search. For example, to remove *West Midlands*, select *2006* in the displayed search query. To remove all refinements, select your original search terms.

4 Advanced search

4.1 Advanced search options

The Advanced Search option is provided as a hyperlink within the search box on every page.



The Advanced Search offers further options for making searches more precise. With the Advanced Search, you can search for information

- that contains *all* of the search keywords you type in
- that contains the *exact phrase* that you type in
- that contains *at least one* of the words that you type in
- that *do not* contain any of the words you type in
- that is filtered to information in a specific section of the site

You can also search by subject category, regional strategy and opt to include information from the West Midlands Public Health Observatory.

There are additional options specific to searching the Resource Catalogue allowing you to search by resource title, creator, publisher, geographic coverage and resource type. If you type into any of these fields, only resource catalogue material will be returned in the results.

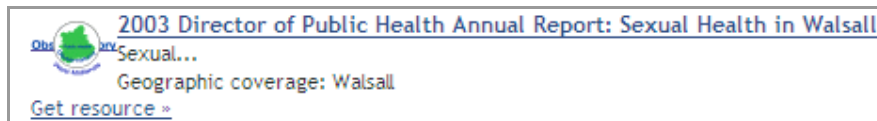
4.2 Searching West Midlands Public Health Observatory

We have partnered with the West Midlands Public Health Observatory (WMPHO) to provide the option to include WMPHO information in our search results for directory of specialists, events, forums and resources.

You can opt to include WMPHO information in your search results by selecting the checkbox in the *Additional search targets* area of the Advanced Search form.

Note: WMPHO can only be searched when using the All of these words or Exact phrase fields.

Results returned from the Public Health Observatory are indicated in the results page by the WMPHO logo.



If you would like to know more about the West Midlands Public Health Observatory, visit their website at <http://www.wmpho.org.uk>.

4.3 Browsing by subject

All information on the West Midlands Regional Observatory website has been categorised with one or more subject. You can use these subject categories to browse and search for information on the Observatory website using the Subject Category drop-down menu in Advanced Search or selecting the Subjects tab.

Whilst only the top-level subject categories are available in the drop-down menu, a search on the top-level category will include information which has been categorised with a subordinate subject category.



If you would like to know more about IPSV, further information is available on the Observatory website at <http://www.wmro.org/p.aspx/IPSV>.

4.4 Browsing by regional strategy

Some information on the West Midlands Regional Observatory website has been marked as being relevant to one or more Regional Strategy. You can browse for information based on regional strategy groupings to browse and search for information on the Observatory website using the Subject Category drop-down menu in the search forms.

If you would like to know more about regional strategies, further information is available on the Observatory website at <http://www.wmro.org/p.aspx/WMStrategies>.

5 Further Information

If you would like further assistance on searching or to comment on the search facilities on the Observatory website, please contact:

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