

# SEARCHING THE REGISTRY DOCUMENT LIBRARY

## TECHNICAL >> [DOCUMENT SEARCH](#)

Our document library has nearly 6,000 PDF files at launch and will grow over time. Files are linked to from various pages on the Website. The built-in search tool does not search the contents of the files, but will search for information that our volunteers have created, such as article titles, descriptions, author names, and common terms (“Master Tags”). Once you’ve opened a file, almost all PDFs are internally text searchable within your browser or PDF reader.

When you first access the Document Library, you’ll see the window below. Several notes are shown on how to expand the folder tree (much like Windows Explorer or the Mac Finder) and to access search.

- At first glance it seems as if there are very few documents, when in fact there are thousands. To visually explore, click **Expand All** and **Collapse All** to close.
- Although some folders show (0) documents, there are in fact documents in sub-folders. Click folders to open or collapse them.

Click “Search” to start a new search.

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## Document Library

Documents are organized into folders. Hover over a folder to view that folder's description. Click a folder to view its documents. The document details window where you can leave comments or rate the document (if enabled). You may also download the document from within the document details window if uploads are enabled for that particular folder.

Expand All Collapse All Search

Document Folders	Reference Files <span>Upload </span>
Porsche Factory Documents (0)	Chassis and Engine Numbers Tables
Magazines and Magazine article (0)	Trailing Arm Adjustment
Garage - Technical (0)	Spring Assemble Tool
Zenith NDIX 32 (7)	Early Fuel Line
Electrical (13)	
Tech articles - Legacy Website (193)	
Reference Files (4)	
About the Cars (0)	
Buy and Sell (0)	
Activities (0)	
About the Club (0)	
Website Documentation (1)	

Although it shows (0) documents, there are in fact thousands in this folder. Click any folder to expand or collapse it.

## The devil is in the details

Document Search supports 4 options, which can be combined (numbered below):

**1. Search for a text string in the document title, description or author list.** It does not work like Google. What you typed is searched for exactly, as if you put quotes around it in a Google Search. Boolean search is not supported. If you typed “Skirmants engine” it will only find instances where those words are consecutive. It will not find an article description stating “Skirmants built the engine”.

## Document Search

Search for documents by text, tags, format, and/or folder .

Search Criteria

Search Text   
*Searches document title, description, and author*

Document Tag(s)

Document Format

Folder

Include Sub-folders

**2. Search for documents with one or more predefined Master search tags.** Enter any string to narrow down the list of Tags, then select one or more. *See list at end of this document.*

**3. Document type (format).** For example, look only for PDF files.

**4. Search only within certain folders.** Select a folder to search only in that folder and any subfolders under it.

***Note there is a box to check to search in subfolders and it is not checked by default, which can lead to “no results”.***

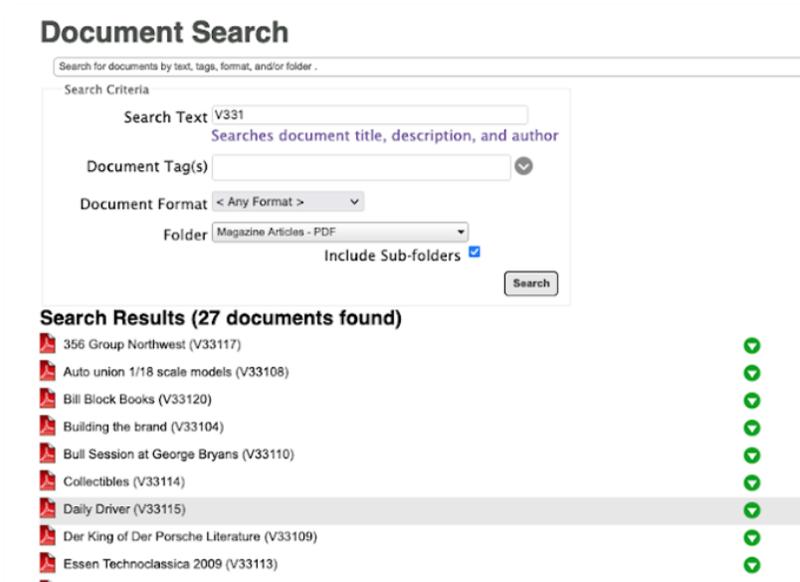
When you click the Search button, the system will return a list of documents that match all specified criteria. **The maximum results returned is limited to 30 items.** You can combine any of the 4 options above to narrow down your search.

There are over 5,100 PDFs in the library that represent individual articles from our magazines. (The full magazine PDFs are also available.) The file names are included in the titles.

The format is VXXYZZ where:

- XX is the volume number
- Y is the issue (1-6)
- ZZ is a sequence starting at 01 for the first article

For example, entering “V331” in the search field will result in an alphabetical list of PDF articles from Volume 33, Issue 1 as shown below. Alternatively, you could simply navigate down the folder list to the V33 folder. In either case, if you click on the article name it will pop up a box with more information plus a download link.



Click on a document's little green icon and it will open the document.

Click on a document name and the description pops up.



<b>Title</b>	Daily Driver (V33115)
<b>Folder</b>	Magazines and Magazine article   Magazine Articles - PDF   V33
<b>Description</b>	Jim Johnston shares tips on the 356
<b>Author</b>	Jim Johnston
<b>Date Created</b>	N/A
<b>Format</b>	Acrobat (PDF)
<b>File Size</b>	2.6 MB

Download

## Narrowing your search down

The **system's limit of returning only 30 documents** can to some extent be overcome by narrowing your search down before hitting the Search button.

For example, when searching for Pellow magazine articles, do it piecemeal by limiting your search to a range of magazine editions. In the image below, we selected **Pellow** articles only from the **V20-29** (Volume 20-29) range.

### Document Search

The screenshot shows a search interface titled "Document Search". At the top, there is a search bar with the text "Search for documents by text, tags, format, and/or folder". Below this is a "Search Criteria" section with the following fields:

- Search Text:** A text input field containing "pellow". Below it, a purple tooltip reads "Searches document title, description, and author".
- Document Tag(s):** A dropdown menu.
- Document Format:** A dropdown menu set to "< Any Format >".
- Folder:** A dropdown menu set to "V20-29". Below it is a tree view of folders:
  - Any Folder
  - Porsche Factory Documents
  - Magazines and Magazine article
    - Magazine Articles - PDF
      - V40-V49
      - V30-39
      - V20-29 (highlighted)

There is a "Search" button to the right of the folder tree and a "Return to Previous Page" button at the bottom right.

## Magazine Articles

In addition to viewing full magazines from the MEDIA CENTER >> MAGAZINES page, you can also find individual articles in the Document Library.

- To view individual articles when you know the volume #, click the **Search** button above, then in the left-hand pane, drill down until you reach the volume you're interested in, click on it and the articles in that volume will get listed on the right.

- Within that window you may also click **Search** to find articles.

## Document Library

Documents are organized into folders. Hover over a folder to view that folder's description. Click a folder to view its documents. The documents for that particular folder will appear in the right Document details window where you can leave comments or rate the document (if enabled). You may also download the document from within the details window, or the download arrow next to the document in the Documents pane if uploads are enabled for that folder.

Expand All Collapse All **Search**

Document Folders	V45	Upload
Porsche Factory Documents (0)	Years Ago (V45414)	
Magazines and Magazine article (0)	Book Review - Big Book=Big Review (V45413)	
Magazine Articles - PDF (0)	2021 Monterey Auctions (V45412)	
V40-V49 (0)	And That's the way it Was (V45411)	
V45 (62)	356 Club Swap Meet (V45410)	
V44 (114)	Luftgekühlt 7 Lands in the Midwest (V45409)	
V43 (109)		

## Additional ClubExpress Document Library Help:

<https://help.clubexpress.com/Content/Users/Modules/Documents.htm?cshid=70#Searching>