How do I Utilize Keyword Search?
PastPerfect 4.0

Keyword Searching provides a way of finding the information you want in the least amount of time. The keyword search in PastPerfect is an indexed search, meaning a list of words is created, (that list is called a search index) and it keeps track of how many times a word is used in PastPerfect. When someone performs a keyword search for a word, the search tool runs through the list, finds the word and displays the entries that contain that word. It is important to rebuild your keyword search index if you have done a significant amount of data entry so that it has the most up-to-date list of words and count of entries that contain that word.

To check the words that are listed on your search index, click on the "Setup" button, then click on the "Keyword Search" button. At the bottom of the Keyword Setup screen, there is a button labeled "View Word List," click this to view your word list. This will show a list of words and the number of times those words appear in the fields you have selected to include in the Keyword Search.

To optimize the Keyword Search for your institution, you can choose which fields you want to include in the Keyword Search from the Keyword Setup Screen. To do this, click on the tab for each catalog and click a checkmark into the box next to the fields you want to include on the Keyword Search.

If you want to be able to search for dates using the Keyword Search, you must add numbers to the "Valid Characters to Include..." field. You can do this on the Keyword Setup Screen by typing -'1234567890 in the field marked "Valid characters to include in keywords in addition to a-z". From time to time, you may get a message saying there are words that appear more than 1000 times, and you may want to add these words to the excluded words list. For a list of these over-used words, press the "View Word List" button and click on the "Count" column to sort by count. After checking your word list, if you want to add these words to the excluded words list, click into the box labeled "Do not include these words in keyword list," and type in the word followed by a comma (do not add any spaces).

When you are completely finished making changes to the Keyword Setup, click the "Rebuild Indexes Now" button. If you have not done this for a while, it may take several minutes. Please keep in mind that no other PastPerfect user can be in the Keyword Setup screen when using this button.

If you have any questions, please contact our Support Office at (800)562-6080. Thank you for using PastPerfect!